


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-145-09-5	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/30/09	
1 FROM (Agency or establishment) United States Department of Agriculture (USDA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Farm Service Agency (FSA)			
3 MINOR SUBDIVISION Administration & Financial Applications Office (AFAO)			
4 NAME OF PERSON WITH WHOM TO CONFER KEVIN C. RAMSEUR	5 TELEPHONE NUMBER (202) 690-1560	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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) 09/29/2009	SIGNATURE OF AGENCY REPRESENTATIVE 		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 (Unique Records Schedule) <u>CONSOLIDATED FINANCIAL MANAGEMENT INFORMATION SYSTEMS</u> 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 refunds, loan payments, concentration banking, financial accounting and reporting, paper check conversion, automated claims, producer claims, transfers 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 images in the form of Tiff files allows for input of pertinent financial information, Automated Clearing House (ACH) Returns, Agricultural Foreign Investment Disclosure Act requires foreign persons who acquire, transfer, or hold interests in agricultural land to report holdings and transactions, defense and emergency procedures and operations for food feed seed and fertilizer storage, CCC-CORE provides budget and annual reports which include both budgetary and proprietary account information, FSA-CORE provides state and county administrative expense reporting, general ledgers, State and County Office Automation Project (SCOAP) application collects accounting transactions transmitted from the state and		WITHDRAWN <i>At Agency's Request</i> 3/30/2012

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1.	<p>counties and pass validated data to CORE for generation of accounting entries, IRS reporting system, Producer Payment Reporting, verification and other reporting of transaction that affect revenues, expenditures, assets and liabilities Federal Agencies other than FSA providing data to these systems are Agricultural Marketing Service (AMS) Food and Nutrition Service (FNS), Kansas City Commodity Office (KCCO), Department of Justice (DOJ), Treasury and Minneapolis Federal Reserve Bank Data will also be collected from the Cotton Cooperatives, Peanut Marketing Association, Riggs National Bank, Federal Reserve Bank, U S Bank (Lockbox File), CADE Data File, Farmers and Producers</p> <p>Consolidated Financial Management Information Systems, Component and Standalone Applications Name and Identifier Number</p> <p>System (S) one or more deployments supporting a common business function DR, C&A & Budgeting occurs at System level</p> <p>Component © sub-system, a module, or a component providing a sub-set of business function contained in a system</p> <p>FISMA Child (FC) a standalone application that is subordinate to a system, based on PII, how the application is recovered in a disaster, and financial information according to A-123 Appendix A guidelines</p> <p>Consolidated Financial Management Information Systems System/Component Name and Identifier Number</p> <p>Cash Systems (S) (106 01 00) Collection of multiple sub-systems The CASH System effectively manages all steps involved with the cash receipts process made to FSA producers The CASH System collectively handlesthe tracking, processing, collection and reporting of cash receipts made to FSA This system is a vital tool for the managing and borrowing and repayment process to the Treasury The system utilizes the functionality of several sub-systems and provides a unified and central location for all cash receipt information for FSA</p> <p>a Cash Receipts System (FC) (106 01 01) (CASH) AS400, MF Provides for the accumulations of program refunds, loan repayments and miscellaneous service fees entered through</p>		<p>WITHDRAWN</p> <p>AT Agencies Request 3/30/22</p>

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2.	<p>data entry screens or received through an interface with other automated applications</p> <p>b Concentration Banking System-(FC) (106 01 02) AS400 (CBS), MF Allows participating offices to confirm a deposit made at the County's local bank and immediately transmit the deposit amount to KC</p> <p>c Financial & Accounting Info Reporting System (FC) (106 01 03) (FAIRS) Comprised of financing functionality and accounting functionality that reside on the Dell 6300 NT</p> <p>d Interactive Voice Response System (FC) (106 01 04) (CBSIVR-CBS) Provides an automated process to record collection information from the county offices using a touch-tone telephone</p> <p>e Paper Check Conversion (FC) (106 01 05)</p> <p><u>Disposition</u> TEMPORARY - Destroy when no longer needed for administrative purposes</p> <p>Debt Systems (S) (106 02 00) Comprised of several subsystems or modules Debt Data Warehouse (DDW) keeps all Debt information claims and receivables as a data warehouse It is used for reporting</p> <p>Disposition: TEMPORARY - Destroy data 16 months after the debt balance reaches zero</p> <p>a Automated Claims System (ACS) (FC) (106 02 01) Tracks all claims that are established at the county level It generates and track the issuance of Demand letters, payments received, referral information and all other processes involved in the management of the claim Provides a means for local office personnel to establish, adjust, refer, transfer, collect and control CCC and FSA claims against producers on a Local Office Claim File</p> <p>CCC claims Disposition: TEMPORARY - Destroy 6 years after settlement of claim</p>		<p>WITHDRAWN At Agency's Request 3/30/2012</p>

