



United States
Department of
Agriculture

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Natural
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October 1, 2007

KS FAC NOTICE: 2007-4

TO: All Kansas FSA, NRCS, Rural Development Offices
FROM: State Food and Agriculture Council (FAC)
SUBJECT: Kansas USDA Service Center Agency (SCA) Backup Administrators

Response Due By: November 1, 2007

The local FAC representatives will designate at least two persons to serve as local site co-backup administrators responsible for server backups. The "Field Service Center Backup Policy and Procedures Guide" can be found at <http://www.ks.nrcs.usda.gov/partnerships/ITS/index.html>. Section 2.1 in the "Field Service Center Backup Policy and Procedures Guide" details the tasks required for the backups. Sections 2.6 through 2.13 explain further how to carry out these duties. There should be one backup administrator for each agency at the service center; i.e. FSA, RD and NRCS would each have a backup administrator where an agency has a presence.

Service center agency backup administrators are encouraged to share information, computer knowledge and methods.

Sections 2.3 through 2.5 describe the requirements for the on-site and off-site storage locations for the tapes. The weekly complete backups will be stored at an off-site location. The differential tapes will remain on-site. The off-site location for the complete backups can be a safe deposit box at a local bank, a commercial off-site storage facility with controlled access, or another USDA office that is in the same town (as long as it is more than one block away from the office). The off-site location needs to be accessible by all of the backup administrators at each location.

All Kansas service centers will follow a 6-week rotation for the complete backups.

Each service center will fill in the attached Service Center Backup Information sheet and return to Kristine Becker, Information Technology Services (ITS), by fax at 785-823-4540, or email to kris.becker@ks.usda.gov by November 1, 2007.

Problems with backups should be reported to the ITS computer specialist responsible for your office. If your ITS computer specialist cannot be reached, contact the ITS staff at any of the agency state offices, or click the TSD icon on your PC desk tray for a list of computer specialists.

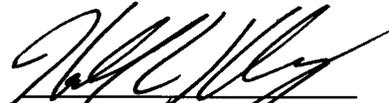
Section 2.11 describes cleaning the tape drive. The cleaning tape should be used once a month to properly maintain the tape drive.

Replacement or additional data and/or cleaning tapes for the Compaq Server can be requested by contacting an ITS computer specialist serving your office.

If you have any questions, please contact Jim Parker, Kansas ITS Group Manager
785-539-0530, ext 248.



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