

This section of the FEDERAL REGISTER contains documents other than rules or proposed rules that are applicable to the public. Notices of hearings and investigations, committee meetings, agency decisions and rulings, delegations of authority, filing of petitions and applications and agency statements of organization and functions are examples of documents appearing in this section.

## DEPARTMENT OF AGRICULTURE

### Submission for OMB Review; Comment Request

January 31, 1997.

The Department of Agriculture has submitted the following information collection requirement(s) to OMB for review and clearance under the Paperwork Reduction Act of 1995, Public Law 104-13. Comments regarding (a) whether the collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility; (b) the accuracy of the agency's estimate of burden including the validity of the methodology and assumptions used; (c) ways to enhance the quality, utility and clarity of the information to be collected; (d) ways to minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology should be addressed to: Desk Officer for Agriculture, Office of Information and Regulatory Affairs, Office of Management and Budget (OMB), Washington, D.C. 20503 and to Department Clearance Office, USDA, OCIO, Mail Stop 7602, Washington, D.C. 20250-7602. Comments regarding these information collections are best assured of having their full effect if received within 30 days of this notification. Copies of the submission(s) may be obtained by calling (202) 720-6204 or (202) 720-6746.

An agency may not conduct or sponsor a collection of information unless the collection of information displays a currently valid OMB control number and the agency informs potential persons who are to respond to the collection of information that such persons are not required to respond to the collection of information unless it

displays a currently valid OMB control number.

- Food and Consumer Service

*Title:* Food Security Supplement to the Current Population Survey—III.

*OMB Control Number:* 0584-New.

*Summary:* This supplement will collect data on household food expenditures, food assistance and food adequacy that will allow the Food and Consumer Service to measure and analyze the extent of food insecurity and hunger in the United States.

*Need and Use of the Information:* The purpose of the Food-Security Supplement is to routinely obtain reliable data from a large representative national sample in order to tract the prevalence of food insecurity and hunger among U.S. households. The data will be used to address multiple programmatic and policy development needs.

*Description of Respondents:* Individuals or households.

*Number of Respondents:* 50,000.

*Frequency of Responses:* Reporting: On occasion.

*Total Burden Hours:* 8,330.

- National Agricultural Statistics Service

*Title:* Equine Survey.

*OMB Control Number:* 0535-New.

*Summary:* Information will be collected concerning equine inventory, revenue and expenses.

*Need and Use of the Information:* The information will provide USDA with cash receipts data, census administrative data and equine demographics to be used in case of infectious diseases.

*Description of Respondents:* Farm; business or other for-profit.

*Number of Respondents:* 54,000.

*Frequency of Responses:* Reporting: One time only.

*Total Burden Hours:* 40,500.

- Food and Consumer Service

*Title:* Status of Claims Against Households.

*OMB Control Number:* 0584-0069.

*Summary:* Food Stamp Program regulations require that State agencies submit quarterly Form FCS-209, Status of Claims Against Households, reports. The required information provided on this report must be obtained from an accountable system of established claims, repayment demand letters,

satisfied and compromised claim amounts, and outstanding claims.

*Need and Use of the Information:* The report provides the Food and Consumer Service with an accountability of the number of claims established, payment amounts and balances.

*Description of Respondents:* State, Local, or Tribal Government.

*Number of Respondents:* 53.

*Frequency of Responses:* Recordkeeping; reporting: Quarterly.

*Total Burden Hours:* 742.

- Farm Service Agency

*Title:* Conservation and Environmental Programs, 7 CFR Part 701.

*OMB Control Number:* 0560-0082.

*Summary:* Farm Service Agency in cooperation NRCS, Forest Service and other agencies and organizations, provides eligible producers and landowners, cost share incentives and technical assistance through several interrelated conservation and environmental programs to conserve soil, maintain the fertility of the land and develop the forest.

*Need and Use of the Information:* This data is necessary to allow agriculture producers to participate in the conservation programs and to receive compensation for performing conservation and environmental practices for which they had been previously approved.

*Description of Respondents:* Farms; State, Local or Tribal Government.

*Number of Respondents:* 275,000.

*Frequency of Responses:* Recordkeeping; Reporting: On occasion.

*Total Burden Hours:* 84,583.

Emergency processing of this submission has been requested by January 31, 1997.

Larry Roberson,

*Deputy Departmental Clearance Officer.*

[FR Doc. 97-2894 Filed 2-5-97; 8:45 am]

BILLING CODE 3410-01-M

## Office of the Secretary

### Privacy Act of 1974; Revision of System of Records

**AGENCY:** Office of the Secretary, USDA.

**ACTION:** Notice of revision of Privacy Act system of records.

**SUMMARY:** Notice is hereby given that the United States Department of

Agriculture (USDA) Privacy Act Systems of Records maintained by the Farm Service Agency (FSA) are being changed as follows: Twenty-eight Agricultural Stabilization and Conservation Service (ASCS) systems of records previously published are being redesignated as Farm Service Agency (FSA) systems; three systems formerly maintained by the former Farmers Home Administration (FmHA) are being redesignated as FSA systems; twelve systems are being redesignated numerically, updated, and stylistically changed; four systems are being deleted; twelve systems of records are being consolidated into one system; one system of records is being renamed; and new routine uses are being added to four systems. Redesignation of the former ASCS and FmHA systems is required as the result of the Federal Crop Insurance Reform and the Department of Agriculture Reorganization of 1994.

**EFFECTIVE DATE:** This action is effective, without further notice, April 7, 1997, unless modified by a subsequent notice to incorporate comments received from the public. Comments must be received by the contact person listed below on or before March 10, 1997, to be assured of consideration.

**ADDRESSES:** Interested persons may submit written comments to Marlyn E. Aycock, Acting Director, Public Affairs Staff, Farm Service Agency, U.S. Department of Agriculture, Public Affairs, STOP 0506, PO Box 2415, Washington, DC 20013-2415; telephone 202-720-5237. The public may inspect comments received on this proposed notice by contacting Mr. Aycock at the address previously listed.

**FOR FURTHER INFORMATION CONTACT:** Marlyn E. Aycock, Acting Director, Public Affairs Staff, Farm Service Agency, U.S. Department of Agriculture, Public Affairs Staff, STOP 0506, PO Box 2415, Washington, DC 20013-2415; telephone 202-720-5237.

**SUPPLEMENTARY INFORMATION:** This notice concerns the Privacy Act systems of records maintained by FSA. FSA is responsible for the administration of programs that affect agricultural producers and public warehousemen of agricultural commodities in the United States. In addition to its own programs, FSA representatives and personnel also administer certain programs on behalf of the Commodity Credit Corporation (CCC) which affect U.S. agricultural producers and public warehousemen. Most FSA and CCC programs administered through FSA are administered through a three-level system of authorities (county

committees, State committees, and the National Office). In addition to these authorities, FSA also has computer and technical support facilities in Kansas City, Missouri, St. Louis, Missouri and Salt Lake City, Utah. At all of the above mentioned locations, FSA collects, retains, manipulates, and distributes information from Privacy Act systems of records. With the additional workload of Farm Credit Programs absorbed from the former FmHA, the FSA assumes and redesignates three USDA systems of records formerly maintained by FmHA.

Pursuant to the Privacy Act, 5 U.S.C 552a, USDA hereby takes the following action:

I. The twenty-eight ASCS systems of records previously published are being redesignated as FSA systems.

II. The following four systems of records maintained by FSA are hereby deleted because the records contained in the systems are no longer maintained by USDA.

(1) USDA/FSA-1 "Advisory Committee Files."

(2) USDA/FSA-4 "Commodity Brokers."

(3) USDA/FSA-16 "Farmers' Name and Address Master File (Manual)."

(4) USDA/FSA-21 "Producer Appeals."

III. The system of records "Biographical Background" currently numbered 2 is being renumbered as 1; the system of records "CCC Producer Loan Records" currently numbered 3 is being consolidated with other systems and renumbered as system number 2, "Farm Records File;" the system of records "Consultants File" currently numbered 5 is being renumbered as system number 3; the system of records "Cotton Loan Clerks" currently numbered 6 is being numbered as system number 4; the system of records "County Office Employees Administrative Expense File" currently numbered 7 is being renumbered as system number 5; the system of records "County Personnel Records" currently numbered 8 is being renumbered as system number 6; the system of records "Emergency Livestock Feed Program" currently numbered 9 is being consolidated with other systems and redesignated as system number 2, "Farm Records File;" the system of records "Employee Resources Master File" currently numbered 10 is being renumbered as system number 7; the system of records "EEO Advisory Committee and Counselors" currently numbered 11 is being renumbered as system number 8; the system of records "Complaints and Discrimination Investigation" currently numbered 12 is being renamed "Complaints and

Discrimination Investigation Handled by EEO" and is being renumbered as system number 9; the system of records "Farm Records File (Automated)" currently numbered 13 is being consolidated with other systems and redesignated as system number 2, "Farm Records File;" the system of records "Farm Records File (Manual)" currently numbered 14 is being consolidated with other systems and redesignated as system number 2, "Farm Records File;" the system of records "Farmer's Name and Address Master File (Automated)" currently numbered 15 is being consolidated with other systems and redesignated as system number 2, "Farm Records File;" the system of records "Indemnity and Incentives Programs" currently numbered 17 is being consolidated with other systems and redesignated as system number 2, "Farm Records File;" the system of records "Investigation and Audit Reports" currently numbered 18 is being redesignated as number 10; the system of records "Maximum Payment Limitations" currently numbered 19 is being consolidated with other systems and redesignated as system number 2, "Farm Records File;" the system of records "Power of Attorney and Designated Agents" currently numbered 20 is being consolidated with other systems redesignated as system number 2, "Farm Records File;" the system of records "Producer Payment Reporting File 365 and 368" currently numbered 22 is being consolidated with other systems and redesignated as system number 2, "Farm Records File;" the system of records "Shorn and Unshorn Wool and Mohair" currently numbered 23 is being consolidated with other systems and redesignated as system number 2, "Farm Records File;" the system of records "Subsidiary Personnel, Pay and Travel Records" currently numbered 24 is being renumbered as system number 11; the system of records "Tobacco (Flue Cured, Burley) Farm History Master File" currently numbered 25 is being consolidated with other systems and redesignated as system number 2, "Farm Records File;" the system of records "Tort, Program, and Civilian Employee Claims" currently numbered 26 is being renumbered as system number 12; the system of records "Peanut Allotment and Quota File" currently numbered 27 is being consolidated with other systems and redesignated as system number 2, "Farm Records File;" the system of records "Claims Data Base (Automated)" currently numbered 28 is being renumbered as system number 13; the system of records "Applicant/

Borrower" was formerly maintained by the FmHA and is now being redesignated as system number 14 in the FSA system of records; the system of records " Designated Attorney and Escrow Agent file was formerly maintained by the FmHA and is now being redesignated as system number 15 in the FSA system of records ; the system of records "Graduation File" was formerly maintained by the FmHA and is now being redesignated as system number 16 in the FSA system of records.

