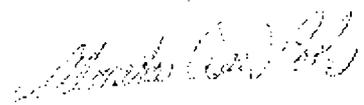


For: State and County Offices

Deleting Borrower Records in AGCREDIT

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

**A
Background**

AGCREDIT has been used by County Offices since November 1988 when 1951-S servicing first started. All servicing data that was ever entered is still in the system.

**B
Purpose**

This notice gives all County Offices the authority to delete all servicing records in AGCREDIT that were completed before October 1, 1994. Thereafter, all servicing records over 2 fiscal years old can be deleted October 1 of each year.

**C
Contact**

If there are any questions, contact Kim Laris, LSPMD, through the Area Office.

Disposal Date

December 1, 1997

Distribution

State Offices; State Offices relay to County Offices

Notice FC-109

2 Action

A Download and Store Data

Before deleting borrower data, a download of the AGCREDIT data should be completed and stored indefinitely in the County Office's fireproof safe. The download should be completed through the AGCREDIT administrative functions option. Label the diskette as follows:

AGCREDIT Data Download
Date and Time
DO NOT REUSE - SAVE INDEFINITELY

B Printing a List

There is no easy way to determine when a borrower's servicing records were completed and archived. Start by printing a list of borrower's in AGCREDIT from the "Report Options Menu" and go through each 1 individually to determine what records could be deleted. A compact borrower history report of archive servicing for each borrower may need to be printed to determine the completion date.

C Deleting Records

On the "Delete Options Menu", choose 1 of the following options for deleting completed servicing records:

- "B", if only a specific servicing record is to be deleted while other records will be retained
- "C", if all servicing records are to be deleted, except the basic borrower information

Note: Not to be used if the borrower has current open activities.

- "D", if all servicing records and the basic borrower information are to be deleted.

Note: This option should be used when the borrower is no longer indebted to FSA.

See the AGCREDIT Users Guide for more information on deleting borrower records.
