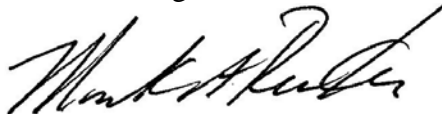


For: FSA Washington, DC, Division and Office Directors and Records Liaisons

Records Management Program Review

Approved by: Deputy Administrator for Management



1 Collecting Information for the Records Management Program Review

A Background

Records management policies and procedures are provided in 2-AS and 25-AS. Staff shortages and turnover have prevented Management Services Division (MSD) records staff from keeping these handbooks updated. The records staff is reviewing Farm Service Agency (FSA) records management policies and procedures in order to update the file code guides and record schedules for FSA programs in 2-AS and 25-AS. The records staff is requesting the assistance of the FSA program offices in identifying and providing current information about their existing FSA programs. After the review has been completed, the records staff will issue a new handbook, which will replace the 2-AS and 25-AS.

B Purpose

This notice:

- informs Washington, DC, division and office directors about the records management program review,
- requests that records liaisons coordinate with program managers to identify all current programs managed by their division using FSA-291, and
- provides an example of FSA-291, FSA Records Management Program Contact Review (Exhibit 2).

Note: See Exhibit 1 for a list of existing agency programs for which file code guides currently exist. This list is not inclusive.

Disposal Date

December 1, 2014

Distribution

All Washington, DC, Division and Office
Directors and Records Liaisons

Notice AS-2271

1 Collecting Information for the Records Management Program Review (Continued)

C Contact

For questions regarding this notice contact Keith Holden, Records Officer, by either of the following:

- e-mail to **keith.holden@wdc.usda.gov**, or
- telephone at 202-690-1560.

D Action

Records Liaisons shall:

- review Exhibit 1 and determine if information for your division is accurate,
- provide a point-of-contact (POC) name and telephone number on FSA-291 for programs listed in Exhibit 1,
- add any programs on FSA-291 that your division is responsible for that are not listed in Exhibit 1 and provide the POC information, and
- submit the FSA-291 no later than **September 18, 2014**, to the records staff by e-mail to **FSA.RecordsMgmt@wdc.usda.gov**.

E-mail the records staff at **FSA.RecordsMgmt@wdc.usda.gov** if any programs assigned to your division are not managed by your division.

Note: FSA-291 is available in fillable format at **<http://intranet.fsa.usda.gov>**. CLICK **“FFAS Employee Forms/Publications Site”**. Multiple FSA-291’s may be completed and submitted if required.

Information for Verification

The following table contains current FSA program file codes, primary subjects, and the office responsible for the function and/or activity. Records liaisons shall verify **each** primary subject and provide the records staff with the POC on FSA-291.

Office of Primary Responsibility	Current File Code	Primary Subject
ALS	AP	Appeals and Reviews
CEPD	ACP	Agricultural Conservation Program (Inactive)
	BCRP	Biomass Crop Assistance Program
	CRP	Conservation Reserve Program
	EFCRP	Emergency Forestry Conservation Reserve Program
	ECP	Emergency Conservation Program
	ELAP	Emergency for Livestock Feed, Honey Bees, and Farm Raised Fish
	EQIP	Environmental Quality Incentives Program
	GCP	General Conservation Program
	GRP	Grassland Reserve Program Files
	PRP	Pasture Recovery Program
	SIP	Stewardship Incentive Program
	WBP	Water Bank Program Files
	WRP	Wetlands Reserve Program Files
DAFO	CCEF	County and Community Committee Elections
	OP	Outreach Program
EPAS	AFIDA	Agricultural Foreign Investment Disclosure Act
	ANL	Analysis
<ul style="list-style-type: none"> • LMD • LSPMD • PDEED 	FLP	Farm Loan Programs
ORAS	AIP	Audits, Investigations, and Program Evaluation

Information for Verification (Continued)

Office of Primary Responsibility	Current File Code	Primary Subject
PECD	ACRE	Average Crop Revenue Election
	BWEP	Boll Weevil Eradication Program
	CAT	Catastrophic Risk Protection Program
	CDP	Crop Disaster Program
	CE	Conservation Eligibility and Compliance Records
	CI	Crop Insurance Program
	CM	Common Management Files
	CP	Compliance Files
	CPM	Common Program Management
	DAP	Disaster Assistance Program Files
	DAP/LP	Disaster Assistance Program for Livestock
	DCP	Direct and Counter-Cyclical Program Files
	DIPP	Dairy Indemnity Payment Program
	DRAP	Disaster Reserve Assistance Program Files
	EP	Emergency and Natural Disaster Programs
	ER	Emergency Records
	HELC	Highly Erodible Land Conservation and Wetland Conservation Provisions Program
	LFP	Livestock Forage Program
	LIP	Livestock Indemnity Program
	NAP	Noninsured Crop Disaster Assistance Program
	OP	Oilseeds
	PA	Production Adjustment Program
	PDP	Potato Diversion Program
	PE	Producer Eligibility Files
	PF	Production Flexibility Program
	PL	Payment Limitation
	RCWP	Rural Clean Water Program
	RM	Risk Management Program Files
	RMPI	Risk Management Program Integrity Files
	STG	Storage and Contract Management
	SU (PIK)	Sugar Payment-in-Kind
	SURE	Supplement Revenue Assistance Payments
	TAP	Tree Assistance Program

