

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-258-08-10	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		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 6/2/10	ARCHIVIST OF THE UNITED STATES 

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 Manual 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	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 GRS OR SUPERSEDED JOB CITATION	10.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>Risk Management Agency (RMA) was established by the Federal Agriculture Improvement and Reform Act of 1996. Prior to 1996, crop insurance programs were administered by the Federal Crop Insurance Corporation (FCIC)</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><b>This schedule supersedes N1-258-03-02</b></p> <p>This schedule is applicable to all records regardless of medium.</p> <p>This item covers program handbooks and associated background materials created or accumulated in the course of administering the FCIC crop insurance program</p> <p><b>Program Specific Handbooks (excluding Miscellaneous Handbooks)</b></p> <p>Records include Program Administration, Underwriting, RMA Assigned Numbers, Privately Developed, Program Evaluation, and Loss Adjustment Handbooks</p> <p><b>DISPOSITION:</b>  <b>Cutoff at the end of the calendar year. Transfer to NARA in 3-year blocks when newest is 3 years old. <del>Permanent</del>.</b></p>	N1-258-03-02	

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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)
2	<p><b>Miscellaneous Handbooks</b></p> <p>Records include Miscellaneous Handbooks dealing with administrative issues including 4RM and Train the Trainer</p> <p><b>DISPOSITION:</b> Cutoff at the end of the calendar year. Transfer to Federal Records Center 3 years after cutoff. Destroy 5 years after cutoff.</p>	N1-258-03-02	
3 *	<p><del>Records</del> <sup>Program</sup> <b>Administration Handbook Background</b></p> <p>Records include background documentation accumulated during the creation of the Program Administration Handbooks</p> <p><b>DISPOSITION:</b> Cutoff at the end of the calendar year. Transfer to the Federal Records Center 5 years after cutoff. Destroy 10 years after cutoff.</p>		
4	<p><b>Underwriting and RMA Assigned Numbers Handbook Background</b></p> <p>Records include background documentation accumulated during the creation of Underwriting and RMA Assigned Numbers Handbooks</p> <p><b>DISPOSITION:</b> Cutoff at the end of the calendar year. Transfer to Federal Records Center 3 years after cutoff. Destroy 7 years after cutoff.</p>		
5	<p><b>Privately Developed, Program Evaluation and Loss Adjustment Handbook Background</b></p> <p>Records include background documentation accumulated during the creation of Privately Developed, Program Evaluation and Loss Adjustment Handbooks</p> <p><b>DISPOSITION:</b> Cutoff at the end of the calendar year. Transfer to Federal Records Center 3 years after cutoff. Destroy 5 years after cutoff.</p>		
6	<p><b>Miscellaneous Handbook Background</b></p> <p>Records include background documentation accumulated during the creation of Miscellaneous Handbooks</p> <p><b>DISPOSITION:</b> Cutoff at the end of the calendar year. Transfer to Federal Records Center 3 years after cutoff. Destroy 5 years after cutoff.</p>		
7	<p><b>Managers Bulletins</b></p> <p>Numbered memoranda issued by RMA's Administrators office. The bulletins are numbered sequentially by year.</p> <p><b>PERMANENT.</b></p> <p>a. <b>Office of Record:</b> Cutoff at the end of the calendar year. Transfer to NARA 10 years after cutoff. <del>Permanent</del></p> <p>b. <b>All other offices:</b> Cutoff at the end of the calendar year. Destroy 7 years after cutoff.</p>		

115-205

Two copies, including original, to be submitted  
To the National Archives and Records Administration

STANDARD FORM 115-A (REV 3-91)  
Prescribed by NARA

\* See e-mail from RMA's record 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
8	<p><b>Information Bulletins</b></p> <p>Numbered memoranda issued by RMA offices</p> <p>a. Office of Record: <del>Cutoff at the end of the calendar year. Transfer to NARA 10 years after cutoff. Permanent</del> <sup>PERMANENT.</sup></p> <p>b. All other offices: Cutoff at the end of the calendar year. Destroy 7 years after cutoff.</p> <p><b>General Handbook documentation</b></p>	N1-258-03-02	
9	<p>General documentation that does not apply to a specific handbook</p> <p><b>DISPOSITION:</b> Cutoff at the end of the calendar year. Destroy 3 years after cutoff.</p>		