

**For:** State and County Offices

**Service Center Information Management System (SCIMS)  
Duplicate Resolution Issues and Deadline**

**Approved by:** Deputy Administrator, Farm Programs



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**1 Overview**

**A Background**

County Offices were directed to proceed with resolving potential duplicates in SCIMS in Notice CM-484. Although significant progress has been made resolving these duplicate records, a large number of records remain to be updated. Additionally, during this process many questions and concerns have been raised by State and County Offices.

**B Purpose**

This notice:

- provides a summary of the number of records remaining to be resolved by States and resolution reporting requirements
- establishes a deadline for completing duplicate resolutions
- clarifies procedure for merging customers with temporary identification numbers
- informs users of restrictions regarding BIA customer data
- provides National Office contact person.

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**Disposal Date**

September 1, 2004

**Distribution**

State Offices; State Offices relay to County Offices

**2 Potential Duplicate Resolution Issues**

**A Summary of Outstanding Potential Duplicates**

Exhibit 1 provides a summary of the number of outstanding potential duplicates by State that remain to be resolved.

- PECD, Common Provisions Branch (CPB) will send each State Office SCIMS Security Officer an Excel spreadsheet summarizing the status of the duplicate resolution progress by State and county.
- SCIMS Security Officers shall monitor progress within their respective States to ensure that the deadline for completing outstanding duplicate resolutions is met.
- State Offices shall FAX a memo to Sandy Bryant at 202-720-0051 **no later than COB Friday, March 26, 2004**, certifying that duplicate resolutions are complete.

**B Deadline for Completing Duplicate Resolutions**

The deadline for completing duplicate resolutions is **March 19, 2004**.

**C Merging Potential Duplicates with Temporary ID Numbers**

The following table outlines who has primary responsibility for resolving duplicate customers listed on their report.

<b>IF the potential duplicate customer on the report is in...</b>	<b>THEN the duplication shall be resolved by the...</b>
only 1 county	county where the duplicate resides.
more than 1 county, and there is a control county for the customer	control county.
more than 1 county, but is not multi-State, and there is not a control county for the customer	county with the lowest county code. <b>(See the following exception note.)</b>
more than 1 county and State, and there is not a control county for the customer	county with the lowest State and county code. <b>(See the following exception note.)</b>

**Note: Multi-county duplicate customers shall be resolved in the county where the customer is actively conducting business.**

The county determined to be responsible for merging potential duplicates shall be responsible for merging **all** potential duplicates, including those with temporary ID numbers. These counties shall also make every effort to secure a permanent ID number for customers with temporary ID numbers. Upon resolving all potential duplicates, a customer shall have only one ID number, either permanent or temporary, associated with their respective record and all related files shall be updated accordingly in all counties.

## Notice CM-488

### 2 Potential Duplicate Resolution Issues (Continued)

#### D Restrictions Regarding BIA Customer Data

County Offices shall **not** change the following BIA Customer Data fields:

- “Business Name”
- “Employer ID Number (52-1176810)”
- “Tax ID Type”.

**Notes:** Changes to these fields are restricted to the National Office only.

State Offices with questions about this restriction shall contact Mike Sienkiewicz at 202-720-8959.

As noted in Notice CM-484, County Offices shall **not** resolve potential duplicates for Federal and State Government agencies, as well as national, regional, and State associations, such as Parks and Wildlife, Travelers Insurance, Ducks Unlimited, etc. These resolutions will be coordinated by the National Office.

#### E Contact Person

Direct questions about this notice to Mike Sienkiewicz, PECD, CPB at 202-720-8959.

## Summary of Outstanding Potential Duplicates

ALABAMA	5160	UTAH	746
ALASKA	46	VERMONT	386
ARIZONA	1380	VIRGINIA	6474
ARKANSAS	2658	VIRGIN ISLANDS OF THE U.S.	17
CALIFORNIA	10838	WASHINGTON	2605
COLORADO	3757	WEST VIRGINIA	689
CONNECTICUT	326	WISCONSIN	11516
DELAWARE	346	WYOMING	1070
DISTRICT OF COLUMBIA	16	AMERICAN SAMOA	34
FLORIDA	3026	NORTHERN MARIANA ISLANDS	33
GEORGIA	11348	PUERTO RICO	621
GUAM	26	KCCO	1061
HAWAII	50	Total Number of duplicate records	232269
IDAHO	3290		
ILLINOIS	4597		
INDIANA	2969		
IOWA	5719		
KANSAS	11494		
KENTUCKY	10192		
LOUISIANA	5066		
MAINE	182		
MARYLAND	783		
MASSACHUSETTS	467		
MICHIGAN	6419		
MINNESOTA	8605		
MISSISSIPPI	4460		
MISSOURI	8493		
MONTANA	15382		
NEBRASKA	5147		
NEVADA	496		
NEW HAMPSHIRE	219		
NEW JERSEY	323		
NEW MEXICO	2847		
NEW YORK	3237		
NORTH CAROLINA	10087		
NORTH DAKOTA	4333		
OHIO	7404		
OKLAHOMA	4058		
OREGON	1233		
PENNSYLVANIA	2369		
RHODE ISLAND	141		
SOUTH CAROLINA	3696		
SOUTH DAKOTA	3786		
TENNESSEE	2481		
TEXAS	28065		