

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Room 3416, 700 West Capitol Avenue  
Little Rock, Arkansas 72201-3225

**AR NOTICE AS-68**

**For:** All Field Offices

**Personal Property Management**

**Approved by:** State Executive Director 

**1 Overview**

**A Background** 31-AS provides policy and procedure for Personal Property Management. Over the past few years, National notices have been issued with instructions for disposing of various computer equipment. The National Office is in the process of amending 31-AS.

**B Purpose** The purpose of this notice is to provide additional information and guidance to assist County Offices in property inventory and disposing of excess/surplus equipment and furniture. Procedures outlined in National Notices are reissued in this notice. State Office policy regarding property classification and inventory guidelines are provided.

**2 County Office Action** Complete Form FSA-951 according to 31-AS, paragraph 213 B. Forward one copy to the State Office for approval. The State Office will return improperly completed forms. This includes the control number, item number, description including serial numbers, ownership, condition code, etc.

Counties should determine whether it is excess or surplus property according to 31-AS, paragraph 211 A. The State Office will authorize general disposal by return mail, i.e., email or fax.

**3 System 36 SCOAP Equipment** Executive Order 12999, Section 2 (a) states: "To the extent permitted by law, all agencies shall give highest preference to schools and nonprofit organizations, including community-based educational organizations, ("schools and nonprofit organizations") in the transfer, through gift or donation, of educationally useful Federal equipment."

Continued on next page

<b>Disposal</b>	<b>Distribution</b>
Indefinitely	All FSA Field Offices

**3 System 36  
SCOAP  
Equipment  
(Continued)**

Property that is difficult to dispose of because of its condition, that is, cannibalized, broken, out-dated or obsolete property, can be abandoned or destroyed according to 31-AS, paragraph 228.

The State Office will be responsible for removing property from the PMIS (Property Management Information System).

The System 36 AS400 replaced the original System 36 and the Advanced System 36 equipment. Any equipment other than the AS400 can be disposed of. This includes the CPU, nonworking monitors-VDT Model 3180 and 3197 as well as external tape drives and cables.

IBM printers are no longer covered by maintenance contract at the national level. Counties are authorized to have nonworking printers repaired locally if estimates are less than \$500. Refer to Exhibit 1, "Email regarding IBM 4214 and 4224 Printer Repair", from Dwight Baker dated 1/28/03. This authorization extends through April 30, 2003.

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**4 Cotton PC and  
Modems**

Refer to AR Notice CN-58 that states that modems may be disposed of following standard procedures in 31-AS.

Cotton PC's have been converted and are now CCE compliant. These PCs and printers should be retained for current use. All previously deployed cotton PCs and peripheral equipment are considered surplus equipment.

Under E.O. 12999, excess and surplus equipment can be donated or sold to schools and nonprofit organizations. Before disposal, hard disk drives must be formatted to delete all data residing on the hard drive. Cotton County Offices are authorized to dispose of surplus computer equipment by following the procedures in 31-AS, paragraph 227, unless equipment cannot be disposed of, then follow paragraph 228.

**Important:** Computer equipment and peripherals **shall not** be given or sold to any FSA employees or family members.

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Continued on next page

## Arkansas Notice AS-68

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### 5 AT&T 3B2 Equipment

National Notice IRM-327 provided instructions for excessing/surplusing obsolete equipment. The above referenced E.O. 12999 also applies to this property regarding the policy on donating excess Federal Government equipment to schools and/or nonprofit organizations.

Regardless of the method of local 3B2 disposal used in each Field Office, the Data Protection Act and the Privacy Act requires the protection from public disclosure of private information stored on this computer.

All 3B2 computer equipment and related peripherals should be disposed of according to procedures in 31-AS. FSA-951, item 5A, enter "Approval per Notice FLP-224".

Exhibit 2 is a reprint of Notice IRM-327. Follow these procedures prior to disposing of 3B2 equipment. Please note that data removal shall be certified using the form on Exhibit 1, page 1 of IRM-327.

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### 6 ADP Equipment

Since the deployment of the CCE desktop and laptop computers, all ADP equipment that is not Y2K compliant is considered excess and/or salvage equipment.

- All desktops and laptops that are 486 or lower configurations
- All Pentium computers lower than 200 MHz that have not been replaced by a new CCE desktop or laptop with docking station and are not being used by a part-time or temporary employee
- Miscellaneous peripheral equipment and/or outdated, associated equipment that is no longer being used.

Examples: printers, plotters, etc.

- Software that is 2 or more versions lower than we are presently using should be considered obsolete.

