

For: State and County Offices

Automatic Deletion of Eligible Name and Address Records

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

Software Release No. 447 will include an automated delete process that will automatically move Name and Address records flagged "Pending Delete" in the Name and Address file to "Deleted" status. All records that will be moved must meet the requirements in subparagraph 2 A.

B

Purpose

This notice provides State and County Offices information on:

- requirements that criteria records must meet to be moved to "Deleted" status
- action that should be taken by County Offices
- steps to reactivate individual Name and Address records.

<p>Disposal Date</p> <p>April 1, 2001</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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2 Eligible Records for Deletion

A

Eligible Records for Deletion

The following checks will automatically be performed to determine whether a producer can be moved to “Deleted” status in the Name and Address file. All of the following flags must contain a value of “N” to be automatically moved:

- receivables
- claims
- production adjustment
- loans
- CRP
- ACP
- COE
- livestock
- other conservation
- DRP
- farm loan program
- 88 Active producer (5CM)
- Eligible to Vote.

Note: The Farm Producer file will be checked to ensure that the producer is no longer active on a farm. In addition, the Combined Entity and Permitted Entity files will be checked to ensure the producer is no longer active for CY, CY-1, and CY-2.

B

County Office Action

No County Office action is required to move the “Pending Delete” Name and Address records to “Deleted” status. The Name and Address records will automatically be moved when Software Release No. 447 is loaded.

A report showing all records moved to “Deleted” status will automatically be printed on the system printer on completion of loading the software release. County Offices shall review the report to determine whether any record deleted needs to remain active.

Any record that was moved may be reactivated through normal procedures to reactivate producer record according to 1-CM, paragraphs 322 through 326.

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2 Eligible Records for Deletion (Continued)

C

**Additional
Records for
Deletion**

County Offices shall run Query PROD0031 according to the following procedure to determine whether any additional Name and Address records can be deleted.

Delete these records according to 1-CM, paragraphs 313 through 317.

Step	Menu	Action
1	FAX250	ENTER "3" or "4".
2	FAX09002	Enter the applicable county.
3	FAX07001	ENTER "11".
4	M00000	ENTER "6".
5	MCD600	ENTER "3".
6	MCD60103	Use the roll keys to scroll to item 13. ENTER "13" and PRESS "Enter". Report will be printed on the default printer.