Information for Verification (Continued)

Office of Primary Responsibility	Current File Code	Primary Subject
PSD	AMLAP	Apple Market Loss Assistance Payment Program
	CMLAP	Cranberry Market Loss Assistance Payment Program
	DMLAP	Dairy Market Loss Assistance Program
	DRPP	Dairy Refund Payment Program Files
	FSFL	Farm Storage Facility Loan Program
	IP	Incentive and Indemnity Payments Program
	LMAPP	Lamb Meat Adjustment Assistance Program
	LP	Price Support and Loan Program
	MILC	Milk Income Loss Contract Program Files
	PLP	Peanut Loan Program
	PMAP	Peanut Marketing Assistance Program
	PPA	Peanut Production Adjustment
	SHOP	Small Hog Operation Payment Program
	SSFL	Sugar Storage Facility Loan Program
	TLAP	Tobacco Loss Assistance Program Files
	TOPP	Tobacco Payment Program
	TTPP	Tobacco Transition Payment Program
	WAM	Wool and Mohair Program Files
	WAMLAP	Wool and Mohair Market Loss Assistance Program

Example of FSA-291

Following is an example of FSA-291.

This form is available electronically.

FSA-291 (07-29-14)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency			
FSA RECORDS MANAGEMENT PROGRAM CONTACT REVIEW					
<p>NOTE: MSD, Records Team is currently reviewing records management procedure(s) and policies to provide updated guidance to all FSA offices. To facilitate this review, assistance is needed from all FSA program office(s) to identify and provide information about existing agency programs. Do not include administrative records.</p> <p>According to Records Management Team, Pages 2 and 3 is the most current FSA primary subject(s). Review those pages to ascertain the primary office, the point of contact, the status if active or inactive and if any new program(s) have been established that are not listed.</p> <p>Enter any new primary subject in Item 6 not listed on Pages 2 and 3. For each primary subject listed, including any new program(s), indicate in Item 7 if it is active or inactive.</p> <p>Each Division/Branch/Section will be responsible for providing the following to the Records Management Team. Once this information has been received we will schedule a meeting to discuss the Record Schedule(s) which need to be updated and/or obsolete. Provide the below requested information to Records Team by e-mail to: FSA.RecordsMgmt@wdc.usda.gov</p>					
1. Division DAFP		2. Records Liaison Name Sue Records		3. Records Liaison Phone No. 202-202-2222	
4. Office/Program Area (i.e., Price Support Division (PSD))	5. Primary Subject (i.e., Direct and Counter-Cyclical Program Files)	6. "NEW" Primary Subject	7. Indicate if Active or Inactive	8. Point of Contact Name	9. Point of Contact Phone No. (Include Area Code)
PSD	Farm Storage Facility Loan		Active	Jane Doe	202-202-2222
PSD	Dairy Disaster Assistance Payment Program		Inactive	James Doe	202-202-2222
PSD	Dairy Refund Payment Program		Inactive	Andy Doe	202-202-2222
PECD	NAP Frost-Freeze Program (NAPFF) Application	New	Active	Sam Doe	202-202-2222
10A. Division/Office Director Name Brice Study		10B. Division/Office Director Phone No. 202-202-2222		10C. Date Prepared (MM-DD-YYYY) 07-30-2014	

Example of FSA-291 (Continued)

FSA-291 (07-29-14)

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The following table contains the current FSA program file codes, the primary subjects and Office(s) responsible for the function and/or activity. Records Liaisons shall verify each primary subject and provide the Records Team with POC's, the office of primary responsibility, and any other changes within subject areas.