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	<p>FSA claims Disposition: TEMPORARY - Destroy 5 years after settlement of claim</p> <p>Systems contain PII</p> <p>b Automated Collection Application System (ACAS) (FC) (106 02 02) Tracks debt claims for the government against debtors. This system sends the debt information to Department of the Treasury for Government Payment Off-Set processing. Maintains information on producer claims in field offices and those transferred to the Kansas City offices and commodity office debt.</p> <p>CCC claims Disposition: TEMPORARY - Destroy 6 years after settlement of claim</p> <p>FSA claims Disposition: TEMPORARY - Destroy 5 years after settlement of claim</p> <p>c Automated Collection Application System Notes (FC) System used for tracking and managing collections from Producers</p> <p>Disposition: TEMPORARY - Destroy data 16 months after the debt balance reaches zero or when no longer need for the agency's use</p> <p>d Central Claims Data Base (CCDB) System (FC) (106 02 03) Consolidates all claims from various county offices. After editing all transactions and processing the valid transactions, the valid transactions are passed to the Debt Data Warehouse and CORE Accounting Systems. Existing claims are uploaded to the Automated Collection Application System nightly</p> <p>Disposition: TEMPORARY - Destroy data 16 months after no longer needed for administrative purposes</p>		<p>WITHDRAWN At Agency's Request 3/30/2012</p>

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3,	<p>e Common Receivable System (CRS) (FC) (106 02 04) Tracks all receivables that were generated at the county level When the receivable becomes 60 days old without being paid, CRS sends that receivable to ACS as a claim CRS also sends data about the receivable to DDW via the bundle control system</p> <p>Disposition: TEMPORARY - Destroy data 16 months after no longer needed for administrative purposes</p> <p>f National Receipts and Receivables System (NRRS) (FC) (106 02 05) Tracks all receipts and receivables at the national level</p> <p>Disposition: TEMPORARY - Destroy data 16 months after no longer needed for administrative purposes</p> <p>Document Imaging System (FileNet) (S) (106 03 00) Commercial-off-the-Shelf (COTS) client-server Major Application (MA) that stores financial information images in the form of Tiff files, allows for the input of pertinent Consolidated Financial Management Information Systems (CFMIS) investment documents for storage and retrieval</p> <p>Disposition: TEMPORARY - Destroy 6 years 3 months after the end of the program, project, or other activity year in which they were created</p> <p>a Producer Claims Imaging (PCB) Is a FileNet imaging system allows the input of documents for storage and retrieval All data is user input from document storage, fax and scanned materials Modernizes claims functions through implementation of electronic imaging and redesign of the business processes for claims examination, verification, collection processes and transferring debt from County Offices to the debt collection office</p> <p>CCC claims Disposition: TEMPORARY - Destroy 6 years after settlement of claim</p> <p>FSA claims Disposition: TEMPORARY - Destroy 5 years after settlement of claim</p> <p>Systems contain PII</p>		<p>WITHDRAWN At Agency's Request 3/30/2012</p>

