



United States
Department of
Agriculture

Farm
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Agency

Rural
Development

Natural Resources
Conservation
Service

KANSAS

June 16, 2009

KS FAC NOTICE 2009-3

TO: All Kansas FSA, NRCS, and Rural Development Offices
FROM: State Food and Agriculture Council (FAC)
SUBJECT: USDA Service Center File Maintenance Standard

At the April meeting of the State FAC a joint agency committee was created to monitor Service Center (SC) server space and backup issues. Agency representatives Harold Alford (RD), Jim Krueger (NRCS) and Scott Willbrant (FSA) were appointed to the committee. The first recommendation from the committee was to create a baseline folder standard and evaluate server files that could be excluded from backup. The baseline folder standard will assist counties in file awareness and necessity. This will provide each Agency and Information Technology (IT) specialist a reference as to those folders required or needed as opposed to folders that have been created or deployed for particular program needs.

Upon receipt of this memorandum, each SC Agency shall review the following drives. The folders listed shall be the only folders in those paths. Any other data shall be moved to the proper Agency folder, archived to CD or removed. It is recommended the Directors of each Agency in the SC discuss this memorandum and update as a group. All corrective action shall be completed by July 10. IT is not to move or remove data unless SC requires assistance. If SC does not comply, IT will advise Agency committee who will contact SC to resolve corrective action. The official folder structure will be posted and maintained at the Kansas ITS page under "Other Policy and Procedures" > "Field Service Center Server Standard File Structure"
http://www.ks.nrcs.usda.gov/service_center/ITS/

Additional initiatives may be implemented once the committee reviews the results from these recommendations.

Compaq (CCE) Server Standard File Structure

<u>Folder Name</u>	<u>Comment</u>
F:\	
Admin Data	Built at server image, empty
Application Data	Built at server image, empty
Customer Files Toolkit	Holds NRCS toolkit files
FOTG	Contains only NRCS Field Office Technical Guide
Geodata	Only to include the folders listed in Geospatial Dataset Manual
TK_Checkin_Staging	Holds swap data for toolkit producer files
USDA	Built at server image, empty
Scripts	Built at server image, empty

There shall be no additional folders or data outside these folders. Anything other than the defined folders shall be moved to the proper agency folder, archived to CD or deleted

The following folders were found on a few servers, under F:\ and **should be removed**:

Acosts	Temp	XP Documentation
Ccsr	Toolkit Archive	Weq
INET		

<u>Folder Name</u>	<u>Comment</u>
S:\	
Application Data	Built at server image
Datupdate	Built at server image
Engineering	NRCS
Instruct	Built at server image
NRCS_COOP	NRCS
Security	Built at server image
Service Center	Built at server image
Temp	Created for temporary file transfer (<30 days), delete after use.
USDA Bulletins	Built at server image
USDA Notices	Built at server image

There shall be no other folders or data outside these folders. Anything other than the defined folders shall be moved to the proper agency folder, archived to CD or deleted. Temp folder can be used by SC or IT for temporary transfer of data (< 30 days) and deleted after use.

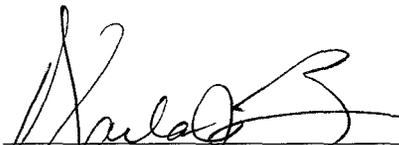
<u>Folder Name</u>	<u>Comment</u>
S:\Service Center	
Conservation District	Built at server image
FSA	Built at server image
ITS Contingency Plan	Required by ITS to hold Service Center Security Plans
NRCS	Built at server image
RCD	
RD	Built at server image
Producer_Maps	Created by STO (for GIS maps without attributes and updated quarterly)

There shall be no other folders or data outside these folders. Anything other than the defined folders shall be moved to the proper agency folder, archived to CD or deleted.

The following folders were found on a few servers under S:\Service_Center and **should all be removed**:

- Temp
- Address Conversion (old data)
- Fillable Forms 4-CD (old data)
- CRPSCENARIOS


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