IV. In addition to the renumbering and redesignation previously mentioned and in addition to other minor editorial and clarification amendments, the remaining systems of records maintained by FSA are amended for the following reasons:

(1) USDA/FSA-1, "Biographical Background." This system is being amended to indicate a change in the record system locations; to indicate a change in the purpose for the maintenance of this system of records; to indicate a change in the notification procedure; to indicate a change of designation for the system manager; to indicate a change in the record retention period and to make stylistic changes, including the clarification of the routine use regarding the disclosures of information for introductions at speaking engagements.

(2) USDA/FSA-2, "Farm Records File." In addition to changes made to this system that resulted from its combination with other systems of records, this system is being amended to add additional system locations; to update the list of authorities for the maintenance of the system; to add a routine use allowing the release of information to approved cooperative marketing associations concerning their members' participation in the price support and production adjustments to assist FSA in the administration of these programs; to add a routine use permitting the release of data required by the Bureau of Reclamation to enable it to administer the Reclamation Act of 1982, as amended; to add a routine use permitting the release of names and addresses of producers who have commodity loans with CCC and are in the process of redeeming the loan to prevent buyers of such commodities from purchasing CCC loan collateral without obtaining CCC's permission; and to clarify procedures for notification, record access and contest the record; to clarify the record source categories; to clarify that information released in pursuant to discovery requests must be relevant to the subject of the proceeding.

(3) USDA/FSA-3, "Consultants File." This system is being amended to indicate a change in record system location; to indicate a change in the notification procedure; to indicate a change of designation for the system manager; to indicate a clarification in the list of authorities for the maintenance of the system; to clarify that information released pursuant to discovery requests must be relevant to the subject of the proceeding; to add a purpose section to the notice; to clarify the authority for the system, to clarify procedures for notification, records access, contesting records and to clarify record sources categories.

(4) USDA/FSA-4, "Cotton Loan Clerks." This system is being amended to indicate a change in the name of the system manager; to indicate a change in the notification procedure; to make stylistic changes and to indicate a change of designation for the system manager; to clarify the authority for maintaining the system; to indicate the purpose for maintaining the system; to update the manner in which the information is stored and secured in this system; to clarify procedures for notification, records access, and contesting records; to clarify records source categories.

(5) USDA/FSA-5, "County Office Employees Administrative Expense File." This system is being amended to indicate a change in the record system location; to indicate the addition of "Thrift Savings Plan" account to the categories of records; to indicate the addition of intermittent employees to the individuals covered category; to indicate the purpose for the system; to update the locations where the system records are maintained; to indicate that records will be maintained electronically and can be electronically retrieved by name and social security number; to indicate an update in the list of authorities for the maintenance of the system; to indicate a change in the notification procedure; to make stylistic changes and to indicate a change of designation for the system manager; to add a routine use to provide information from this system to other Federal agencies from whom the individual is seeking employment or benefits; to update storage and safeguards of information retained in the system; to clarify procedures for record access, contesting records and to clarify record sources.

(6) USDA/FSA-6, "County Personnel Records." This system is being amended to indicate a change in the record system location; to update the location of the records in this system; to indicate the purpose of the maintenance of the

system of records; to indicate that records will be maintained electronically and can be electronically retrieved by name and social security number; to update the routine uses of the information in this system to make it consistent with the related system FSA-4; to indicate a change of designation for the system manager; to indicate a change in the notification procedure; to make stylistic changes and to clarify that information released pursuant to discovery requests must be relevant to the subject of the proceeding.

(7) USDA/FSA-7, "Employee Resources Master File." This system is being amended to indicate a change of designation for the system manager; to update the authority for the maintenance of the system; to add a purpose for this system; to update the storage and safeguards for the information retained in the system; to update the procedures for notification, record access, and contesting records.

(8) USDA/FSA-8, "EEO Advisory Committee and Counselors." This system is being amended to indicate a change in the record system location; to indicate a name change for the system; to update the authority for the maintenance of the system; to indicate the purpose for the maintenance of the system; to add routine uses that allow for the release of information in this system to agencies regarding potential violations of law; to update storage and safeguards for information in the system; to indicate a change in the notification procedure; to indicate a change of designation for the system manager; to update procedures for records access, contesting records, and to clarify records sources.

(9) USDA/FSA-9, "Complaints and Discrimination Investigation Handled by EEO Staff." This system is being amended to indicate a change in the name of the system; to indicate a change in the record system location; to update the authority for the maintenance of this system; to indicate the purpose for this system; to update the storage and safeguards for information in this system; to indicate a name change for the system; to indicate a change in the record retention period; to indicate a change of designation for the system manager; to indicate a change in the notification procedure; clarify the procedures for records access, contesting records and to clarify record sources; to make stylistic changes and to clarify that information released pursuant to discovery requests must be relevant to the subject to the proceeding.

(10) USDA/FSA-10, "Investigation and Audit Reports." This system is being amended to indicate a change in

the record system location; to update the authority for the maintenance of the system; to indicate the purpose for the system; to indicate a change in the record retention period; to update the storage and safeguards of the information in the system; to update procedures for notification, record access, contesting record, and to clarify the record sources; to make stylistic changes; to indicate a change of designation of the system manager and to clarify that information released pursuant to discovery requests must be relevant to the subject of the proceeding.

(11) USDA/FSA-11, "Subsidiary Personnel, Pay and Travel Records." This system is being amended to update the authority for the maintenance of the system; to indicate a purpose for the system; to update the storage and safeguards for the information in the system; to indicate a change in the categories of individuals covered; to make stylistic changes; to indicate a change of designation for the system manager; and to update the procedures for notification, record access, contesting records, and expand the number of sources from which information is received.

(12) USDA/FSA-12, "Tort, Program, and Civilian Employee Claims." This system is being amended to identify a change of designation for the system manager; to update the authority for the maintenance of the system; to indicate the purpose of the system; to indicate a change in the procedures for notification, record access, contesting records and to clarify that information released pursuant to discovery requests must be relevant to the subject proceeding.

V. A "Report on New System" for each system of records, required by 5 U.S.C. 552a(r), as implemented by the OMB circular A-130, was sent to the Chairman, Committee on Governmental Affairs, United States Senate; the Chairman, Committee on Government Operations, U.S. House of Representatives; and the Office of Management and Budget on January 30, 1997.

Signed at Washington, DC, on January 30, 1997.

Dan Glickman,  
*Secretary of Agriculture.*

#### **USDA/FSA-1**

##### **SYSTEM NAME:**

Biographical Background, USDA/FSA-1.

##### **SYSTEM LOCATION:**

This system of records is under the control of the Deputy Administrator for

Program Delivery and Field Operations FSA, USDA, Stop 0539, PO Box 2415, Washington, DC 20013. The data will be maintained at the Kansas City Management Office, 8930 Ward Parkway, PO Box 419205, Kansas City, Missouri 64141-0205; Kansas City Commodity Office, PO Box 419205, 9200 Ward Parkway, Kansas City, Missouri 64141-0205; and in the appropriate State FSA office at address listed in local telephone directory under the heading "United States Government, Department of Agriculture, Farm Service Agency."

##### **CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals who hold key positions in FSA, guest speakers and recipients of FSA awards.

##### **CATEGORIES OF RECORDS IN THE SYSTEM:**

The information in the system consists of brief resumes of individuals' personal history.

##### **AUTHORITY FOR MAINTENANCE OF SYSTEM:**

5 U.S.C. 301.

##### **PURPOSE(S):**

To enable quick access to relevant biographical information of individuals in key positions of FSA and certain individuals that work with FSA or who have received awards from FSA.

##### **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Records contained in this system may be disclosed:

(1) To individuals, both public and private, for the purpose of introduction of individual at speaking engagements; and

(2) To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of the individual to whom the records pertains.

##### **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

##### **STORAGE:**

The records are maintained in file folders.

##### **RETRIEVABILITY:**

The records are indexed by individual name.

##### **SAFEGUARDS:**

The records are kept in a locked office.

##### **RETENTION AND DISPOSAL:**

The records are retained indefinitely on a currently updated basis.

##### **SYSTEM MANAGER(S) AND ADDRESS:**

Director, Public Affairs Staff, USDA/FSA, Stop 0506, PO Box 2415, Washington, DC 20013-2415.

##### **NOTIFICATION PROCEDURE:**

An individual may request information regarding this system of record, or information as to whether this system contains records pertaining to such individual by contacting the System Manager listed above.

##### **RECORD ACCESS PROCEDURES:**

An individual may obtain information about a record in the system which pertains to such individual by submitting a written request to the above listed System Manager. The envelope and letter should be marked "Privacy Act Request." A request for information pertaining to an individual should contain: Name, address, ZIP code, name of system of record, year of records in question, and any other pertinent information to help identify the file.

##### **CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the above listed System Manager, and should include the reason for contesting it and the proposed amendment to the information with supporting information to show how the record is inaccurate. A request for contesting records pertaining to an individual should contain: Name, address, ZIP code, name of system of record, year of records in question, and any other pertinent information to help identify the file.

##### **RECORD SOURCE CATEGORIES:**

Directly from the individual.

#### **USDA/FSA-2**

##### **SYSTEM NAME:**

Farm Records File (Automated), USDA/FSA-2.