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4.	<p>b Department of Justice Imaging (DOJ) Is a FileNet imaging system allows the tracking of DOJ payments and record payments</p> <p>Disposition: TEMPORARY - Destroy 6 years 3 months after the end of the program, project, or other activity year in which they were created</p> <p>c Automated Clearing House (ACH) Return Automated Clearing House (ACH) Return – is a FileNet imaging system that takes data downloaded from a mainframe feed and converts each ACH Return and Notice of Change into a document The application groups all items by state and county codes, and faxes the documents to each county Once information is obtained for each ACH Return, the counties will fax the information back to the imaging system</p> <p>Disposition: TEMPORARY - Destroy data 18 months after no longer needed for administrative purposes</p> <p>d Document Wizard Web Retrieval Is a web based (FSA intranet only) means of accessing specific claims from Producer Claims Imaging The claims can only be accessed by claim number</p> <p>CCC claims Disposition: TEMPORARY - Destroy 6 years after settlement of claim</p> <p>FSA claims Disposition: TEMPORARY - Destroy 5 years after settlement of claim</p> <p>Economic Policy and Analysis Staff (EPAS) Land Management System (S) (106 04 00) Consists of three sub-systems Land Value Survey (LVS), Agricultural Foreign Investment Disclosure Act (AFIDA) RIDA and Food Feed Seed and Fertilizer Facility (FFFS-FERT) Systems Collects information for land value surveys, state and county information copies received for land sold, transferred and collects information for the emergency procedures and operations for food feed and fertilizer storage and locations</p>		<p>WITHDRAWN AT AGENCY'S REQUEST 3/30/2012</p>

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1	<p>Disposition: TEMPORARY - Destroy 2 years after no longer needed for administrative purposes</p> <p>a. Agricultural Foreign Investment Disclosure Act (C) System for the collection of information pertaining to foreign ownership in U S agricultural land The regulations require foreign investors who acquire, transfer or hold an interest in U S agricultural land to report such holdings and transactions to the Secretary of Agriculture on an AFIDA Report Form FSA-153 Retentions vary for state, county and central offices Data from the FSA-153 is entered through Visual Basic data entry screen to and Structured Query Language (SQL) 2000 database The data is then moved to the mainframe and processed through edit programs until the data is clean Reports are then produced and distributed to EPAS in Washington, DC</p> <p>State Offices Do not maintain AFIDA files Disposition: TEMPORARY - Destroy information copies of reports received immediately after review</p> <p>County Offices Disposition: TEMPORARY - Destroy 2 years after related farmland is reported sold or returned to U S citizen(s) or other person (s) not subject to the Act</p> <p>AFIDA Officer in Central Office Disposition: TEMPORARY - Retain for 3 years, transfer to Federal Records Center (FRC) offer to National Archives and Records Administration (NARA) 10 years after related farmland is reported sold or returned to U S citizen(s) or other person (s) not subject to the Act</p> <p>Systems contain PII</p> <p>b Food Feed Seed and Fertilizer Facility Systems (FFS-FERT) (C) Designed, maintained, and operated to support the Counties' defense and emergency procedures and operations, and fertilizer storage capacities Records types of storage, quality and quantity of storage and location on a nationwide basis</p>		WITHDRAWN At Agency's Request 3/30/2012

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5.	<p>General Information on the program development and operations. Food Feed Seed Storage Facility System Fertilizer Storage Facility System</p> <p>Disposition: TEMPORARY - Destroy when 5 years old.</p> <p>Emergency Food and Feed Facilities file of names and addresses types of commodities, processing and storage capacities and other defense related elements files used to produce listings for use by state and county in the event of a national catastrophe or enemy attack. File updated annually</p> <p>Disposition: TEMPORARY - Retain for 400 days.</p> <p>Defense Name master File of state and county codes and complete names used in conjunction with the Emergency Food and Feed Facilities File to produce various listing. File is updated when large counties are divided</p> <p>Disposition: TEMPORARY - Retain for 999 days.</p> <p>Financial Management Systems (S) (106.05.00) Consists of multiple sub-systems and data marts</p> <p>a. CCC CORE (FC) (106.05.01) The basic of the CORE Accounting System is a General Services Administration (GSA) approved standard general ledger accounting commercial off the shelf package, Federal Financial System (FFS) marketed by American Management System, Inc. (AMS). Implemented at FSA to provide one system for FSA appropriated fund/administrative accounting and for the Commodity Credit Corporation (CCC) accounting.</p> <p>b. CORE General Ledger System (FC) (106 05.02) Implemented to provide one system for FSA appropriated fund/administrative accounting and for CCC accounting.</p> <p>c Financial Management System (FC) (106 05.03) SCOAP- Collects Service Center accounting transactions transmitted from the State and Counties and pass validated data to CORE for generation of accounting entries.</p>		<p>WITHDRAWN At Agency's Request 3/30/2012</p>

