

REQUEST FOR RECORDS DISPOSITION AUTHORITY	
(See instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment)	
Farm Credit Administration	
2 MAJOR SUBDIVISION	
3 MINOR SUBDIVISION	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE
John M. von Reyn, Records Officer	703-883-4120

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>NI-103-11-1</i>	
DATE RECEIVED <i>12/7/10</i>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE	ARCHIVIST OF THE UNITED STATES
<i>19 Sept 11</i>	<i>[Signature]</i>

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 17 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE <i>11/24/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>Records Officer</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Farm Credit Administration (FCA) Comprehensive Schedule attached It will replace all existing records schedules for FCA Included with the schedule is an Introduction (2 pages), the Comprehensive Schedule (7 pages), a cross-walk from the new schedule to existing schedules (5 pages), and a section that addresses NARA Bulletin 2008-04, "Guidance for Flexible Scheduling." (3 pages)	See attachment	

Farm Credit Administration – Comprehensive Records Schedule

Background Information

About the Farm Credit Administration

The Farm Credit Administration (FCA or Agency) is an independent agency within the executive branch of the U S Government FCA is the safety and soundness regulator for the Farm Credit System (FCS or System), comprised of Farm Credit banks, associations, related entities and the Federal Agricultural Mortgage Corporation (Farmer Mac) The FCS is a nationwide network of borrower-owned, non-depository financial institutions that provide credit to farmers, ranchers, producers and harvesters of aquatic products, rural homeowners, agricultural cooperatives, rural utility systems, and agribusinesses

FCA was created by a 1933 Executive order of President Franklin D Roosevelt The Agency derives its powers and authorities from the Farm Credit Act of 1971, as amended (Farm Credit Act) The U S Senate Committee on Agriculture, Nutrition, and Forestry and the U S House of Representatives Committee on Agriculture oversee FCA and the FCS As an independent federal Agency, FCA does not receive a Federal appropriation, but is instead funded through assessments paid by System institutions and by reimbursable activities

FCA is responsible for ensuring the safe and sound operations of the System It does this in two specific ways on-site examinations of FCS institutions and issuing regulations to implement the Farm Credit Act If a System institution violates a law or regulation, or if its operations are unsafe or unsound, FCA may use its enforcement authority to ensure that the problem is corrected FCA also issues and changes the charters of FCS institutions, reports to Congress on the financial condition and performance of the FCS, and approves the issuance of System-wide debt obligations

The Agency maintains its headquarters and a field office in McLean, Virginia There are also field offices in Bloomington, Minnesota, Dallas, Texas, Denver, Colorado, and Sacramento, California

FCA is lead by a full-time, three-person Board, whose members are appointed by the President of the United States with the advice and consent of the Senate They serve six-year terms and may not be reappointed The President designates one member as Chairman of the Board, who serves until the end of his or her own term The Chairman also serves as FCA's Chief Executive Officer (CEO) and, in that capacity, directs the administrative functions of the Agency

FCA Comprehensive Records Schedule – Introduction

FCA's Comprehensive Records Schedule is arranged functionally and reflects simplified and standardized recordkeeping practices to better support the Agency's business processes The Agency is currently working under a "patchwork" of schedules, using 40 NARA-approved records retention schedules that were approved over a 30 year period and 51 retention schedules from NARA's General Records Schedule These schedules were approved when most of the Agency's records were maintained in hard copy

As a small agency of less than 300 employees, we produce a correspondingly small volume of records Where a large Departmental agency may have file rooms full of hardcopy records and store terabytes of data in multiple data centers, FCA produces relatively small volumes of records –file drawers of hardcopy records and gigabytes of data on a single server In the case of administrative records, we may only have one folder for a particular record that is covered in the General Records Schedule Using simplified, standardized and flexible records retentions will not only make work processes easier, but much more

Farm Credit Administration – Comprehensive Records Schedule

efficient. This is particularly true for records maintained electronically, where a standardized retention will be much easier to administer.

Based on our current records retention schedule, we have identified those records that the National Archives has viewed as permanent records and generally assigned a standard 20 year retention period (30 years for those that contain privacy and sensitive financial information), after which they will be transferred to the National Archives. In certain instances, particularly with electronic records, FCA may need to transfer physical custody of these records to the NARA earlier, with the understanding that their availability to the public will not occur until the legal transfer date. The remainder of FCA records will be temporary records and will typically be held for 7 years or less, depending on the category of records. This 7 year retention is based on the GAO audit period that applies to many of the government's records. For certain administrative records, FCA will continue to use records retentions established in the NARA's *General Records Schedule*. These exceptions are identified in the schedule.

This schedule incorporates the requirement of NARA regulation 36 CFR 1225.12(e) that all records schedules submitted after December 17, 2007, be media-neutral, unless the schedule identifies a specific medium. It also incorporates the guidance contained in NARA's August 4, 2010, "Frequently Asked Questions about Media Neutral Schedules," that advises agencies to transfer permanent electronic records (either physically or legally) within 2-3 years of creation.

Included with the new Comprehensive Records schedule is a crosswalk from the new schedule to the existing schedules used by FCA and a section that outlines FCA's need for flexible scheduling that addresses the questions posed in NARA Bulletin 2008-04, "Guidance for Flexible Scheduling."

Questions pertaining to the new Comprehensive Records Schedule may be addressed to John von Reyn, Records Officer, at the Farm Credit Administration.

Farm Credit Administration – Comprehensive Records Schedule

FCA Comprehensive Records Schedule Arranged functionally with Standardized Retentions

1. **FCA General Mission Related Records.** These records document the overall mission of the Farm Credit Administration and may be produced in various formats (print, electronic, audio-visual, etc) They include decisions made by the FCA Board, public and Congressional communications, guidance distributed by the Agency, and reports and correspondence discussing the Agency's overall management and performance They consist of the following types of records
 - 1.1 **FCA Board Records.** Records documenting decisions of the FCA Board, Board Meeting minutes, Notational Votes, Board Meeting Briefing Books and audio recordings of closed meetings
 - 1.2 **Public and Congressional Relations Records.** Information and publications produced by the Agency that discuss the FCA and Farm Credit System, such as the Agency's annual reports, strategic plans, press releases, and speeches by FCA officials, information disseminated to the public on FCA's Website, as well as Congressional hearing testimony by FCA officials, and annual budget submissions to Congress and OMB and Congress
 - 1.3 **Agency Guidance.** Documents that explain and interpret how the Agency conducts its mission-critical work, e g FCA's Examination Manual, Bookletters, Informational Memorandums and other formal communications that provide guidance to Farm Credit System institutions and related entities
 - 1.4 **Agency Reports, Studies and Planning Documents.** Significant reports, studies and planning documents that are related to the Agency's mission, audit and investigative reports of mission-related activities and records documenting major re-organizations within the Agency Reports of Examination of Farm Credit System institutions are covered in item 2 1
 - 1 5 **Agency General Mission-Related Correspondence.** General correspondence to and from external sources such as the Farm Credit System, Congress and other Government agencies pertaining to the Agency's mission and discussing the Agency's overall management and performance Correspondence related to specific mission functions such, as the examination, policy development and corporate restructurings of Farm Credit System institutions, are filed in one of the more specific categories described later in this schedule

DISPOSITION Permanent Transfer to the National Archives when 20 years old or 20 years after close of the project or case, whichever is applicable *Records may be transferred to a Federal Records Center or to the National Archives prior to official transfer date when volume warrants (The physical transfer of records in electronic format should occur within 2-3 years of their creation, with legal transfer at 20 years or sooner at the discretion of the Agency) FCA may retain copies of these records until no longer needed for reference purposes*

Note: Audio records of closed meetings are covered under GRS 21, Audiovisual Records, items 22, Records of Meetings Made Exclusively for Note Taking or Transcriptions, EXCLUDING recordings of proceedings of Presidential Commissions and other executive commissions

2. **Records pertaining to Examination of Farm Credit System Institutions.** Under 12 U S C 2254, FCA is authorized to conduct examinations of Farm Credit System institutions FCA's examination records consist of records in all formats (print, electronic, audio-visual, etc) that document the examination and supervision of Farm Credit System institutions by the Farm Credit Administration They consist of the following types of records

Farm Credit Administration – Comprehensive Records Schedule

- 2.1 Reports of Examination of Farm Credit System institutions.** Formal reports produced by FCA that document the scheduled examinations of individual Farm Credit System institutions

DISPOSITION Permanent Transfer to the National Archives when 30 years old *Records may be transferred to a Federal Records Center or to the National Archives prior to official transfer date when volume warrants (The physical transfer of records in electronic format should occur within 2-3 years of their creation, with legal transfer at 30 years or sooner at the discretion of the Agency) FCA may retain copies of these records until no longer needed for reference purposes*

- 2.2 Farm Credit System Uniform Financial Data.** Financial data reported to FCA by Farm Credit System institutions as part of formal reporting required under 12 U S C 2257a The data are commonly referred to as Consolidated Reporting System (CRS) data These data are used to create financial reports to assist in examination planning, financial and policy analyses and monitoring the financial strength of Farm Credit System institutions

