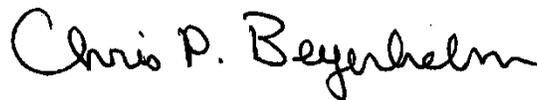


For: State and County Offices

**Removal of DALR\$ 2000 and Backup and Retention of Data and Reports**

Approved by: Acting Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Background**

Before April 10, 2008, Service Centers used DALR\$ 2000, Version 3.7 on desktops and laptops to process loan restructuring requests. DALR\$ 2000, Version 3.7 was re-engineered and replaced with eDALR\$. According to Notice FLP- 502, users were to retain DALR\$ 2000, Version 3.7 on their desktops and laptops for a period of 1 year to be used for completing servicing applications, when necessary, because of appeals or litigation cases.

**B Purpose**

This notice:

- provides information about the removal of DALR\$ 2000 from desktops and laptops
- directs States to establish an electronic repository where Service Centers will store the DALR\$ 2000 database and previously generated borrower outcome reports.

**C Contact**

If there are any questions about:

- Internet connectivity or hardware failure, contact the State computer specialist
- using eDALR\$, compliance with this notice, and/or regulatory issues:
  - Service Centers shall contact the State eDALR\$ coordinator or the State Office
  - State eDALR\$ coordinators or State Offices shall contact Lee Nault, eDALR\$ Program Sponsor, LSPMD by either of the following:
    - e-mail at [lee.nault@wdc.usda.gov](mailto:lee.nault@wdc.usda.gov)
    - telephone at 202-720-6834.

Disposal Date	Distribution
September 1, 2010 4-26-10	State Offices; State Offices relay to County Offices

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### 2 Backup of DALR\$ 2000 Data

#### A State eDALR\$ Coordinator Responsibilities

State eDALR\$ Coordinators will be responsible for the following.

- Establishing a new file folder within the States Shared Directory labeled [**Name of State**] **DALR\$ 2000 Data and Reports**. The location and instructions on accessing this folder should be communicated to Service Center employees. If Service Center employees are unable to access the State Shared Directory, State eDALR\$ coordinators are responsible for collecting e-mailed files from the Service Centers and moving the files to the created DALR\$ 2000 Data and Reports folder.
- Ensuring that each Service Center has:
  - uploaded the required files
  - emailed the files to the coordinator
  - indicated that no data exist on their hardware before the scheduled software removal date.
- Communicating the file directory location of the created State folder to Lee Nault by e-mail at [lee.nault@wdc.usda.gov](mailto:lee.nault@wdc.usda.gov) when all Service Centers have complied with their responsibilities according to subparagraph B. All file transfers **must** be completed no later than **May 28, 2010**.

**Note:** To assist with tracking and organization, State eDALR\$ Coordinators may establish sub-folders within the DALR\$ 2000 Data and Reports folder for each individual Service Center. Names of these folders should be uniform and useful. Service Center employees may be directed to create these folders themselves before copying local files into the State folder.

#### B Service Center Responsibilities

All Service Center employees who have DALR\$ 2000 loaded on their desktop or laptop will be responsible for completing the following actions:

- determining whether the database and reports exist on their hard drive in the following locations:
  - **C:\Program Files\USDA\flp\dalr\$\software**
  - **C:\Program Files\USDA\flp\dalr\$\reports**
- sending an e-mail to the State eDALR\$ Coordinator verifying that no reports were generated and stored on their computer if no reports are located

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### 2 Backup of DALR\$ 2000 Data (Continued)

#### B Service Center Responsibilities (Continued)

- if files are located, the following steps shall be taken.

Step	Action
1	Open the DALR\$ 2000 directory (C:\Program Files\USDA\flp\dalr\$).
2	Open the "Software" file folder and select the file name <b>DALR\$2000.mdb</b> .
3	Under the Edit Menu from the Windows toolbar, CLICK "Copy".
4	Return to the DALR\$ 2000 directory and open the "Reports" file folder.
5	Under the Edit Menu from the Windows toolbar, CLICK "Paste" and verify that the <b>DALR\$2000.mdb</b> file has been copied.
6	Return to the DALR\$ 2000 directory and highlight the "Reports" file folder by clicking on it.
7	Under the File Menu from the Windows toolbar, highlight WinZip and CLICK "Add to Zip File" from the Flyout Menu, then CLICK "Add" at the bottom of the window that pops up.
8	Verify that a file named <b>reports.zip</b> was created in the DALR\$ 2000 directory. Select this file and then CLICK "Rename" from the File Menu of the Windows toolbar.
9	Rename the reports.zip file to <b>[Service Center Name] DALR\$ Data.zip</b> .  <b>Note:</b> If more than 1 computer in the Service Center has DALR\$ 2000 data and reports, incremental numbers should be used at the end of the Service Center name to prevent the overwrite of files.
10	Renamed files will then be copied into the designated State DALR\$ 2000 file folder. If Service Center employees do not have access to the State Shared Directory, the renamed files will need to be encrypted and e-mailed to the State Coordinator.

#### C DALR\$ 2000 Removal Process

Removal of the DALR\$ 2000 program will be performed remotely by a Systems Management Server. State Coordinators and Service Center users will have no responsibilities in removing the program after completing the backup of reports. Removal of the DALR\$ 2000 program is scheduled to begin on **June 1, 2010**.