##### **SYSTEM LOCATION:**

This system of records is under the control of the Deputy Administrator, for Program Delivery and Field Operations, FSA, USDA, Stop 0539, PO Box 2415, Washington, DC 20013. The data will be maintained at the county FSA office which services the particular farm, the State FSA Office of the State where the particular county FSA office is located, the Kansas City Management Office, 8930 Ward Parkway, PO Box 419205, Kansas City, Missouri 64141-0205; the Kansas City Commodity Office, PO Box 419205, 9200 Ward Parkway, Kansas City, Missouri 64141-0205, and the FSA

National Office. The address of each county and State FSA office can be found in the local telephone directory under the heading "United States Government, Department of Agriculture, Farm Service Agency."

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Farm owners, operators, and other producers.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The information in the system consists of documentation of participation in the active programs as well as discontinued programs. This includes names and addresses of producers and is not necessarily limited to farm allotments, quotas, bases, and history; compliance data; production and marketing data; lease and transfer of allotments and quotas; appeals; new grower applications; conservation program documents; program participation and payment documents; appraisals, leases, and data for farm reconstitution; and, for payment limitation purposes, financial statements, and other applicable farm information as well such documents as tax statements, wills, trusts, partnership agreements, and corporate charters.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

7 U.S.C. 135b, 450j, 450k, 405l, 1281-1393, 1421-1449, 1461-1469, 1471-1471i, 1781-1787; 15 U.S.C. 714-714p; 16 U.S.C. 590a-590q, 1301-1311, 1501-1510, 1606, 2101-2111, 2201-2205, 3501, 3801-3847, 4601, 5822; 26 U.S.C. 6109; 40 U.S.C. App. 1, 2, 203; 43 U.S.C. 1592; and 48 U.S.C. 1469.

**PURPOSE(S):**

To facilitate the Congressional mandate that FSA and CCC operate farm programs that control the price and supply of certain agricultural commodities, that protect the environment and enhance the marketing and distribution of certain agricultural commodities.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Records contained in this system may be disclosed:

(1) To a cooperative marketing associations approved to carry out CCC rice support loan and marketing programs only that data regarding member's and related individual's participation in such programs;

(2) To the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing

a statute, rule, regulation or order issued pursuant thereto, of any records within this system when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto;

(3) To a court, magistrate, or administrative tribunal, or to opposing counsel in a proceeding before any of the above, of any record within the system which constitutes evidence in that proceeding, or which is sought in the course of discovery to the extent that records sought are relevant to the subject of the proceeding;

(4) To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual;

(5) To the Internal Revenue Service to establish the tax liability of individuals as required by the Internal Revenue Code;

(6) To a State or local tax authorities having an agreement with CCC to withhold taxes or fees from loan proceeds;

(7) To the Bureau of Reclamation (BOR) only that data necessary for the BOR to administer the Reclamation Act of 1982 as amended;

(8) To boards or other entities authorized by state statute to collect commodity assessments;

(9) To the Federal State Inspection Service;

(10) To the Peanut Board with respect to producers of peanuts and their participation in the peanut price support, production control and quota programs;

(11) To the Bureau of Indian Affairs the name and address of producers to assist in the distribution of funds to Native American Indians;

(12) To candidates for FSA county and/or community committee positions the names and addresses of producers in the county for the purpose of county committee elections;

(13) To tobacco analysis laboratories the producers' names and addresses as well as crop-specific data regarding tobacco being analyzed prior to the marketing of such tobacco;

(14) To the public who may inspect farm allotment and quota data for marketing quota crops as required by the Agricultural Act of 1938, as amended;

(15) To State Foresters the names and addresses of producers and crop-specific data regarding their operations with respect to forestry conservation practices;

(16) To cotton buyers the names of cotton producers;

(17) To cotton ginners the names, addresses and cotton acreages;

(18) To members of Congress the names and addresses of producers; and

(19) To the public when they need to obtain the names and addresses of producers who have loans with FSA or CCC to prevent such individual from purchasing commodity that has been placed under a CCC loan.

(20) To State or local taxing authorities or their contracted appraisal companies the name of and address of producers for tax appraisal purposes.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are maintained in file folders and Department computer systems at applicable location as set out above under the heading "System Location".

**RETRIEVABILITY:**

Records may be indexed by individual name, farm number, tax identity number, Social Security Number, or loan number.

**SAFEGUARDS:**

Records are kept in a locked Government office buildings. Access to these records are limited to authorized FSA personnel and representatives. Records stored in computer files are protected by passwords and other electronic security systems. Additionally, any negotiable documents, such as warehouse receipts are kept in a fireproof cabinet.

**RETENTION AND DISPOSAL:**

Program documents are destroyed within 6 years after end of participation, except for conservation program documents which are retained for periods sufficient to insure compliance equal to the life of the practice. Other documents, such as powers of attorney or leases, are destroyed after such document is no longer valid. Original loan notes are returned to producers after liquidation of loan.

**SYSTEM MANAGER(S) AND ADDRESS:**

Deputy Administrator for Program Delivery and Field Operations, FSA, USDA, Stop 0539, PO Box 2415, Washington, DC 20013.

**NOTIFICATION PROCEDURE:**

An individual may request information regarding this system of records, or information as to whether the system contains records pertaining to the individual from the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

An individual may obtain information about a record in the system which pertains to such individual by submitting a written request to the above listed System Manager. The envelope and letter should be marked "Privacy Act Request." A request for information pertaining to an individual should contain: Name, address, ZIP code, name of system of record, year of records in question, and any other pertinent information to help identify the file.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the above listed System Manager, and should include the reason for contesting it and the proposed amendment to the information with supporting information to show how the record is inaccurate. A request for contesting records pertaining to an individual should contain: Name, address, ZIP code, name of system of record, year of records in question, and any other pertinent information to help identify the file.

**RECORD SOURCE CATEGORIES:**

Information in this system is submitted by county and State Committee and their representatives, the Office of Inspector General and other investigatory agencies, the Office of the General Counsel, the Kansas City Commodity Office, the Kansas City Management Office, the Natural Resources and Conservation Service and by third parties and by the individual who is the subject of the file.

**USDA/FSA-3****SYSTEM NAME:**

Consultants File, USDA/FSA-3.

**SYSTEM LOCATION:**

Information Technology Services Division, USDA/FSA, Stop 0580, PO Box 2415, Washington DC 20013-2415.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: INDIVIDUALS WHO PERFORM CONSULTING SERVICES FOR FSA.****CATEGORIES OF RECORDS IN THE SYSTEM:**

The information in this system consists of a summary of negotiations, executed contracts, descriptions of work and of work performed, schedules and purchase orders.

**AUTHORITY FOR MAINTENANCE OF SYSTEM:**

5 U.S.C 301; 15 U.S.C. 714-714p.

**PURPOSE(S):**

This system enables FSA to properly edit work performed by consultants for the agency.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Records contained in this system may be disclosed:

(1) To the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for investigating or prosecuting a violation of law, or enforcing or implementing a statute, or rule, regulation or order issued pursuant thereto, when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto;

(2) To a court, magistrate or administrative tribunal, or to opposing counsel in a proceeding before any of the above, of any record within the system which constitutes evidence in that proceeding, or which is sought in the course of discovery to the extent that what is disclosed is relevant to the subject matter involved in a pending judicial or administrative proceeding; and

(3) To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of the individual to whom the record pertains.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, ATTAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

The records are maintained in files folders at office listed above.

**RETRIEVABILITY:**

The records may be indexed by name of the consultant or by FSA contract number.

**SAFEGUARDS:**

Records are kept in a locked Government office building. Access to these records are limited to authorized FSA personnel and representatives. Records stored in computer files are protected by passwords and other electronic security systems.

**RETENTION AND DISPOSAL:**

The records are retained for 6 years after the fiscal year contract is awarded.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Information Technology Services Division, USDA/FSA, Stop 0580, PO 2415, Washington, DC 20013-2415.

**NOTIFICATION PROCEDURE:**

An individual may request information regarding this system of records, or information as to whether this system contains records pertaining to such individual from the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

An individual may obtain information about a record in the system which pertains to such individual by submitting a written request to the above listed System Manager. The envelope and letter should be marked "Privacy Act Request." A request for information pertaining to an individual should contain: Name, address, ZIP code, name of system of record, year of records in question, and any other pertinent information to help identify the file.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the above listed System Manager, and should include the reason for contesting it and the proposed amendment to the information with supporting information to show how the record is inaccurate. A request for contesting records pertaining to an individual should contain: Name, address, ZIP code, name of system of record, year of records in question, and any other pertinent information to help identify the file.

**RECORD SOURCE CATEGORIES:**

Information in this system is provided by the individual consultants, FSA employees and representatives, third party observers, the Office of Inspector General, and other investigatory agencies.

**USDA/FSA-4****SYSTEM NAME:**

Cotton Loan Clerks, USDA/FSA-4.

**SYSTEM LOCATION:**

This system of records is under the control of the county FSA office where approved clerks will execute loan documents. The address of each county FSA office can be found in local telephone directory under heading "United States Government, Department of Agriculture, Farm Service Agency."

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals who request permission to process loan documents.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system consists of agreements and other related information

concerning agreements between cotton clerks and CCC.

**AUTHORITY FOR MAINTENANCE OF SYSTEM:**

15 U.S.C. 714-714p.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Records contained in this system may be disclosed:

- (1) To lending agencies that participate in the CCC Cotton Loan Program; and
- (2) To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of the individual to whom the record pertains.

**PURPOSE(S):**

This system is maintained to enable FSA to track and administer its agreements with cotton loan clerks.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are maintained in the Departments computers and in file folders at the appropriate county FSA offices.

**RETRIEVABILITY:**

Records are indexed by name of individual.

**SAFEGUARDS:**

Records are kept in a locked Government office building. Access to these records are limited to authorized FSA personnel and representatives. Records stored in computer files are protected by passwords and other electronic security systems.

**RETENTION AND DISPOSAL:**

The records are retained six years after the agreement is canceled or suspended.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Price Support Division, USDA/FSA, Stop 0512, PO 2415, Washington, DC 20013-2415.

