

NCD Copy

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK
JOB NO JUN 28 1976 NCD-150-76-4
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 S. 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  
National Service Office

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	7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6/28/76	<i>Ralph Satterfield</i>	<i>Management Analyst</i>		<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 devised 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 crop in particular areas.</p> <p>1. <u>Contract Folders.</u> Files consisting of the original application for insurance, the insurance policy (with riders and endorsements, if any), claims for indemnity, <del>and the county actuarial table with related maps and lists.</del> Arranged by county. <i>S. Colburn 7/22/76</i></p> <p>Destroy when 6 years, 3 months old.</p>	II-NNA-1649 II-NNA-901 (9a4)	12 items

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

## 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>Accounting Records.</u> Files consisting of all journal vouchers, general ledgers, distribution ledgers, function ledgers, financial statements, notice of indemnity, schedule of premium refunds, general fiscal and budget correspondence, Advice of Collections, Accounts Receivable Refunds, monthly trial balance, Agents' final settlement listings, cash payment forms, and Account 28 Detail and debts receivable.</p> <p>Destroy when 6 years, 3 months old.</p>		
3.	<p><u>Treasury Regulations.</u> SF-966 (non-record)</p> <p>Destroy when 5 years old.</p>		
4.	<p><u>Records Management Files.</u> Correspondence and documents pertaining to the maintenance and disposition of Corporation records.</p> <p><u>Field Offices:</u> Destroy when obsolete or superceded.</p>	GRS 16(3)	
5.	<p><u>Building Space Records.</u> Correspondence and other records pertaining to office and warehouse space.</p> <p>Destroy when 2 years old.</p>	GRS 11(1)	
6.	<p><u>Personal Property Records.</u> Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (other than those covered in items 1 and 2).</p> <p>*a. Transaction of more than \$10,000. Dispose 6 years after final payment.</p> <p>*b. Transactions of \$10,000 or less. Dispose 3 years after final payment.</p>	GRS 4(6)	
7.	<p><u>Procurement and Supply.</u> Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment (other than those covered in items 1, 2, and 13.)</p> <p>a. Procurement or purchase organization copy, and related papers.</p> <p>* (1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000.</p> <p>Dispose 6 years after final payment.</p>		

**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
8.	<p>* (2) Transactions of \$10,000 or less and construction contracts under \$2,000. Dispose 3 years after final payment.</p> <p>*on transactions after July 25, 1974</p> <p><u>Printing Records.</u> Job or project records containing all papers and data pertaining to the planning and execution of printing, binding, duplication, and distribution jobs.</p> <p>a. Files pertaining to the accomplishment of the job, containing requisition, bills, samples, manuscript clearances, and related papers exclusive of (1) requestions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.</p> <p>Dispose 1 year after completion of job.</p> <p>b. Files pertaining to planning and other technical matters.</p> <p>Dispose after 3 years.</p>	<p>GRS 3(4)</p> <p>GRS 13(3)</p>	
9.	<p><u>Payroll Records.</u> (non-record copies)</p> <p>Destroy when 2 years old. (Official copies <sup>are</sup> maintained by the National Finance Center in New Orleans.)</p>		