

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-258-03-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-258-08-010 and DAA-GRS-2016-0016-0002

Date Reported: 08/27/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.  <b>See Attached</b>  <i>Agency numm</i>		<i>1</i>

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p><b>DIRECTIVES</b> 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><b>PERMANENT.</b> Transfer to NARA 20 years after superceded 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><b>TEMPORARY.</b> 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.