Format the hard disk drives or delete all data residing on the hard drive. Destroy all software and manuals that came with the equipment. Software manuals cannot be sold or donated. **Note:** ADP equipment shall **not** be given or sold to any FSA employee.

Property that is difficult to dispose of because of its condition, that is cannibalized, broken, out-dated or obsolete property, can be abandoned or destroyed according to 31-AS, paragraph 228.

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Continued on next page

**7 All Other  
Equipment  
and Furniture**

Follow 31-AS, Section 5. The methods of disposal in the order of preference are:

- Transfer within FSA
- Transfer to another USDA Agency
- Transfer to another Federal Agency
- Sell
- Donate
- Abandon

The State Office will advertise usable excess or surplus property for transfer to other counties in the State.

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**8 Farm Loan  
Program  
Inventory**

CEDs are responsible for maintaining inventories of personal property brought from FmHA with the Farm Loan Program offices. Property should be included on FSA-950, Personal Property Inventory Listing, along with legacy ASCS property.

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**9 Annual  
Inventory**

County Offices shall conduct an inventory of all personal property as least annually, on the date designated by the State Office, or immediately when there is a change of CED's. Refer to 31-AS, paragraph 155 D.

CCE equipment is inventoried through the EATS property system at the state level. Do not included in Personal Property inventories required by the State Office.

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**10 Classification  
Procedure**

County Offices shall ensure that each item of property within the office is classified as being one of the following:

- **Capitalized**
- **Noncapitalized**
  - Accountable
    - Sensitive
  - Controlled
    - Expendable

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**11 Classifying  
Personal  
Property**

County Office shall classify personal property as follows:

- **Capitalized**, if the property meets all of the following:
  - Unit acquisition cost is **\$5,000 or more**
  - Expected service life is 2 years or more
  - Durable in nature and does not become integral part of other equipment
  
- **Noncapitalized**, if the property meets all of the following:
  - Unit acquisition cost is **less than \$5,000**
  - Expected service life is 2 years or more
  - Durable in nature and does not become an integral part of other equipment

Noncapitalized property is all other property and is broken in the following categories.

- **Accountable**, if the property meets all of the the following:
  - Has a unit acquisition cost of \$1,000 or more
  - Is complete in itself and does not lose its identity by becoming an integral part of other equipment or real property
  - Has an expected service life of 2 years or more

System 36 SCOAP ADP hardware and software is accountable. All furniture acquired for each County Office during the County Office upgrade project shall be grouped together and classified as being **accountable** for a minimum of 12 years from the date of acquisition.

- **Sensitive**. The State Office has made the determination that the following property shall be classified as sensitive:

Laptop computers, computer software, cameras, calculators, typewriters, projectors, audio and video equipment regardless of their acquisition cost.

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Continued on next page

**11 Classifying  
Personal  
Property  
(Continued)**

- **Controlled**, includes individual items that meet **all** of the criteria of accountable property **except** that they are **not** sensitive and their acquisition cost is between \$50 and \$1,000.
  - **Expendable**, if the item is **not** classified as sensitive and the unit acquisition cost of \$49.99 or less.
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**12 Contact**

Direct questions to Charlotte Murphy through your District Director.

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Email regarding IBM 4214 and 4224 Printer Repair

**Subject: IBM 4214 and 4224 REPAIR POLICY**

**Date:** Tue, 28 Jan 2003 14:09:01 -0500

**From:** "Dwight Baker" <dwight.baker@ar.usda.gov>

**To:** <allfsaemp@ar.usda.gov>

TOPIC: IBM 4214 and 4224 REPAIR POLICY

EFFECTIVE PERIOD: Through April 30, 2003

In FY 2002, IBM 4232 impact printers were deployed to FSA field offices. A decision was made at that time to cease repair of all IBM 4214 and 4224 printers. Offices were given permission to continue using these printers, but were to dispose of them when they ceased to operate.

However, due to the anticipated increased workload related to the upcoming CRP Signup, the Information Technology Services Division (ITSD) is allowing repair of these printers through April 30, 2003. This policy

only applies to IBM 4214 and 4224 printers that have a repair estimate of \$500 or less. After April 30, 2003, repairs will once again be prohibited and offices will be instructed to dispose of defective IBM 4214 and 4224 printers.

Prior to April 30, 2003, the repair of IBM 4214 and 4224 printers will be conducted according to the following steps:

1) Field Offices must obtain a local repair estimate for the printer. You may contact any local office machine repair company. The State Office does not have a listing of vendors who can provide such service. If the repair estimate is \$500 or less, the estimate will be faxed to:

ITSD,

Attn: Earl Bice thru the State Office, Attn: Charlotte Murphy at 501-301-3086.

