

**For:** State and County Offices

**Farm Records Management System, “Tract Description” and “Farm Identifier” Field Data**

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



**1 Data Entry Changes**

**A Background**

The Farm Records Management System, “Tract Description” and “Farm Identifier” fields were developed to be used as tools to assist County Offices with finding correct tracts or farms. County Offices were instructed to enter data in the “Tract Description” field as any combination of letters, numbers, and special characters. The instructions for entering data in the “Farm Identifier” field states that an identifier for the farm is to be entered in any combination of letters, numbers, and special characters. A national random sample review of the “Tract Description” field indicates that County Offices have used the “Tract Description” field to enter producer TIN’s and various other things.

**B Purpose**

This notice informs State and County Offices that the data entered in the “Tract Description” and “Farm Identifier” fields also prints on forms, such as FSA-156. There is **no** way to ensure that County Offices use “Tract Description” and “Farm Identifier” fields for the original intent and do **not** enter PII data or any other inappropriate data. Therefore, software modifications will be made to remove the “Tract Description” and “Farm Identifier” fields. Removing the “Tract Description” and “Farm Identifier” fields will ensure that PII or inappropriate data is **not** recorded or printed on any form.

A software edit, that is scheduled to run automatically the week of June 26, 2009, will remove all data currently recorded in the “Tract Description” and “Farm Identifier” fields. The edit will be run nightly until software is modified to remove the “Tract Description” and “Farm Identifier” fields.

County Offices may print FSA-156’s with data in the “Tract Description” and “Farm Identifier” fields until June 26, 2009. Any “Tract Description” and “Farm Identifier” fields that contain PII data **must** be immediately identified and the data **must** be removed. Another software edit will be run to remove the data from Sys36. Until that edit is completed, the data will be indicated on FSA-578 print.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2010	State Offices; State Offices relay to County Offices