

For: State and County Offices

**Service Center Information Management System (SCIMS) -
Resolving “Unknown” Potential Duplicates**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

FSA has received numerous inquiries from State and County Offices about how to resolve “unknowns” listed on SCIMS Potential Duplicate Report.

B

Purpose

This notice establishes standard procedure for:

- resolving potential duplicate “unknowns”
- resolving “unknown” owners.

Note: This applies to farm maintenance as well as SCIMS.

Disposal Date	Distribution
March 1, 2003	State Offices; State Offices relay to County Offices
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2 Resolving “Unknowns” on Potential Duplicate Report

A
Resolving
“Unknown”
Potential
Duplicate
Records

FSA has established the following procedure for resolving customers listed as “unknown” on the Potential Duplicate Report. In order to establish consistency and maintain the integrity of SCIMS database, County Offices shall comply with the following instructions when resolving customers listed as “unknowns” on the Potential Duplicate Report.

County Offices shall use their respective State and county name in place of records listed as “unknown” when resolving potential duplicates as follows:

- use the administrative county name for the unknown customer’s “first name”
 - use the State abbreviation for the “last name”
 - use the administrative County Office address for all “unknowns”
 - do not enter an identification (ID) number.
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B
State Office
Action

State Offices shall continue to monitor County Office progress related to resolving potential duplicates and ensure that they are complying with this notice.

C
Contact Person

State Office shall direct questions about this notice to Mike Sienkiewicz, PECD, CPB at 202-720-8959.

3 “Unknown” Owners

A Resolving “Unknown” Owners

It has been discovered that many County Offices have farms with incorrect owners. In most instances, the County Office does not know who the correct owner is which creates an “unknown” owner.

If any “unknown” owners are discovered, County Offices shall do thorough research to ensure that the owner is “unknown”. If the owner is “unknown”, County Offices shall do the following:

- record an “unknown” through SCIMS according to this notice
- follow procedure in 3-CM to add the “unknown” to the farm and remove the previous owner.

Note: This should only be done if an “unknown” has not previously been recorded to resolve a potential duplicate.
