

PART 2033 - RECORDS

Subpart F - Association and Organization State and Area Office
Records and Reporting System

§ 2033.251 Rural community facilities, State and Area Office records, and reporting systems.

(a) This subpart gives procedures for establishing Rural Development State and Area Office records to provide data needed to administer Community and Business programs. The primary reference for specific data needs is the Rural Community Facilities Tracking System (RCFTS) Users Guide which is available in any State or Area Office.

(b) RCFTS provides Rural Development management with information on current rural community facilities and historical data on each applicant or borrower. RCFTS provides information needed by management at Local, Area, State, and National levels. Information from the RCFTS is also used to provide statistical data to Rural Development and Members of Congress. This system enables Rural Development to obtain accurate up-to-date information on the status of any facility, borrower or loan, with minimum disruptions of normal work activities.

(c) State Directors must establish procedures to assure that complete and accurate information is input into the RCFTS records on a timely basis. This data is essential to ensure availability of quality information at all levels of management within the agency, to the Department and to the public.

§§ 2033.252 - 2033.260 [Reserved]

§ 2033.261 Composition and use.

(a) Maintaining the recordkeeping system. RCFTS is divided into two separate subsystems - Community Programs (CP) and Business and Industry (B&I).

(1) The CP subsystem contains the records for Water and Waste Disposal (WWD) and Community Facility (CF) program areas, including the following programs administered by CF:

Watershed Protection and Flood Prevention
Resource Conservation and Development Loans
Economic Opportunity Cooperative Loans
(unincorporated)
Recreation Association Loans

Distribution: WSA

Administrative Services
Records

Industrial Development Grants
Appalachian Regional Commission Grants - (may also
be administered by WWD)
Indian Tribe and Tribal Corporation Loans
Section 601 Energy Impacted Area Development
Assistance Grants

(2) The B&I subsystem contains records for the B&I program area, including Drought and Disaster Loans, Health and Human Services Rural Development Loan Fund Loans, Intermediary Relending Program Loans, and Economic Opportunity Cooperative Loans (incorporated).

(b) Record types. Each subsystem contains three record types:

- (1) Applicant/Borrower data.
- (2) Facility data.
- (3) Loan/Grant Request data.

Data to maintain the records in each subsystem will be input and updated as needed by the designated State or Area Office. Input information will be obtained from loan and/or grant documents; e.g., preapplications, applications, letters of conditions, project summaries, legal documents, obligating documents, running records, financial reports, etc.

(c) Forms RD 2033-33, "Management System Card - Community Programs," and 2033-34, "Management System Card - Business and Industry Programs."

(1) Use of the Management System Card, as a recordkeeping system, is no longer necessary due to the enhancements in RCFTS. Each State may determine whether or not all information will be entered on the cards. One card with basic information, such as borrower and lender name, address and phone number, type of loan, etc., may be kept for each applicant/borrower.

(2) Card File. File Management System Cards in a card box divided into active and inactive parts for each program area.

(3) Filing sequence. File cards alphabetically by name of applicant or borrower.