DISPOSITION Permanent Transfer to the National Archives when 20 years old *Records may be transferred to a Federal Records Center or to the National Archives prior to official transfer date when volume warrants (The physical transfer of records in electronic format should occur within 2-3 years of their creation, with legal transfer at 20 years or sooner at the discretion of the Agency) FCA may retain copies of these records until no longer needed for reference purposes*

- 2.3 Examination and Monitoring of FCS Institutions - Background Documentation and Work Papers.** Records pertaining to the examination of Farm Credit System Institutions, including financial and other information provided by FCS institutions, used as support in preparing Examination reports and monitoring of FCS institutions Also includes tools and processes developed and used to monitor FCS institutions and conduct examinations

DISPOSITION Destroy/delete when 7 years old or 7 years after close of a project or case, or when no longer needed for documentation purposes, whichever is applicable

- 2.4. Examiner Commissioning/Training Records.** FCA employees who are hired as FCA examiners undergo a formal process in order to become commissioned examiners Records created during this process include training materials, tests, and tracking records documenting each employee's progress through the commissioning process When the employee receives his/her commission, a Standard Form 50, "Notification of Personnel Action" is included in the employee's Official Personnel Folder documenting the commissioning Specialized "post-commission" training provided to commissioned examiners is also covered by this category

DISPOSITION. TEMPORARY

a Employee Commissioning Training Records - Destroy/delete 7 years after employee's commissioning or withdrawal from the program

b Training materials/tests Destroy/delete when superseded or when no longer needed for reference

- 2.5 Enforcement Actions.** Documents and work papers pertaining to enforcement and supervisory activities of FCS institutions

Farm Credit Administration – Comprehensive Records Schedule

DISPOSITION: TEMPORARY Destroy/delete when 7 years after close of an enforcement action, or when no longer needed for documentation purposes, whichever is applicable

- 3. FCA Policy Development Records.** Under 12 U S C 2252(a)(9), FCA issues rules and regulations necessary or appropriate for carrying out its responsibilities under the Farm Credit Act. These are records in all formats (print, electronic, audio-visual, etc.) that document the development of Agency regulations and policies pertaining to the mission of the Farm Credit Administration. They consist of the following types of records:

- 3.1 Public Rulemaking File.** This is a formal file available to the public containing copies of proposed and final regulations that have been published in the Federal Register. It includes any substantive analyses by the Agency on a rulemaking, comments submitted on a rulemaking and Agency responses to comments received from the public.

DISPOSITION Permanent Transfer to the National Archives when 20 years old. *Records may be transferred to a Federal Records Center or to the National Archives prior to official transfer date when volume warrants. (The physical transfer of records in electronic format should occur within 2-3 years of their creation, with legal transfer at 20 years or sooner at the discretion of the Agency). FCA may retain copies of these records until no longer needed for reference purposes.*

- 3.2 Regulation and Policy Development Records.** Records produced in the development of Agency regulations and policies but not necessary for long-term documentation purposes. They include non-substantive draft, background materials and non-substantive comments received from the public.

DISPOSITION: Destroy/delete when 7 years old or 7 years after close of the project, or when no longer needed for documentation purposes

- 4. Farm Credit System Institutions Corporate Restructuring and Prior Approval Records.** Under 12 U S C 2252(a)(2) and (a)(13)-(15), FCA issues and approves amendments to federal charters of institutions of the System, as well as approves other types of activities of FCS institutions, including funding requests. These records are in all formats (print, electronic, audio-visual, etc.) They consist of the following types of records:

- 4.1 Corporate Documents of Farm Credit System Institutions** These documents include Charters, By-laws and other substantive materials that document mergers and territorial realignments of FCS institutions.

DISPOSITION Permanent Transfer to the National Archives 20 years after close of the institution. *Records may be transferred to a Federal Records Center or to the National Archives prior to official transfer date when volume warrants. (The physical transfer of records in electronic format should occur within 2-3 years of their creation, with legal transfer at 20 years or sooner at the discretion of the Agency). FCA may retain copies of these records until no longer needed for reference purposes.*

- 4.2 Corporate Restructuring and Prior Approval Records.** These records include correspondence, background documentation and work papers, drafts and other documentation pertaining to corporate restructurings and prior approvals, including shareholder disclosure documents that are not needed for long term preservation.