**NOTIFICATION PROCEDURE:**

An individual may request information regarding this system of records, or information as to whether this system contains records pertaining to such individual from the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

An individual may obtain information about a record in the system which pertains to such individual by submitting a written request to the above listed System Manager. The

envelope and letter should be marked "Privacy Act Request." A request for information should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the above listed System Manager, and should include the reason for contesting it and the proposed amendment to the information with supporting information to show how the record is inaccurate. A request for contesting records should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**RECORD SOURCE CATEGORIES:**

Information in this system is provided by the individual consultants, FSA employees and representatives, third party observers, the Office of Inspector General and other investigatory agencies.

**USDA/FSA-5**

**SYSTEM NAME:**

County Office Employees Administrative Expense File, USDA/FSA-5.

**SYSTEM LOCATION:**

County FSA office by which individual is employed, except that some records concerning county office employees are on file in State FSA offices and the Kansas City Management Office, 8930 Ward Parkway, PO Box 419205, Kansas City, Missouri 64141-0205. The address of each FSA State and county office can be found in the local telephone directory under the heading "United States Government, Department of Agriculture, Farm Service Agency.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

FSA county and community committee members and FSA representatives who are employed in county offices.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The information in this system contains the names of all county FSA committee members and FSA employees and information such as: Identifying number (Social Security Number), race code, sex code, State code, county code, biweekly amount of payroll check including deduction

amounts for FICA, Federal, State and local withholding, Thrift Savings Plan, FEHBA, FEGLI (Optional), NASCO dues, and bonds. Also records of the date of birth, CO Grade and step, service computation date, last WGI, health code, cumulative and current retirement deduction, date severance pay ceases.

**AUTHORITY FOR MAINTENANCE OF SYSTEM:**

5 U.S.C. 8331, 8701, 8901; 16 U.S.C. 590h.

**PURPOSE(S):**

To facilitate the accounting of administrative expenses incurred by county FSA offices.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Records contained in this system may be disclosed:

- (1) To the Internal Revenue Service as required by the Internal Revenue Code and other related statutes;
- (2) A State Revenue Board and local tax authorities as required by law;
- (3) The Office of Personnel Management for fringe benefits withholdings, 5 U.S.C. 8331, 8701, 8901;
- (4) The Social Security Administration for FICA withholdings;
- (5) The general public with respect to county committee members for the purpose of maintaining accountability of these committee members to their constituent producers;
- (6) The Federal Civilian Personnel Records Center, St. Louis, Missouri, as a permanent record of service with FSA;
- (7) The appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or enforcing or implementing a statute, or a rule, regulation or order issued pursuant thereto, when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto;
- (8) The Department of Justice when (a) the agency, or any component thereof; or (b) any representative of the agency in his or her official capacity; or (c) any representative of the agency in his or her individual capacity where the Department of Justice has agreed to represent the individual; or (d) the United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the

Department of Justice is deemed by the agency to be relevant and necessary to the litigation, provided, however, that in each case, the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected;

(9) A court or adjudicative body before which the agency is authorized to appear, when (a) the agency, or any component thereof; (b) any representative of the agency in his or her official capacity; (c) any representative of the agency in his or her individual capacity where the agency has agreed to represent the individual; or (d) the United States, where the agency determines that a litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the agency determine that use of such records is relevant and necessary to the litigation, provided, however, that in each case, the agency determines that disclosure of the records to the court is a use of the information contained in the records that is compatible with the purpose for which the records were collected;

(10) A congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of the individual to whom the record pertains;

(11) A collection or servicing contractor, or a local, State, or Federal agency, when FSA determines a referral is appropriate for servicing or collecting the debtor's account or as provided for in contracts with servicing or collection agencies;

(12) To the Internal Revenue Service to enable it to offset against Federal income tax refunds to satisfy past-due, legally enforceable debts owed to USDA;

(13) To "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act, as amended (31 U.S.C. 3701(a)(3));

(14) To local banks when savings bonds are purchased.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

The records are maintained in file folders in the county office and stored in Department computer system at the Kansas City Computer Center, 8930 Ward Parkway, PO Box 419205, Kansas City, Missouri 64141-0205.

**RETRIEVABILITY:**

The records may be indexed by social security number or by the individual's name.

**SAFEGUARDS:**

The records are kept in secured Government buildings. Access is limited to authorized FSA representatives. Computer files are protected by authorization codes, passwords and other safeguard technology.

**RETENTION AND DISPOSAL:**

The records are retained indefinitely on a currently updated basis.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Kansas City Management Office, 8930 Ward Parkway, PO Box 419205, Kansas City, Missouri 64141-0205.

**NOTIFICATION PROCEDURE:**

An individual may request information regarding this system of records, or information as to whether this system contains records pertaining to such individual from the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

An individual may obtain information about a record in the system which pertains to such individual by submitting a written request to the above listed System Manager. The envelope and letter should be marked "Privacy Act Request." A request for information should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the above listed System Manager, and should include the reason for contesting it and the proposed amendment to the information with supporting information to show how the record is inaccurate. A request for contesting records should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**RECORD SOURCE CATEGORIES:**

Information in this system is provided by the individual, FSA employees and representatives, third party observers, the Office of Inspector General and other investigatory agencies.

**USDA/FSA-6**

**SYSTEM NAME:**

County Personnel Records, USDA/FSA-6.

**SYSTEM LOCATION:**

County FSA office by which individual is employed, except that some records concerning county office employees are on file in State FSA offices and the FSA Human Resources Division, USDA/FSA, Stop 0590, PO Box 2415, Washington DC 20013-2415. The address of each FSA State and county office can be found in the local telephone directory under the heading "United States Government, Department of Agriculture, Farm Service Agency.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

FSA County and community committeemen and employees who are employed in county FSA offices.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information in this system consists of personnel official records of county FSA employee including documents such as employment applications, oaths of office, personnel actions, job descriptions, performance data, life and health insurance forms, annual pay status records, retirement record cards, and any other documents, letters, or records regarding the individual's employment in the county office.

**AUTHORITY FOR MAINTENANCE OF SYSTEM:**

5 U.S.C. 8331, 8701, 8901; 16 U.S.C. 590h.

**PURPOSE:**

This system of records is maintained to retain necessary personal records of FSA county office employees.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Records contained in this system may be disclosed:

(1) To the Internal Revenue Service as required by the Internal Revenue Code and other related statutes;

(2) To a State Revenue Board and local tax authorities as required by law;

(3) To the Office of Personnel Management for fringe benefits withholdings.

5 U.S.C 8331, 8701, 8901;

(4) To the Social Security Administration for FICA withholdings;

(5) To the general public with respect to county committee members for the purpose of maintaining accountability of these committee members to their constituent producers;

(6) To the Federal Civilian Personnel Records Center, St. Louis, Missouri, as a permanent record of service with FSA;



(7) To the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or enforcing or implementing a statute, or a rule, regulation or order issued pursuant thereto, when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto;

(8) To the Department of Justice when (a) the agency, or any component thereof; or (b) any representative of the agency in his or her official capacity; or (c) any representative of the agency in his or her individual capacity where the Department of Justice has agreed to represent the individual; or (d) the United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by the agency to be relevant and necessary to the litigation, provided, however, that in each case, the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected;

(9) To a court or adjudicative body before which the agency is authorized to appear, when (a) the agency, or any component thereof; (b) any representative of the agency in his or her official capacity; (c) any representative of the agency in his or her individual capacity where the agency has agreed to represent the individual; or (d) the United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the agency determine that use of such records is relevant and necessary to the litigation, provided, however, that in each case, the agency determines that disclosure of the records to the court is a use of the information contained in the records that is compatible with the purpose for which the records were collected;

(10) To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of the individual to whom the record pertains;

(11) To a collection or servicing contractor, or a local, State, or Federal agency, when FSA determines a referral is appropriate for servicing or collecting

the debtor's account or as provided for in contracts with servicing or collection agencies;

(12) To the Internal Revenue Service to enable it to offset and satisfy past-due, legally enforceable debts owed to USDA against Federal income tax refunds;

(13) To "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act, as amended (31 U.S.C. 3701(a)(3));

(14) To local banks when savings bonds are purchased; and

(15) To a Federal agency, in response to its request, in connection with hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license or other benefit be the requesting agency, to the extent that this information is relevant and necessary to the requesting agency's decision on the matter.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

The records are maintained in file folders in the county office and stored in Department computers and on magnetic tape at the applicable locations above.

**RETRIEVABILITY:**

The records may be indexed by individual's name or social security number.

**SAFEGUARDS:**

The records are kept in secured Government buildings. Access is limited to authorized FSA representatives. Computer files are protected by authorization codes, passwords and other safeguard technology.

**RETENTION AND DISPOSAL:**

The records are retained on site for duration of employment and are transferred to Civilian Personal Record Center, St. Louis, Missouri, after separation. The records in county offices are kept in locked fireproof file in a Government office building. Other records are stored in cabinets in a locked or secured Government offices.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Human Resources Division, USDA/FSA, Stop 0590, PO 2415, Washington, DC 20013-2415.

**NOTIFICATION PROCEDURE:**

An individual may request information regarding this system of records, or information as to whether

this system contains records pertaining to such individual from the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

An individual may obtain information about a record in the system which pertains to such individual by submitting a written request to the above listed System Manager. The envelope and letter should be marked "Privacy Act Request." A request for information should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the above listed System Manager, and should include the reason for contesting it and the proposed amendment to the information with supporting information to show how the record is inaccurate. A request for contesting records should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**RECORD SOURCE CATEGORIES:**

Information in this system is provided by the individual, FSA employees and representatives, the Office of Inspector General and other investigatory agencies.

**USDA/FSA-7**

**SYSTEM NAME:**

Employee Resources Master File, USDA/FSA-7.

**SYSTEM LOCATION:**

Kansas City Management Office, 8930 Ward Parkway, PO Box 419205, Kansas City, Missouri 64141-0205.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Federal Employees (career, career conditional, temporary, general schedule, and wage board) who are presently employed in the Management Office.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Contains names of all individuals identified in the preceding paragraph and such information as social security number, date of birth service date (for retirement and annual leave) pay plan, grade, step, occupational series, and annual salary, daily salary rate, hourly salary rate, overtime hourly rate, training course number, course sponsor,

course title, hour credit, and completion date.

**AUTHORITY FOR MAINTENANCE OF SYSTEM:**  
5 U.S.C. 301.

**PURPOSE(S):**

This system of records is maintained to retain necessary personnel records of FSA employees at the Kansas City Management Office to facilitate the processing of personnel matters.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

None.

**POLICES AND PRACTICE FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

The records are maintained in the Department's computer system at the Kansas City Computer Center, 8930 Ward Parkway, PO 419205, Kansas City, Missouri 64141-0205.

**RETRIEVABILITY:**

The records are indexed by employee name.

**SAFEGUARDS:**

The records are kept in secured Government buildings. Access is limited to authorized FSA representatives. Computer files are protected by authorization codes, passwords and other safeguard technology.

**RETENTION AND DISPOSAL:**

The records are retained indefinitely on a currently updated basis.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Kansas City Management Office, 8930 Ward Parkway, PO Box 419205, Kansas City, Missouri 64141-0205.

**NOTIFICATION PROCEDURE:**

An individual may request information regarding this system of records, or information as to whether this system contains records pertaining to such individual from the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

An individual may obtain information about a record in the system which pertains to such individual by submitting a written request to the above listed System Manager. The envelope and letter should be marked "Privacy Act Request." A request for information should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the above listed System Manager, and should include the reason for contesting it and the proposed amendment to the information with supporting information to show how the record is inaccurate. A request for contesting records should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**RECORD SOURCE CATEGORIES:**

Summary of data maintained in the Official Personnel Folder.

**USDA/FSA-8**

**SYSTEM NAME:**

EEO Advisory Committee and Counselors, USDA/FSA-8.

**SYSTEM LOCATION:**

Office of the Deputy Administrator, Management, USDA/FSA, Stop 0561, PO Box 2415, Washington DC 20013-2415.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals who have been selected or considered to serve on the EEO Committee or to be an EEO Counselor.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information in this system consists of the individual's EEO qualifications.

**AUTHORITY FOR MAINTENANCE OF SYSTEM:**

42 U.S.C. 2000d and 2000e.

**PURPOSE(S):**

To facilitate the tracking of individuals who have served on EEO Committees or as EEO Counselors as required.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Records contained in this system may be disclosed:

(1) To the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or enforcing or implementing a statute, or a rule, regulation or order issued pursuant thereto, when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto;

(2) To the Department of Justice when (a) the agency, or any component

thereof; or (b) any representative of the agency in his or her official capacity; or (c) any representative of the agency in his or her individual capacity where the Department of Justice has agreed to represent the individual; or (d) the United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by the agency to be relevant and necessary to the litigation, provided, however, that in each case, the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected; and;

(3) To a court or adjudicative body before which the agency is authorized to appear, when (a) the agency, or any component thereof; (b) any representative of the agency in his or her official capacity; (c) any representative of the agency in his or her individual capacity where the agency has agreed to represent the individual; or (d) the United States, where the agency determines that a litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the agency determine that use of such records is relevant and necessary to the litigation, provided, however, that in each case, the agency determines that disclosure of the records to the court is a use of the information contained in the records that is compatible the purpose for which the records were collected.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

The records are maintained in file folders and Department computer records at the office listed above.

**RETRIEVABILITY:**

The records may be indexed by individual name and by social security number.

**SAFEGUARDS:**

The records are kept in secured Government buildings. Access is limited to authorized FSA representatives. Computer files are protected by authorization codes, passwords and other safeguard technology.

**RETENTION AND DISPOSAL:**

The records are retained for 2 years after individual ceases to serve as a committee person or counselor.

**SYSTEM MANAGER(S) AND ADDRESS:**

EEO and Civil Rights Staff, USDA/FSA, Stop 0509, PO 2415, Washington, DC 20013-2415 telephone (202) 720-3901.

**NOTIFICATION PROCEDURE:**

An individual may request information regarding this system of records, or information as to whether this system contains records pertaining to such individual from the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

An individual may obtain information about a record in the system which pertains to such individual by submitting a written request to the above listed System Manager. The envelope and letter should be marked "Privacy Act Request." A request for information should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the above listed System Manager, and should include the reason for contesting it and the proposed amendment to the information with supporting information to show how the record is inaccurate. A request for contesting records pertaining to an individual should contain: Name, address, ZIP code, name of system of record, year of records in question, and any other pertinent information to help identify the file.

**RECORD SOURCE CATEGORIES:**

Information is supplied to this system by the subject individual.

**USDA/FSA-9****SYSTEM NAME:**

Complaints and Discrimination Investigation Handled by the EEO Staff, USDA/FSA-9.

**SYSTEM LOCATION:**

Office of the Deputy Administrator, Management, USDA/FSA, Stop 0560, PO Box 2415, Washington, DC 20013-2415, and in offices of each EEO counselor at address posted on bulletin boards in Washington, DC. These addresses are readily obtainable by contacting the Civil Rights and Small Business Development Staff, Stop 509, PO Box 2415, Washington, DC 20013-2415.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals who have filed formal allegations of discrimination.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Preliminary inquires, audit, investigation reports and supporting material.

**AUTHORITY FOR MAINTENANCE OF SYSTEM:**

42 U.S.C. 2000d, 2000e, 42 U.S.C. 6101, *et seq.*

**PURPOSE(S):**

To facilitate the tracking of discrimination complaints and investigations as required.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Records contained in this system may be disclosed:

- (1) To the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or enforcing or implementing a statute, or a rule, regulation or order issued pursuant thereto, when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto;
- (2) To the Department of Justice when (a) the agency, or any component thereof; or (b) any representative of the agency in his or her official capacity; or (c) any representative of the agency in his or her individual capacity where the Department of Justice has agreed to represent the individual; or (d) the United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by the agency to be relevant and necessary to the litigation, provided, however, that in each case, the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected;
- (3) To a court or adjudicative body before which the agency is authorized to appear, when (a) the agency, or any component thereof; (b) any representative of the agency in his or her official capacity; (c) any representative of the agency in his or her individual capacity where the agency has agreed to represent the

individual; or (d) the United States, where the agency determines that a litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the agency determines that use of such records is relevant and necessary to the litigation, provided, however, that in each case, the agency determines that disclosure of the records to the court is a use of the information contained in the records that is compatible with the purpose for which the records were collected; and (4) To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of the individual to whom the record pertains.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

The records are maintained in file folders and Department computers at the offices listed above.

**RETRIEVABILITY:**

The records are indexed by individual name.

**SAFEGUARDS:**

The records are kept in secured Government buildings. Access is limited to authorized FSA representatives. Computer files are protected by authorization codes, passwords and other safeguard technology.

**RETENTION AND DISPOSAL:**

The records are retained for three years after case is closed.

**SYSTEM MANAGER(S) AND ADDRESS:**

Civil Rights and Small Business Development Staff, USDA/FSA, Stop 0509, PO 2415, Washington, DC 20013-2415.

**NOTIFICATION PROCEDURE:**

An individual may request information regarding this system of records, or information as to whether this system contains records pertaining to such individual from the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

An individual may obtain information about a record in the system which pertains to such individual by submitting a written request to the above listed System Manager. The envelope and letter should be marked "Privacy Act Request." A request for information should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their requests to the above listed System Manager, and should include the reason for contesting it and the proposed amendment to the information with supporting information to show how the record is inaccurate. A request for contesting records should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**RECORD SOURCE CATEGORIES:**

Individual preliminary inquires, third party observers, audit and investigation reports.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

This system has been exempted pursuant to 5 U.S.C. 552a(k) from the requirements of 5 U.S.C. 552a(c)(3)(d), (e)(1), (e)(4)(G), (H), and (I), and (f) because it consists of investigatory material compiled for law enforcement purposes. Individual access to these files could impair investigations and alert subjects of investigations that the activities are being scrutinized, and thus allow them time to take measures to prevent detection of illegal action or escape prosecution. Disclosure of investigative techniques and procedures, and of existence and identify confidential sources of information would hamper law enforcement activity.

**USDA/FSA-10****SYSTEM NAME:**

Investigation and Audit Reports, USDA/FSA-10.

**SYSTEM LOCATION:**

Executive Secretariat Staff, USDA/FSA, Stop 0504, PO Box 2415, Washington, DC 20013-2415, Kansas City Commodity Office, 9200 Ward Parkway, PO Box 419205, Kansas City, Missouri 64141-0205, Kansas City Management Office, 8930 Ward Parkway, PO Box 419205, Kansas City, Missouri 64141-0205. Each State FSA office at address listed in local telephone directory under the heading "United States Government, Department of Agriculture, Farm Service Agency."

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals who are subjects of a formal investigation of alleged program or administrative irregularities.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information in this system consists of files on investigations and individuals, including program documents, investigation reports, statements of observers, accident reports and agency reports.

**AUTHORITY FOR MAINTENANCE OF SYSTEM:**

5 U.S.C. 301.

**PURPOSE(S):**

To facilitate FSA's obligation to issue payments or benefits only to those who are eligible to receive such payments or benefits under law or agreement.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Records contained in this system may be disclosed:

(1) To the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or enforcing or implementing a statute, or a rule, regulation or order issued pursuant thereto, when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto;

(2) To a court, magistrate or administrative tribunal, or to opposing counsel in a proceeding before any of the above, information which constitutes evidence in that proceeding, or which is sought in the course of discovery to the extent that what is disclosed is relevant to the subject matter involved in a pending judicial or administrative proceeding; and

(3) To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of the individual to whom the record pertains.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

The records are maintained in file folders and Department computers at the applicable addresses listed above.

**RETRIEVABILITY:**

The records may be indexed by name of individual being investigated or investigation case number.

**SAFEGUARDS:**

The records are kept in secured Government buildings. Access is limited to authorized FSA representatives. Computer files are protected by

authorization codes, passwords and other safeguard technology.

**RETENTION AND DISPOSAL:**

Investigation records are retained for 10 years after case is closed. Audit records are destroyed eight years after case is closed.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Executive Secretariat Staff, USDA/FSA, Stop 0504, PO 2415, Washington, DC 20013-2415.

