

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0258-2014-0002**

Schedule Status                      **Approved**

Agency or Establishment              **Federal Crop Insurance Corporation**

Record Group / Scheduling Group      **Records of the Federal Crop Insurance Corporation**

Records Schedule applies to              **Agency-wide**

Schedule Subject                      **Federal Regulations**

Internal agency concurrences will be provided      **No**

Background Information                      **RG 258 - Is assigned to the Risk Management Agency which was previously named Federal Crop Insurance Corporation.**

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>4</b>	<b>1</b>	<b>3</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0258-2014-0002

Sequence Number	
1	Final Regulations, Crop Insurance Policies and Provisions and Administrative Rules Disposition Authority Number: DAA-0258-2014-0002-0001
2	Cost Benefit Analysis Records Disposition Authority Number: DAA-0258-2014-0002-0002
3	Proposed and Draft Rules and Regulations Disposition Authority Number: DAA-0258-2014-0002-0003
4	Paperwork Reduction Records Disposition Authority Number: DAA-0258-2014-0002-0004

## Records Schedule Items

Sequence Number		
1	<p><b>Final Regulations, Crop Insurance Policies and Provisions and Administrative Rules</b></p> <p>Disposition Authority Number      <b>DAA-0258-2014-0002-0001</b></p> <p><b>Federal Regulations (final rules) published in the Federal Register after the proposed rule public comment period and are effective on a designated date. RMA Crop Policies and Administrative Rules published in the Code of Federal Regulations (7CFR). An analysis of changes contained in proposed and final regulations for regulation deemed as significant by the office of Management and Budget (OMB).</b></p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off at the end of the calendar year</b></p> <p>Transfer to the National Archives. for Accessioning      <b>Transfer to the National Archives 15 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation    <b>1968</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 1968 To 1988</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Every 15 Years</b></p>	
	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>10 Cubic feet</b>	<b>.5 Cubic feet</b>

Microform		
Hardcopy or Analog Special Media		

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**Cost Benefit Analysis Records**

Disposition Authority Number **DAA-0258-2014-0002-0002**

The Cost-Benefit Analysis (CBA) is an accounting of the costs to entities that are affected by the applicable regulation. The CBA is generally completed during the proposed rule phase.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

**Disposition Instruction**

Cutoff Instruction **Cut off at the end of the calendar year.**

Retention Period **Destroy 7 year(s) after cutoff**

**Additional Information**

GAO Approval **Not Required**

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**Proposed and Draft Rules and Regulations**

Disposition Authority Number **DAA-0258-2014-0002-0003**

Includes public, internal, departmental, and Office of General Counsel comments. Proposed changes (proposed rules) to RMA Federal Regulations as published in the Federal Register subject to public comment. Comments and issues raised and submitted to the Federal Crop Insurance Corporation (FCIC) by the Office of General Counsel (OGG), other USDA offices, RMA functional areas, and the public regarding draft proposed and final regulations.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **No**

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electronic format(s) other than e-mail and word processing?

**Disposition Instruction**

Cutoff Instruction                      Cut off at the end of the calendar year

Retention Period                        Destroy 7 year(s) after cutoff

**Additional Information**

GAO Approval                            Not Required

**Paperwork Reduction Records**

Disposition Authority Number        DAA-0258-2014-0002-0004

**Information Collection Packages maintained by RMA in order to stay in compliance with the Paperwork Reduction Act as administered by OMB.**

Final Disposition                        Temporary

Item Status                                Active

Is this item media neutral?            Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        No

**Disposition Instruction**

Cutoff Instruction                        Cutoff at the end of the calendar year

Retention Period                        Destroy 7 year(s) after cutoff

**Additional Information**

GAO Approval                            Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
03/28/2014	Certify	Erin Tecce	Agency Records Officer	USDA - Risk Management Agency
04/09/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
04/09/2014	Submit For Certification	Erin Tecce	Agency Records Officer	USDA - Risk Management Agency
04/09/2014	Certify	Erin Tecce	Agency Records Officer	USDA - Risk Management Agency
07/01/2014	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
07/07/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/09/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist