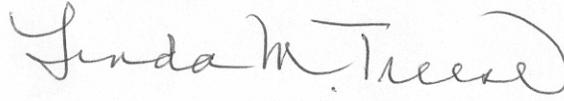


**For:** State and County Offices

**Migrating COC Data to the FSA County Committee  
Election Web Site and How It Affects Notice AO-1355**

**Approved by:** Acting Deputy Administrator, Field Operations



**1 Overview**

**A Background**

It has been determined that the FSA County Committee Election web site shall be expanded to contain the following:

- County Election Control Table
- FSA Producer Election Data Table.

The County Election Control Table and the FSA Producer Election Data currently reside on the System 36. The proposed date for data to be migrated to the FSA County Committee Election web site is after COB June 23, 2006. Following the migration, this data will be permanently removed from and no longer accessible on the System 36. This migration, as well as the recent migration of farm records, will have an affect on the actions required by Notice AO-1355. It is anticipated that the County Election Control Table and the FSA Producer Election Data Table will be available on the FSA County Committee Election web site on June 26, 2006.

**B Purpose**

This notice informs State and County Offices of:

- what the migration process will affect
- action required before migration to enable completing Notice AO-1355 after migration
- revised date for completing reports listed in Notice AO-1355.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2006	State Offices; State Offices relay to County Offices

## Notice AO-1356

### 1 Overview (Continued)

#### C Contacts

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

- County Offices shall contact the State Office
- State Offices shall contact either of the following DAFO staff members:
  - Deborah Johnson at 202-720-0067
  - Ken Nagel at 202-720-7890.

### 2 Migration

#### A County Election Control Table

The County Election Control Table identifies the following for each County Office:

- number of COC's serviced by the County Office
- number of local administrative areas (LAA's) serviced by the County Office.

The data to populate the County Election Control Table will be migrated from the System 36 name and address system, as applicable, for the specific county or area.

#### B Producer Election Data File

Customers with an active SCIMS legacy link will be migrated as "COC/LAA Indicator".

The value of the "COC/LAA" fields from the System 36 will be migrated to the customer's Producer Election Data File as "Eligible Voter Indicator".

The value of the "Eligible to Vote" field from the legacy county record will be migrated to the web site if:

- the value is "Y"
- the customer has an entry greater than zero in each of the "COC/LAA" fields.

For "Merging Duplicate Records":

- if duplicate active or inactive legacy links exist, all fields of the Producer Election Data File will remain blank requiring the County Office user to re-enter the data
- if the same State/County ID exists, and 1 is active and 1 is inactive, the active data will be kept
- if only 1 active legacy link exists, the current COC/LAA and "eligible to vote" data will be kept.

## Notice AO-1356

### 3 Action Required Before Migration

#### A Complying With Notice AO-1355

Notice AO-1355 instructed County Offices to print 5 reports from the System 36 to aid in verifying the accuracy of the producer election data (“Eligible to Vote” flag and COC/LAA identifiers).

After migrating the producer election data, these reports will be unavailable because the data will no longer be stored on the System 36. Users will be locked out of the COC Election Data, including the reports, on June 19, 2006. Therefore, each County Office must ensure that each of the reports is printed by June 16, 2006, and kept for future reference. Updating may also be done through June 16, 2006. County Offices may continue to use the reports to complete the required review and update of producer information through the web application after the migration is completed, beginning June 26, 2006.

If the June 19<sup>th</sup> lockout fails on any particular System 36, users shall **not** update any records between June 19 and June 23, 2006. Updates completed during this period will be lost during the migration, and will have to be redone.

#### B Revised Deadline for Completing Voter Database Updates According to Notice AO-1355

The deadline has been revised as follows:

- the revised deadline for completing voter updates is COB July 7, 2006
- State Offices shall notify DAFO as required in Notice AO-1355 no later than July 14, 2006.