

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-258-09-8	DATE RECEIVED 5/19/09
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 13 May 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 on the 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 5/14/09	SIGNATURE OF AGENCY REPRESENTATIVE 	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 GRS OR SUPERSEDED JOB CITATION	10.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>PROGRAM INFORMATION SYSTEMS</p> <p>Program information systems are used to collect, develop, analyze, and approve actuarial data (rates, prices, etc) that are used to create program offerings Once developed, this information is used by Approved Insurance Providers to sell and service risk management products to producers Systems also provides a method to distribute this filing (program) data to AIPs, loss adjusters, agents, and producers</p> <p>See attached</p>		

PROGRAM INFORMATION SYSTEMS

Insurance Program Information Systems support the delivery of the crop insurance program. These systems are used to establish the risk management products sold and serviced via industry partners.

Included in this schedule are Data Acceptance Systems (DAS), which act as the interface between RMA and its private industry partners transferring data and provides reasonable assurance of data quality, Corporate Reporting Systems (CRS) that includes business reporting tools used by RMA, the public, industry partners and other interested parties, and Actuarial Filing Systems used to collect, develop and analyze actuarial data in order to create program offerings and distribute program data to Approved Insurance Providers (AIPs)

Information in these systems comes primarily from industry partners that operate with RMA under a mutually advantageous agreement the Standard Reinsurance Agreement (SRA). The SRA defines how and when data will be transferred and the format for all incoming and outgoing data transmissions. Other information stored in the system is the output of internal actuarial and accounting processes.

~~1. Inputs~~

~~Inputs come from a variety of Actuarial Sources, including financial markets, contracting companies, NASS, the RMA Policy database.~~

~~Inputs include Actuarial data (e.g., yields, rates, maps and pricing data and RMA Employee business decisions) contained in Actuarial Data Master (ADM) flat files in the legacy systems, and will be stored in a database in the future, policy data obtained via the Approved Insurance Provider (AIP) File Server,~~

~~**Disposition:** TEMPORARY, delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later.~~

~~GRS 20 Item 2.c~~

2. Master File (System itself i.e. database, systems, etc)

Program information systems are used to collect, develop, analyze, and approve actuarial data (rates, prices, etc.) that are used to create program offerings. Once developed, this information is used by Approved Insurance Providers to sell and service risk management products to producers. Systems also provides a method to distribute this filing (program) data to AIPs, loss adjusters, agents, and producers

The systems contain data purchased from the National Agricultural Statistics Service (NASS); historic program data that was converted to electronic form; current program data transmitted electronically from business partners, a small number of manual entries reflecting manual underwriting.

Disposition: Data will be retained in the system for a minimum of 25 years. Delete when no longer needed for administrative, legal, audit or other operational purposes.

~~3. Outputs~~

~~Output ADM feeds the Data Acceptance System (DAS), the Financial Management System (FMS), and the Corporate Reporting System (CRS). Data in databases feed the various reporting applications. Data can be retrieved using SQL or various reporting applications from the Policy, Potsum, Batchstats, ADM and other databases. Records are indexed by State, county and policy number. Records may be indexed and retrieved by name of individual or agent, SSN or employer identification number, policy number or agent code~~

Disposition: Delete when the agency determines that they are no longer needed for administrative, legal audit, or other operational purposes. **GRS 20 Item 4**

4. Systems Documentation

Data systems specification, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to the master file, database or other electronic records

Disposition: TEMPORARY, destroy when superseded or obsolete. **GRS 20 Item 11.a.1**