A. Office of Primary Responsibility	B. Current File Code	C. Primary Subject
CEPD	ACP	Agricultural Conservation Program (INACTIVE)
OAS	AFIDA	Agricultural Foreign Investment Disclosure Act
PSD	AMLAP	Apple Market Loss Assistance Payment Program
EPAS, TPD	ANL	Analysis
ALS	AP	Appeals and Reviews
ORAS	AIP	Audits and Investigations, and Program Evaluation
PECD	ACRE	Average Crop Revenue Election (ACRE)
CEPD	BCAP	Biomass Crop Assistance Program (BCAP)
PECD	BWEP	Boll Weevil Eradication Program
PECD	CAT	Catastrophic Risk Protection Program
PECD	CP	Compliance Files
PECD	CM	Common Management Files
PECD	CPM	Common Program Management
PECD	CE	Conservation Eligibility and Compliance Records
CEPD	CRP	Conservation Reserve Program
PSD	CMLAP	Cranberry Market Loss Assistance Payment Program
PECD	CDP	Crop Disaster Program
CEPD		Emergency Forestry Conservation Reserve Program (EFCRP 2005)
CEPD		Emergency Forestry Conservation Reserve Program (EFCRP 2007)
PECD	CE	Conservation Eligibility and Compliance Records
HRMIOS	CCEF	County and Community Committee Elections
PSD	CMLAP	Cranberry Market Loss Assistance Payment Program
PECD	CDP	Crop Disaster Program
PECD	CDP	Crop Disaster Program (FY 2000)
PECD	CDP	Crop Disaster Program (FY 2003-2005)
PECD	CI	Crop Insurance Program
PECD	DIPP	Dairy Indemnity Payment Program
PSD	DMLAP	Dairy Market Loss Assistance Program
PSD	DRPP	Dairy Refund Payment Program Files
PSD	DCP	Direct and Counter-Cyclical Program Files
PECD	DAP	Disaster Assistance Program Files
PECD	DAP/LP	Disaster Assistance Program for Livestock
PECD		Disaster Reserve Assistance Program Files
CEPD	ECP	Emergency Conservation Program
CEPD	ELAP	Emergency for Livestock Feed, Honey Bees, and Farm Raised Fish (ELAP)
PECD	EP	Emergency and Natural Disaster Programs
PECD	ER	Emergency Records
CEPD	EQ	Environmental Quality
CEPD	EQIP	Environmental Quality Incentives Program
DAFLP, LMD, LSPMD, PDEED	FLP	Farm Loan Programs
PSD	FSFL	Farm Storage Facility Loan Program
CEPD	GCP	General Conservation Program
CEPD	GRP	Grassland Reserve Program Files
PECD	HELC/WC	Highly Erodible Land Conservation & Wetland Conservation Provisions Program
PSD	IP	Incentive and Indemnity Payments Program
PSD	LMAPP	Lamb Meat Adjustment Assistance Program
PECD	LFP	Livestock Forage Program

Example of FSA-291 (Continued)

FSA-291 (07-29-14)

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The following table contains the current FSA program file codes, the primary subjects and Office(s) responsible for the function and/or activity. Records Liaisons shall verify each primary subject and provide the Records Team with POC's, the office of primary responsibility, and any other changes within subject areas.

A. Office of Primary Responsibility	B. Current File Code	C. Primary Subject
PECD	LIP	Livestock Indemnity Program
PSD	MILC	Milk Income Loss Contract Program Files
PSD	NAP	Noninsured Crop Disaster Assistance Program
PSD	LP	Price Support and Loan Program
PSD	OP	Oilseeds Program
OS	OUTR	Outreach Program
CEPD	PRP	Pasture Recovery Program
CPAD	PL	Payment Limitation
TPD	PLP	Peanut Loan Program
TPD	PMAP	Peanut Marketing Assistance Program
TPD	PPA	Peanut Production Adjustment
PSD	PDP	Potato Diversion Program
PDD	PS	Procurement and Sales
PECD	PE	Producer Eligibility Files
PECD	PA	Production Adjustment Program
CPAD	PF	Production Flexibility Program
PECD	RM	Risk Management Program Files
PECD	RMPI	Risk Management Program Integrity Files
PECD	RCWP	Rural Clean Water Program
PSD	SHOP	Small Hog Operation Payment Program
PSD	SP	Special Program Files (Trade Adjustment Assistance Program (TAA))
PECD	SIP	Stewardship Incentives Program
PECD	STG	Storage and Contract Management
PECD	SU (PIK)	Sugar Payment-in-Kind
PSD	SSFL	Sugar Storage Facility Loan Program
PECD	SURE	Supplement Revenue Assistance Payments (SURE)
PSD	TLAP	Tobacco Loss Assistance Program Files
PSD	TLP	Tobacco Loan Program
PSD	TTPP	Tobacco Transition Payment Program
PSD	TOPP	Tobacco Payment Program
PECD	TAP	Tree Assistance Program (TAP)
CEPD		Water Bank Program Files
WID	WA	Warehousing
PECD		Wetlands Reserve Program Files
PSD		Wool and Mohair Program Files
PSD	WAMLAP	Wool and Mohair Market Loss Assistance Program