

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-258-08-3	DATE RECEIVED 5/12/08
1 FROM (Agency or establishment) United States Department of Agriculture		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Risk Management Agency (RMA)			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Erin Tecce or Debbie Lackey	5 TELEPHONE 816 926-7394	DATE 9/5/11	ARCHIVIST OF THE UNITED STATES DGA

6 AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 3 page(s) are not 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 Manuel for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested

DATE 5/2/08	SIGNATURE OF AGENCY REPRESENTATIVE Rodger M Matthews <i>Rjmatthews</i>	TITLE Agency Records Coordinator
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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 GRS OR SUPERSEDED JOB CITATION	10.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>The Federal Agriculture Improvement and Reform Act of 1996 established Risk Management Agency (RMA) Prior to 1996, the Federal Crop Insurance Corporation (FCIC) administered crop insurance programs</p> <p>The role of RMA is to help producers manage their business risk through effective, market based risk management solutions and to preserve and strengthen the economic stability of America's agricultural producers RMA operates and manages the FCIC in accordance with the Act</p> <p>This schedule is applicable to all records regardless of medium.</p> <p><b>Insurance Fund Operations, Debt Management Aggregated Credit Balance, Aggregated Recoverables and Non-Aggregated Receivable Reports</b></p> <p>Records include Insurance Fund operations reports, reports of overpays by producers to agency, directly to RMA, system errors or company overpays, manager 004 reports, and recoverables reports</p> <p><b>DISPOSITION.</b> Cutoff when superseded or no longer needed. Transfer to the Federal Records Center 3 years after cutoff Destroy 10 years after cutoff.</p>		
2	<p><b>Debts with Approved Insurance Providers (AIPs) Civil Fines</b></p> <p>Records include court documents, correspondence, and appeals related to the cases</p> <p><b>DISPOSITION.</b> Cutoff when the debt is paid or satisfied Transfer to the Federal Records Center 3 years after cutoff. Destroy 20 years after cutoff.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY-CONTINUATION		JOB NUMBER	PAGE 2 OF 3
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
3	<p><b>Insurance Fund Operations Escrow, Non Aggregated Escrow Funded, Non Aggregated Daily Escrow, Non Aggregated Escrow Register and Reserved for Losses Reconciliation Report documentation</b></p> <p>Records include Escrow reports, correspondence, Accounts Payable Clearing Account-Suspense Account reconciliation, summary disbursement, Federal Reserve Collateral, Accounts Receivable, Secure Payment System Schedule, On Hold, Bank Reconciliation reports, and Aggregated Reserved for Losses reports premiums, indemnities and losses</p> <p><b>DISPOSITION:</b> Cutoff at the end of the Fiscal Year Transfer to the Federal Records Center 3 years after cutoff. Destroy 10 years after cutoff</p>		
4	<p><b>Accounting and Debt Management reports and documentation</b></p> <p>Records include Accounting documents, correspondence, Debt Management Aggregated National Summaries by Insurance Providers financial performance report, farmer premium receivable, recon, Non Aggregated standard reinsurance, livestock, and Puerto Rico accounting reports and Summary of CAT fee premiums</p> <p><b>DISPOSITION:</b> Cutoff at the end of the Reinsurance year. Transfer to the Federal Records Center 3 years after cutoff Destroy 10 years after cutoff</p>		
5	<p><b>Final Aggregated, Standard Reinsurance Agreement, Livestock and Puerto Rico Accounting Reports</b></p> <p>Records include Final Reinsurance year Approved Insurance Provider Accounting reports and background documentation</p> <p><b>DISPOSITION.</b> Cutoff at the end of the Reinsurance year. Transfer to the Federal Records Center 25 years after cutoff. Destroy 50 years after cutoff</p>		
6	<p><b>Financial Analysis of Approved Insurance Providers (AIPs)</b></p> <p>Records include Individual AIP analysis on financial performance reports, correspondence, annual statistical statements, agreements, state regulations, and performance analysis</p> <p><b>DISPOSITION.</b> Cutoff at the end of the Reinsurance Year Transfer to the Federal Records Center 3 years after cutoff. Destroy 10 years after cutoff.</p>		
7	<p><b>Treasury Reports on Receivables Supporting documentation</b></p> <p>Records include aging data report on collections</p> <p><b>DISPOSITION:</b> Cutoff at the end of the Fiscal Year Destroy 8 years after cutoff.</p>		
8	<p><b>Oversight reviews and correspondence</b></p> <p>Records include reviews, NAIC specific statistical information, financial and field office reviews and correspondence</p> <p><b>DISPOSITION.</b> Cutoff at the end of the Fiscal year. Transfer to the Federal Records Center 5 years after cutoff. Destroy 25 years after cutoff</p>		

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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)
9	<p><b>Debts with AIPs Bankruptcies, Case Files, Correspondence and Frauds, Producer Ineligibility (Non-Debt) Case Files, Controlled Substance and Non Debt Fraud</b></p> <p>Records include court documents, correspondence, and appeals, Ineligibility due to debts with Insurer, court orders, suspensions, disqualifications, and disbursements</p> <p><b>DISPOSITION</b> Cutoff when debt is no longer needed or is satisfied Transfer to the Federal Records Center 3 years after cutoff. Destroy 10 years after cutoff.</p>		
10	<p><b>Debt Management, Judgments, Non Payment-Debt Collection Effort, RMA Appeals, Cross Servicing, Recalled Debt, Company Debt Collection, and Fraud and Reports Non-Debt (Ineligible Tracking System (ITS))</b></p> <p>Records include report details of producers in non-payment status, court documents, correspondence, appeals, CAT Administration Fees, Recalled CAT Administration Fees, Ineligibility due to court order i.e. suspensions, disqualifications and disbarments and Debt management, incurred debt to agency, producer debt to agency and correspondence</p> <p><b>DISPOSITION:</b> Cutoff when debt is paid or is satisfied Transfer to the Federal Records Center 3 years after cutoff. Destroy 10 years after cutoff.</p>		
11	<p><b>National Association<sup>1</sup> Insurance Commission<sup>2,3</sup> (NAIC), Approved Insurance Providers, State Regulations Correspondence, Aggregated and Non Aggregated Reports, Review Correspondence and Reports.</b></p> <p>Records include Statistical data , Plan of Operations approval documents, State Laws, summary reports from financial performance analysis, Detailed reports by AIP collections, general documents related to individual AIP oversight review, and annual financial performance analysis on AIPs</p> <p><b>DISPOSITION.</b> Cutoff at the end of the reinsurance year Destroy 3 years after cutoff.</p> <p><i>+ see attached note from records officer</i></p>		