

For: FSA Offices

Filing Codes for Biomass Crop Assistance Program (BCAP)

Approved by: Deputy Administrator, Farm Programs



1 BCAP Filing Codes

A Background

BCAP was authorized by Section 9011 of the Farm Security and Rural Investment Act of 2002, as amended by the Food, Conservation, and Energy Act of 2008. The purpose of BCAP is to:

- support the establishment and production of eligible crops for the conversion to bioenergy
- assist agricultural and forest land owner and operators and persons with the right to collect eligible material with the collection, harvest, storage, and transportation of eligible material for use in biomass conversion facilities.

B Purpose

This notice provides filing codes for BCAP. See Exhibit 1.

Note: BCAP filing codes will be included in a forthcoming:

- 25-AS revision
- FSA Records Transfer Desk Reference Guide.

Disposal Date	Distribution
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BCAP Filing Codes

Listed below are the subject file codes for BCAP files.

Disposition: Except as noted, destroy all files under this subject when they are 5 years old.

Color Code: The color code for this subject is yellow.

<p>Biomass Crop Assistance Program Files. This subject covers assistance to producers to:</p> <ul style="list-style-type: none"> • support the establishment and production of eligible crops for conversion to bioenergy in selected project areas and • assist agricultural and forest land owners and operators with collection, harvest, storage, and transportation of eligible material to a biomass conversion facility. 			
Subject		Type of Material To Be Filed	Retention
BCAP	Biomass Crop Assistance Program	General material about BCAP too broad to be filed under 1 of the more specific subjects in this exhibit.	Destroy these files when 5 years old.
BCAP 1	Program Development	Correspondence about the development of the program, including objectives, funding allocations, cost-share limitations, and approved practices.	
BCAP 2	Reports and Statistics	Reports included under this subject that cannot be filed under 1 of the more specific subjects in this exhibit. File voluminous printouts in binders on open shelves.	
BCAP 3	Interagency Cooperation	Correspondence about cooperation between the County Office and other Federal and State agencies. This includes memorandums of understanding.	
BCAP 4	Qualified Biomass Conversion Facilities	Individual folders containing all information regarding qualified biomass conversion facilities.	Destroy these files 5 years after the expiration of the biomass conversion facility is no longer qualified.
BCAP 5	Project Areas	Individual folders about project area proposals, approvals, geographic delineation, and other information.	Destroy these files 5 years after the expiration of the project area.

BCAP Filing Codes (Continued)

	Subject	Type of Material To Be Filed	Retention
BCAP 6	Participant Folders	<p>Individual folders containing all correspondence about the producer’s participation in BCAP including:</p> <ul style="list-style-type: none"> • matching payments • establishment and annual payments. <p>Note: Maintain original copy of forms in the custody files. Maintain AD-1026’s with the current farm record.</p> <p>This includes folders for disapproved or canceled contracts.</p>	<p>Destroy these files the later of 5 years after the matching paying was paid or 5 years after the expiration of the contract.</p>
BCAP 7	Spot Checks	Spot checks, responses, and reports.	<p>Destroy these files when 5 years old.</p>
BCAP 8	Appeals	Appeals by individual producers of the administrative criteria used in developing technical determinations.	