

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

NCD  
COPY

LEAVE BLANK
JOB NO <del>FEB 12 1976</del> JUN 28 1976 <b>NC 1-258-76-2</b>
DATE RECEIVED
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
7-29-76 <i>James E. O'Heil</i> Date <i>acting</i> Archivist of the United States

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  
**FCIC County Offices**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Ralph Satterfield**

5. TEL. EXT  
**447-4603**

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
6/24/76	<i>Ralph F. Satterfield</i>	<i>Management Analyst</i>	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>The Federal Crop Insurance Act (7 USC 1501 et seq.) created the Federal Crop Insurance Corporation (FCIC) on February 16, 1938, within the Department of Agriculture. The headquarters office is in Washington, DC. Both the Actuarial Division which devises actuarial/underwriting policies of the Corporation and the National Service Office which conducts the accounting function for the Corporation are in Kansas City, MO. FCIC also has offices for individual states or groups of states and offices for individual counties or groups of counties which sell the insurance policies, collect the premiums, and service the contracts.</p> <p>The purpose of the crop insurance is to reduce the risk of crop failure caused by natural hazards. The insurance covers only certain crops in particular areas.</p> <p><u>Contract Folders.</u> Files consisting of the application for insurance, the insurance policy (with riders and endorsements, if any), and the county actuarial table with related maps and lists. <i>SC 100ms 7-22-76</i></p>		
	<i>Copy to Agency</i>		<i>7 items</i>

115-107  
4NC, 6NC, 10NC  
+ NCW 8-2-76

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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>a. If there is no debt, destroy 3 years after cancellation or termination of the contract.</p> <p>b. If there is a debt, destroy when 5 years old, when the debt is paid or written off, whichever is first.</p> <p><u>Program Reference Files.</u></p> <p>Includes but is not limited to:</p> <p>a. FCI-25a--Contract Analysis List of ASCS Debtors Notification to ASCS County Offices of Collections</p> <p>Destroy current listing when new list is received for next crop year.</p> <p>b. Control Record for Contract Files and Loss Adjustment Action. ASCS tobacco quota display list and ASCS flue cured tobacco allotment and quota listings. Alphabetical Listing of Insurers Rejected Applications Record of Application (new applications, reinstatements, add-on crops, and/or changes in election by county, obtained and processed before changes in regulations and/or actuarial tables have been placed on file) NSO list of cancelled or terminated policyholders with a loss ratio of \$1.20 or higher. Control record and report for Unit Agreements Approved planting and Acreage Data Schedule <i>County Office summary, Loss Adjustment Workload (FCIC-422)</i> Destroy when 3 years old.</p> <p>c. Control Record for Contract Number Assignments by County.</p> <p>Destroy when obsolete or superseded.</p> <p>d. County Weekly Sales and Reinstatements by Crop (FCI-406) County Office Sales Report Control Record for Acreage Reports</p> <p>Destroy when new crop is prepared.</p>	<p>II-NNA-1649 II-NNA-901 (9a4)</p>	

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	<p>e. <del>Control Record for Contract Files and Loss Adjustment Action</del>                      Record of Payments Forwarded to NSO  <del>County Office Summary, Loss Adjustment Workload (FCIC-422)</del></p> <p>Destroy on year after account is paid in full.</p>		