2) ITSD will review the estimate and provide authorization to proceed with the repair. This authorization will be provided in writing via E-Mail and will include instructions on how to pay the vendor for their services.

3) The State Office will fax a copy of the procurement documents to Earl Bice at the fax number provided in step 1.

This Repair Policy is effective only through April 30, 2003. If you have additional questions regarding this policy or procedure, please contact Dwight Baker by phone at (501)301-3021 or via email at dwight.baker@ar.usda.gov.

Refer to upcoming AR-Notice AS-68 for more information.

**UNITED STATES DEPARTMENT OF AGRICULTURE**  
Farm Service Agency  
Washington, DC 20250

**Notice IRM-327**

**For:** State and County Offices

**Excessing/Surplusing AT&T 3B2 Computer Equipment**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

Obsolete 3B2 equipment is still being stored in Field Offices. With the implementation of DALR\$ on the CCE platform, this equipment is no longer needed.

30-AS and 31-AS provide specifics on the excessing and surplusing of FSA equipment. See 30-AS, Part 4, Section 5 and 31-AS, Part 4, Section 5 for instructions on excess and surplus.

E.O. 12999, issued April 17, 1996, provides information on the policy of donating excess Federal Government equipment to schools and/or nonprofit organizations.

Regardless of the method of local 3B2 disposal used in each Field Office, the Data Protection Act and the Privacy Act require the protection from public disclosure of private information stored on this equipment.

**B Purpose**

This notice provides instructions for the safe removal of sensitive information from 3B2 electronic media before the disposal of the equipment.

<p><b>Disposal Date</b></p> <p>November 1, 2002</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p>
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**Notice IRM-327****2 Excess/Disposal of 3B2 Computer Equipment**

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**A****Introduction**

Except as provided in Notice FLP-224, subparagraph 2 E, all other 3B2 computer equipment and related peripherals should be excessed/surplused according to 30-AS and 31-AS **after** data removal has been completed.

Data from MRS, AGCREDIT, FHP, and DALR\$ is currently stored on the 3B2 computers. The MRS, AGCREDIT, and FHP data was only copied when it was moved to the System 36. Migration of DALR\$ data to a PC or laptop only copied the DALR\$ data. All data must be removed from the 3B2 before disposal.

**Note:** This notice complements Notice FLP-224, subparagraph 2 E, and 30-AS, paragraphs 236 through 238. Counties should follow 31-AS, paragraphs 211 through 228, which contain the same information. In FSA-951, item 5A, enter "Approval per Notice FLP-224".

**Data removal shall be certified using Exhibit 1.**

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**B****Importance of Data Removal**

An overriding consideration in a move of equipment must be to ensure that FSA data on the machine, and software licensed to FSA, are removed. It is vital to satisfy the requirements of the Data Protection Act and Privacy Act, but it must also be understood that FSA data that is discovered by a later owner may cause controversy, adverse publicity, etc.

Merely deleting the visible files is **not** sufficient to achieve secure data removal since data recovery software could be used by a new owner to "undelete" these files. *The disk space previously used by deleted files must be overwritten with new, meaningless data, either by using some fixed pattern, such as binary zeroes, or random data.* Similarly, reformatting the whole hard disk may not in itself prevent the recovery of old data as it is sometimes possible for disks to be "unformatted".

Ensuring adequate destruction of data is the responsibility of the office that has the equipment and shall not be delegated to any person outside FSA without adequate contractual obligations being imposed.

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**Notice IRM-327****2 Excess/Disposal of 3B2 Computer Equipment (Continued)**

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**C****Deleting Data -  
Technical  
Aspects**

All 3B2 computers use a UNIX-based operating system (OS). Reformatting the hard disk and installing a clean copy of OS will leave 3B2 computers in a suitable state for disposal.

**Note:** Virtually every computer is bought with a license for OS supplied with it. A 3B2 can, therefore, be legitimately disposed of with a freshly installed/restored copy of the same OS. This must be completed if the 3B2 computer will be donated rather than destroyed; it is highly recommended under all other circumstances.

Follow this table for secure data removal to prepare computer equipment for excess/disposal.

Step	Action
1	If possible, keep the last 2 sets of 3B2 complete backup tapes in the office safe until November 30, 2002. If data has been added to the 3B2 since the date of the last complete backup, completion of a final complete backup of the 3B2 before the data and software are removed from the 3B2 is recommended.
2	<p>Remove all data and software programs from the 3B2 using an "AT&amp;T Software Load USDA1.2" tape.</p> <p><b>Notes:</b> For instructions to format the hard drive on the 3B2, see Exhibit 2.</p> <p>If not available, obtain tape from either of the following:</p> <ul style="list-style-type: none"> <li>• nearby office</li> <li>• the National Help Desk at 816-926-1552.</li> </ul> <p>Keep the "AT&amp;T Software Load USDA1.2" tape until November 30, 2002.</p>
3	All 3B2 tapes containing data and software that no longer need to be retained should be pulled out of the tape cartridges and cut up before the tapes are thrown in the trash.



