

## Request for Records Disposition Authority

Records Schedule Number      DAA-0145-2017-0018  
Schedule Status                Approved  
  
Agency or Establishment        Farm Service Agency  
Record Group / Scheduling Group   Records of the Farm Service Agency  
Records Schedule applies to    Agency-wide  
Schedule Subject                Farm Service Agency Electronic Systems  
Internal agency concurrences will be provided      No

Background Information        This schedule includes administrative information and data on Common Farm, Advisory Services, Subsidy and Production, Aerial Photography, Geographic, Cotton Management, Farm Loan, Service Operations, and Conservation.

Contains PII

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	0	11	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0145-2017-0018

Sequence Number	
1	<b>Consolidated Administrative System - Disposition Authority Number: DAA-0145-2017-0018-0001</b>
2	<b>Common Farm Programs Systems Disposition Authority Number: DAA-0145-2017-0018-0002</b>
3	<b>FSA Data and Database Administrative Systems Disposition Authority Number: DAA-0145-2017-0018-0003</b>
4	<b>Advisory Services to Agricultural Communities Systems Disposition Authority Number: DAA-0145-2017-0018-0004</b>
5	<b>Subsidy and Production Program System Disposition Authority Number: DAA-0145-2017-0018-0005</b>
6	<b>Aerial Photography Field Office Requirements System Disposition Authority Number: DAA-0145-2017-0018-0006</b>
7	<b>Geographic Information System Disposition Authority Number: DAA-0145-2017-0018-0007</b>
8	<b>Cotton Management Financial System Disposition Authority Number: DAA-0145-2017-0018-0008</b>
9	<b>Consolidated Farm Loan Program Information and Delivery System Disposition Authority Number: DAA-0145-2017-0018-0009</b>
10	<b>Service Operations Systems Disposition Authority Number: DAA-0145-2017-0018-0010</b>
11	<b>Conservation Systems Disposition Authority Number: DAA-0145-2017-0018-0011</b>

## Records Schedule Items

Sequence Number	
1	<p><b>Consolidated Administrative System -</b></p> <p>Disposition Authority Number      <b>DAA-0145-2017-0018-0001</b></p> <p>The Consolidated Administrative Systems are used to collect, maintain, report, develop, review and track data for USDA Farm Service Agency employees and State and County employees. The systems track and maintain information on Retirement, EEO Statistical Data, Exit Interviews, Position Descriptions, Voluntary Separation Incentive Pay, Voluntary Early Retirement Authority, Personnel Actions and/or Electronic Personnel Actions, Telework, Correspondence Oversight and Tracking, State and County Operational Reviews, Improper Payments, Compliance, Eligibility, Direct Staffing Oversight, Warehouse Rates and Licenses, Cotton Rates and Loan Activity, Forms and Handbook Management, FOIA Data Capture, Inventory Management, State and County Payments to Producers identified as Deceased, Marketing Loan and Deficiency Payments, Sugar Data and Supplemental Revenue Assistance Payments Management. Records may include correspondence, reports, and forms.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                         <b>Data will be retained in the system for a minimum of 10 years. Delete when no longer needed for administrative, legal, audit or other operational purposes</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
2	<p><b>Common Farm Programs Systems</b></p> <p>Disposition Authority Number      <b>DAA-0145-2017-0018-0002</b></p>

The Common Farm Programs Systems are used to collect, maintain, report, design, develop, process, review and track the Farm Programs used to maintain producer or farm owner information. Records may include crop acreage reports, producer shares, selection of farm crops, for inspecting, determined acreage, compliance and payments, final payments and annual rental payment applications. Producer subsidiary files, borrower, and facility information, farm, tract, crop and producer data, representative data, demographic data, Loan Deficiency Payments, Producer Eligibility to receive payments, end of year reports and management disaster event information.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

**Disposition Instruction**

Retention Period Data will be retained in the system for a minimum of 10 years. Delete when no longer needed for administrative, legal, audit, or other operational purposes.

