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[2003 Privacy Act]
[From the U.S. Government Printing Office via GPO Access]

National Agricultural Statistics Service

#..USDA/NASS-1

#....System name: Administrative Records Systems, USDA/NASS.

System location:

Input records are located in Headquarters (Washington, DC) and State Statistical Offices at the following locations:

Montgomery, AL 36104
Palmer, AK 99645
Phoenix, AZ 85012
Little Rock, AR 72201
Sacramento, CA 95814
Lakewood, CO 80215
Dover, DE 19901
Orlando, FL 32803
Athens, GA 30613
Honolulu, HI 96814
Boise, ID 83712
Springfield, IL 62702
West Lafayette, IN 47907
Des Moines, IA 50309
Topeka, KS 66683
Louisville, KY 40202
Baton Rouge, LA 70806
Annapolis, MD 21401
Lansing, MI 48904
St. Paul, MN 55107
Jackson, MS 39204
Columbia, MO 65202
Helena, MT 59626
Lincoln, NE 68508
Reno, NV 89557
Concord, NH 03301
Trenton, NJ 08625
Las Cruces, NM 88001
Albany, NY 12235
Raleigh, NC 27611
Fargo, ND 58102
Columbus, OH 43215
Oklahoma City, OK 73105
Portland, OR 97204
Harrisburg, PA 17110
Columbia, SC 29201
Sioux Falls, SD 57117
Nashville, TN 37204
Austin, TX 78701
Salt Lake City, UT 84116
Richmond, VA 23219

Olympia, WA 98501
Charleston, WV 25312
Madison, WI 53713
Cheyenne, WY 82001

Addresses of each State Statistical Office are listed in the telephone directories of the respective cities, under the heading ``United States Government, Department of Agriculture, National Agricultural Statistics Service (NASS),'' or ``(State) Agricultural Statistics Service.'' Magnetic tapes are located in the Martin Marietta Data System (MMDS) file, Orlando, Florida.

Categories of individuals covered by the system:

All Federal and State employees of NASS and employees of the National Association of State Departments of Agriculture (NASDA) who work on NASS surveys.

Categories of records in the system:

Employee's name, home address, telephone number, Social Security Number, salary rate, accumulated salary for the year, accumulated hours worked, and accumulated travel expenses which include per diem, travel, and total miles traveled.

Authority for maintenance of the system:

5 U.S.C. 301 and 7 U.S.C. 2204.

Purpose(s):

To maintain a record of earnings for each NASS and NASDA employee who works on NASS surveys.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Information in the system for NASDA employees is made available to the contractor chosen to process and disburse salary and travel checks.

(2) Disclosure may be made to the Department of Justice (DOJ), to a court, or other tribunal, or another party before such tribunal, when NASS, any component thereof, or any employee of NASS in his or her official capacity, any NASS employee in his or her individual capacity where DOJ (or NASS where it is authorized to do so) has agreed to represent the employee, or the United States where NASS determines that the litigation is likely to directly affect the operations of NASS or any of its components, is a party to litigation

or has an interest in such litigation, and NASS determines that the use of such records by DOJ, the court or other tribunal, or the other party before such tribunal is relevant and necessary to the litigation, provided, however, that in each case, NASS determines that such disclosure is compatible with the purposes for which the records were collected.

(3) Disclosure may be made 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.

(4) Disclosure may be made to a private firm for the purpose of collating, analyzing, aggregating, or otherwise maintaining or servicing the records in the system. Such contractor will be required

to maintain Privacy Act safeguards with respect to the records.

(5) Disclosure may be made to State Statistical Office employees performing functions for NASS pursuant to agreements between NASS and

and their respective State governments.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Source documents (ADM-008, ADM-009, and NAS-011) are retained in the State Statistical Offices specified above. Machine readable data are located in MMDS file, Orlando, Florida. Each office is able to access only its own files.

Retrievability:

The master employee file is indexed by employee number assigned by each Headquarters and State Statistical Office.

Safeguards:

Source documents are kept in file cabinets in the offices listed above. These offices are always locked when unoccupied. Magnetic tapes are stored in an area to which access is limited to authorized personnel of MMDS network. The NASS contract with MMDS contains provisions for (1) Network Data Integrity and Security, (2) Physical Security, and (3) Data Security.

Retention and disposal:

Two files in this system are handled in the following manner:

(1) Biweekly data file--After initial usage, storage on tape and retained for 1 year.

(2) Master employee data file--Inactive employee records are deleted at the end of each fiscal year.

System manager(s) and address:

Administrator, NASS, USDA, Washington, DC 20250-2000, or the State Statistician for each State Statistical Office at the address specified above.

Notification procedure:

Any individual working in a NASS office or as a NASDA employee

on

a NASS survey since 1975 may request information as to whether this system contains records pertaining to him or her by contacting the system manager at the address specified above. The written request for information should contain: Name, address, name of system of records, and most recent dates of employment with NASS or NASDA.

Record access procedures:

Same as notification procedure.

Contesting record procedures:

Any individual may obtain information as to the procedures for contesting a record in this system which pertains to him or her by submitting a request to the system manager specified above.

Record source categories:

Information in this system comes from time and mileage forms (ADM-008, ADM-009, and NAS-011), attendance forms, and employment forms (SF-171 and NAS-001).

Exemptions claimed for the system:

None.

#..USDA/NASS-2

#....System name: Agricultural Survey Program, USDA/NASS.

System location:

Completed survey questionnaire forms are located in State Statistical Offices at the following locations:

Montgomery, AL 36104
Phoenix, AZ 85012
Little Rock, AR 72201
Sacramento, CA 95814
Lakewood, CO 80215
Orlando, FL 32803
Athens, GA 30613
Honolulu, HI 96814
Boise, ID 83712
Springfield, IL 62702
West Lafayette, IN 47907
Des Moines, IA 50309
Topeka, KS 66683
Louisville, KY 40202
Baton Rouge, LA 70806
Annapolis, MD 21401
Lansing, MI 48904
St. Paul, MN 55107
Jackson, MS 39204
Columbia, MO 65202
Helena, MT 59626
Lincoln, NE 68508
Reno, NV 89557
Concord, NH 03301
Trenton, NJ 08625
Las Cruces, NM 88001
Albany, NY 12235
Raleigh, NC 27611
Fargo, ND 58102
Columbus, OH 43215
Oklahoma City, OK 73105
Portland, OR 97204
Harrisburg, PA 17110
Columbia, SC 29201
Sioux Falls, SD 57117
Nashville, TN 37204
Austin, TX 78701
Salt Lake City, UT 84116
Richmond, VA 23219
Olympia, WA 98501
Charleston, WV 25312
Madison, WI 53713
Cheyenne, WY 82001

Addresses of each State Statistical Office are listed in the telephone directories of the respective cities under the heading ``United States Government, Department of Agriculture, National Agricultural Statistics Service (NASS),'' or ``(State) Agricultural Statistics Service.'' Magnetic tapes are located in the Martin Marietta Data System (MMDS) file, Orlando, Florida.

Categories of individuals covered by the system:

Farmers and ranchers operating in selected small land areas and

sample of farmers and ranchers selected from the Agency's List Sampling Frame.

Categories of records in the system:

Farm operator's Social Security Number/Employer Identification Number.

Authority for maintenance of the system:

7 U.S.C. 2204.

Purpose(s):

The Farm Operator's Social Security Number/Employer Identification Number is requested to assist in identifying duplication of names on the Agency's List Frame.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Data are provided to the Department of Commerce, Bureau of the Census, for mail list evaluation for periodic Census of Agriculture.

(2) Disclosure may be made 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.

(3) Disclosure may be made to a private firm for the purpose of collating, analyzing, aggregating, or otherwise maintaining or servicing the records in this system. Such contractor will be required to maintain Privacy Act safeguards with respect to the records.

(4) Disclosure may be made to State Statistical Office employees performing functions for NASS pursuant to agreements between NASS and their respective State governments.

(5) Disclosure may be made to cooperators and grantees performing statistical research for NASS pursuant to cooperative agreements, cost-reimbursement agreements, or grants between NASS and the respective cooperators and grantees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Questionnaires are retained in the State Statistical Offices specified above. Machine readable data are located in the MMDS file, Orlando, Florida. Each office is able to access only its own files.

Retrievability:

Questionnaires and magnetic tapes are indexed by the location of the selected small land areas or by a List Sampling Frame record ID assigned by each office.

Safeguards:

Questionnaires are kept in locked file cabinets in the offices listed above. These offices are always locked when unoccupied. Magnetic tapes are stored in an area to which access is limited to authorized personnel of the MMDS network. The NASS contract with MMDS

contains provisions for (1) Network Data Integrity and Security, (2) Physical Security, and (3) Data Security.

Retention and disposal:

Questionnaires are kept for 30 days after the primary survey is summarized. Edited raw data input for summary programs are retained 14 months on the MMDS network and then destroyed.

System manager(s) and address:

The Deputy Administrator for operations, NASS, USDA, Washington,

DC 20250-2000, or the State Statistician for each State Statistical Office at the address specified above.

Notification procedure:

Any individual may request information as to whether the system contains records pertaining to him or her by contacting the system manager at the address specified above. The request for information should contain: Name, address, name of system of records, and year that the questionnaire was completed.

Record access procedures:

Same as notification procedure.

Contesting record procedures:

Any individual may obtain information as to the procedures for contesting a record in this system which pertains to him or her by submitting a request to the system manager specified above.

Record source categories:

Information in this system comes solely from farmers and ranchers

who responded to NASS's Agricultural Survey Program.

System claimed from certain provisions of the Act:

None.

#..USDA/NASS-3

#....System name: Personnel Data Base, USDA/NASS.

System location:

Input coding sheets and output listings are stored in the Personnel Division, Economics Management Staff, USDA, Washington, DC 20250-3500. Magnetic tapes are located in the Martin Marietta Data System (MMDS) file, Orlando, Florida.

Categories of individuals covered by the system:

Employees in the following position classification series: 334, 1529, and 1530.

Categories of records in the system:

Employee's Social Security Number, job series, grade, age, service computation date, beginning date of work for National Agricultural Statistics Service (NASS), work experience, training, and awards.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To maintain an employment record on each employee of NASS in the classification series listed above.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Disclosure may be made to the Department of Justice (DOJ), to

a court, or other tribunal, or another party before such tribunal, when NASS, any component thereof, or any employee of NASS in his or her official capacity, any NASS employee in his or her individual capacity where DOJ (or NASS where it is authorized to do so) has agreed to represent the employee, or the United States where NASS determines that the litigation is likely to directly affect the operations of NASS or any of its components, is a party to

litigation

or has an interest in such litigation, and NASS determines that the

use of such records by DOJ, the court or other tribunal, or the other party before such tribunal is relevant and necessary to the litigation, provided, however, that in each case, NASS determines that such disclosure is compatible with the purposes for which the records were collected.

(2) Disclosure may be made 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.

(3) Disclosure may be made to a private firm for the purpose of collating, analyzing, aggregating, or otherwise maintaining or servicing the records of this system. Such contractor will be required to maintain Privacy Act safeguards with respect to the records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Input coding sheets and output listings are stored in the office specified above. Machine readable data are located in the MMDS file, Orlando, Florida.

Retrievability:

Records are indexed by Social Security Number.

Safeguards:

Source documents are kept in locked file cabinets in the offices listed above. Magnetic tapes are stored in an area to which access is limited to authorized personnel of the MMDS network. The NASS contract with MMDS contains provisions for (1) Network Data Integrity and Security, (2) Physical Security, and (3) Data Security.

Retention and disposal:

A review is made each quarter. Records which are no longer needed are destroyed.

System manager(s) and address:

Administrator, NASS, USDA, Washington, DC 20250-2000.

Notification procedure:

Any individual may request information as to whether the system contains records pertaining to him or her by contacting the system manager at the address specified above. A written request for information should contain: Name, address, name of system of records, and any other pertinent information that will help identify the file.

Record access procedures:

Same as notification procedure.

Contesting record procedures:

Any individual may obtain information as to the procedures for contesting a record in this system which pertains to him or her by submitting a request to the system manager specified above.

Record source categories:

Information in this system comes from SF-52, Request for Personnel Action; SF-182, Request, Authorization, Agreement and Certification of Training; and AD-287-2, Recommendation and Approval of Cash Award or Quality Increase.

System exempted from certain provisions of the Act:

None.

#..USDA/NASS-4

#....System name: Agricultural Labor Survey, USDA/NASS.

System location:

Survey questionnaires are located in State Statistical Offices
at
the following locations:

Montgomery, AL 36104
Palmer, AK 99645
Phoenix, AZ 85012
Little Rock, AR 72201
Sacramento, CA 95814
Lakewood, CO 80215
Orlando, FL 32803
Athens, GA 30613
Honolulu, HI 96814
Boise, ID 83712
Springfield, IL 62702
West Lafayette, IN 47907
Des Moines, IA 50309
Topeka, KS 66683
Louisville, KY 40202
Baton Rouge, LA 70806
Annapolis, MD 21401
Lansing, MI 48904
St. Paul, MN 55107
Jackson, MS 39204
Columbia, MO 65202
Helena, MT 59626
Lincoln, NE 68508
Reno, NV 89557
Concord, NH 03301
Trenton, NJ 08625
Las Cruces, NM 88001
Albany, NY 12235
Raleigh, NC 27611
Fargo, ND 58102
Columbus, OH 43215
Oklahoma City, OK 73105
Portland, OR 97204
Harrisburg, PA 17110
Columbia, SC 29201
Sioux Falls, SD 57117
Nashville, TN 37204
Austin, TX 78701
Salt Lake City, UT 84116
Richmond, VA 23219
Olympia, WA 98501
Charleston, WV 25312
Madison, WI 53713
Cheyenne, WY 82001

Addresses of each State Statistical Office are listed in the
telephone directories of the respective cities under the heading

``United States Government, Department of Agriculture, National Agricultural Statistics Service (NASS),'' or ``(State) Agricultural Statistics Service.'' Magnetic tapes are located in the Martin Marietta Data System (MMDS) file, Orlando, Florida.

Categories of individuals covered by the system:

A sample of farmers and ranchers selected from the Agency's List and Area Sampling Frames.

Categories of records in the system:

(1) Number of hours worked in the survey week by the farm operator and any partners, (2) number of unpaid family members working during survey week, (3) hours worked by unpaid family members, and (4) farm operator's Social Security Number/Employer Identification Number.

Authority for maintenance of the system:

7 U.S.C. 2204.

Purpose(s):

Hours worked by farm operator and unpaid family members provide a meaningful comparison of employment with non-agricultural sector.

The

farm operator's Social Security Number/Employer Identification

Number

is requested to assist in identifying duplication of names on the Agency's List Frame.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Disclosure may be made 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.

(2) Disclosure may be made to a private firm for the purpose of collating, analyzing, aggregating, or otherwise maintaining or servicing the records in this system. Such contractor will be required to maintain Privacy Act safeguards with respect to the records.

(3) Disclosure may be made to State Statistical Office employees performing functions for NASS pursuant to agreements between NASS and

their respective State governments.

(4) Disclosure may be made to cooperators and grantees performing

statistical research for NASS pursuant to cooperative agreements, cost-reimbursement agreements, or grants between NASS and the respective cooperators and grantees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Questionnaires are retained in the State Statistical Offices specified above. Machine readable data are locked in the MMDS file, Orlando, Florida. Each office is able to access only its own files.

Retrievability:

Questionnaires are indexed by a List Sampling Frame record ID assigned by each office or the location of the selected land areas.

Safeguards:

Questionnaires are kept in locked file cabinets in the offices listed above. These offices are always locked when unoccupied.

Magnetic tapes are stored in an area to which access is limited to

authorized personnel of the MMDS network. The NASS contract with
MMDS

contains provisions for (1) Network Data Integrity and Security, (2) Physical Security, and (3) Data Security.

Retention and disposal:

Questionnaires are kept for a minimum of 30 days after the primary survey is summarized. Edited raw data input for summary programs are retained a minimum of 14 months on the MMDS network and then destroyed.

System manager(s) and address:

The Deputy Administrator for Operations, NASS, USDA, Washington, DC 20250-2000, or the State Statistician for each State Statistical Office at the address specified above.

Notification procedure:

Any individual may request information as to whether the system contains records pertaining to him or her by contacting the system manager at the address specified above. The request for information should contain: Name, address, name of system of records, and year that the questionnaire was completed.

Record access procedures:

Same as notification procedure.

Contesting record procedures:

Any individual may obtain information as to the procedures for contesting a record in this system which pertains to him or her by submitting a request to the system manager specified above.

Record source categories:

Information in this system comes solely from farmers and
ranchers

who responded to NASS's Agricultural Labor Surveys.

System exempted from certain provisions of the Act:

None.

#..USDA/NASS-5

#....System name: List Sampling Frame, USDA/NASS.

System location:

Input and output files are located in Headquarters (Washington, DC) and State Statistical Offices at the following locations:

Montgomery, AL 36104
Palmer, AK 99645
Phoenix, AZ 85012
Little Rock, AR 72201
Sacramento, CA 95814
Lakewood, CO 80215
Dover, DE 19901
Orlando, FL 32803
Athens, GA 30613
Honolulu, HI 96814
Boise, ID 83712
Springfield, IL 62702
West Lafayette, IN 47907
Des Moines, IA 50309
Topeka, KS 66683
Louisville, KY 40202
Baton Rouge, LA 70806

Annapolis, MD 21401
Lansing, MI 48904
St. Paul, MN 55107
Jackson, MS 39204
Columbia, MO 65202
Helena, MT 59626
Lincoln, NE 68508
Reno, NV 89557
Concord, NH 03301
Trenton, NJ 08625
Las Cruces, NM 88001
Albany, NY 12235
Raleigh, NC 27611
Fargo, ND 58102
Columbus, OH 43215
Oklahoma City, OK 73105
Portland, OR 97204
Harrisburg, PA 17110
Columbia, SC 29201
Sioux Falls, SD 57117
Nashville, TN 37204
Austin, TX 78701
Salt Lake City, UT 84116
Richmond, VA 23219
Olympia, WA 98501
Charleston, WV 25312
Madison, WI 53713
Cheyenne, WY 82001

Addresses of each State Statistical Office are listed in the telephone directories of the respective cities under the heading ``United States Government, Department of Agriculture, National Agricultural Statistics Service (NASS),'' or ``(State) Agricultural Statistics Service.'' Magnetic tapes are located in the Martin Marietta Data System (MMDS) file, Orlando, Florida.

Categories of individuals covered by the system:

Farmers and ranchers operating farms and ranches.

Categories of records in the system:

Farm operator's Social Security Number/Employer Identification Number.

Authority for maintenance of the system:

7 U.S.C. 2204.

Purpose(s):

The farm operator's Social Security Number/Employer Identification Number is maintained to assist in identifying duplication of names between various probability list samples and NASS's area frame surveys. Social Security Numbers are also used when

matching names currently on NASS's list sampling frame with lists maintained by other governmental agencies as part of the NASS list building and maintenance process.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Disclosure may be made 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.

(2) Data are provided to the Department of Commerce, Bureau of

the Census, for mail list development for periodic Census of Agriculture.

(3) Disclosure may be made to a private firm for the purpose of collating, analyzing, aggregating, or otherwise maintaining or servicing the records in this system. Such contractor will be required to maintain Privacy Act safeguards with respect to the records.

(4) Disclosure may be made to State Statistical Office employees performing functions for NASS pursuant to agreements between NASS and their respective State governments.

(5) Disclosure may be made to cooperators and grantees performing statistical research for NASS pursuant to cooperative agreements, cost-reimbursement agreements, or grants between NASS and the respective cooperators and grantees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Input documents and output listings are retained in the State Statistical Offices specified above. Machine readable name, address and control data are located in the MMDS file, Orlando, Florida.

Each office is able to access only its own files.

Retrievability:

List Sampling Frame names are indexed by a List Sampling Frame record ID assigned by each office. Each name also can be accessed by its Social Security Number.

Safeguards:

Output listings of the List Sampling Frame names are kept in locked file cabinets in the offices listed above. These offices are always locked when unoccupied. Magnetic tapes are stored in an area to which access is limited to authorized personnel of the MMDS network. The NASS contract with MMDS contains provisions for (1) Network Data Integrity and Security, (2) Physical Security, and (3) Data Security.

Retention and disposal:

Source documents are kept for a minimum of 30 days after the primary survey is summarized. The goal is to obtain information about

each List Frame unit at least once every 5 years. If not obtained within this period, the unit may be removed from the active frame.

System manager(s) and address:

The Deputy Administrator for Operations, NASS, USDA, Washington, DC 20250-2000, or the State Statistician for each State Statistical Office at the address specified above.

Notification procedure:

Any individual may request information as to whether the system contains records pertaining to him or her by contacting the system manager at the address specified above. The request for information should contain: Name, address, name of system of records, and year that the questionnaire was completed.

Record access procedures:

Same as notification procedure.

Contesting record procedures:

Any individual may obtain information as to the procedures for contesting a record in this system which pertains to him or her by

submitting a request to the system manager specified above.

Record source categories:

Names to update the List Frame are assembled from a variety of sources. Annually, data from the County Estimates Survey, Agricultural Survey Program, and other crop and livestock surveys are major sources. A Criteria questionnaire is used when Social Security Numbers/Employer Identification Numbers are missing or control data are out of date.

System exempted from certain provisions of the Act:

None.

#..USDA/NASS-6

#....System name: Farm Costs and Returns Survey, USDA/NASS.

System location:

Survey questionnaires are located in State Statistical Offices at the following locations:

Montgomery, AL 36104
Phoenix, AZ 85012
Little Rock, AR 72201
Sacramento, CA 95814
Lakewood, CO 80215
Orlando, FL 32803
Athens, GA 30613
Boise, ID 83712
Springfield, IL 62702
West Lafayette, IN 47907
Des Moines, IA 50309
Topeka, KS 66683
Louisville, KY 40202
Baton Rouge, LA 70806
Annapolis, MD 21401
Lansing, MI 48904
St. Paul, MN 55107
Jackson, MS 39204
Columbia, MO 65202
Helena, MT 59626
Lincoln, NE 68508
Reno, NV 89557
Concord, NH 03301
Trenton, NJ 08625
Las Cruces, NM 88001
Albany, NY 12235
Raleigh, NC 27611
Fargo, ND 58102
Columbus, OH 43215
Oklahoma City, OK 73105
Portland, OR 97204
Harrisburg, PA 17110
Columbia, SC 29201
Sioux Falls, SD 57117
Nashville, TN 37204
Austin, TX 78701

Salt Lake City, UT 84116
Richmond, VA 23219
Olympia, WA 98501
Charleston, WV 25312
Madison, WI 53713
Cheyenne, WY 82001

Addresses of each State Statistical Office are listed in the telephone directories of the respective cities under the heading ``United States Government, Department of Agriculture, National Agricultural Statistics Service (NASS),'' or ``(State) Agricultural Statistics Service.'' Magnetic tapes are located in the Martin Marietta Data System (MMDS) file, Orlando, Florida.

Categories of individuals covered by the system:

Farmers and ranchers selected from the Agency's List Sampling Frame or operating in selected land areas.

Categories of records in the system:

Information on farm operator characteristics includes: (1) Age, (2) sex, (3) race or national origin, and (4) level of education of the operator and all persons living in the operator's house. The

farm

operator's Social Security Number/Employer Identification Number is requested. In the Labor and Wage section, the following information is reported: (1) Average number of hours worked per week by the operator; and (2) average number of hours worked per week by

partners

and unpaid family workers. Information is also reported on the following non-farm items: (1) Expenses such as food and household supplies, housing and transportation, medical expenses, and other family living expenses; (2) all non-farm related assets; (3) all other debts, and (4) off-farm income by the operator and all members of the operator's household.

Authority for maintenance of the system:

7 U.S.C. 2204.

Purpose(s):

Farm operator characteristics are part of the statistical analysis of the survey. The farm operator's Social Security Number/Employer Identification Number is used to identify duplication of names on the Agency's List Frame. Agricultural labor and wage data, and non-farm expenses, assets, debts, and income are part of the

farm

budget system which measures the economic well-being of farmers.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Disclosure may be made 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.

(2) Disclosure may be made to a private firm for the purpose of collating, analyzing, aggregating, or otherwise maintaining or servicing the records in this system. Such contractor will be required to maintain Privacy Act safeguards with respect to the records.

(3) Disclosure may be made to State Statistical Office employees performing functions for NASS pursuant to agreements between NASS and their respective State governments.

(4) Disclosure may be made to cooperators and grantees performing

statistical research for NASS pursuant to cooperative agreements, cost-reimbursement agreements, or grants between NASS and the respective cooperators and grantees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Questionnaires are retained in the State Statistical Offices specified above. Machine readable data are located in the MMDS file, Orlando, Florida. Each office is able to access only its own files.

Retrievability:

List questionnaires are indexed by a List Frame record ID assigned by each office. Area frame questionnaires are identified by location of the selected land areas.

Safeguards:

Questionnaires are kept in locked file cabinets in the offices listed above. These offices are always locked when unoccupied. Magnetic tapes are stored in an area to which access is limited to authorized personnel of the MMDS network. The NASS contract with

MMDS

contains provisions for (1) Network Data Integrity and Security, (2) Physical Security, and (3) Data Security.

Retention and disposal:

Questionnaires are kept for 30 days after the primary survey is summarized. Edited raw data input for summary program are retained

14

months on the MMDS network and then destroyed.

System manager(s) and address:

The Deputy Administrator for Operations, NASS, USDA, Washington, DC 20250-2000, or the State Statistician for each State Statistical Office at the address specified above.

Notification procedure:

Any individual may request information as to whether the system contains records pertaining to him or her by contacting the system manager at the address specified above. The request for information should contain: Name, address, name of system of records, and year that the questionnaire was completed.

Record access procedures:

Same as notification procedure.

Contesting record procedures:

Any individual may obtain information as to the procedures for contesting a record in this system which pertains to him or her by submitting a request to the system manager specified above.

Record source categories:

Information in this system comes solely from farmers and ranchers

who responded to NASS's Farm Costs and Returns Survey.

System exempted from certain provisions of the Act:

None.