

NCB copy

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

United States Department of Agriculture

2. MAJOR SUBDIVISION

Federal Crop Insurance Corporation

3. MINOR SUBDIVISION

Actuarial Division

4. NAME OF PERSON WITH WHOM TO CONFER

Ralph Satterfield

5. TEL EXT

447-4603

LEAVE BLANK

JOB NO

JUN 28 1976

NC 1-252-76-1

DATE RECEIVED

~~FEB 15 1976~~

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-30-76 *James E. O'Neil*
Date *Actualy* Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

6/28/76

D. SIGNATURE OF AGENCY REPRESENTATIVE

Ralph F. Satterfield

E. TITLE

Management Analyst

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

1.

County Actuarial Folders. Files containing reference material relating to approved coverages and premium rates. Official records of insurance terms for land in a county. Arranged by county.

*Copies to Agency,
6NC, 4NC, 10NC
NCW 8-2-76*

8 items

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p>Destroy when obsolete or superseded.</p> <p><u>Program and Policy Correspondence.</u> Files relating to insurance guarantees and rates and the supervision of the four regional underwriting offices.</p> <p>PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 20 years old.</p>		
3.	<p><u>Administrative Management Correspondence Files.</u> Correspondence concerning the internal management of the Division.</p> <p>Destroy when 2 years old.</p>		
4.	<p><u>Commodity Docket Files.</u> Showing methods of determining actuarial coverages and rates for different commodities as well as showing changes in actuarial methodology.</p> <p>a. <u>Washington Office:</u></p> <p>PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 20 years old.</p> <p>b. <u>Actuarial Division:</u> Copies</p> <p>Destroy when obsolete or superseded.</p>	<p>II-NNA-901 (4a8)</p> <p>NN464-5 (3b)</p>	
5.	<p><u>Statistical Summarizations.</u> Statistical tables and analysis sheets, studies on possible insurable crops, reports of analysis of crop insurance experience for particular locations, practices, and risk conditions. Statistical studies of trends.</p> <p>Destroy when obsolete or superseded or when 15 years old, whichever comes first.</p>		
6.	<p><u>Reference Files of Statistical Data.</u> Reference copies of annual SRS releases of commodity acreages, production and yield data, climatological data, commodity bulletins, and insurance publications.</p> <p>Destroy when obsolete or superseded.</p>		

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7.	<p><u>Computer control tape printouts</u> consisting of the following reference data:</p> <ul style="list-style-type: none">a. Actuarial master copy containing coverage in the rates;b. Control dates listing the insurance contract dates;c. Legal Descriptions and planning dates which apply to each county and to farms within each county. <p>Destroy when one year old.</p>	NN-168-49	