REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER
N1-275-11-1

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received 1/25/2011

1 FROM (Agency or establishment)
Export Import Bank of the United States
811 Vermont Ave , N W Washington, D,C, 20571

2 MAJOR SUBDIVISION
Information Quality & Records Management

3 MINOR SUBDIVISION

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Sharon A Whitt	202-565-3325	7/19/2011	WITHDRAWN

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ____1__ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☐ is not required ☐ is attached, or ☐ has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
1-25-11	Sharon A Whitt	Director Information Quality & Records Management

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Correspondence and Action Tracking System (CATS)		

System Title: Correspondence and Action Tracking System (CATS)

System Description:
The Correspondence and Action Tracking System (CATS) is used to track and monitor correspondence received and/or sent by the Chairman and the Congressional Affairs Office. This system provides the ability to establish a specific workflow for a specific action tracking function Incoming correspondence triggers a new case/folder in the associated workflow. CATS then track versions of documents from creation until final. The workflow provides the ability to see who has the document and where in the workflow the documents exist

The receiving or responsible office is responsible for managing the correspondence or action, i e creating files, preparing milestones, gathering and analyzing the information, and preparing responses and status reports. This requires circulation, coordination, approval, and delivery among the offices.

withdrawn

Master Files:
Files in the CATS system contain meta data to support the following functions
Description of the correspondence: who sent the document, the date sent, date received, subject matter, type of response to be created, requestor contact information
Development of response: who assigned to create response, date response due, internal due dates, approvals, ability to track versions of the documents
Completion of task: final version of document, who signed document, to whom the response document was sent to, or no response was needed.

Inputs:
Inputs to the CATS system consist of scanned versions of documents received and the ability to upload electronic documents

Disposition: permanent – transfer custody to NARA in 5 years

GRS

Outputs:
Status reports providing information on status of the cases, status of work performed by assignees.
Audit trail tracking system
Searching – keyword, time frames, screen displays

Disposition: Temporary – GRS 12 section 2