

NCD copy

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC 1-258-77-2</b>	
DATE RECEIVED <b>NOV 8 1976</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>11-17-76</i> Date	<i>James B. Rhoads</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
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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 <i>11/5/76</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carl F. Satterfield</i>	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.	<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 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><u>Contract Folders.</u> Files consisting of the original application for insurance, the insurance policy (with riders and endorsements, if any), claims for indemnity and the county actuarial table with related maps and lists. Arranged by county. Retain for 3 years following cancellation or termination of the contract, if there is a debt destroy when 5 years old or when the debt is paid or written off, whichever is later.</p>	II-NNA-1649 II-NNA-901 (9a4) NC 1-258-76-4	

*Copy to Agency 11-23-76*  
*Copies to 4NC, 6NC + 10NC 11-23-76*