

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-572-09-10</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/29/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Housing Service			
3 MINOR SUBDIVISION Program Funds Control System (PFCS)			
4 NAME OF PERSON WITH WHOM TO CONFER Andrea R Jenkins <i>Andrea.Jenkins@wdc.usda.gov</i>	5 TELEPHONE NUMBER 202 692-0029	DATE <i>05 Jan 11</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>32</u> 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 checked="" type="checkbox"/> X has been requested			
DATE 09/22/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 445 Electronic Information System – Program Funds Control System (PFCS)(see attached)		

Rural Development Record Group Number 572

Title: Program Funds Control System (PFCS)

The schedule covers and provides disposition for USDA Rural Development's electronic and related records in the Program Funds Control System (PFCS). Rural Development and Farm Service Agency (FSA) use the system for control and management of Congressionally approved funds allocated to loan/grant programs.

Three program areas within Rural Development (Rural Housing Service, Rural Business-Cooperative Service, and Rural Utilities Service) and farm programs within the Farm Service Agency use loan/grant programs within these program areas as the key financial mechanisms by which they accomplish the mission in support of rural communities. PFCS supports loan/grant programs within these program areas of Rural Development and FSA by establishing the appropriation, allotment, distribution, and allocation budget levels, thus preventing over spending of appropriated funds. In addition, PFCS provides real-time and historical reporting as the system of record for the allotment, distribution, allocation, and obligation budget levels.

1. Inputs

Sources of information include Congressional appropriated funds approved by the Office of Management and Budget (OMB). Using the approved apportionments, the USDA enters allotments, distributions, and allocations of funds for specific and targeted program areas into PFCS. In addition, obligations from customers, including farmers and lenders, are processed by USDA via servicing systems (PLAS, MortgageServ, GLS, and RULSS) with PFCS.

Disposition **Temporary.** Destroy or delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, serve as backup to, a master file or database, whichever is later. **GRS 20, 2(b) and 2(c)**

2. Master File

Appropriation, allotment, distribution, and allocation budget levels for Rural Development and Farm Service Agency loan and grant programs, including amounts obligated and unobligated balances.

Disposition **Temporary.** Cut off (take a snapshot of) master data file at the end of the fiscal year. Destroy or delete when snapshot is 6 years 3 months old or when the agency determines that it is no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

3. Outputs

Outputs include real time and historical reporting on allotment distribution, allocation, and obligation budget levels

Disposition **Temporary** Destroy or delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later, provided that the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records **GRS 20, Item 12a**

4. System Documentation

The documentation includes codebooks, user manuals, operation guides and other system documentation

Disposition **Temporary.** Destroy or delete 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 **GRS 20, Item 11a(1)**