

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 NI-258-09-5	DATE RECEIVED 12/18/08
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 Debbie Lackey or Ern Tecce	5 TELEPHONE 816-926-7915	DATE 12/18/08	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 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 Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE 12/8/08	SIGNATURE OF AGENCY REPRESENTATIVE 	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>This schedule is applicable to all records regardless of medium</p> <p>County Field Notes Records include notes on field inspections that are not associated with an actuarial request DISPOSITION Cut-off at the end of the calendar year. Destroy 25 years after cut-off</p>	NEW	
2	<p>Insurance Related Crop Program Files Use for documentation and materials related to the actuarial filed insurance offer This would be documentation and materials related to crop program expansion, crop program deletion, crop evaluations, policy change recommendations, rate/T-yield reviews, prices, type/practice changes, date changes (507), SPOI changes (450), and other processes related to establishing insurance offers DISPOSITION Cut-off at the end of the calendar year Destroy 25 years after cut-off</p>	NEW	
3 a	<p>County Actuarial Requests & Inspections/ Written Agreements</p> <p>High-Risk County Actuarial Requests & Inspections / High-Risk Written Agreements Records include high-risk actuarial requests, inspections, maps, other supporting documentation, written agreements, and correspondence DISPOSITION Cut off in the calendar year in which the agreement expired Destroy 25 years after cut-off</p>	NEW	

REQUEST FOR RECORDS DISPOSITION AUTHORITY-CONTINUATION		JOB NUMBER	PAGE 2 OF 2
7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
b	<p>County Actuarial Requests & Inspections / Written Agreements (except High Risk, New Breaking, and Multi Year) Actuarial requests, inspections, maps, other supporting documentation, written agreements, and correspondence</p> <p>DISPOSITION: Cut-off in the calendar year in which the agreement expired. Destroy 3 years after cut-off.</p>	NEW	
c	<p>Multi-Year County Actuarial Requests & Inspections / Multi-Year Written Agreements Records include multi-year actuarial requests, inspections, maps, other supporting documentation, written agreements, and correspondence</p> <p>DISPOSITION: Cut-off in the calendar year in which the last action was taken. Destroy 3 years after cut-off.</p>	NEW	
d	<p>New-Breaking County Actuarial Requests & Inspections/ New-Breaking Written Agreements New-breaking actuarial requests, inspections, maps, other supporting documentation, written agreements, and correspondence</p> <p>DISPOSITION: Cut-off in the calendar year in which the agreement expired. Destroy 2 years after cut-off.</p>	NEW	
4	<p>State Actuarial Documentation Records include general correspondence that is not found elsewhere within the state subcategories</p> <p>DISPOSITION: Cut-off at the end of the calendar year. Destroy 5 years after cut-off.</p>	NEW	
5	<p>Determined Yields Determined-yield requests, supporting documentation, and correspondence</p> <p>DISPOSITION: Cut-off at the end of the calendar year. Destroy 5 years after cut-off.</p>	NEW	
6	<p>Added Land; Added-land requests, supporting documentation, and correspondence</p> <p>DISPOSITION: Cut-off at the end of the calendar year. Destroy 3 years after cut-off.</p>	NEW	
7	<p>Supporting Actuarial Files Convenience copies of Special Provisions of insurance, supplement listings rules page, coverage and rates, Actuarial Map, Determined Yield Locator Docs Rules Page, and T-Yield Locator Map & Rules Page</p> <p>DISPOSITION: Cut-off at the end of the calendar year. Destroy when superseded or no longer needed.</p>	NEW	