

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-258-03-02</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3/10/2003</i>	
1 FROM (Agency or establishment) United States Department of Agriculture		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Risk Management Agency (RMA)			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Clarice A. Crumb	5 TELEPHONE NUMBER (202) 690-1560	DATE <i>6-3-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <u>3</u> 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, <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
DATE 3-05-2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>Clarice A. Crumb</i>		TITLE <i>Records Officer</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Records of the Risk Management Agency (RMA): Directives The RMA was created in 1996 to administer Federal Crop Insurance Corporation (FCIC) programs and other non-insurance-related risk management and education programs that help support U.S. agriculture. Prior to 1996, crop insurance programs were administered by the Agency, FCIC. See Attached <i>Agency NRMW</i>		<i>]</i>

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRSOR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p>DIRECTIVES This item covers records created or accumulated in directing and coordinating the Agency administrative and program operations</p> <p>Disposition:</p> <p>a. Formal Directives (One Printed Copy) Directives related to program policies and administrative information. Includes all revisions and amendments thereof, Notices, indexes and checklists.</p> <p>Recordkeeping Copy (Paper). Annual accumulation. 5 cubic feet.</p> <p>Arrangement: varies. Subsequent to 1994, the Directives were arranged by Manual number. The internal policies and operating procedures Manuals were M-1, 2, 3, 4, 5, 6, 12, and 15. The external policies and operating procedures Manuals were M-7, 8, 9, 11, 13, 14, and 16. The Notices numbering system coincided with the Manual series but was preceded by an N. In 1994, the agency implemented the subject classification numbering system to identify subject areas. This system parallels the USDA Directives System.</p> <p>PERMANENT. Transfer to NARA 20 years after superseded or obsolete in 5 year blocks.</p> <p>b. Case Files. Case Files contain drafts, clearance and approval documents, reviewer's comments, and one (1) printed copy of approved directive, and other appropriate material relating to the directive Recordkeeping Copy (Paper).</p> <p>TEMPORARY. Destroy when 15 years old Transfer to the FRC 3 years after superseded or obsolete.</p>		

c Manager's Bulletins
External documents issued by the Deputy Administrator, Insurance Services Office for the Manager/Administrator, RMA. The Bulletins are numbered sequentially by calendar year.

Recordkeeping Copy (Paper).
Annual accumulation: 1 cubic ft

PERMANENT. Cut off files at the end of each calendar year. Transfer to the FRC 5 years after cutoff. Transfer to the National Archives 10 years after cutoff.

2. 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. Destroy/Delete within 180 days after the recordkeeping copy has been produced.

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

TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed.

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	
1 FROM (Agency or establishment) United States Department of Agriculture		DATE RECEIVED	
2 MAJOR SUBDIVISION Risk Management Agency		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 "withdraw" in column 10	
3 MINOR SUBDIVISION		DATE	
4 NAME OF PERSON WITH WHOM TO CONFER Clarice A. Crumb	5 TELEPHONE (202) 690 - 1560	ARCHIVIST OF THE UNITED STATES	

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 4 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 10-15-2002	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)
1	<p>Records of the Risk Management Agency (RMA). (RG 258)</p> <p>The RMA was created in 1996 to administer Federal Crop Insurance Corporation (FCIC) programs and other non-insurance-related risk management and education programs that help support U.S. agriculture.</p> <p>Prior to 1996, crop insurance programs were administered by the Agency, FCIC.</p> <p>DIRECTIVES. This item covers records created or accumulated in directing and coordinating the Agency administrative and program operations.</p>		

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1 cont.	<p>a. Formal Directives. (One Printed Copy). Directives related to program policies and administrative information. Includes all revisions and amendments thereof, Notices, indexes and checklists.</p> <p>Recordkeeping Copy (Paper). <u>Permanent.</u> Offer to National Archives 20 years after superseded or obsolete in 5 year blocks. Annual accumulation: 5 cubic feet. Arrangement varies. Subsequent to 1994, the Directives were arranged by Manual number. The internal policies and operating procedures Manuals were M-1, 2, 3, 4, 5, 6, 12, and 15. The external policies and operating procedures Manuals were M-7, 8, 9, 11, 13, 14, and 16. The Notices numbering system coincided with the Manual series but was preceded by an N. In 1994, the agency implemented the subject classification numbering system to identify subject areas. This system parallels the USDA Directives System.</p> <p>b. Case Files. Case Files contain drafts, clearance and approval documents, reviewer's comments, one (1) printed copy of approved directive, and other appropriate material relating to the directive.</p> <p>Recordkeeping Copy (Paper). <u>Temporary.</u> Destroy when 15 years old. Transfer to the FRC 3 years after superseded or obsolete.</p>		

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1 cont.	<p>c. Manager's Bulletins. External documents issued by the Deputy Administrator, Insurance Services Office for the Manager/Administrator, RMA. The Bulletins are numbered sequentially by calendar year.</p> <p>Recordkeeping Copy (Paper). Permanent. Cut off files at the end of each calendar year. Transfer to the FRC 5 years after cutoff. Transfer to the National Archives 10 years after cutoff. Annual accumulation: 1 cubic ft.</p>		
2	<p>Electronic Mail and Word Processing System Copies:</p> <p>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 records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>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.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2 a Cont.	<p>Destroy/Delete within 180 days after the recordkeeping copy has been produced.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Destroy/Delete when dissemination, revision, or updating is completed.</p>		