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	<p>d. FSA CORE (FC) (106.05.04) Collects data from the FSA-CORE system and provides State and County administrative expense reporting, financial reporting for old conservation programs, foreign program reporting, and credit and non-credit reform financial reporting</p> <p>e. Financial Management Reporting System Data Warehouse (FC) (106 05.05) - Facilitates querying, reporting and analysis to enable users to provide timely financial reporting, to provide better customer service and make better business decisions via standardized and ad hoc reports</p> <p>Disposition: TEMPORARY - Destroy 6 years 3 months after the end of the program, project, or other activity year in which they were created</p> <p>Systems contain PII</p> <p>f. Payments and Receipts Data Mart - Contains check and ACH disbursement data.</p> <p>g. 1099 Producer Payment and Tobacco Payments Report Data Mart - Contains program and producers or vendor collection data.</p> <p>h. Member Payments Tracking Data Mart (1614) - Contains program and producers or vendor collection data</p> <p>i. Budget Performance Management System (BPMS) Data Mart - Data from CORE accounting system</p> <p>j. CCC CORE Data Mart - Contains data from CCC accounting system.</p> <p>k. Debt Data Mart - Contains debts owed to the agency which have been billed and are expected to be collected in monies</p> <p>l. FATA Data Mart - Collects payroll data and Output Modified Detail Record (OMDR) data from NFC and provides State and County Offices with payroll, overtime and other related reporting capabilities.</p>		<p>WITHDRAWN</p> <p>AT AGENCY'S Request 3/30/2012</p>

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6.	<p>m. Financial Inquiry (FI) Data Mart -Contains payment information defined at the lowest level.</p> <p>n Financial Services Data Mart - Collects and controls all financial data</p> <p>o Federal Financial Information System (FFIS) Data Mart - Provides a reporting environment that supports the distribution of financial information over the WWW to external customers.</p> <p>p. Financial Web Application Data Mart (FWADM)</p> <p>q. Name and Address Data Mart</p> <p>Disposition: TEMPORARY - Retain data collected no more than 6 years 3 months or destroy when data is no longer needed for agency use which ever comes first.</p>		
7.	<p>IRS Reporting System (FC) (106 05.06)</p> <p>a IRS-1099-A Reporting System - Extraction of IRS reportable information recorded in the Price Support System for loan forfeiture, settlement and abandonment, printing of producer reports (CCC-109-A), and transmission of reportable data to KC.</p> <p>b Producer Payment Reporting System - Records IRS reportable payments made to producers and provide a wide range of reports to various organizations within and outside FSA.</p> <p>Disposition: TEMPORARY - Retain data no more than 6 years 3 months or destroy when data is no longer needed for agency use which ever comes first</p> <p>OEO / FAADS Systems (FC) (106.05 07)</p> <p>a. Federal Assistance Awards Data System - System receives from OEO outlay data for various programs administered by FSA and listed in the Catalog of Federal Domestic Assistance and provides this activity quarterly to the NFC located in New Orleans, LA.</p> <p>b. Office of Economic Opportunity System - OEO funnels (collects, reformats, and sorts) data to FAADS from various sources.</p>		<p>WITHDRAWN AT AGENCY'S Request 3/30/2012</p>

