

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 <i>NI-258-08-5</i>	DATE RECEIVED <i>5/12/08</i>
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 <i>7/7/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adriane Thomas</i>

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 **2** 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 <i>5/2/08</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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>Program/Crop/Plans of Insurance Files</p> <p>Program-Specific, Crop-specific and Plans of Insurance specific Correspondence, Decision Memorandums, Congressional Correspondence, Legal Advice and Opinions Correspondence</p> <p>DISPOSITION: Cutoff at the end of the calendar year. Destroy 7 years after cutoff.</p>		
2	<p>Program/Crop/Plans of Insurance Pilot Program-Specific Records</p> <p>Records include correspondence related to Specific RMA Pilot Programs</p> <p>DISPOSITION: Cutoff when the pilot becomes a regulatory program or is terminated. Transfer to the Federal Records Center 5 years after cutoff. Destroy 10 years after cutoff.</p>		

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3 Program/Crop/Plans of Insurance Reports and Testimonies to Congress

Records include program-specific reports and testimonies

DISPOSITION:

Cutoff at the end of the calendar year. Transfer to the Federal Records Center 3 years after cutoff. Destroy 7 years after cutoff.

4 508(h) Program Documentation (excludes Final Policy Materials)

Records include General and specific 508(h) correspondence, original submissions, Internal and External Reviews, Board Material and Resolutions, OGC Comments, Reimbursement Requests and Actions, Electronic Submissions, Official Electronic Files and Additional Documentation

DISPOSITION:

~~Cutoff at the end of the calendar year. Transfer to the Federal Records Center 7 years after cutoff. Destroy 10 years after cutoff.~~

φ Cut off after final Board action. Transfer to Federal Records Center 7 years after cutoff. DESTROY 25 years after cutoff

5 508(h) Program Final Policy Materials

Records include Board Approved 508(h) Program Final Policy forms, policy, and materials

DISPOSITION:

Cutoff after final Board action. Transfer to NARA 7 years after cutoff.

Permanent
~~Permanent~~

6 General Program/Crop/Plans of Insurance

General program correspondence and records not scheduled elsewhere

DISPOSITION:

Cutoff at the end of the calendar year. Destroy 3 years after cutoff.

** see e-mail dated 11.24.2008 approving change.*