DISPOSITION: Destroy/delete 7 years after close of the project or close of the institution, or when no longer needed for reference purposes, whichever is applicable

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- 4.3 Funding requests.** Pursuant to 12 U S C 2160(b)(2), the Federal Farm Credit Banks Funding Corporation (Funding Corporation) must obtain FCA's approval for determining the terms and conditions of the Farm Credit banks' interests in System-wide issuances FCA reviews requests submitted by the Funding Corporation and after reviewing them, notifies the Funding Corporation of approval or disapproval Documentation maintained includes funding requests submitted by the Funding Corporation and related background information, offering circulars, term sheets, sale confirmations, issuance activity reports, FCA approval/disapproval forms and supporting information, and other similar documentation

DISPOSITION: Destroy/delete when 7 years old or 7 years after close of a project or case, or when no longer needed for documentation purposes, whichever is applicable

- 5. Farm Credit Administration - Legal Matters.** These are records in all formats (print, electronic, audio-visual, etc) and consist of formal legal opinions, legal advice and reviews, litigation involving or affecting the Agency, and other matters requiring legal review, such as guidance on ethics matters, criminal referrals and financial disclosures by Agency employees Legal opinions and advice requested by FCA offices are maintained by the requesting office in the recordkeeping system to which the opinion/advice pertains

- 5.1 Legal Opinions - Internal.** Legal opinions issued within the General Counsel's office Legal opinions and advice issued outside the office are maintained by the requesting office Prior to July 2005, legal opinions were filed by subject in FCA's Central Files

DISPOSITION Permanent Transfer to the National Archives when 30 years old *Records may be transferred to a Federal Records Center or to the National Archives prior to official transfer date when volume warrants (The physical transfer of records in electronic format should occur within 2-3 years of their creation, with legal transfer at 30 years or sooner at the discretion of the Agency) FCA may retain copies of these records until no longer needed for reference purposes*

- 5.2 Litigation Pertaining to the Farm Credit Administration.**

A. Litigation affecting/involving FCA.

DISPOSITION Permanent Transfer to the National Archives when 30 years old *Records may be transferred to a Federal Records Center or to the National Archives prior to official transfer date when volume warrants (The physical transfer of records in electronic format should occur within 2-3 years of their creation, with legal transfer at 30 years or sooner at the discretion of the Agency) FCA may retain copies of these records until no longer needed for reference purposes*

B. Litigation of interest, but not directly affecting FCA

DISPOSITION: Destroy/delete when 7 years old or 7 years after settlement of a case, or when no longer needed for documentation purposes, whichever is applicable

- 5.3 Criminal Referrals.** Documentation and work papers pertaining to referrals of known or suspected criminal violations by FCS borrowers or FCS employees to the U S Attorney's office and FCA or Secret service for investigation and possible prosecution

DISPOSITION: Destroy/delete when 7 years old, or when no longer needed for documentation purposes, whichever is applicable.

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6. FCA Administrative Records. These are records in all formats (print, electronic, audio-visual, etc) that pertain to the day-to-day operations of the Agency, rather than the mission of the Agency They include documentation pertaining to the operation of administrative programs, administrative guidance, and administrative records maintained by FCA offices They include

- Audits, Inspections and Internal Control Programs
- Communications Mail and Couriers, Telecommunications
- Financial Management including accounting, investments, FCS assessments, budget development and Implementation
- Information requests, such as FOIA/Privacy Act and other public inquiries such as *borrower complaints*
- Information Technology - *Computer System Backup Files will continue to be covered under NARA's General Records Schedule*
- Personnel (includes Equal Employment Opportunity, Ethics, Pay and Benefits, and Employee Programs) *Official Personnel Folders, Employee Performance, Financial Disclosures, Grievance, Discrimination Complaints will continue to be covered under NARA's General Records Schedule*
- Procurement
- Property Management, including supplies and vehicles
- Records Management
- Security and Safety
- Training of employees
- Travel of employees

6.1. Administrative Program Records. Records accumulated by the office responsible for administering the program Certain administrative records will be covered under the National Archives' *General Records Schedule (GRS)* – see below

DISPOSITION Destroy/delete when 7 years old or 7 years after close of a project or case, or when no longer needed for documentation purposes, whichever is applicable *Records may be transferred to a Federal Records Center prior to destruction or deletion when volume warrants*

6.2. Administrative Guidance. These include directives, manuals, training materials and other procedural guidance pertaining to administrative functions Also includes mailing list and address information

DISPOSITION Destroy/delete when superseded or when no longer needed for reference Record sets of formal directives, procedural and operating manuals, publications, and management improvement reports submitted to the Office of Management and Budget (OMB) and the case files documenting their development are potentially permanent records