**Additional Information**

GAO Approval Not Required

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**FSA Data and Database Administrative Systems**

Disposition Authority Number DAA-0145-2017-0018-0003

The FSA Data and Database Administration System is used to collect, maintain, report, develop, process, review and track the data and database systems to include systems, subsystems and components. Records may include producer and tobacco payments, refund information, revenue and price loss payment information, costing model application, budget and annual reports, monetary disbursements, cotton program applications, producer crop acreage reports and producer share information, monitor and track claims against shippers, farm loan and farm storage facility records, federal funding grants, sub-grants, loans, awards, cooperative agreements, price support commodity loans for barley, canola, chickpeas, cotton, crambe, dry peas, flaxseed, honey, lentils, mohair, mustard, oats, peanuts, rapeseed, rice, safflower, soybeans, sugar, sunflowers, wheat and wool; producer name and address information, summary tables, elements within the application and master reference data.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

**Disposition Instruction**

Retention Period Data will be retained in the system for a minimum of 10 years. Delete when no longer needed for administrative, legal, audit, or other operational purposes.

**Additional Information**

GAO Approval Not Required

**Advisory Services to Agricultural Communities Systems**

Disposition Authority Number DAA-0145-2017-0018-0004

Records may include a collection of the nominee and organization information for County Office Committee Elections, information to include a selection of all the producers that are eligible to vote based on information such as committee and local administrative area codes in the name and address file, Build and send county specific list of all producers eligible to vote for printing onto ballot selfmailer forms, collection of election data from returned ballot forms, creation of COC Directory showing all members and information related to their terms, outreach, public affairs and general outreach, recruitment and special emphasis activities and responsibilities for State and County Offices. Records may also include Outreach goals, Ag profile statistics, planned events, producer information to include correspondence, reports, and other records related to this system.

Final Disposition Temporary

Item Status Active

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Do any of the records covered by this item exist as structured electronic data? Yes

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**Disposition Instruction**

**Retention Period** Data will be retained in the system for a minimum of 10 years. Delete when no longer needed for administrative, legal, audit, or other operational purposes.

**Additional Information**

**GAO Approval** Not Required

**Subsidy and Production Program System**

**Disposition Authority Number** DAA-0145-2017-0018-0005

Records may include payments and deficiency payment information, automated enrollment processing records necessary for sign-up of eligible farmers, owners, operators and/or producers, historical production information, crop insurance premium data base acreage, payment acreage, direct payment yield and counter-cyclical payment yield information, Average Crop Revenue Election (ACRE) contracts, assigned crop shares, covered commodities, crop data table, worksheets and producer shared files, payment limitation and eligibility files, Price Loss and Agricultural Risk Coverage information, reports, cropland factors, program information including program, program type, rates and factors, overpayments and payment history, eligibility determination, combination and payment limitations and transition payment information.

**Final Disposition** Temporary

**Item Status** Active

**Is this item media neutral?** Yes

**Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?** Yes

**Do any of the records covered by this item exist as structured electronic data?** Yes

**Disposition Instruction**

**Retention Period** Data will be retained in the system for a minimum of 10 years. Delete when no longer needed for administrative, legal, audit, or other operational purposes.

**Additional Information**

**GAO Approval** Not Required

**Aerial Photography Field Office Requirements System**

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Disposition Authority Number      **DAA-0145-2017-0018-0006**

**Records may include Invoices, customer information, physical defects, dimensional stability, film density, fiducial marks, photography identification, photographic conditions, file inventory and associated equipment, bid evaluations, contracts, contract performance, Common Land Unit boundary, and the internal tracking of customer's orders.**

Final Disposition                      **Temporary**

Item Status                              **Active**

Is this item media neutral?          **Yes**

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing?          **Yes**

Do any of the records covered  
by this item exist as structured  
electronic data?                      **Yes**

**Disposition Instruction**

Retention Period                      **Data will be retained in the system for a minimum of 10 years. Delete when no longer needed for administrative, legal, audit, or other operational purposes.**

**Additional Information**

GAO Approval                          **Not Required**

**Geographic Information System**

Disposition Authority Number      **DAA-0145-2017-0018-0007**

**Records may include Common Land Units, Farm Loan, and Facility Information.**

Final Disposition                      **Temporary**

Item Status                              **Active**

Is this item media neutral?          **Yes**

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing?          **Yes**

Do any of the records covered  
by this item exist as structured  
electronic data?                      **Yes**

**Disposition Instruction**

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Retention Period Data will be retained in the system for a minimum of 10 years. Delete when no longer needed for administrative, legal, audit, or other operational purposes.