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8.	<p>Disposition: TEMPORARY - Retain data no more than 6 years 3 months or destroy when data is no longer needed for agency use which ever comes first</p> <p>MAL Charges/Offsets - MAL Charges/Offsets (MALCO) (S) (106.06.00) consists of two subsystems. APFS and PLCS (S)</p> <p>a. Assessment/Promotion Fee System - Controls and accounts for Assessment and Promotion Fees deducted from producer loans. ©</p> <p>b Peanut Load-In Charges System - Controls and accounts for Peanut Load-In Fees deducted from producer loans. ©</p> <p>Disposition: TEMPORARY - Retain data no more than 6 years 3 months or destroy when data is no longer needed for agency use which ever comes first</p>		
9.	<p>Payment Systems - 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>a Assignment/Joint Payment System - Establishment and maintenance of Assignment (CCC-36) and Joint (CCC-37) Payment authorizations on the System 36 platform.</p> <p>b. Centralized Disbursement System - Integrated on-line and batch IDMS data base which allows KC to disburse payments to various entities nationwide</p> <p>c Check Accounting System - Maintains a complete on-line file of all Commodity Credit Corporation (CCC) checks issued for reconciliation with payment data received from the Federal Reserve Banks.</p> <p>d Check Writing System - Provides for the issuance, re-issuance, cancellation, or voiding of CCC Checks (CCC-184) through data entry screens or through an interface with other automated applications.</p> <p>Disposition: TEMPORARY - Destroy 6 years 3 months after the end of the program, project, or other activity year in which they were created.</p>		<p>WITHDRAWN At Agency's Request 3/30/2012</p>

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10.	<p>Input Federal Agencies other than FSA providing data to these systems are Agricultural Marketing Service (AMS) Food and Nutrition Service (FNS), Kansas City Commodity Office (KCCO), Department of Justice (DOJ), Treasury and Minneapolis Federal Reserve Bank. Data will also be collected from the Cotton Cooperatives, Peanut Marketing Association, Riggs National Bank, Federal Reserve Bank, U S Bank (Lockbox File), CADE Data File, Farmers and Producers Input into the Consolidated Financial include accumulations of program refunds, loan payments, concentration banking, financial accounting and reporting, paper check conversion, automated claims, producer claims, transfers 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 images and tracking of DOJ payments and record payments</p> <p>Disposition: TEMPORARY - Retain data no more than 6 years 3 months or destroy when data is no longer needed for agency use which ever comes first.</p>		
11.	<p>Outputs Include financial reports from various agencies, provides budget and annual reports which include both budgetary and proprietary account information, FSA-CORE provides state and county administrative expense reporting, general ledgers, Producer Payment Reporting, cotton reports, verification and other reporting of transaction that affect revenues, expenditures, assets and liabilities, banking reports, and IRS reports. CCC-CORE provides corporate accounting, reporting and analysis for CCC Imaging provide copies of all documents, check, claims and other documents relating to the financial systems along with report such holdings transfers, purchasing and transactions to the Secretary of Agriculture on an AFIDA Report Forms. These output also allow for various corrections to the accounting systems.</p> <p>Disposition: TEMPORARY - Retain data no more than 6 years 3 months or destroy when data is no longer needed for agency use which ever comes first</p> <p>Systems contain PII.</p>		<p>WITHDRAWN</p> <p><i>At Agency's Request</i> <i>3/30/2012</i></p>

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12.	<p>Systems Specifications Documentation Files consist of record layouts, code books, technical specification, programs and equipment, detail program descriptions, flow charts, test data, job control language, administrative operation procedures, backup procedures and other documentation pertaining to systems operations.</p> <p>Disposition: TEMPORARY - Destroy 3 years after major upgrade or discontinuance of system, but not before system data is destroyed or transferred to new operating environment. Current and accurate information on how an application system operates is needed throughout its life cycle for the admissibility of electronic records in legal proceedings, retrospective analysis and remedying errors</p>			
13.	<p>Disaster Preparedness and Recovery Plans Plans and documentation for the protection and reestablishment of IT services and equipment in case of a disaster.</p> <p>Destroy after superseded or revised plan.</p>			
14.	<p>Test Data Data used for testing system functionality-data sets including copies of production data sample structured or unstructured data sets, used for the purpose of validating and applications functionality. The data sets used for this purpose is not considered to be records</p> <p>Disposition: TEMPORARY - Destroy when no longer needed.</p>			
	Systems contain PII		<p>WITHDRAWN</p> <p>At Agency's Request 3/30/2012</p>	