## Notice IRM-327

## Exhibit 2

## Detailed 3B2 Formatting Instructions

## Formatting 3B2 Hard Disks Using the USDA 1.2 Tape

Step	Action	Result
	After the following commands, PRESS "Enter".	
1	<b>root &lt;cr&gt;</b>	Console Login: password:
2	<i>Put in the root password and press Enter.</i>	UNIX System V Release 3.2.2 AT&T 3B2 unix Copyright (c) 1984, 1986, 1987, 1988, 1989 AT&T All Rights Reserved Login last used: Fri Dec 7 09:15:52 1990 #
3	<b>init 5 &lt;cr&gt;</b>	# INIT: New run level: 5 The system is coming down. Please wait. System services are now being stopped. Print services stopped. Stopping job accounting cron aborted: SIGTERM The system is down.
4	<b>mcp &lt;cr&gt;</b> (or the firmware password for the system may be <b>pha</b> )	SELF-CHECK FIRMWARE MODE  Enter name of program to execute [ /unix ]:
5	<b>Place the AT&amp;T software load USDA1.2 tape into the SCSI tape drive!!</b>	
6	<b>/unix &lt;cr&gt;</b>	Possible load devices are: Option Number      Slot      Type              Name ----- 0          0      INTEGRAL      FD5 1          1      I/O BUS        SCSI Enter Load Device Option Number [1 (SCSI)]:
7	<b>1 &lt;cr&gt;</b>	Possible subdevices are: Option Number      Subdevice      Name ----- 0          0              disk 1          1              tape 2          2              disk Enter Subdevice Option Number [0 (disk)]:

Continued on the next page

## Notice IRM-327

## Exhibit 2

## Detailed 3B2 Formatting Instructions (Continued)

Step	Action	Result
8	1 <cr>	<p>ESSENTIAL UTILITIES Rebooting.  EDT COMPLETION ERROR 2-08:  UNKNOWN ID CODE 0x102 FOR DEVICE IN I/O BUS SLOT 2  EQUIPPED DEVICE TABLE COMPLETION WILL CONTINUE.  CHECK EDT  "/unix" does not exist  Driver not found for *VOID* device (board slot 2)  Driver not found for MAU device (board slot 0)</p> <p>UNIX(R) System V Release 3.2.2 AT&amp;T 3B2 Version 3  Node unix  Total real memory = 14680064  Available memory = 11139072</p> <p>*****  Copyright (c) 1984, 1987, 1988, 1989 AT&amp;T - All Rights Reserved  THIS IS UNPUBLISHED PROPRIETARY SOURCE CODE OF AT&amp;T INC  The copyright notice above does not evidence any actual or intended  publication of such source code.</p> <p>UNIX System V Release 3.2.2 Installation  1) Full Restore  2) Partial Restore  3) Full Restore &lt;USDA Partitioning&gt; &lt;2 disk(s)&gt;0</p> <p>When responding to a question, use the "backspace" key to erase the last  character typed or the "@" key to erase the entire line. Enter "help" for  additional information.  Selection? [ 1 2 3 quit help ]</p>
9	magic mode <cr>	<p>POOF!  Selection? [ 1 2 3 quit usdaexpress shell help ]</p>

