


**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS-**  
(See Instructions Reverse)

LEAVE BLANK	
RECEIVED	JOB NO.
JUN 6 1977	NC 1 258 77 3
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 "with-drawn" in column 10	
Date	Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
United States Department of Agriculture
2. MAJOR SUBDIVISION  
Federal Crop Insurance Corporation
3. MINOR SUBDIVISION  
Headquarters
4. NAME OF PERSON WITH WHOM TO CONFER  
Ralph F. 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

4/5/77 (Date)  Management Analyst (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	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.		
1	Employee Appeal Files. Files consisting of correspondence and related material pertaining to an individual employee appeal case. Destroy 10 years after the case is closed.		