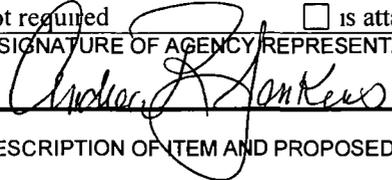


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>NI-572-09-5</b>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>9/29/09</b>	
1 FROM (Agency or establishment) <b>United States Department of Agriculture Rural Development Operations and Management SSD STOP 0742 1400 Independence Ave , SW Washington, DC 20250-0742</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION <b>Rural Housing Service</b>			
3 MINOR SUBDIVISION <b>Commercial System</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Andrea R Jenkins Andrea.Jenkins@wdc.usda.gov</b>	5 TELEPHONE NUMBER <b>202 692-0029</b>	DATE <b>7/3/12</b>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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>  8  </u> page(s) are not needed now for the business for 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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input checked="" type="checkbox"/> has been requested			
DATE <b>09/10/09</b>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE <b>Rural Development Records Officer</b>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>U S Department of Agriculture Rural Development Record Group 572  Electronic Information System – Commercial (see attached)</b>		

applications can download them in a secure way. A VAPG administrator promotes grant applications to the VAPG web application site and posts those grant applications on individual directories. These directories are created for each individual internal/external reviewer that accesses the application, so that they can download only those grant applications within their own directory, if any are available.

**Inputs:**

Inputs includes borrower, geographic, program/sub-program info, data for RUS and DCFO loan/grant processes, CPA and ACH banking information, obligation data, cash receipts, application of payments, and other servicing transactions.

**Disposition:**

Data is kept indefinitely.

**Master File:**

- Customer profiles including the applicant name, address, taxpayer identification number (TIN), contact personnel, legal name, financial disposition, and payment status
- Certified Public Accounting (CPA) firms profile information such as the name of the firm and contact information
- Bank account information, such as bank name, account number and type, bank routing number, and contact information
- USDA personnel information including account representatives names, contact information, and relationship to borrowers
- Congressional District and Representative profile information including District number and Representative's name and contact information
- Borrower information such as president and officers, merger information, counties served, services provided, migration and poverty indicators
- Change history, disaster status, and billing and payment method
- Borrower ID number, loan/grant designation, program approval, and obligation date and status
- Agreement information from the note signed, including the original amount of loan or grant, date reviewed and cleared, last date for advance, and final maturity date
- Information on advances, such as the date, bank account number, amount, and numbers and dates of disbursements
- Information on the borrower's history, including obligations, notes, advances and disbursements, and details of all loans
- The history of each loan, including the original obligation, note, and actions
- Billing and payment information

**WITHDRAWN**

**Disposition:**

Data is kept indefinitely

**Outputs:**

Outputs include reports related to appropriations and allotments, obligations and disbursements, project and loan status, general ledger, transaction processing and input/output balancing, financial data balancing, congressional reporting, Internal Revenue Service (IRS) data, statements, commercial credit bureau reporting, Federal Funding Accountability and Transparency Act (FFATA) and Federal Assistance Award Data System (FAADS) reporting

Other outputs include reports on borrowers, financials, findings, management, project, project summary, monthly and quarterly reports, semi-annual reports, and other reports and screens used to monitor and manage the rural utilities programs

**Disposition:**

Destroy or delete when superseded or obsolete  
Many outputs are maintained indefinitely on microfiche in the DCFO

**System Documentation:**

Operations guide, data dictionary, system security plan, online help, application hosting profile, application recovery plan, installation manual, software manifest, system diagram, and user security guide

**Disposition:**

Destroy or delete when superseded or obsolete

**Type of Records:** Data Files

**Format:** Media Neutral

**Functions Supported:**

Commercial is an overall complete program management and financial information system of the Rural Utilities programs.

**WITHDRAWN**