Additional Information

GAO Approval Not Required

Cotton Management Financial System

Disposition Authority Number DAA-0145-2017-0018-0008

ACRS/COPS ACRS activities consist of cotton price support program loans which CCC disburses through commercial banks to Cotton Marketing Associations (CMA) and Loan Servicing Agents (LSA). Operations include receiving and validating bale detail transmissions from CMAs and LSAs, system processing, error resolution, generation of interface files to internal and external systems, updating CCC's accounting system, and preparation of management reports. Overall operations involve software programs that run daily, weekly, monthly, annually and as requested. COPS Loan/LDP Processes supports matching price support activity from FSA Counties, CMAs, and LSAs with previous activity to prevent duplication of benefits, validation of loan/LDP data with electronic warehouse receipt and classing data, and maintaining outstanding loan and owned activity for warehouse examiners.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Retention Period Data will be retained in the system for a minimum of 10 years. Delete when no longer needed for administrative, legal, audit, or other operational purposes.

Additional Information

GAO Approval Not Required

Consolidated Farm Loan Program Information and Delivery System

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Disposition Authority Number DAA-0145-2017-0018-0009

Records may include state and county code, application number, applicant/borrower ID, application date, facility type, liquidation and application amounts, approved commodities, Cost database, current costs on traditionally difficult to value improvements, total payoff for direct loans, obligations/disbursements, loan balances, servicing information such as next installment due, interest and any deferrals, customer name and address information, appraisal processes, borrower's initial request for a loan, county agent's classification, loan officers' approval, employment, security agreements, credit reports, compliance and financial data, trend analysis and other related reports.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

**Disposition Instruction**

Retention Period Data will be retained in the system for a minimum of 10 years. Delete when no longer needed for administrative, legal, audit, or other operational purposes.

**Additional Information**

GAO Approval Not Required

**Service Operations Systems**

Disposition Authority Number DAA-0145-2017-0018-0010

Records may include employee's full name, social security number, place of birth, citizenship, date of birth, other names ever used, phone numbers, selective service registration, military service, userid, office information, access requirements, and all other relative data elements.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

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electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

**Disposition Instruction**

Retention Period **Data will be retained in the system for a minimum of 10 years. Delete when no longer needed for administrative, legal, audit, or other operational purposes.**

**Additional Information**

GAO Approval **Not Required**

**Conservation Systems**

Disposition Authority Number **DAA-0145-2017-0018-0011**

**Records may include payments for the delivery of eligible material to qualified biomass conversion facilities (BCF) by eligible material owners. Qualified biomass conversion facilities produce heat, power, bio-based products, or advanced biofuels, or conduct research related to commercial development, from biomass feedstock. Annual rental payments may be available to certain producers who enter into contracts with the Commodity Credit Corporation (CCC) to produce eligible biomass crops on contract acres within BCAP project areas up to 5 years for annual and non-woody perennial crops or up to 15 years for woody perennial crops. Establishment payments may be available for producers who enter into annual rental contracts which include the establishment of perennial crops (herbaceous and woody). \* plans, manage contracts (contract maintenance) and submit payment information. Payment Types - Annual Rental: EFCRP, BCAP, GRP, BCAP - Cost Share - ECP, CRP, EFCRP, BCAP, GRP.**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

**Disposition Instruction**

Retention Period **Data will be retained in the system for a minimum of 10 years. Delete when no longer needed for**

administrative, legal, audit, or other operational purposes.

Additional Information

GAO Approval

Not Required

### 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
03/08/2017	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
07/11/2017	Submit for Concurrency	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
07/13/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/13/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/17/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist