

NC D copy

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK
JOB NO JUN 28 1976 1-258-76-3
DATE RECEIVED <del>FEB 12 1976</del>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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'Neil</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 Regional 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 <u>6/21/76</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ralph F. Satterfield</i>	E. TITLE <i>Management Analyst</i>
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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
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>Work Performance Records.</u> Work output and productivity records containing data on the type <b>X</b> of work performance such as:</p> <p>FCIC 389 Specialist's Weekly Report FCIC 421-A, 421-B-- Work Performance Report of WAE Employees</p> <p>Destroy 1 year after audit by Office of Audit.</p>		

115-107  
Copies to Agency  
4 NC, 6 NC, 10 NC  
NCW 8-2-7600

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2.	<p><u>Program Reference Files</u> such as:</p> <p>FCIC-422--County Office Summary, Loss Adjustment Workload</p> <p>FCIC-425--Supervisor's Weekly Summary of Sales, Reinstatements and Costs</p> <p>FCIC-424--Inspection Report-High Liability</p> <p>Destroy 1 year after audit by Office of Audit.</p>		