**NOTIFICATION PROCEDURE:**

An individual may request information regarding this system of records, or information as to whether this system contains records pertaining to such individual from the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

An individual may obtain information about a record in the system which pertains to such individual by submitting a written request to the above listed System Manager. The envelope and letter should be marked "Privacy Act Request." A request for information should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the above listed System Manager, and should include the reason for contesting it and the proposed amendment to the information with supporting information to show how the record is inaccurate. A request for contesting records should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**RECORD SOURCE CATEGORIES:**

Information in this system is provided by the individual, FSA employees and representatives, third party observers, the Office of Inspector General and other investigatory agencies.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

This system has been exempted pursuant to 5 U.S.C. 552a(k)(2) from the requirements of 5 U.S.C. 552a (c)(3),(d), (e)(1), (e)(4) (G), (H), and (I) and (f) because it consists of investigatory material compiled for law enforcement purposes. Individual access to these files could impair investigations and alert subjects of investigations that their

activities are being scrutinized, and thus allow them time to take measures to prevent detection of illegal action or escape prosecution. Disclosure of investigative techniques and procedures, and of existence and identity of confidential sources of information would hamper law enforcement activity.

#### USDA/FSA-11

##### SYSTEM NAME:

Subsidiary Personnel, Pay and Travel Records, USDA/FSA-11.

##### SYSTEM LOCATION:

Any FSA office where individual is employed at the address shown in the local telephone directory under the heading, "United States Government, Department of Agriculture, Farm Service Agency."

##### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals employed by FSA.

##### CATEGORIES OF RECORDS IN THE SYSTEM:

Information in this system consists of personnel actions, training records, performance ratings, earning statements, time and attendance reports, travel authorizations and vouchers, payroll deduction records, record of accountable documents charged to employee, appeal cases, and conflict of interest statements.

##### AUTHORITY FOR MAINTENANCE OF SYSTEM:

5 U.S.C. 301.

##### PURPOSE(S):

To facilitate FSA responsibility to follow Federal civil service and other applicable employment laws and regulations.

##### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records contained in this system may be disclosed:

- (1) To prospective Government employers and other prospective employers when employee gives immediate supervisor or coworker as reference;
- (2) To the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing a statute, or a rule, regulation or order issued pursuant thereto, when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto;

(3) To the Department of Justice when (a) the agency, or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or (d) the United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by the agency to be relevant and necessary to the litigation, provided, however, that in each case, the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected;

(4) In a proceeding before a court or adjudicative body before which the agency is authorized to appear, when (a) the agency, or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the agency determines that disclosure of the records is relevant and necessary to the litigation, provided, however, that in each case, the agency determines that disclosure of the records to the court is a use of the information contained in the records that is compatible with the purpose for which the records were collected;

(5) To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of the individual to whom the record pertains;

(6) To a collection or servicing contractor, or a local, State, or Federal agency, when FSA determines a referral is appropriate for servicing or collecting the debtor's account or as provided for in contracts with servicing or collection agencies;

(7) To the Internal Revenue Service to enable it to offset and satisfy past-due, legally enforceable debts owed to USDA against Federal income tax refunds; and

(8) To consumer reporting agencies pursuant to 5 U.S.C. 552a(b)(12) and as defined by the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act (31 U.S.C. 3701(a)(3)).

##### POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

##### STORAGE:

The records are maintained in file folders and in Department computers at addresses referenced above.

##### RETRIEVABILITY:

The records may be indexed by name of individual employee or Social Security Number.

##### SAFEGUARDS:

The records are kept in secured Government buildings. Access is limited to authorized FSA representatives. Computer files are protected by authorization codes, passwords and other safeguard technology.

##### RETENTION AND DISPOSAL:

The records are retained in active status during the employee's tenure at the organizational entity. After transfer or separation, maintained in inactive status to be used to answer employment inquiries. Conflict of interest statement retained 2 years after employee is separated.

##### SYSTEM MANAGER(S) AND ADDRESS:

Director, Human Resources Division, USDA/FSA, Stop 0590, PO 2415, Washington, DC 20013-2415.

##### NOTIFICATION PROCEDURE:

An individual may request information regarding this system of records, or information as to whether this system contains records pertaining to such individual from the System Manager listed above.

##### RECORD ACCESS PROCEDURE:

An individual may obtain information about a record in the system which pertains to such individual by submitting a written request to the above listed System Manager. The envelope and letter should be marked "Privacy Act Request." A request for information should contain: name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

##### CONTESTING RECORD PROCEDURES:

Individuals desiring to contest or amend information maintained in the system should direct their request to the above listed System Manager, and should include the reason for contesting it and the proposed amendment to the information with supporting information to show how the record is inaccurate. A request for contesting records should contain: name, address, ZIP code, name of the system of records,

year of records in question, and any other pertinent information to help identify the file.

**RECORD SOURCE CATEGORIES:**

Information in these records is obtained directly from the employee, the Office of Personnel Management, FSA employees and representatives, third party observers, the Office of Inspector General and other investigatory agencies.

**USDA/FSA-12**

**SYSTEM NAME:**

Tort, Program, And Civilian Employee Claims, USDA/FSA-12.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Any FSA office having jurisdiction over the claim at the location listed in the local telephone directory under the heading "United States Government, Farm Service Agency."

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individual by whom or against whom claim involving FSA or CCC has been filed.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information in this system includes files on individual claims, including claim forms, police records, investigation and accident reports, statements of observers, and agency reports.

**AUTHORITY FOR MAINTENANCE OF SYSTEM:**

5 U.S.C. 8101-8150; 7 U.S.C. 135b, 450j, 450k, 405l, 1281-1393, 1421-1449, 1461-1469, 1471-1471i, 1781-1787; 15 U.S.C. 714-714p; 16 U.S.C. 590a-590q, 1301-1311, 1501-1510, 1606, 2101-2111, 2201-2205, 3501, 3801-3847, 4601, 5822; 26 U.S.C. 6109; 28 U.S.C. 2671-2680; 40 U.S.C. App. 1, 2, 203; 43 U.S.C. 1592; and 48 U.S.C. 1469.

**PURPOSE(S):**

To facilitate FSA responsibilities to investigate and resolve tort and civilian employee claims against FSA.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Records contained in this system may be disclosed:

(1) To the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or enforcing or implementing a statute, or a rule, regulation or order issued pursuant thereto, when

information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature and whether arising by general statute or particular program statute, or rule, regulation or order issued pursuant thereto;

(2) To a court, magistrate or administrative tribunal, or to opposing counsel in a proceeding before any of the above, of any record within the system which constitutes evidence in that proceeding, or which is sought in the course of discovery to the extent that what is disclosed is relevant to the subject matter involved in a pending judicial or administrative proceeding;

(3) To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of the individual to whom the record pertains;

(4) To the Department of Labor for claims arising under the Federal Employees Compensation Act;

(5) To insurance companies where necessary for resolution of claim; and

(6) To cotton loan clerks, a list of producer names and addresses, for the purpose of offsetting claims.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

The records are kept in folders and in Department computers at the locations indicated above.

**RETRIEVABILITY:**

The records may be indexed by name or by claimant number.

**SAFEGUARD:**

The records are kept in secured Government buildings. Access is limited to authorized FSA representatives. Computer files are protected by authorization codes, passwords and other safeguard technology.

**RETENTION AND DISPOSAL:**

The records are retained after settlement for 6 years if CCC and five years if appropriated funds are involved.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Financial Management Division, USDA/FSA, Stop 1062, PO 2415, Washington, DC 20013-2415.

**NOTIFICATION PROCEDURE:**

An individual may request information regarding this system of records, or information as to whether this system contains records pertaining to such individual from the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

An individual may obtain information about a record in the system which pertains to such individual by submitting a written request to the above listed System Manager. The envelope and letter should be marked "Privacy Act Request." A request for information should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the above listed System Manager, and should include the reason for contesting it and the proposed amendment to the information with supporting information to show how the record is inaccurate. A request for contesting records should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**RECORD SOURCE CATEGORIES:**

Information in this system comes primarily from claimants, observers, agency employees, and investigative personnel.

**USDA/FSA-13**

**SYSTEM NAME:**

Claims Data Base (Automated), USDA/FSA-13

**SYSTEM LOCATION:**

Kansas City Management Office, USDA/FSA, 8930 Ward Parkway, Kansas City, MO 64114.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Agricultural producers.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information identifying the delinquent debtor, such as name, address, producer identification number (social security number or taxpayer identification number); information relating to claim identification, such as claim control number, which is comprised of a State and county code and an alpha-numeric control number; codes identifying the type of claim and the basis for establishing the claim; identification of programs under which the claim arose; date the claim arose; loan, farm or contract number; interest rate applied to claim; the date interest on the claim starts and the principal amount of the claim; information related to claims actions and status changes

which have occurred since the claim was initially established, such as transfers from originating FSA office to other FSA State or county offices and referrals to the Office of the General Counsel for legal action; termination of claims actions; changes in claim amount resulting from compromises, addition of collection or court costs and brief remarks which identify or clarify actions being taken by the FSA office submitting the claim information.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

7 U.S.C. 1281-1393; 7 U.S.C. 1421-1449 and 15 U.S.C. 714-714p.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

USDA employees maintain and update the system with expanded claims data for assistance in preparation of the SF-220 report (Report on Status of Accounts and Loans Receivable from the Public) and the production of other debt management reports. Records contained in this system may be disclosed:

(1) To the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing the statute, rule, regulation or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto;

(2) To the Department of Justice when (a) the agency, or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or (d) the United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by the agency to be relevant and necessary to the litigation, provided, however, that in each case, the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected;

(3) To a proceeding before a court or adjudicative body before which the

agency is authorized to appear, when (a) the agency, or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or (d) the United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation; and the agency determines that use of such records is relevant and necessary to the litigation; provided, however, that in each case, the agency determines that disclosure of the records to the court is a use of the information contained in the records that is compatible with the purpose for which the records were collected;

(4) To a congressional office from the record of an individual in response to an inquiry from the congressional office at the request of the individual;

(5) To a commercial credit reporting agency for it to make the information publicly available. Only that information directly related to the identity of the debtor and history of the claim will be released. Debtor information will consist of the following: The debtor's name, address, taxpayer identification number, and other information necessary to establish the identity of the debtor; the amount, status, and history of the claim, and the program under which the claim arose;

(6) To a collection or servicing contractor, or a local, State, or Federal agency, when FSA determines a referral is appropriate for servicing or collecting the debtor's account or as provided for in contracts with servicing or collection agencies;

(7) To the Internal Revenue Service to enable it to offset and satisfy past-due, legally enforceable debts owed to USDA against Federal income tax refunds;

(8) To the Department of Defense, information regarding indebtedness, for the purpose of conducting computer matching programs to identify and locate individuals receiving Federal salary or benefit payments and who are delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by FSA/CCC in order to collect debts under the provisions of the Debt Collection Act of 1982 (Pub. L. 97-365) by voluntary repayment, administrative or salary offset procedures, or by collection agencies;

(9) To the United States Postal Service, information regarding indebtedness, for the purpose of conducting computer matching programs to identify and locate

individuals receiving Federal salary or benefit payments and who are delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by FSA/CCC in order to collect debts under the provisions of the Debt Collection Act of 1982 (Pub. L. 97-365) by voluntary repayment, administrative or salary offset procedures, or by collection agencies.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

*Disclosures pursuant to 5 U.S.C. 552a(b)(12):* Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act (31 U.S.C. 3701(a)(3)).

