

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-221-06-1</i>	
NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11-4-2005</i>	
1 FROM (Agency or establishment) United States Department of Agriculture Rural Development Operations and Management SSD STOP 0742 1400 Independence Ave., SW Washington, DC 20250-0742		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Rural Utilities			
3 MINOR SUBDIVISION Rural Utilities Service Loan Servicing System (RULSS)			
4. NAME OF PERSON WITH WHOM TO CONFER Andrea R. Jenkins Andrea.Jenkins@wdc.usda.gov	5 TELEPHONE NUMBER 202 692-0029	DATE <i>8/15/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W...</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			
TE 11/04/05	SIGNATURE OF AGENCY REPRESENTATIVE <i>Andrea R. Jenkins</i>		TITLE Rural Development Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	U.S Department of Agriculture Rural Development Record Group 221 Rural Utilities Service Loan Servicing System - RULSS (see attached)		
<i>SA 8/28/07 Copies sent to Agency, NWM, NWMW, NR</i>			

Rural Utilities Service Loan Servicing System (RULSS) Database

USDA Rural Development provides direct and guaranteed loans and grants designed to improve the economy and quality of life in rural America. RULSS provides complete program management and financial information for the rural electric, telecommunications, water, and environmental programs of the Rural Utilities Service. RULSS is comprised of two components: The Borrower Data Management System (BDMS) and the Loan/Grant Management System (LGMS).

The system's purpose is to maintain a complete borrower directory management system, loan obligation/disbursement system, and the cash application module for rural electric and telecommunications programs and water and environmental loan and grants. Data are imported from other systems, such as loan and grant processing information from the Community Program Application Program (CPAP) system and information on CPAs from the Staff Review and Reporting System (SRRS) database. Borrower and project-related information is also entered by General Field Representatives (GFRs) and program staff. RULSS transfers data to other systems, such as the Program Fund Control System (PFCS), the Program Loan Accounting System (PLAS), and the data warehouse, and issues reports, email notifications, and bills.

The database:

- Maintains accountability and provides authorization for advancing funds to borrowers
- Bills borrowers
- Processes payments from borrowers
- Manages irregular borrower situations
- Retrieves water and environmental application data from CPAP to generate obligations through the Program Loan Accounting System
- Retrieves data from water and waste loan and grant applications to process obligations
- Reconciles cash receipts with deposits and allocates payments across the appropriate accounts in the Cash Application Module.

1. Inputs:

~~a. Data imported directly from other electronic systems or web-based forms, including loan application information from CPAP, profile information from the Certified Public Accounting firms responsible for auditing the borrowers, standard place names and numbers from the National Institute of Standards and Technology, Congressional District and Representative profile information, migration and poverty indicators, and disaster information from the Federal Emergency Management Agency. (GRS 20, Items 2b and c)~~

Disposition: Temporary. Destroy/delete when data have been entered into the master file or database and verified.

b. Data entered by program staff and GFRs, including borrower update information, new borrower information, and civil rights reports.

Disposition: Temporary. Destroy/delete when data have been entered into the master file or database and verified.

2. Master file: Consists of a database with over 500 elements. The Borrower Data Management System (BDMS) contains:

- Customer profiles including the applicant name, address, Taxpayer Identification Number, contact personnel, legal name, financial disposition, and payment status
- Certified Public Accounting firms profile information such as the name of firm and contact information
- Bank account information such as bank name, account number and type, bank routing number, and contact information
- USDA personnel information including account representatives name, contact information, and relationship to borrowers
- Congressional District and Representative profile information including District number and Representative's name and contact information
- Borrower information such as president and officers, merger information, counties served, services provided, migration and poverty indicators
- Change history, disaster status, and billing and payment method.

The Loan/Grant Management System contains:

- Borrower ID number, loan/grant designation, program approval, and obligation date and status
- Agreement information from the note that is signed, including the original amount of the grant or loan, date reviewed and cleared, last date for advance, and final maturity date
- Information on advances, such as the date, bank account number, amount, and numbers and dates of disbursements
- Information on the borrower's history, including obligations, notes, advances and disbursements, and details of all loans
- The history of each loan, including the original obligation, note, and actions

Disposition: Temporary. Delete when superseded or obsolete.

3. Outputs:

Mailing labels, email notifications, and financial and other ad hoc reports. (GRS 20, Item 5)

Disposition: Destroy/delete when superseded or obsolete, or when no longer needed for administrative purposes.

4. System Documentation:

Standard operating procedures, database instructions sheets, software manuals, data dictionary, system security plan, user manuals, and other system documentation.

Disposition: Temporary. Destroy/delete when superseded or obsolete.