6.3. Office Administrative Records. Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists In general these records relate to the office organization, staffing, procedures and communications, the expenditure of funds, day-to-day administration of office personnel including training and travel, small purchases, supplies and office services and equipment requests and receipts (under small purchase threshold) They may also include copies of internal activity and workload reports prepared in the office and forwarded to higher levels

DISPOSITION Destroy when 3 years old or when no longer needed for reference purposes

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FCA Administrative Records still covered under NARA's General Records Schedule

Certain Agency administrative records series will continue to be covered under NARA's *General Records Schedule*, as noted below

Official Personnel Files	Transferred employees – Transfer to hiring Agency per instructions in the Federal Personnel Manual (Authority GRS 1, item 1a) Separated employees – Transfer to National Records Center 30 days after separation (Authority GRS 1, item 1b)
Employee Performance Files	Destroy 4 years after date of appraisal (Authority GRS1, item 23[a][4])
Administrative Grievance, Disciplinary and Adverse Action Files	Destroy 4 years after case is closed (Authority GRS 1, item 30a)
Leave Bank Files	Destroy 1 year after the end of the year in which the file is closed (Authority GRS 1, item 37, "Donated Leave Program Case Files")
Discrimination Complaint Case Files	Destroy 4 years after resolution of case (Authority GRS 1, item 25a)
FCA Computer System – Backup Files	Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later (Authority GRS24, item 4a(1)) Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later (Authority GRS24, item 4a(2))
Financial Disclosure Reports	Destroy when 6 years old – except documents needed in ongoing investigations will be retained until no longer needed (Authority GRS 25, item 2)

7. Short-Term Informational Records and Non-Record Materials. These are records in all formats (print, electronic, audio-visual, etc) of short-term interest that are retained by offices and employees for informational and reference purposes

7.1 – Transitory records of short-term interest having minimal documentary or evidential value. Included are such records as-

- ~~Routine notifications of meetings, scheduling of meetings and work-related trips and visits and other scheduling related activities~~
- ~~Routine requests for information or publications and copies of replies which require no administrative action, no policy decision and no special compilation or research for reply~~
- ~~Transmittal information that does not add any information to that contained in the transmitted materials~~
- ~~Quasi-official notices that do not serve as the basis of official actions;~~
- ~~To do and task lists that serve as reminders~~
- ~~Reference/extra copies of documents where the record copy is filed in an Agency recordkeeping systems~~

DISPOSITION: ~~Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule (e.g., implementing the auto-delete feature~~

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of electronic mail systems) (N1-GRS-04-5, item 1) **GRS 23, Records Common to Most Offices within Agencies, item 7, Transitory Files.**

7.2 Non-record Materials Non-record materials are U.S. Government-owned documentary materials that do not meet the conditions of records status (see 36 § 1222.12(b)) or that are specifically excluded from the statutory definition of records (see 44 U.S.C. 3301). There are three specific categories of materials excluded from the statutory definition of records:

(a) Library and museum material (but only if such material is made or acquired and preserved solely for reference or exhibition purposes), including physical exhibits, artifacts, and other material objects lacking evidential value.

(b) Extra copies of documents (but only if the sole reason such copies are preserved is for convenience of reference).

(c) Stocks of publications and of processed documents. Catalogs, trade journals, and other publications that are received from other Government agencies, commercial firms, or private institutions and that require no action and are not part of a case on which action is taken. (Stocks do not include serial or record sets of Agency publications and processed documents, including annual reports, brochures, pamphlets, books, handbooks, posters and maps.

DISPOSITION: Purge when no longer needed for reference.

7.3 Employee Electronic Storage Areas. These are electronic storage areas used by Agency employees for creating and storing the employee's copy of documents (including incoming and outgoing emails) and storing reference copies (including emails), maintaining personal calendars and task lists. ***Final documents that document the Agency's business are not maintained here – they are filed in the official Agency recordkeeping systems.***

DISPOSITION: Purge when no longer needed for reference. [Authority: Non-record – 36 CFR 1222.16 (b)(3)] Note: The Agency routinely deletes employee email and personal drives 6 months after the employee separates from the Agency.

7.4 Shared and Collaborative Work Areas. These are electronic storage areas used by Agency employees for creating and sharing copies of documents and storing reference copies of documents. ***Final documents that document the Agency's business are not maintained here – they are filed in the official Agency recordkeeping systems.***

DISPOSITION: Purge when no longer needed for reference. [Authority: Non-record – 36 CFR 1222.16 (b)(3)]