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Claims Data Base records are stored on disk files. The data base is duplicated on magnetic tape files.

**RETRIEVABILITY:**

Records can be accessed by producer identification number (if available), farm number or State, county and claim number.

**SAFEGUARDS:**

On-line access to data in the Claims Data Base (Automated) is controlled by password protection.

**RETENTION AND DISPOSAL:**

Claim records remain on the data base for 4 months after a claim has been zero-balanced, at which time the data is transferred from disk to tape files. The data is retained on tape files for 1 year. Data on magnetic tape files is then written over for disposal.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Kansas City Management Office, FSA, USDA, 8930 Ward Parkway, Kansas City, Missouri 64114.

**NOTIFICATION PROCEDURE:**

An individual may request information as to whether the system contains records pertaining to such individual from the Director, Kansas City Management Office, FSA, USDA, 8930 Ward Parkway, Kansas City, Missouri 64114. A request for information regarding an individual should include: Full name, address, ZIP code, producer identification number, (if available), farm number or claim number, and any other pertinent information to help identify the file. Before information about any record is

released, the System Manager may require the individual to provide proof of identity or require the requester to furnish an authorization from the individual to permit release of information.

**RECORD ACCESS PROCEDURES:**

An individual may obtain information about a record in the system which pertains to such individual by submitting a written request to the above listed System Manager. The envelope and letter should be marked "Privacy Act Request." A request for information should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend the information maintained in the system should direct their request to the above listed System Manager, and should include the reason for contesting it and the proposed amendment to the information with supporting information to show how the record is inaccurate. A request for contesting records should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**RECORD SOURCE CATEGORIES:**

Records in this system come primarily from documents submitted by the FSA county office maintaining farm records on the individual producer. Information in these records is obtained directly from the individuals in the system.

**USDA/FSA-14**

**SYSTEM NAME:**

Applicant/Borrower, USDA/FSA-14.

**SYSTEM LOCATION:**

Each Farm Service Agency (FSA) applicant's/borrower's records are located in the Agricultural Credit Team Office, County, District, or State Office through which the financial assistance is sought or was obtained, and electronic account records are in the Finance Office in St. Louis, Missouri. A State Office version of the Team Office, County or District office file may be located in or accessible by the State Office which is responsible for that Agricultural Credit Team, County or District Office. Correspondence regarding borrowers is located in the Agricultural Credit Team, County, District, State and National Office files. The addresses of Agricultural Credit Team, County, District and State Offices

are listed in the telephone directory of the appropriate city or town under the heading "United States Government, Department of Agriculture, Farm Service Agency." The Finance Office is located at 1520 Market Street, St. Louis, Missouri 63103.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Present and former FSA applicants/borrowers and their respective household members including members of associations.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system includes files containing characteristics of applicants/borrowers and their respective household members, such as gross and net income, sources of income, capital, assets and liabilities, net worth, age, race, number of dependents, marital status, reference material, farm or ranch operating plans, and property appraisals.

The system also includes credit reports and personal references from credit agencies, lenders, businesses, and individuals. In addition, a running record of observation concerning the operations of the person being financed is included. A record of deposits to and withdrawals from an individual's supervised bank account is also contained in those files where appropriate. In some Agricultural Credit Team and County Offices, this record is maintained in a separate folder containing only information relating to activity within supervised bank accounts. Some items or information are extracted from the individual's file and placed in a card file for quick reference.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

7 U.S.C. 1921 et. seq., 42 U.S.C. 1471 et. seq., and 42 U.S.C. 2706.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Records contained in this system may be disclosed:

(1) To the appropriate agency, whether Federal, State, local, tribal, foreign, or other public authority foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing a statute or a rule, regulation or order issued pursuant thereto, or of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto, if the information disclosed is relevant to any

enforcement, regulatory, investigative, or prosecutive responsibility of the receiving agency;

(2) To business firms in a trade area that buy chattel or crops or sell them for commission. The disclosure may include the name, home address, social security numbers and financial information. This is being done so that FSA may benefit from the purchaser notification provisions of section 1324 of the Food Security Act of 1985 (7 U.S.C. 163(e)). The Act requires that potential purchasers of farm commodities must be advised ahead of time that a lien exists in order for the creditor to perfect its lien against such purchases;

(3) To the appropriate authority when a default involves a security interest in tribal allotted or trust land. The disclosure may include the name, home address, and information concerning default on loan repayment. Pursuant to the Cranston-Gonzales National Affordable Housing Act of 1990 (42 U.S.C. 12701 et. seq.), liquidation may be pursued only after offering to transfer the account to an eligible tribal member, the tribe, or the Indian housing authority serving the tribe(s);

(4) To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the written request of that individual;

(5) To a collection or servicing contractor, financial institution, or a local, State, or Federal agency, when FSA determines such referral is appropriate for servicing or collecting the borrower's account or as provided in contracts with servicing or collection agencies. The disclosure may include name, home address, social security number, and financial information;

(6) In a proceeding before a court or adjudicative body, when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or (d) the United States is a party to litigation or has an interest in such litigation and, by careful review, the agency determines that the records are both relevant and necessary to the litigation, provided, however, that in each case, the agency determines that disclosure of the records is a use of the information contained in the records that is compatible with the purpose for which the agency collected the records;

(7) To financial consultants, advisors, lending institutions, packagers, agents, and private or commercial credit sources when FSA determines such



referral is appropriate to encourage the borrowers to refinance their FSA indebtedness as required by Title V of the Housing Act of 1949, as amended (42 U.S.C. 1471). The disclosure may include name, home address, and financial information for selected borrowers;

(8) To the Department of the Treasury, Internal Revenue Service (IRS), any legally enforceable debt(s), to be offset against any tax refund that may become due the debtor for the tax year in which the referral is made, in accordance with the IRS regulations at 26 CFR 301.6402-6T, Offset of Past Due Legally Enforceable Debt Against Overpayment, and under the authority contained in 31 U.S.C. 3720A;

(9) To the Defense Manpower Data Center, Department of Defense, and the United States Postal Service any information regarding indebtedness, for the purpose of conducting computer matching programs to identify and locate individuals receiving Federal salary or benefit payments and who are delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by the FSA in order to collect debts under the provisions of the Debt Collection Act of 1982 (Pub. L. 97-365) by voluntary repayment, administrative or salary offset procedures, or by collection agencies;

(10) To lending institutions any financial information when FSA determines the individual may be financially capable of qualifying for credit with or without a guarantee. The referral may contain name, home address, and financial information;

(11) To lending institutions that have a lien against the same property as FSA, for the purpose of the collection of the debt. These loans can be under the direct or guaranteed loan programs. Disclosure may include names, home addresses, social security numbers, and financial information;

(12) To private attorneys under contract with either FSA or with the Department of Justice for the purpose of foreclosure and possession actions and collection of past due accounts in connection with FSA loans;

(13) To the Department of Justice when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity where the Department of Justice has agreed to represent the employee; or (c) the United States Government is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by

the Department of Justice is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records;

(14) To the Department of Housing and Urban Development (HUD) as a record of location utilized by Federal agencies for an automatic credit prescreening system. The disclosure may include names, home addresses, social security numbers, and financial information;

(15) To the Department of Labor, State Wage Information Collection agencies, and other Federal, State, and local agencies, as well as those responsible for verifying information furnished to qualify for Federal benefits, to conduct wage and benefit matching through manual and/or automated means, for the purpose of determining compliance with Federal regulations and appropriate servicing actions against those not entitled to program benefits, including possible recovery of improper benefits. This may include names, home addresses, social security numbers, and financial information; and

(16) To financial consultants, advisors, or underwriters, when FSA determines such referral is appropriate for developing packaging and marketing strategies involving the sale of FSA loan assets. The referral may include names, home addresses, and financial information.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

*Disclosure pursuant to 5 U.S.C. 552a(b)(12):* Disclosure may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act (31 U.S.C. 3701(a)(3)).

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are maintained electronically and in file folders at the Agricultural Credit Team, County, District, State, and National offices. A limited subset of personal, financial and characteristics data required for effective management of the programs and borrower repayment status is maintained on disk or magnetic tape at the Finance Office. This subset of data may be accessed by the authorized personnel from each office.

**RETRIEVABILITY:**

Records are indexed by name, identification number and type of loan. Data may be retrieved from paper

records or the magnetic tapes. A limited subset is available through telecommunications capability, ranging from telephones to intelligent terminals. All FSA Agricultural Credit Team, State, National and some county offices have the telecommunications capability available to access this subset of data.

