

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## Schedule Number: N1-103-99-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of:

### ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

item 4 remains active

### SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

N1-103-99-001 / 1/A is superseded by N1-103-11-001 / 2.3

N1-103-99-001 / 1/B is superseded by N1-103-11-001 / 2.3

N1-103-99-001 / 2/A is superseded by N1-103-11-001 / 2.1

N1-103-99-001 / 2/B is superseded by N1-103-11-001 / 2.1

N1-103-99-001 / 3/A is superseded by N1-103-11-001 / 2.3

N1-103-99-001 / 3/B is superseded by N1-103-11-001 / 2.3

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER	
N1-103-99-1	
DATE RECEIVED	
3-22-99	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
1-20-00	<i>John W. Paul</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 <u>2</u> 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,		
<input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested		

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
3/12/99	<i>Cheryl Thomas</i>	Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Call Reports. (see attachment)	N1-103-88-2, item 1a(1)	
2	Examination Reports (see attachment)	N1-103-87-2, item 1a(1)	
3	Examination Workpapers (see attachment)	N1-103-87-2, item 2	
4	Receivership/Liquidation Files - Temporary (see attachment)	N1-103-88-3, item 2 & N1-103- 90-2	

1

**Call Reports.** Paper copy of financial data submitted by Farm Credit System institutions. Data from these call reports are loaded to the Consolidated Reporting System database (scheduled as N1-103-93-2, item 1A1(a)) (Database data is transferred to the National Archives for permanent retention )

ARRANGEMENT Numerical by institution number

DISPOSITION

- a. Record copy Destroy when 4 years old (Superseded authority N1-103-88-2, item 1a(1))
- b. Electronic copies used for creation, updating, revision or reference purposes – Destroy when no longer needed for creation, updating, revision or reference, but no later than the destruction or transfer date for the record copy.

2

**Reports of Examination - Produced by FCA.** Examinations of System institutions are documented in Reports of Examination provided to the institution's board of directors. These reports include assessments of the financial status of the institution, the effectiveness of the institution's management, asset quality, earnings/liquidity, and other relevant areas. FCA may also conduct examinations of special service institutions and other financial institutions

ARRANGEMENT Chronological by year, then alphabetical by name of institution

DISPOSITION

- a. Record copy held in Central Files – PERMANENT Retire to FRC when 7 years old Transfer to NARA when 20 years old. Transfer to NARA in 5-year blocks when the most recent records are 20 years old (Superseded authority N1-103-87-2, item 1a(1))
- b. Electronic copies used for creation, updating, revision or reference purposes – Destroy when no longer needed for creation, updating, revision or reference, but no later than the destruction or transfer date for the record copy.

3

**Examination Workpapers.** Extensive workpapers are created by FCA examiners in the course of developing the Reports of Examination. These workpapers provide a systematic record of work performed during an examination; a record of information obtained and developed to support findings, conclusions, and recommendations; and the basic material used to prepare the Report of Examination. Examples of working papers are examination plans, analyses, memoranda, letters of confirmation and representation, abstracts of institution documents, pro forma's, and schedules or commentaries prepared or obtained by FCA examiners. Working papers may also be in the form of data stored on tapes, films, or other media

ARRANGEMENT: Alphabetical by name of institution.

DISPOSITION

- a. Record copy. Destroy when 3 years old or after completion of enforcement action, whichever is later (Superseded authority N1-103-87-2, item 2)
- b. Electronic copies used for creation, updating, revision or reference purposes. – Destroy when no longer needed for creation, updating, revision or reference, but no later than the destruction or transfer date for the record copy.

4.

**Receivership/Liquidation Files – Temporary Records That Must Be Retained After the Termination of the Receivership for Legal or Administrative Purposes** Includes records such as the following

- (1) Loan files FCA may need to access after the close of the receivership. Includes files for loans requiring major compromise efforts by the receiver, involving large losses, requiring FCA approval, etc
- (2) Routine administrative records (including accounting files, personnel records, and payroll records) created during the receivership
- (3) Meeting minutes of the institution's former board, loan committee, or executive committee that provide significant information useful to the receiver or FCA
- (4) Administrative files, accounting files, personnel records, and payroll records created by the institution prior to closing that must be retained by FCA for legal or administrative purposes (including retention to meet record-keeping requirements of Federal, state, or local authorities)

**DISPOSITION**

- a Record copy Destroy five years after discharge of the receiver. These records are exempt from the Freedom of Information Act under exemption 8. Access to the records shall require the consent of FCA (Superseded authorities N1-103-88-3, item 2 & N1-103-90-2, item 2)
- b Electronic copies used for creation, updating, revision or reference purposes – Destroy when no longer needed for creation, updating, revision or reference, but no later than the destruction or transfer date for the record copy