

National Agricultural Statistics Service

USDA/NASS-1

System Name:

Agricultural Survey Records, USDA/NASS-1.

Security Classification:

None.

System Location:

Agricultural survey records are located at the following sites:

NASS Headquarters, 1400 Independence Avenue, SW., Washington, DC 20250,

USDA National Information Technology Center (NITC) facility at 8930 Ward Parkway, Kansas City, MO 64114,

U.S. Census Bureau National Processing Center (NPC) facility at 1201 East 10th Street, Jeffersonville, IN 47132,

NASS Field Offices.

The address of each Field Office (FO) is listed in telephone directories of the respective cities under the heading "United States Government, Department of Agriculture, National Agricultural Statistics Service (NASS)," or "USDA's NASS (State) Field Office."

Categories of Individuals Covered by the System:

Farm and ranch operators and agri-businesses.

Categories of Records in the System:

Information on farm and ranch operators and agri-businesses includes name, address, telephone number, and agricultural survey data.

Authority: 7 U.S.C. 2204, 7 U.S.C. 2276, 44 U.S.C. 3501, and the Confidential Information Protection and Statistical Efficiency Act (CIPSEA) of 2002.

Agency Official Responsible for System of Record:

Associate Administrator, National Agricultural Statistics Service, 1400 Independence Avenue, SW.,
Washington, DC 20250.

Purpose(s):

The Agricultural Survey Records system provides effective and efficient electronic survey management, data entry, data collection, data editing, data analysis, and data summarization or tabulation for hundreds of agricultural surveys annually. These surveys cover topics such as crop production, grain stocks, livestock inventories, prices paid and received by farmers and ranchers, farm labor, farm income, farm expenditures, farm numbers, chemical usage, and special follow-on surveys to the Census of Agriculture. The program generates county, State, regional, and national agricultural statistics.

Disclosure of Information:

Disclosure may be made only to sworn NASS employees for the purpose of compiling statistical aggregates at the county, State, regional, and national levels. Data records maintained by NASS are used solely for statistical purposes and are confidential under 7 U.S.C. 2204, 7 U.S.C. 2276, and CIPSEA of 2002. Publications and special summaries do not contain data that would divulge the identity of any individual operator or agri-business.

Routine Use of Records:

To the extent that disclosure will not violate any confidentiality statutes, disclosure will be made to appropriate agencies, entities, and persons if (1) NASS suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) NASS has determined that as a result of the suspected or confirmed compromises, there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by NASS or another entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with NASS' efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

Additionally, this system provides for a routine use disclosure to agency contractors who have been engaged by NASS to assist in the performance of services related to this system of records and who need access to the records in order to perform the activity. Recipients shall be required to comply with the requirements of the Privacy Act of 1974, as amended, pursuant to 5 U.S.C. 552a(m).

Disclosure to Consumer Reporting Agencies:

None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Paper copies are stored inside at the locations identified above. Electronic survey data are stored on NASS and NITC file servers. Some survey paper questionnaires are converted to electronic format at NPC and stored locally on NPC servers. Backup data are stored on magnetic tapes.

Retrievability:

Data are retrieved by unique identification numbers internal to the agency.

Safeguards:

All NASS employees are required to sign a pledge of confidentiality that carries severe legal penalties for violating the pledge. NASS employs physical security controls, logical access controls, technological controls, auditing, and monitoring of controls. Paper questionnaires are stored inside locked file cabinets. Magnetic backup tapes and file servers are secured within areas to which access is limited to authorized personnel only. The NASS Memorandums of Understanding with NPC and NITC contain provisions for (1) network data confidentiality, integrity, and availability, and (2) physical security.

Retention and Disposal:

Retention and disposal practices are in accordance with approved National Archives and Records Administration (NARA) schedules.

System Manager(s) and Address:

Director, Census and Survey Division, National Agricultural Statistics Service, 1400 Independence Avenue, SW., Washington, DC 20250.

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, system of records name, and year that the agricultural survey 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 respondents to NASS agricultural surveys.

Exemptions Claimed for the System:

None.

USDA/NASS-2

System Name:

List Sampling Frame, USDA/NASS-2.

Security Classification:

None.

System Location:

List sampling frame records are located at the USDA National Information Technology Center (NITC) facility at 8930 Ward Parkway, Kansas City, MO 64114.

Categories of Individuals Covered by the System:

Current, recent, and potential farmers, ranchers, and agri-businesses.

Categories of Records in the System:

Information on farmers, ranchers, and agri-businesses includes: name, address, telephone number, age, race or ethnic origin, gender, Social Security Number, Employer Identification Number, and some previous survey or census data (called control data) for efficiently selecting agricultural samples.

Authority: 7 U.S.C. 2204, 7 U.S.C. 2276, 44 U.S.C. 3501, and the Confidential Information Protection and Statistical Efficiency Act (CIPSEA) of 2002.

Agency Official Responsible for System of Record:

Associate Administrator, National Agricultural Statistics Service, 1400 Independence Avenue, SW., Washington, DC 20250.

Purpose(s):

The list sampling frame is used to provide samples of farms, ranches, and agri-businesses for the NASS annual survey program and to provide the mail list for the Census of Agriculture every 5 years. The frame is securely maintained on a database server. The Social Security Number and Employer Identification Number are used to assist in identifying duplication of names between various probability list samples and NASS area frame surveys. They are also used as part of the NASS list building and maintenance process when matching names currently on the NASS list sampling frame with lists maintained by other governmental agencies.

Disclosure of Information:

Disclosure may be made only to sworn NASS employees for the purpose of compiling statistical aggregates at the county, State, regional, and national levels. Data records maintained by NASS are used solely for statistical purposes and are confidential under 7 U.S.C. 2204, 7 U.S.C. 2276, and CIPSEA of 2002. Publications and special summaries do not contain data that would divulge the identity of any individual operator or agri-business.

Routine Use of Records:

To the extent that disclosure will not violate any confidentiality statutes, disclosure will be made to appropriate agencies, entities, and persons if (1) NASS suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) NASS has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by NASS or another entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with NASS' efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

Additionally, this system provides for a routine use disclosure to agency contractors who have been engaged by NASS to assist in the performance of services related to this system of records and who need access to the records in order to perform the activity. Recipients shall be required to comply with the requirements of the Privacy Act of 1974, as amended, pursuant to 5 U.S.C. 552a(m).

Disclosure to Consumer Reporting Agencies:

None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Machine readable name, address, and control data are located at the USDA NITC facility in Kansas City, MO. Data backups are stored on magnetic tapes also located at the NITC facility.

Retrievability:

Data are retrieved by unique identification numbers internal to the agency. List sampling frame records are indexed by a record identifier assigned by each NASS Field Office. Each record also can be accessed by its Social Security Number.

Safeguards:

All NASS employees are required to sign a pledge of confidentiality that carries severe legal penalties for violating the pledge. NASS employs physical security controls, logical access controls, technological controls, auditing, and monitoring of controls. Magnetic backup tapes stored at NITC are secured within areas to which access is limited to authorized personnel only. The NASS Memorandum of Understanding with NITC contains provisions for (1) network data confidentiality, integrity, and availability and (2) physical security.

Retention and Disposal:

Retention and disposal practices are in accordance with approved National Archives and Records Administration schedules.

System Manager(s) and Address:

Director, Census and Survey Division, National Agricultural Statistics Service, 1400 Independence Avenue, SW., Washington, DC 20250.

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, and system of records name.

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 sampling frame are assembled from a variety of sources. Data collected by NASS from the Agricultural Survey Program and Census of Agriculture are also used to update the list sampling frame records.

Exemptions Claimed for the System:

None.

USDA/NASS-3

System Name:

Census of Agriculture Records, USDA/NASS-3.

Security Classification:

None.

System Location:

Census of Agriculture records are located at the following sites:

NASS Headquarters, 1400 Independence Avenue, SW., Washington, DC 20250,

USDA National Information Technology Center (NITC) facility at 8930 Ward Parkway, Kansas City, MO 64114,

U.S. Census Bureau National Processing Center (NPC) facility at 1201 East 10th Street, Jeffersonville, IN 47132.

Categories of Individuals Covered by the System:

Farm and ranch operators.

Categories of Records in the System:

Information on farm and ranch operators includes name, address, telephone number, age, race or ethnic origin, gender, and census agricultural data.

Authority: 7 U.S.C. 2204g, 7 U.S.C. 2276, 44 U.S.C. 3501, and the Confidential Information Protection and Statistical Efficiency Act (CIPSEA) of 2002.

Agency Official Responsible for System of Record:

Associate Administrator, National Agricultural Statistics Service, 1400 Independence Avenue, SW.,
Washington, DC 20250.

Purpose(s):

The Census of Agriculture, conducted every 5 years, measures the economic well-being of farm and ranch operators. This is achieved by collecting, tabulating, and analyzing data on a range of agricultural issues such as crop production, livestock inventories, labor costs, farm-related expenses, assets, and income to provide county, State, regional, and national agricultural statistics.

Disclosure of Information:

Disclosure may be made only to sworn NASS employees for the purpose of compiling statistical aggregates at the county, State, regional, and national levels. Data records maintained by NASS are used solely for statistical purposes and are confidential under 7 U.S.C. 2204, 7 U.S.C. 2276, and CIPSEA of 2002. Publications and special summaries do not contain data that would divulge the identity of any individual operator or agribusiness.

Routine Use of Records:

To the extent that disclosure will not violate any confidentiality statutes, disclosure will be made to appropriate agencies, entities, and persons if (1) NASS suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) NASS has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by NASS or another entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with NASS' efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

Additionally, this system provides for a routine use disclosure to agency contractors who have been engaged by NASS to assist in the performance of services related to this system of records and who need access to the records in order to perform the activity. Recipients shall be required to comply with the requirements of the Privacy Act of 1974, as amended, pursuant to 5 U.S.C. 552a(m).

Disclosure to Consumer Reporting Agencies:

None.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Census paper questionnaires are converted into electronic format at NPC and stored locally on NPC servers. Electronic copies are transmitted to NASS servers located at NITC for storage and processing. Data backups are stored on magnetic tapes.

Retrievability:

Data are retrieved by unique identification numbers internal to the agency.

Safeguards:

All NASS employees are required to sign a pledge of confidentiality that carries severe legal penalties for violating the pledge. NASS employs physical security controls, logical access controls, technological controls, auditing, and monitoring of controls. Paper questionnaires at NPC are stored inside secured spaces. Magnetic backup tapes stored at NITC and NPC are secured within areas to which access is limited to authorized personnel only. The NASS Memorandums of Understanding with NPC and NITC contain provisions for (1) network data confidentiality, integrity, and availability, and (2) physical security.

Retention and Disposal:

Retention and disposal practices are in accordance with approved National Archives and Records Administration schedules.

System Manager(s) and Address:

Director, Census and Survey Division, National Agricultural Statistics Service, 1400 Independence Avenue, SW., Washington, DC 20250.

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, system of records name, and year that the Census of Agriculture 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 responding farmers and ranchers.

Exemptions Claimed for the System:

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

Sious 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.