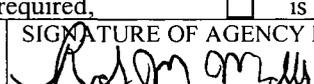


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-258-09-9	DATE RECEIVED 5/19/09
1 FROM (Agency or establishment) United States Department of Agriculture		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Risk Management Agency (RMA)			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Debbie Lackey or Erin Tecce	5 TELEPHONE 816-926-7915	DATE 21 Sept 2010	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 on the attached 3 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 Manuel for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE 5/14/09	SIGNATURE OF AGENCY REPRESENTATIVE 	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>FINANCIAL INFORMATION SYSTEMS</p> <p>The systems track, store and report on all Financial Activity for the Risk Management Agency and the Federal Crop Insurance Corporation The systems maintain the agency's official financial records, as well as the book of business of record for our Approved Insurance Providers (AIPs) The system performs financial activities in accordance with Generally Accepted Accounting Principles (GAAP) and provide detail (producer level) and aggregate (company level) data used to determine monies owed or due RMA/FCIC The systems also track program eligibility and the gain/loss ratio which assesses the relative health of and risk to the program</p> <p>See attached</p>		

FINANCIAL INFORMATION SYSTEM

The Risk Management Agency is the operations arm of the Federal Crop Insurance Corporation (FCIC). Federal crop insurance is available to agricultural producers through private insurance companies that market and service policies. FCIC reinsures the policies and provides a subsidy for the administrative and operating expenses of delivering the insurance products and/or programs. FCIC also provides a subsidy for the producer's premium.

The FMS investment is RMA's single integrated financial management system (as required by OMB Circular A-127). FMS is a set of financial processes used by RMA/FCIC to carry out financial management functions, manage financial operations of the agency and report on the agency's financial status to central agencies, Congress and the public. The FCIC maintains two separate funds, one for administrative and operating purposes (A&O fund), and one for the crop insurance program (Insurance Fund). FMS manages the Insurance Fund.

This system also facilitates the transfer of financial information to and from AIP accounting units, Treasury, and other government agencies.

Information in the system comes from upstream program processes that require reinsured companies to electronically transmit, at least monthly, all data required under the reinsurance agreement to receive their contracted reimbursements.

1. Inputs

Inputs include pre-DAS (raw) detail data files, post-DAS databases, Government-wide Debt Management Program data and a small number of manual entries by accountants and debt collection personnel.

Inputs also include ineligible and Plan of Operations data from the AIP File Server. Policy data to support Escrow and Accounting Reports comes from DAS. Actuarial Data Master (ADM) information from RMA ADM database.

Disposition: TEMPORARY, delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later.

GRS 20 Item 2.c

2. Master File (System itself i.e. database, systems, etc)

The Financial Information Systems include individual producer accounting records; aggregate company accounting records; summary journal vouchers, accounts payable, accounts receivable; debt records, program eligibility records. Includes daily funding of escrow, tracking of accounts receivable and accounts payable, plan of operations, program eligibility, general ledger interface, financial reporting (quarterly and year-end close out).

The systems track, store and report on all Financial Activity for the Risk Management Agency and the Federal Crop Insurance Corporation. The systems maintain the agency's official financial records, as well as the book of business of record for our Approved Insurance Providers (AIPs). The system performs financial activities in accordance with Generally Accepted Accounting Principles (GAAP) and provide detail (producer level) and aggregate (company level) data used to determine monies owed or due RMA/FCIC. The systems also track program eligibility and the gain/loss ratio which assesses the relative health of and risk to the program.

Disposition: Data will be retained in the system for a minimum of 25 years. Delete when no longer needed for administrative, legal, audit or other operational purposes.

3. Outputs

Reports can be created on demand for all applications except Reinsurance Accounting Systems (RAS) which runs monthly and Year End Accounting which processes quarterly

Disposition: Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. **GRS 20 Item 4**

4. Systems Documentation

Data systems specification, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to the master file, database or other electronic records.

Disposition: TEMPORARY, destroy when superseded or obsolete **GRS 20 Item 11.a.1**