

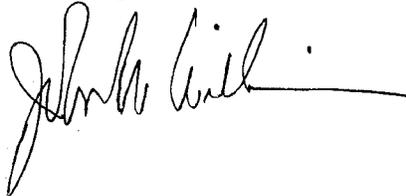
**For:** State and County Offices

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**Instructions for Purge of Claim Files in the Automated Claims System (ACS)**

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**Approved by:** Deputy Administrator, Management



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**1 Overview**

**A Background**

A purge of ACS must be run periodically to ensure sufficient space availability and to keep history records in sync with the Central Claims Database (CCDB) when the CCDB is purged. The CCDB will be purged in January 2006.

State and County Offices shall complete the purge process in ACS by January 31, 2006.

**B Purpose**

This notice provides instructions to State and County Offices for the purge of claim files in ACS.

**C Contact**

If there are questions about this notice, contact Robin Crouthamel at 816-926-1613 or Barbara Nowell at 703-305-1433.

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<b>Disposal Date</b>	<b>Distribution</b>
March 1, 2007	All FSA Offices; State Offices relay to County Offices

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## Notice FI-2734

### 2 Instructions

#### A Records to be Purged

ACS allows the purge of claim records that meet all of the following criteria:

- are inactive
- have a zero balance
- 16 months or more have passed from the date of the transaction that brought the claim balance to zero was recorded.

#### B Pre-Purge State and County Office Action

State and County Offices should do the following before initiating the purge option:

- ensure all other work stations are signed off
- back up files X.AU.005 and X.AU.300 (replace “X” with the appropriate State or county file letter)
- ensure that an initialized tape is available.

**Note:** Do not cancel the purge process before completion.

#### C Purging Claims Files

Access the Debts and Claims function. The Claims Primary Selection Menu will be displayed. The following table provides instructions to purge the files.

IF...	THEN...
the user is accessing the purge process in a County Office	ENTER “8”, Purge Claims Files and PRESS “Enter”.
the user is accessing the purge process in a State Office	ENTER “10”, Purge Claims Files and PRESS “Enter”.

Screen AVK32010 will be displayed in the State and County Offices. Use the following table to save the purged records.

Step	Action
1	ENTER “Y” for “Yes” to answer the question, “Should the purged records be saved to Tape?” and PRESS “Enter”.  The message, “Please load an initialized tape” will be displayed.
2	Load an initialized tape into the drive, ENTER “0”, and PRESS “Enter”.

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2 Instructions (Continued)

C Purging Claims Files (Continued)

The following messages will be displayed on Screen AVK320:

<b>IF...</b>	<b>THEN...</b>
there <b>are</b> records to be purged	the following will be displayed: <ul style="list-style-type: none"><li>• instructions to load initialized tape into the drive</li><li>• indicator of the purge status during the process</li><li>• notification of successful purge completion</li><li>• SYS-3725 options (0) to ENTER "0" to continue.</li></ul>
there are <b>NO</b> records to be purged	the following will be displayed: <ul style="list-style-type: none"><li>• instructions to load initialized tape into the drive</li><li>• indicator of the purge status during the process</li><li>• notification that <b>no</b> history records were available to purge and an archive tape was <b>not</b> made.</li></ul>

Retain the tape generated from the purge process for at least 1 year.