

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-103-88-2

DATE RECEIVED

3-14-88

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Farm Credit Administration

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

Cheryl Thomas

5. TELEPHONE EXT.

883-4119

DATE

3/12/90

ARCHIVIST OF THE UNITED STATES

*[Signature]*

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 7 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE

2/25/88

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Cheryl Thomas*

D. TITLE

Information Resources Management  
Specialist

7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR  
SUPERSEDED  
JOB  
CITATION

10. ACTION  
TAKEN  
(NARS USE  
ONLY)

Records relating to financial reporting by the Farm Credit System institutions. See attached sheets.

*Copies sent to agency,  
NCF, NMF 3/24/90*

## 1. Financial and Statistical Information Submitted by the Financial Institutions

In order to properly regulate the financial institutions in the Farm Credit System, FCA requires the institutions to submit information about their operations and financial condition. The formats used to request the information have varied through the years. Currently a Call Report is issued to the institutions which specifies the data and forms to be submitted. The major types of information requested by the Call Reports include a statement of condition, statement of earnings, statement of changes in net worth, statement of operating expenses, analysis of allowance for losses, report of accounts and notes receivable, report of accounts and notes payable, collateral position report, loan performance schedules, and uniform loan activity report and reconciliation schedules. Through the years, the data has been submitted on FCA forms, on computer printouts, or in electronic formats. Some of the older data is maintained only in hard copy; more recently, data has been inputted into the Consolidated Reporting System database. After receiving the information, FCA uses it to generate various reports such as the Report of Operations, various loan performance and activity reports, reports on collateral position, and interest rate reports.

The major records submitted by the financial institutions are described below. Prior to implementation of the Call Report format of reporting in June 1986, the various reports were filed as separate series. Beginning in June, 1986, the reports were interfiled in a Call Report folder arranged by calendar quarter. In March, 1988, the Uniform Call Report format was established. The Uniform Call Report consolidated the information required on most of the various reports into one single report.

The quarterly Uniform Call Report is described in item a below. Item b describes the Financial Position Schedule which is submitted monthly by System banks. This report was previously entitled "Addendum: Prospective Financial Information" and was one of the reports submitted by the institutions prior to the introduction of the Uniform Call Report.

The individual reports that were eventually incorporated into the Uniform Call Report are described both as separate series (see items c - g), as well as part of the interfiled Call Report file (item h). The description of the interfiled Call Report file is included to facilitate transfer of the older reports that were physically interfiled in this series to the Federal Records Center.

The present accumulation of the Uniform Call Report information is approximately 25 cubic feet per year.

### a. Uniform Call Report

Submitted quarterly by each Farm Credit financial institution.

(1) Record copy - Destroy when 30 years old. Transfer to Federal Records Center when 3 years old.

(2) All other copies - Destroy when no longer needed for reference,

normally not to exceed 5 years.

b. Financial Position Schedule.

(Formerly entitled Addendum: Prospective Financial Information  
(Three-Month Financial Forecast.)

Submitted monthly by Farm Credit banks.

(1) Record copy - Destroy when 30 years old. Transfer to Federal Records Center when 3 years old.

(2) All other copies - Destroy when no longer needed for reference, normally not to exceed 5 years.

c. Financial and Statistical Reports (F&R's)

These reports indicate the financial condition and performance of the institution. The periodicity of these submittals has varied but quarterly submittals have been most common. Among the FCA forms that have been used for submitting these reports are:

Federal Land Banks (FCA 266 F&R)  
Federal Intermediate Credit Banks (FCA 189 F&R)  
Bank for Cooperatives (FCA 277 F&R)  
Federal Land Bank Associations (FCA 39-LB)  
Production Credit Associations (FCA 771 F&R)  
Agent of the Land Bank Commissioner or Federal Farm Mortgage Corporation (FCA 6 F&R, obsolete), 1933-56  
Production Credit Corporation (FCA 325 F&R, obsolete), 1933-56

Originally scheduled under NARA job number NC1-103-77-1, item 39, which is superseded by this schedule. As the reports are not cumulative, the disposition of the reports for the different reporting periods should be uniform.

