

REQUEST FOR RECORDS POSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI - 258 - 03 - 01	3ER
1 FROM (Agency or establishment) United States Department of Agriculture		DATE RECEIVED 3/10/2003	
2 MAJOR SUBDIVISION Risk Management Agency (RMA)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdraw" in column 10	
3 MINOR SUBDIVISION Washington & Regional Compliance Field Offices		ARCHIVIST OF THE UNITED STATES	
4 NAME OF PERSON WITH WHOM TO CONFER Clarice A. Crumb	5 TELEPHONE (202) 690 - 1560	DATE 7-2-04	<i>John W. Paul</i>

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 3 page(s) are not now needed for the business of 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 03 - 05 - 2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>Clarice A. Crumb</i>	TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Records of the Risk Management Agency (RMA)</p> <p>The records in this disposal schedule cover RMA disposable investigative, audit and related records maintained by the Office of the Deputy Administrator of Compliance.</p> <p>Note: This SF-115 covers all records previously covered by GRS-22.</p> <p>See Attached</p> <p><i>cc NWMD, RMA Agency</i></p>		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p>INVESTIGATIVE CASE FILES Case files developed during investigations of known alleged fraud, abuse, and irregularities or violations of laws and regulations. Cases relate to agency personnel, programs and operations administered or financed by the agency, including contractors and other having a relationship with the agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.</p> <p>Disposition:</p> <p>a. <u>Complaint Files.</u> Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information which may prove useful in Inspector General Investigations. Recordkeeping Copy (paper)</p> <p>Temporary. Cut off files upon close of case. Destroy 5 years after resolution.</p> <p>b. <u>All Other Investigative Case Files.</u> Recordkeeping Copy (paper).</p> <p>Temporary. Place in inactive files when case is closed. Cut off inactive file at end of fiscal year. Destroy 10 years after cutoff.</p>		

2.

AUDIT CASE FILES

Case files of internal audits of agency programs, operations, and procedures and of external audits of contractors and grantees, containing audit reports, correspondence, memoranda, and supporting working papers.

Disposition:

Temporary. Place in inactive files when case is closed. Cut off inactive file at end of fiscal year. Destroy 10 years after cutoff.

3.

ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of the records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition:

- a. Copies that have no further administrative value after recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Temporary. Delete within 180 days after the recordkeeping copy has been produced.

**Item 3
(cont)**

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Temporary. Delete when dissemination, revision, or updating is completed.

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NOTE: Some investigative and audit case files may be considered PERMANENT, if they attracted great public or industry attention, documented an advance in technology, had a significant impact on industry or agriculture, or documented the historical development of the Department.

Notify NARA so that an analysis and appraisal of these case files can be conducted and appropriate disposition authorized.