

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-145-09-26</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/30/09</i>	
1 FROM (Agency or establishment) United States Department of Agriculture (USDA)		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Farm Service Agency (FSA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Production Adjustment and Risk Management Office (PARMO)			
4 NAME OF PERSON WITH WHOM TO CONFER KEVIN C. RAMSEUR	5 TELEPHONE NUMBER (202) 690-1560	DATE	ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN</i>
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 ___ 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 type="checkbox"/> has been requested			
DATE (mm/dd/yyyy) <i>09/29/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kevin C. Ramseur</i>		TITLE Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Record Group – 145 <u>CONSOLIDATED NATURAL DISASTER RELIEF (NDR) PROGRAM INFORMATION SYSTEMS</u> NDR and Noninsured Crop Disaster Assistance Program (NAP) PARMO provides centralized design, development, and maintenance support for FSA producer programs including production adjustment, compliance, disaster, risk management and other assigned systems in support of the FSA and FSA offices including State and Service Center offices. PARMO accomplishes this support through user coordination, system planning, system design, computer programming, and other related activities. System Type Mission Critical – Vital Record Users: State/Counties/DAFP(PECD)/FMD/BUD The future platform for the majority of the systems on this schedule is MIDAS. System 36 AS/400 will be migrated to MIDAS The attachment contains disposition instructions for (S) Systems, (FC) FISMA Child and (C) components		

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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)	
1.	<p>Natural Disaster Relief (NDR) (S) - Hardware AS/400 / S36 Software is developed on an as-needed basis to support bills passed by Congress, programs declared by the President or designated by the Secretary of Agriculture as a result of natural disasters. Software applications provide business functions for Field Service Centers to use in administering the emergency assistance programs.</p> <p>a. System (S) Disposition: (Temporary) Destroy 10 years after the system is deactivated. Include the following items:</p> <ul style="list-style-type: none"> (1) Systems Documentation Retain 10 years (2) Inputs Retain 10 years after system is deactivated (3) Outputs Retain 10 years after system is deactivated (4) Master Files Retain 10 years after system is deactivated <p>b. CDP Table (FC) - Hardware AS/400 / S36 Mainframe processing creates crop tables for downloading to the Field Service Centers. Information contained in the crop tables is accessed by Worksheet and Application processing to determine the eligibility and amount of Disaster claims.</p> <p>c. Citrus (FC) – Hardware AS/400 / S36 One of eight programs requiring disaster support.</p> <p>d. Crop Disaster Assistance (CDP) (FC) – Hardware AS/400 / S36 The 2003 Crop Disaster Program (CDP), as provided for by the Agricultural Assistance Act of 2003, reimburses producers for qualifying losses to agricultural commodities (other than sugar cane, sugar beets or tobacco) due to damaging weather or related conditions.</p> <p>e. Fruit and Vegetable (FC) – Hardware AS/400 / S36 One of eight programs requiring disaster support.</p> <p>f. LCPII Livestock Compensation (FC) – Hardware AS/400 / S36 LCP is an emergency initiative administered by the Farm Service Agency (FSA) that provides immediate assistance to eligible owners and cash lessees of certain types of livestock for damages and losses due to any natural disaster.</p>			

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	<p>g. Livestock Compensation Program (LCP) (FC) – Hardware AS/400 / S36 The 2002 Livestock Compensation Program (LCP) is an emergency initiative administered by the FSA that provides immediate assistance to eligible owners and cash lessees of certain types of livestock in counties named, after January 1, 2001, as primary counties under a Secretarial disaster designation for damages and losses due to drought. This program provides direct payments to eligible livestock producers.</p> <p>h. Livestock Indemnity Payments (2008-2011) (FC) LIP-Web LIP provides compensation for livestock death losses in excess of the normal mortality, because of adverse weather, as determined by the Secretary during the calendar year, including losses because of hurricanes, floods, blizzards, disease, wildfires, extreme heat and extreme cold.</p> <p>i. Livestock Indemnity Program II (FC) – Hardware AS/400 / S36 The Livestock Indemnity Program II is an emergency effort administered by the FSA to help livestock owners who suffered losses from recent natural disasters. It provides a partial reimbursement to eligible owners for livestock losses.</p> <p>j. Nursery (FC) – Hardware AS/400 / S36 One of eight programs requiring disaster support.</p> <p>k. Systematic Tracking for Optimal Risk Management/ Homeland Security (STORM/HLS) (FC) This web-based software is used to manage disaster event information reported by Service Centers. It will eventually eliminate the need for paper-based tracking of disasters by allowing authorized Service Center employees to input Flash Report and Damage Assessment Report (DAR).</p> <p>l. Tree Assistance Program (2005-2007) (TAP) (FC) USDA FSA Tree Assistance Program (TAP) provides financial relief to owners of eligible trees, bushes, vines, and forest land damaged by natural disasters that occurred during the period beginning Dec 1, 2003, and ending Dec 31, 2004.</p> <p>m. Tree Assistance Program (2008-2011) (TAP-Web) (FC) The TAP program, authorized by the Food, Conservation, and Energy Act of 2008, provides assistance to orchardists and eligible nursery tree growers who produce nursery, ornamental, fruit, nut or Christmas trees for commercial sale that lost trees, bushes, or vines, because of a natural disaster, as determined by the Secretary.</p>			

