

Request for Records Disposition Authority

Records Schedule Number: **DAA-0145-2015-0012**
 Schedule Status: **Approved**

Agency or Establishment: **Farm Service Agency**
 Record Group / Scheduling Group: **Records of the Farm Service Agency**
 Records Schedule applies to: **Major Subdivision**
 Major Subdivision: **Farm Service agency**
 Schedule Subject: **Consolidated Financial Management Information Systems**
 Internal agency concurrences will be provided: **Yes**

Background Information

The basic objective of the financial information system is to meet the agency's financial obligations as they come due. Processes and procedures used by the agency to exercise financial control and accountability. These measures include accumulations of program refund, loan payments, concentration banking, financial accounting and reporting, paper check conversion, automated claims producer claims, transfer collections and control CCC and FSA claims, receivables, write-off of small balances, prepare demand letters, status reports, document imaging client-server major application that stores financial information such as Automated Clearing House returns, or the financial Management System which consist of multiply sub-systems and data marts such as the CCC-CORE which provides budget and annual reports which include both budgetary and propriety account information, or such as FSA-CORE which provides state and county administrative expense reporting and general ledgers, or such as the State and County Office Automation Project (SCOAP) application which collects accounting transactions transmitted from the state and counties and pass validated data to CORE for generation of accounting entries into systems such as IRS Reporting System, and Producer Payment Reporting, verification and other reporting of transactions that affect revenues, expenditures, assets and liabilities.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0145-2015-0012

Sequence Number	
1	Consolidated Financial Management Information Systems Disposition Authority Number: DAA-0145-2015-0012-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="367 421 1138 453">Consolidated Financial Management Information Systems</p> <p data-bbox="367 474 1130 506">Disposition Authority Number DAA-0145-2015-0012-0001</p> <p data-bbox="367 527 1458 1108">Master: These systems collectively handle the tracking, processing, collection and reporting of cash receipts made to FSA. Debt information claims and receivables as a data warehouse are used for reporting. Commercial off the shelf application that stores images in the form of Tiff files that allow for the input of pertinent Consolidated Financial Management Information Systems investment documents for storage and retrieval. Systems that collect information for land value surveys, state and county information copies received for land sold, transferred and collect information for the emergency producers and operations for food feed and fertilizers storage locations. FSA appropriated fund/administrative accounting and for the Commodity Credit Corporation (CCC) Accounting. Extraction of IRS reportable information recorded in the Price Support System for loan forfeiture settlement and abandonment, printing of producers report, and transmission of reportable data to KC. Overall mission involves the disbursement of funds to farmers, vendors, service center offices operating expenses, tracking what payments are to be made and to whom the check writing system then disburses that money to the appropriate party.</p> <p data-bbox="367 1123 911 1155">Final Disposition Temporary</p> <p data-bbox="367 1176 846 1208">Item Status Active</p> <p data-bbox="367 1229 813 1261">Is this item media neutral? Yes</p> <p data-bbox="367 1283 813 1400">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="367 1421 813 1506">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="367 1538 675 1570">Disposition Instruction</p> <p data-bbox="367 1591 1463 1698">Cutoff Instruction Cutoff at the end of the calendar year in which the program, project or other activity ends, or in the case of claims, after the final disposition of claim.</p> <p data-bbox="367 1719 1154 1751">Retention Period Destroy 6 year(s) after Cutoff</p> <p data-bbox="367 1783 662 1815">Additional Information</p> <p data-bbox="367 1836 943 1868">GAO Approval Not Required</p>

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/10/2014	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
02/02/2016	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
02/02/2016	Submit For Certification	Debra Lackey	Records Analyst	Management Service Division - Information Management Section
02/02/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
06/01/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
06/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/02/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist