

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-258-09-6	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 Erin Tecce	5 TELEPHONE 816-926-7915	DATE 12/18/08	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE 12/18/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Agency Records Coordinator
------------------	--	-------------------------------------

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<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>		
1	<p>Insurance Related Correspondence</p>	NEW	
a	<p>Congressional Correspondence Records include correspondence to and from National And State Congressional Offices</p> <p>DISPOSITION Cut-off at the end of the calendar year. Destroy 5 years after cut-off</p>	NEW	
b	<p>General Correspondence Records include correspondence to and from other RMA Offices and Agencies, Insurance Companies and Agents, Producers, State Departments of Agriculture and NCIS</p> <p>DISPOSITION Cut-off at the end of the calendar year. Destroy 3 years after cut-off</p>	NEW	
2	<p>Future Farmers of America (FFA) Documentation</p> <p>Documentation pertaining to the RMA Essay Contest for the FFA</p> <p>DISPOSITION. Cut-off at the end of the calendar year. Destroy 3 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)
3	<p>Regional Irrigation Assessments Records include Annual Regional Irrigation Assessments including supporting documentation</p> <p>DISPOSITION: Cut-off at the end of the calendar year. Destroy 10 years after cut-off.</p>	NEW	
4	<p>Meeting or Event Information Records include correspondence, schedules and invitations to farming events, conferences, training, schools, field days, college career days, and farm shows</p> <p>DISPOSITION: Cut-off at the end of the calendar year Destroy 3 years after cut-off</p>	NEW	
5	<p>Insurance Related Reports Records include Regional Office Annual, Combined Weekly/Legislative Report to Secretary, Crop Year Summary of Business, Indemnity Estimate, Annual Performance Plan reports</p> <p>DISPOSITION. Cut-off at the end of the calendar year. Destroy 3 years after cut-off.</p>	NEW	