

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

JOB NUMBER

N1-145-11-1

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
400 West Pershing Road, Kansas City, MO 64108

Date received

1 FROM (Agency or establishment)

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

**Management Services Division, Records Section (FGRS)**

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE NUMBER

DATE

ARCHIVIST OF THE UNITED STATES

**Keith Holden**

**(202) 690-1560**

10/12/2011 *[Signature]*

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 2 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

is not required

is attached, or

has been requested

DATE (mm/dd/yyyy)

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

10/12/2011

*[Signature: Keith A. Holden]*

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9 GRS OR SUPERSEDED JOB CITATION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)

**Farms Service Agency - Record Group – 145**  
Administration & Financial Applications Office (AFAO)  
**Payment Systems (S)** - Overall mission involves 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  
**\* THIS SYSTEM CONTAINS PII \***  
**Check Writing System** – Used in FSA State and County offices for two functions (1) To submit new Interest Penalty (INTPEN) and Additional Interest Penalty (ADDINTPEN) payment requests to the National Payment Service (NPS), and (2) To cancel payments issued prior to centralization (December 2008)  
**1** ~~Inputs~~ Data entered into system by Farm Service Agency user at the State and County Offices from source documents  
~~Disposition TEMPORARY Delete/Destroy after the data has been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to the master file or database, whichever is later~~  
~~Disposition instructions apply to records regardless of physical form or characteristics Records may be maintained in any format on any medium~~

GRS 20, Item 2c



7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2.	<p><u>Master Files</u> No new data is written to the Master File Records The Master File Records only contain Pre-Centralization Data (data prior to December 2008)</p> <p style="padding-left: 40px;">Disposition TEMPORARY – Cutoff at the end of the Fiscal Year Delete/Destroy 6 years and 3 months after the cutoff date or when no longer needed for administrative, legal, or audit purposes</p> <p>Disposition instructions apply to records regardless of physical form or characteristics Records may be maintained in any format on any medium</p>	<b>NEW</b>	
3.	<p><del><u>Outputs</u> This system is used to send the INTPEN / ADDINTPEN payment requests to the National Payment Service(NPS)</del></p> <p style="padding-left: 40px;"><del>Disposition TEMPORARY – Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes</del></p> <p><del>Disposition instructions apply to records regardless of physical form or characteristics Records may be maintained in any format on any medium</del></p>	GRS 20, Item 6	
4.	<p><del><u>System Documentation</u> Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records</del></p> <p style="padding-left: 40px;"><del>Disposition TEMPORARY – Delete/Destroy upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later</del></p> <p><del>Disposition instructions apply to records regardless of physical form or characteristics Records may be maintained in any format on any medium</del></p>	GRS 20, Item 11a(1)	