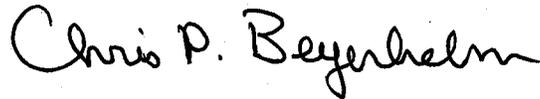


**For:** State and County Offices

**AS400/S36 Disposal and Destruction Notification**

---

**Approved by:** Associate Administrator for Operations and Management



---

**1 Overview**

**A Background**

The AS400 shutdown has been implemented in multiple phases to cease processing MAL transactions, remove system access, upload historical data for archival, and remove the Queue Manager and S36 Objects allowing the machine to be powered off. This notice provides instructions for the final phase of the project, the hardware disposal and destruction.

FSA has awarded the contract for the disposal and destruction of the AS400 machines to Digital Technologies, Inc. (DTI).

DTI will coordinate with each of the designated points of contact to schedule an appointment to dispose/destroy the AS400 machines, hard drives, and all AS400/S36 and CTS-TSD provided backup tapes. The disposal and destruction will happen at a private facility operated by DTI.

**B Purpose**

This notice provides the tasks each State Office and its lead POC need to accomplish for the upcoming AS400 machine and media disposal and destruction

---

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2017	State Office; State Offices relay to County Offices

---

8-30-16 **Page 1**

**Notice IRM-476**

**1 Overview (Continued)**

**C Contacts**

If there are questions about this notice, State Offices shall contact the appropriate employee according to the following table.

<b>Issues</b>	<b>Contact</b>
Certificate of Destruction	<b>Jayne Fern</b> by: <ul style="list-style-type: none"><li>• e-mail to <b>SM.FSA.AS400Shutdown</b></li><li>• Subject: <b>Certificate</b> of Destruction “Headquarters State and County Code”.</li></ul>
Notice Related Questions	<b>Jayne Fern</b> by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b>jayne.fern@kcc.usda.gov</b></li><li>• telephone at 816-926-6641.</li></ul>
Disposal Coordination Issues	<b>Jean Knight</b> by either of the following: <ul style="list-style-type: none"><li>• email to <b>jean.knight@wdc.usda.gov</b></li><li>• telephone at 202-720-0067.</li></ul>
County Office Questions	<b>State Appointed Point of Contact</b>

## Notice IRM-476

### 2 Actions

#### A State Office Action

SED's shall identify a State level POC to coordinate the office's disposal and destruction tasks for their State. The contact name should be provided to Jayne Fern by e-mail no later than September 2, 2016.

#### B County Office Action (CED is POC)

CED or designee shall serve as the POC for each County Office. POC shall:

- identify the number of AS400 machines in each County Office for which the POC is responsible and provide the count to Jayne Fern
- be contacted by DTI to coordinate and schedule a convenient date and time for disposal and destruction tasks
- locate all AS400/S36 and server tapes within their office(s) including any tapes stored off-site and place in one location for collection by DTI

**Note:** In the event that both a County and State Office are in the same city, all tapes should be taken to the State Office location for destruction.

- collect any tapes brought to their office by CTS-TSD representatives from sites which are not collocated in the FSA office
- request the required credentials from DTI confirming their identity and authority to pick up the AS400 machines including hard drives and tapes before any removal occurs
- verify the Chain of Custody Form (Exhibit 1) before the AS400 machines and tapes leave the location

**Note:** The Chain of Custody Form will be completed by DTI.

- approve and sign the Chain of Custody Form.

Chain of Custody Form

Exhibit 1 is available in a fillable format at <http://inside.fsa.usda.gov>. CLICK “Employee Forms” and CLICK “Find Current Forms Using Our Form Number Search”. For “Form Number”, ENTER “Notice IRM-476”.

UNITED STATES DEPARTMENT OF AGRICULTURE Farm Service Agency  <b>CHAIN OF CUSTODY FORM</b> <b>(AS400/S36)</b>		1. Contractor Name and Address  Telephone No. (Area Code):	
<i>NOTE: This form must be completed by the Contractor if the Contractor does not provide their own. The Contractor must complete Items 1 -11B and D(1) and (2). Also Items 12 and 13. FSA POC must print name and sign in Items 11C(1) and (2). Retain file copies.</i>			
2. Case Tracking Number/Work Order Number:			
3. Name of Person From Whom Property is Obtained <input type="checkbox"/> Owner: <input type="checkbox"/> Agency: <input type="checkbox"/> Other:		4. Address  Telephone No. (Area Code):	
5. Location of Property Where Obtained		6. Date Obtained	
7. Purpose for Which Obtained:			
8. Item No.	9. Qty.	10. Description of Articles (Include model, serial no., identifying marks, condition, and value, when appropriate)	
11. Chain of Custody			
A. Item No.	B. Date	C. Relinquished (FSA POC)	D. Received By (Contractor)
		(1) Typed Name	(1) Typed Name
		(2) Signature	(2) Signature
		12. Method of Transfer	
		13. Purpose of Change of Custody	
		(1) Typed Name	(1) Typed Name
		(2) Signature	(2) Signature
		12. Method of Transfer	
		13. Purpose of Change of Custody	