

NCD copy

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO

NC 1-258-77-1

DATE RECEIVED

NOV 8 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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
Regional Offices, National Service Office or Headquarters

4. NAME OF PERSON WITH WHOM TO CONFER
Ralph Satterfield

5. TEL. EXT.
447-4603

11-23-76 *James B. Choude*
Date 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 2 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 11/5/76	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ralph Satterfield</i>	E. TITLE Management Analyst
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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, D.C. 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><u>Office of Audit Reports.</u> Files consisting of a copy of the Audit Report (either of a Regional Office, the National Service Office or the Headquarters Office) conducted by the Office of Audit and any related correspondence. Office of Audit maintains or has access to the record copy of such reports.</p> <p>Destroy 3 years after the audit report is closed.</p>		
2.	<p><u>Office of Investigation Reports.</u> Files consisting of a copy of an Investigation Report (either a program or personnel investigation report) and any related</p> <p><i>Copy to Agency 12-7-76 (AV)</i></p> <p><i>Copies to 4NC, 6NC & 10NC 12-7-76 (AV)</i></p>		

Request for Records Disposition Authority - Continuation

JOB NO

MLJ-2

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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
	<p>correspondence. Office of Investigation maintains or has access to the record copy of such reports.</p> <p>a. <u>Program Investigations.</u></p> <p>Destroy 3 years after the case is closed.</p> <p>b. <u>Personnel Investigations.</u></p> <p>1. Destroy 3 years after the case is closed, if the subject of the report is still employed.</p> <p>or</p> <p>2. Destroy 1 ya year after an employee leaves FCIC (by retirement, resignation, termination, etc.)</p>		