(1) F&R's for which no Reports of Operation exist, including:

Banks for Cooperatives, 1933-1949, accession 103-71A-1472, boxes 1-5, inclusive, Washington National Records Center

Federal Intermediate Credit Banks, 1923-1958, accession 103-71A-1472, boxes 8-15, inclusive, Washington National Records Center

Federal Land Banks, 1918-1948, accession 103-71A-1472, boxes 16-23, inclusive, Washington National Records Center

Production Credit Associations, 1934-1951, accession 103-71A-1472, boxes 33-52, inclusive, Washington National Records Center

Federal Land Bank Associations:

1964-1967, accession 103-78-0007, boxes 6 and 7, Washington National Records Center

1968-1967, accession 103-84-0001, boxes 9-11, inclusive, Washington National Records Center

~~Years prior to 1964 and 1973-1975 - location undetermined.~~

*Deleted per Felton  
w/ Cheryl Thomas  
2-21-90. jpm*

PERMANENT. Transfer to National Archives when 30 years old.

(2) F&R's for which Reports of Operation exist

(a) Record copy - Destroy when 30 years old. Transfer to Federal Records Center when 3 years old.

(b) All other copies - Destroy when no longer needed for reference, normally not to exceed 5 years.

d. Loan Performance Report

(1) Record copy - Destroy when 30 years old. Transfer to Federal Records Center when 3 years old.

(2) All other copies - Destroy when no longer needed for reference, normally not to exceed 5 years.

e. Uniform Loan Activity Report and Reconciliation Reports

(1) Record copy - Destroy when 30 years old. Transfer to Federal Records Center when 3 years old.

(2) All other copies - Destroy when no longer needed for reference, normally not to exceed 5 years.

f. Collateral Position Report

(1) Record copy - Destroy when 30 years old. Transfer to Federal Records Center when 3 years old.

(2) All other copies - Destroy when no longer needed for reference, normally not to exceed 5 years.

g. Reconcilement of Capital/Deferred Expenses (RAP/GAAP)

Collection of this information ceased in 1988.

(1) Record copy - Destroy when 30 years old. Transfer to Federal

Records Center when 3 years old.

(2) All other copies - Destroy when no longer needed for reference, normally not to exceed 5 years.

#### h. Interfiled Call Report Records

From June, 1986, until March, 1988, when the Uniform Call Report was established, the various reports required from the financial institutions were interfiled in a Call Report folder arranged by calendar period covered by the Call Report (generally a quarter although periodicity varied depending on the need for supervisory information). This series includes the records described in items c - g above and similar records such as the FICB/OFI Report (used to report loan participations with other financial institutions not in the Farm Credit System). Contents of the folder for any specific period will vary according to the exact forms and schedules requested from the financial institutions.

(1) Record copy - Destroy when 30 years old. Transfer to Federal Records Center when 3 years old.

(2) All other copies - Destroy when no longer needed for reference, normally not to exceed 5 years.

## 2. Consolidated Reporting System

This database contains much of the data submitted by the financial institutions in the reports described in item 1 above. (As of 1988 all schedules from the Uniform Call Report are input into the Consolidated Reporting System. However, some information collected in the older reports has not been inputted.) The database is used to manipulate the data and generate the reports described in item 3 below. It can also be used as an online reference system to identify institutions having certain characteristics. The database is updated whenever new call reports are submitted; all historical data that has been inputted as well as current information is retained. The input records (item 1) and the output records (item 3) contain all significant information in the database. Therefore, the database may be considered to duplicate the existing hard copy records.

Disposition: Schedule item withdrawn. Disposal not authorized.

## 3. Financial Reports Generated by FCA

### a. Reports of Operations.

Prepared periodically (periodicity varies depending on the need for supervisory information) for each bank and association (associations are generally reported in summary form for the association system as a whole), these reports are based primarily on source figures in the financial and

statistical reports submitted by the financial institutions but are more summary in nature and involve some manipulation of the source figures.

These records were originally scheduled by NARA job NC1-103-77-1, item 41 which is superceded by this schedule.

(1) Record copy.

PERMANENT. Transfer to Federal Records Center in five-year blocks. Transfer to the National Archives when 30 years old.

(2) Agency reference copy in Central Files.

Destroy when all reference value ceases.

b. Loan Performance and Activity Reports

Includes various reports concerning loan performance, reports of chargeoffs, and loan activity and reconciliation for the banks and associations.

(1) Record copy.

PERMANENT. Transfer to Federal Records Center in five-year blocks. Transfer to the National Archives when 30 years old.

(2) Agency reference copy in Central Files.

Destroy when all reference value ceases.

c. Other Financial Reports

Includes but is not limited to reports concerning use of regulatory accounting, collateral position reports, reports concerning other financial institutions, interest rate reports, securities reports, financial projections, etc.

(1) Record copy in Central Files - Destroy when 30 years old. May be transferred to Federal Records Center.

(2) All other copies.

Destroy when no longer needed for reference, normally not to exceed 5 years.