**SAFEGUARDS:**

Records are kept in locked offices at the Agricultural Credit Team, County, District, State and National Offices. A limited subset of data is also maintained in a tape and disk library and an on-line retrieval system at the Finance Office. Access is restricted to authorized FSA personnel. A system operator and terminal passwords and code numbers are used to restrict access to the online system. Passwords and code numbers are changed as necessary.

**RETENTION AND DISPOSAL:**

Records are maintained subject to the Federal Records Disposal Act of 1943 (44 U.S.C. 366-380) and in accordance with FSA's disposal schedules. The Agricultural Credit Team, District, County, State and National office dispose of records by shredding, burning, or other suitable disposal methods after established retention periods have been fulfilled. Finance Office records are disposed of by overprinting. (Destruction methods may never compromise the confidentiality of information contained in the records). Applications, including credit reports and personal references which are rejected, withdrawn, or otherwise terminated, are kept in the Agricultural Credit, County, District, or State office for 2 full fiscal years and 1 month after the end of the fiscal year in which the application was rejected, withdrawn, canceled, or expired. If final action was taken on the application, including an appeal, investigation, or litigation, the application is kept for 1 full fiscal year after the end of the fiscal year in which final action was taken. The records, including credit reports, of borrowers who have paid or otherwise satisfied their obligations are retained at the Agricultural Credit Team, County, District, or State Office for 1 full fiscal year after the fiscal year in which the loan was paid in full. Correspondence records at the National Office which concern borrowers and applicants are retained for 3 full fiscal years after the last year in which there was correspondence.

**SYSTEM MANAGER(S) AND ADDRESS:**

The Agricultural Credit Manager at the Agricultural Credit Team Office or at the County Office, District Director at

the District Office, and the State Executive Director at the State Office, the Assistant Administrator of the Finance Office for Finance Office in St. Louis, MO, and the FSA Administrator for the National Office at the following address: USDA/FSA Administrator, Stop 0501, PO 2415, Washington, DC 20250-2415.

**NOTIFICATION PROCEDURE:**

Any individual may request information regarding this system of records, or determine whether the system contains records pertaining to themselves from the appropriate Systems Manager. If specific location of the record is not known, the individual should address their request to: Administrator, FSA, Attention: Freedom of Information Officer, Stop 0506, PO Box 2415, Washington, DC 20013-2415. A request for information should include: Name, address, State and county where the loan was applied for or approved, and particulars involved (i.e. date of request/approval, type of loan, etc.).

**RECORD ACCESS PROCEDURES:**

Any individual may obtain information as to the procedures for gaining access to a record in this system which pertains to themselves by submitting a written request to one of the Systems Managers. The envelope and letter should be marked "Privacy Act Request." A request for information should contain: Name, address, ZIP code, name of the system of records in question, and any other pertinent information to help identify the file.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the above listed System Manager, and should include the reason for contesting it and the proposed amendment to the information with supporting information to show how the record is inaccurate. A request for contesting records should contain: Name, address, ZIP code, name of the system of records in question, and any other pertinent information to help identify the file.

**RECORD SOURCE CATEGORIES:**

Information in this system comes primarily from the borrower. Credit reports and personal references come primarily from credit agencies and creditors.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**USDA/FSA-15**

**SYSTEM NAME:**

Designated Attorney and Escrow Agent File, USDA/FSA-15.

**SYSTEM LOCATION:**

Each designated attorney or escrow agent file is located in the Agricultural Credit Team or County Office and State Office in the State in which they are designated. In addition, all designated attorneys and escrow agents are listed at the National Office. The addresses of State and County offices are listed in the telephone directory of the appropriate city or town under the heading "United States Government, Department of Agriculture, Farm Service Agency".

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

All FSA designated attorneys and escrow agents, including those whose designations have expired within the last year.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system consists of a list of names of designated attorneys and escrow agents, and may include comments as to whether their performance has been satisfactory.

**AUTHORITY FOR MAINTENANCE OF THIS SYSTEM:**

7 U.S.C. 1921 et. seq., 42 U.S.C. 1471 et. seq., and 5 U.S.C. 301

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Records contained in this system may be disclosed:

(1) To the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing a statute or a rule, regulation or order issued pursuant thereto, or of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto;

(2) To FSA borrowers prior to loan closing and to other interested parties upon request; and

(3) To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are maintained in file folders at the appropriate location.

**RETRIEVABILITY:**

Records are indexed by name.

**SAFEGUARDS:**

Records are kept in locked offices at all levels. Access at all levels is restricted to authorized FSA personnel.

**RETENTION AND DISPOSAL:**

Records are maintained subject to the Federal Records Disposal Act of 1943 (44 U.S.C. 366-380) and in accordance with FSA's disposal schedules. Records are destroyed 1 year after termination of the designation.

**SYSTEM MANAGER(S) AND ADDRESS:**

The Agricultural Credit Manager at the County level, District Director at the District level, the State Executive Director at the State level, and the Administrator, FSA, for the National Office file at the following address: USDA/FSA, Stop 0501, Washington, DC 20013-2415.

**NOTIFICATION PROCEDURE:**

Any individual may request information regarding this system of records, or information as to whether this system contains records pertaining to themselves from the appropriate systems manager. If the specific location of the record is not known, the individual should address the request to the Administrator (Attention: Freedom of Information Officer), USDA/FSA, Stop 0506, PO Box 2415, Washington, DC 20013-2415. A request for information pertaining to an individual should contain: Name, address and State and county in which the individual was a designated attorney or escrow agent.

**RECORDS ACCESS PROCEDURES:**

An individual may obtain information as to the procedures for gaining access to a record in the system which pertains to themselves by submitting a written request to one of the Systems Managers referred to in the preceding paragraph. A request for information pertaining to an individual should contain: Name, address, ZIP code, name of system of record, year of records in question, and any other pertinent information to help identify the file.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the

above System Manager, and should include the reason for contesting it and the proposed amendment to the information with supporting information to show how the record is inaccurate. A request for contesting records pertaining to an individual should contain: Name, address, ZIP code, name of system of record, year of records in question, and any other pertinent information to help identify the file.

**RECORD SOURCE CATEGORIES:**

Information comes primarily from the subject of the file.

**USDA/FSA-16**

**SYSTEM NAME:**

Graduation File, USDA/FSA-16.

**SYSTEM LOCATION:**

Each borrower's graduation file is located in the Agricultural Credit Team Office or County Office through which the borrower obtained the loan and, in some cases, at the State Office responsible for that Agricultural Credit Team Office or County office. The addresses of State and County Offices are listed in the telephone directory under the heading "United States Government, Department of Agriculture, Farm Service Agency.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

All FSA borrower's whose loans are eligible for review to determine the borrower should obtain credit from other sources. All borrowers who have been in debt for at least 3 years on an emergency loan, an operating loan, or a real estate loan are considered eligible for review.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system consists of files containing names of borrowers eligible for review, type of loan, whether graduation is advisable, and any communications with the borrower concerning whether the loan has been paid off or if the borrower is unable to refinance, as well as comments of the county committee and the Agricultural Credit Manager.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

7 U.S.C. 1921 et. seq., 42 U.S.C. 1471 et. seq., and 5 U.S.C. 301.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Records contained in this system may be disclosed:

(1) To the appropriate agency, whether Federal, State, local, tribal, or foreign, charged with the responsibility

of investigating or prosecuting a violation of law, or of enforcing or implementing a statute, rule, regulation or order issued pursuant thereto, or of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by rule regulation or order issued pursuant thereto, if the information disclosed is relevant to any enforcement, regulatory, investigative, or prosecutive responsibility of the receiving agency;

(2) To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the written request of that individual; and

(3) To financial consultants, advisors, lending institutions, packagers, agents, and private or commercial credit sources, when FSA determines such referral is appropriate to encourage contacting selected borrowers to facilitate the refinancing of their FSA indebtedness as required by Title V of the Housing Act of 1949, as amended.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are maintained in file folders.

**RETRIEVABILITY:**

Records are indexed by name.

**SAFEGUARDS:**

Records are kept in locked offices, and access is restricted to authorized FSA personnel.

**RETENTION AND DISPOSAL:**

Records are retained for 3 years after the list of borrowers eligible for review was received by the Agricultural Credit Manager.

**SYSTEM MANAGER(S) AND ADDRESS:**

The Agricultural Credit Manager and the State Executive Director at the appropriate levels.

**NOTIFICATION PROCEDURE:**

Any individual may request information regarding this system of records, or determine whether the system contains records pertaining to themselves from the appropriate Systems Manager. If specific location of the record is not known, the individual should address their request to: Administrator, FSA, Attention: Freedom of Information Officer, Stop 0506, PO Box 2415, Washington, DC 20013-2415. A request for information should contain: Name, address, the FSA Office

where loan or was applied for or approved and particulars involved (i.e., date of request/approval, type of loan, etc.).

**RECORD ACCESS PROCEDURES:**

Any individual may obtain information regarding the procedures for gaining access to a record in the system which pertains to themselves by submitting a written request to one of the Systems Managers referred to in the preceding paragraph. The envelope and letter should be marked "Privacy Act Request." A request for information should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the above listed System Manager and should include the reason for contesting it and the proposed amendment to the information with supporting information to show how the record is inaccurate. A request for contesting records should contain: Name, address, ZIP code, name of the system of records, year of records in question, and any other pertinent information to help identify the file.

**RECORD SOURCE CATEGORIES:**

Information in this system comes primarily from the borrower.

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BILLING CODE 3410-05-P

**Natural Resources Conservation Service**

**Marshland Watershed Project; Marshland Dike: Wallace to Yoshihara: Snohomish County, WA**

**AGENCY:** Natural Resources Conservation Service.

**ACTION:** Notice of availability of a finding of no significant impact.

**SUMMARY:** Pursuant to Section 102(2) of the National Environmental Policy Act of 1969; the Council on Environmental Quality Regulations (40 CFR Part 1500); and the Natural Resources Conservation Service Regulations (7 CFR Part 650); the Natural Resources Conservation Service, U.S. Department of Agriculture, gives notice that an environmental impact statement is not being prepared for the Marshland Watershed Project; Marshland Dike, Wallace to Yoshihara. Snohomish County, Washington.

**FOR FURTHER INFORMATION CONTACT:**