Continued on the next page

## Notice IRM-327

## Exhibit 2

## Detailed 3B2 Formatting Instructions (Continued)

Step	Action	Result
10	<b>usdaexpress &lt;cr&gt;</b>	<p>USDA Express Installation selected -  The possible ROOT disks configured on the system are:  1) /dev/dsk/c1t1d0s6  2) /dev/dsk/c1t3d0s6  Selecting disk 1 to hold the ROOT filesystem.  The possible USR disks configured on the system are:  1) /dev/dsk/c1t1d0s6  2) /dev/dsk/c1t3d0s6  NOTE: System performance will be greater if the ROOT disk is NOT the same device as the USR disk.  Selecting disk 2 to hold the USR filesystem.</p> <p>The disk (/dev/dsk/c1t1d0s0) is formatted.  Reformatting it may remove undetected bad-blocks.</p> <p>WARNING: Reformatting will destroy the data on the entire disk!</p> <p>Formatting /dev/dsk/c1t1d0s0...  Format /dev/rdisk/c1t1d0s0:  (DEL if wrong)  Begin Format (No more than 20 minutes)</p>
11	<b>Remove the AT&amp;T Software Load USDA1.2 tape from the SCSI tape drive when the system pauses to begin 20 minute formatting.</b>	
12	System continues, no action necessary.	<p>Begin Verify (No more than 22 minutes)  The disk (/dev/dsk/c1t3d0s2) is formatted.  Reformatting it may remove undetected bad-blocks.</p> <p>WARNING: Reformatting will destroy the data on the entire disk!</p> <p>Formatting /dev/dsk/c1t3d0s2...  Format /dev/rdisk/c1t3d0s2:  (DEL if wrong)  Begin Format (No more than 20 minutes)  Begin Verify (No more than 22 minutes)  Installing the USDA standard hard disk partitioning!  Making file systems on the hard disk(s)....  (please wait)  There are 470592 blocks remaining on disk /dev/dsk/c1t1d0s6.  There are 235296 blocks remaining on disk /dev/dsk/c1t3d0s6.</p>

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## Notice IRM-327

## Exhibit 2

## Detailed 3B2 Formatting Instructions (Continued)

Step	Action	Result																																																																													
12 (Cntd)		<p>ROOT disk partitioning:</p> <table border="1"> <thead> <tr> <th>* Partition</th> <th>First Tag</th> <th>Sector Flags</th> <th>Last Sector</th> <th>Count</th> <th>Sector</th> <th>Mount Directory</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>2</td> <td>00</td> <td>47214</td> <td>54180</td> <td>101393</td> <td>/mnt</td> </tr> <tr> <td>1</td> <td>3</td> <td>01</td> <td>150</td> <td>47064</td> <td>47213</td> <td></td> </tr> <tr> <td>3</td> <td>0</td> <td>01</td> <td>573788</td> <td>65536</td> <td>639323</td> <td></td> </tr> <tr> <td>4</td> <td>0</td> <td>00</td> <td>571986</td> <td>1802</td> <td>573787</td> <td></td> </tr> <tr> <td>6</td> <td>0</td> <td>01</td> <td>0</td> <td>639324</td> <td>639323</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Last *Partition</th> <th>Tag</th> <th>Flags</th> <th>Sector</th> <th>Count</th> <th>Sector</th> <th>Mount Directory</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>0</td> <td>00</td> <td>387</td> <td>403641</td> <td>404027</td> <td>/mnt/usr</td> </tr> <tr> <td>6</td> <td>0</td> <td>01</td> <td>0</td> <td>639324</td> <td>639323</td> <td></td> </tr> <tr> <td>7</td> <td>0</td> <td>01</td> <td>0</td> <td>387</td> <td>386</td> <td></td> </tr> <tr> <td>8</td> <td>0</td> <td>00</td> <td>404028</td> <td>235296</td> <td>639323</td> <td>/mnt/usr4</td> </tr> </tbody> </table> <p>Verifying USDA standard hard disk partitioning.  Installing the initial core system files.  Installing the initial core system files.</p> <p>SD_KEY= 2  SD_KEY= 2  Cpio: ERROR: Cannot open &lt;/TapeDevice&gt; for input I/O error</p> <p>The copy of the CORE FILES did not complete.</p> <p>INSTALLATION NOT COMPLETED  SELF CHECK  FIRMWARE MODE</p>	* Partition	First Tag	Sector Flags	Last Sector	Count	Sector	Mount Directory	0	2	00	47214	54180	101393	/mnt	1	3	01	150	47064	47213		3	0	01	573788	65536	639323		4	0	00	571986	1802	573787		6	0	01	0	639324	639323		Last *Partition	Tag	Flags	Sector	Count	Sector	Mount Directory	2	0	00	387	403641	404027	/mnt/usr	6	0	01	0	639324	639323		7	0	01	0	387	386		8	0	00	404028	235296	639323	/mnt/usr4
* Partition	First Tag	Sector Flags	Last Sector	Count	Sector	Mount Directory																																																																									
0	2	00	47214	54180	101393	/mnt																																																																									
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7	0	01	0	387	386																																																																										
8	0	00	404028	235296	639323	/mnt/usr4																																																																									
13	<p>Turn the 3B2 OFF.</p> <p>Turn the monitor OFF.</p> <p>Unplug all cables and keep them with the equipment.</p>	<p>The following items should be packed away:</p> <ul style="list-style-type: none"> <li>• 3B2</li> <li>• power cable for the 3B2</li> <li>• monitor</li> <li>• power cable for the monitor</li> <li>• monitor cable that connects to the 3B2 console port.</li> </ul>																																																																													