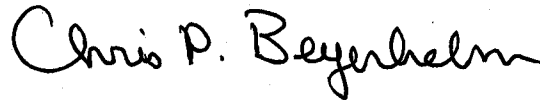


For: All FSA Employees

Retention and Destruction of FSA-13-A's

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Notice AS-2293 provided guidance about lifting the general records freeze and disposing of FSA records. Since the release of this notice, the Information Security Office (ISO) has received several questions about the retention and destruction of FSA-13-A's.

B Purpose

This notice provides:

- categorization of FSA-13-A requests
- guidance for retention and destruction of FSA-13-A by category.

C Contacts

If there are questions about this notice, contact either of the following:

- Julian Green by either of the following:
 - e-mail to **Julian.Green@wdc.usda.gov**
 - telephone at 202-260-9193
- Roger Scaife by either of the following:
 - e-mail to **Roger.Scaife@wdc.usda.gov**
 - telephone at 202-720-9152.

Disposal Date	Distribution
February 1, 2017	All FSA Employees; State Offices relay to County Offices

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2 Retaining and Destroying FSA-13-A's

A Categorizing FSA-13-A's

FSA-13-A's fall into two categories: privileged access and non-privileged access. According to the FSA File Maintenance and Disposition Manual, privileged access falls under ITOM-11 and non-privileged access falls under ITOM-12.

ITOM-11	IT Passwords Special Accountability - Correspondence, Reports, Index Lists and Logs.	Temporary: Destroy 6 years after password is altered, or user account is terminated.	GRS 3.2-031
ITOM-12	IT Passwords Routine Systems - Correspondence, Reports, Index Lists and Logs.	Temporary: Destroy when business use ceases.	GRS-3.2-030

According to the National Institute of Standards and Technology (NIST), privileged accounts are generally considered system administrators, meaning **very few individuals will ever need to request or be assigned privileged account access.**

B Guidance for Retention and Destruction of FSA-13-A's

All **FSA-13-A's requesting privileged access** may be destroyed six years after the password is altered or user account is terminated.

Example: If an FSA-13-A requesting the addition of administrator rights to a DBMO SQL server is submitted on August 22, 2008, (FY08) and the admin access is removed on March 15, 2012, (FY12), then the FSA-13-A (submitted on August 22, 2008) can be destroyed on March 15, 2018 (FY18).

All **FSA-13-A's requesting non-privileged access** may be destroyed when the FSA-13-A has aged to "Current Fiscal Year (FY) minus 2" (two fiscal years from the date the access is removed).

Example: If an FSA-13-A requesting the addition of an OIP code is submitted on May 10, 2014, (FY14), and the OIP code is removed on January 15, 2016, (FY16), the FSA-13-A (submitted on May 10, 2014) may be destroyed upon the beginning of FY18, October 1, 2017.

Example: If an FSA-13-A requesting the addition of the ERSR role *app.issso.ersr.SLR* is submitted on Jan 25, 2010, (FY10) and the role is removed on March 15, 2012, (FY12), then the FSA-13-A (submitted on Jan 25, 2010) may be destroyed on October 1, 2013 (FY14).

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2 Retaining and Destroying FSA-13-A's (Continued)

B Guidance for Retention and Destruction of FSA-13-A's (Continued)

All **FSA-13-A's requesting both privileged and non-privileged access on the same form** must follow the same disposal timeline as FSA-13-A's that request privileged access.

Example: If an FSA-13-A is submitted on August 22, 2008, (FY08) requesting the addition of an OIP code and administrator rights to a DBMO SQL server, and the admin access is removed on November 7, 2012, (FY12), then the FSA-13-A (submitted on August 22, 2008) may be destroyed on November 7, 2018, (FY18). Regardless of when the OIP code is removed, the FSA-13-A must wait to be destroyed six years after the DBMO SQL server admin rights are removed.

C Available Records Guidance

Access Notice AS-2293, Lifting the General Records Freeze and Disposal of Farm Service Agency (FSA) Records, at http://www.fsa.usda.gov/Internet/FSA_Notice/as_2293.pdf.

The most recent version of the FSA File Maintenance and Disposition Manual may be obtained on the FSA/FAS Records Management SharePoint site at <https://sharepoint.fsa.usda.net/mgr/DAM/FSA-FAS-RecordsManagement/> or by e-mailing either of the following records management contacts:

- Donika Burrows at Donika.Burrows@wdc.usda.gov
- Keith Holden at Keith.Holden@wdc.usda.gov.