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2.	<p>n. Livestock Forage Disaster Program (LFDP) (FC) Authorized by the Food, Conservation, and Energy Act of 2008, the LFP program will be available to eligible livestock producers who suffered grazing losses for eligible livestock, because of drought on land that is either native or improved pastureland with permanent vegetative cover or planted to a crop specifically for providing grazing The LFP program will also be available to eligible livestock producers who suffered grazing losses for eligible livestock, because of fire on rangeland managed by a Federal agency, if the eligible livestock producer is prohibited from grazing the normal permitted livestock on the managed rangeland</p> <p>o. Supplemental Revenue Assistance Program (SURE) (FC) The Food, Conservation, and Energy Act of 2008 provided that the Secretary, subject to availability of appropriations, shall use such sums as are necessary for fiscal years 2009 through 2012 to provide quality incentive payments for the production of oilseeds with specialized traits that enhance human health SURE provides benefits farmers</p> <p>Noninsured Crop Disaster Assistance Program (NAP) (S) - Hardware AS/400 / S36 - The Noninsured Crop Disaster Assistance Program (NAP) provides financial assistance to eligible producers when low yields, loss of inventory or prevented planting occur due to natural disasters</p> <p>a. NAP Application for Coverage (C) – Hardware AS/400 / S36 An application must be filed for every producer that wishes to participate in NAP The fee data is sent to the accounting system</p> <p>b. NAP Approved Yield (C) – Hardware AS/400 / S36 - The first year an approved yield is established, the insured's data for the prior 4 to 10 years can be loaded into the approved Yield software</p> <p>c. NAP Notice of Loss (C) – Hardware AS/400 / S36 - Producers who have applied for NAP coverage and satisfied the service fees for the selected crops are eligible for NAP</p> <p>d. NAP Application for Payment (C) - Hardware AS/400 / S36 The Producer must file a NAP Application for Payment in order to receive NAP Benefits</p>		

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	<p>e. NAP Entitlement Report (C) - Hardware AS/400 / S36 The Producer Entitlement Report summarizes data for each producer from the NAP Application for payment file to provide producers with an estimate of the payment amounts they may expect to receive</p> <p>f. NAP Payments (C) - Hardware AS/400 / S36 This system provides County Office committee approved payments for uninsured crops in the event of an area wide disaster</p> <p>g. NAP Overpayments (C) - Hardware AS/400 / S36 Overpayments are calculated similarly to the process used for NAP Payment processing County offices are required to process overpayments regularly to ensure that all producers are timely notified of outstanding debts</p> <p>h. NAP Reconciliation Report (C) - Hardware AS/400 / S36 The NAP Reconciliation Report processing is intended to provide the County Offices the ability to identify possible problems or errors with a producer's application or eligibility</p> <p>i. Loss Adjuster Application (C) - Hardware AS/400 / S36 Intended to provide the County Offices the ability to identify possible problems</p> <p>j. Loss Adjuster Payments (C) - Hardware AS/400 / S36 Automated method for processing, recording, and maintaining Loss Adjuster data</p> <p>k. National Crop Table (NCT) (C) - Hardware AS/400 / S36 Contains valid NAP crops, prices and yields which are used by other NAP systems</p> <p>l. CAT Buy-in for Standing Disaster (C) - Hardware AS/400 / S36 A user interface which allows producers to pay a buy-in fee to the eligible for crops</p> <p>m. NAP Buy-in for Standing Disaster (C) A user interface which allows producers to pay a buy-in fee to the eligible for crops</p> <p>n. CAT Buy-in for SURE Relief (C) - Hardware AS/400 / S36</p> <p>o. NAP Buy-in for SURE Relief (C) - Hardware AS/400 / S36</p>		

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3.	<p>Electronic Mail and Word Processing System Copies: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination</p> <p>a. Copies that has no further administrative value after the recordkeeping copy is made Includes copies recordkeeping, maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy</p> <p>Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced</p> <p>b. Copies used for dissemination, revision, or updating that is maintained in addition to the recordkeeping copy</p> <p>Disposition: Destroy/delete when dissemination, revision, or updating is completed</p>		