

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-258-08-14	DATE RECEIVED 7/3/08
1 FROM (Agency or establishment) United States Department of Agriculture		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Risk Management Agency (RMA)			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Erin Tecce or Debbie Lackey	5 TELEPHONE 816 926-7394	DATE 6/23/08	ARCHIVIST OF THE UNITED STATES

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 2 page(s) are not 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 6/23/08	SIGNATURE OF AGENCY REPRESENTATIVE Rodger M Matthews	TITLE Agency Records Coordinator
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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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>Risk Management Agency (RMA) was established by the Federal Agriculture Improvement and Reform Act of 1996. Prior to 1996, crop insurance programs were administered by the Federal Crop Insurance Corporation (FCIC).</p> <p>The role of RMA is to help producers manage their business risk through effective, market based risk management solutions and to preserve and strengthen the economic stability of America's agricultural producers. RMA operates and manages the FCIC in accordance with the Act.</p> <p>This schedule is applicable to all records regardless of medium</p> <p>USDA Schedule N1-16-87-1, Items 1500, 1513 and 1520 is being adopted for use by RMA</p> <p>Legal Affairs and Proceedings</p> <p>Records include material of a general nature which pertains to hearings and other legal proceedings before the Department of Agriculture which are not described elsewhere in this category</p> <p>DISPOSITION:</p> <p>Cutoff at the end of the calendar year. Destroy 3 years after cutoff.</p>		
2	<p>Legal Advice and Opinions</p> <p>Records include material for advisement, opinions, decisions and agency comments on GAO, OGC, and BCA, or other formal decisions and opinions</p> <p>Cutoff at the end of the calendar year. Destroy 3 years after cutoff.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY-CONTINUATION		JOB NUMBER	PAGE 2 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
3	<p>Legal Proceedings</p> <p>Records include material pertaining to legal proceedings which involve the Department of Agriculture</p> <p>* Cutoff at the end of the calendar year. Destroy 3 years after cutoff. <i>→ in which the case is closed.</i></p> <p>* See appraisal report for approval from RMA.</p>		

12/4/09



National Archives and Records Administration

CENTRAL PLAINS REGION
2312 EAST BANNISTER ROAD
KANSAS CITY, MISSOURI 64131-3011
www.nara.gov/regional

RR Date: November 12, 2008
Appraiser: Robin Riat, NREM
Agency: Risk Management Agency
Subject: N1-258-08-14

INTRODUCTION

Schedule Overview

Routine Legal Affairs and Proceedings

Note: This schedule requests permission to adopt three previously-approved temporary items from USDA schedule job N1-16-87-1 (items 1500, 1513, 1520) for use by RMA.

Administrative History

The Risk Management Agency (RMA), part of the U.S. Department of Agriculture, was established in 1996 by the Federal Agriculture Improvement and Reform Act. RMA provides crop insurance to American agricultural producers via the Federal Crop Insurance Corporation (FCIC, established 1938), which it operates and manages. While private-sector companies sell and service crop insurance policies, RMA develops and approves the premium rates, administers premium and expense subsidies, approves and supports insurance products, and reinsures the companies. RMA also sponsors educational and outreach programs on risk management.

Additional Background Information

RMA has three primary divisions. Insurance Services oversees program delivery, managing the contracts with the companies that sell and service policies. Product Management oversees crop insurance product development. Risk Compliance monitors producer and insurance company compliance with the program. RMA insures approximately 100 different crops, ranging from almonds to fruit trees to wheat. More background information may be found on RMA's Web site at <http://www.rma.usda.gov>

Overall Recommendation

I recommend approval of the attached schedule.

APPRAISAL

Item 1: Legal Affairs and Proceedings

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- Previously approved as temporary – This schedule requests permission to adopt previously approved USDA Schedule N1-16-87-1, Item 1500 for use by RMA.
- Administrative
- Has little or no research value

Adequacy of Proposed Retention Period(s) for temporary records:

- Item 1 deals with general supporting information which is not covered elsewhere in RMA schedules. These records do not relate to specific programs or individuals – such records are covered elsewhere in RMA schedules (e.g. N1-258-08-22)
- Records appear to have minimal legal rights and accountability implications. These are routine administrative records.

Media Neutrality: Approved

Item 2: Legal Advice and Opinions

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- Previously approved as temporary – This schedule requests permission to adopt previously approved USDA Schedule N1-16-87-1, Item 1513 for use by RMA.
- Administrative
- Has little or no research value

Adequacy of Proposed Retention Period(s) for temporary records:

- Records appear to have minimal legal rights and accountability implications. These are routine administrative records.

Media Neutrality: Approved

Item 3: Legal Proceedings

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition:

Appropriate, with cutoff wording changes approved by RMA

The schedule as submitted adds the phrase “cutoff at the end of the calendar year” to the previously-approved disposition. In-person discussions with RMA on November 13, 2008 led RMA to request modification of the proposed cutoff period to read “Cut off at the end of the calendar year *in which the case is closed.*” [Italics added to highlight the desired change.] This modification ensures that the records are retained for the life of the proceedings and are not disposed of during ongoing activities or cases.

Appraisal Justification:

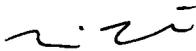
- Previously approved as temporary – This schedule requests permission to adopt previously approved USDA Schedule N1-16-87-1, Item 1520 for use by RMA.
- Administrative
- Has little or no research value

Adequacy of Proposed Retention Period(s) for temporary records:

- Records appear to have minimal long-term legal rights and accountability implications. These are routine administrative records.

Media Neutrality. Approved

Appraiser



Robin Riat, CRM

Senior Records Analyst

National Archives and Records Administration – Central Plains Region