



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

February 9, 2010

## IOWA INTRAOFFICE INSTRUCTION 120-187 – FILING DOCUMENTS AND FOLDERS ON THE STATE OFFICE SHARED DRIVE

### Part 187.0 PURPOSE

This Iowa Intraoffice Instruction provides instruction on filing documents and folders on the State Office shared drive.

### Part 187.1 SCOPE

These instructions will be followed by all State Office employees.

### Part 187.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

### Part 187.3 EXHIBITS

See the attachment.

/s/ Richard Sims  
State Conservationist

Attachment

SOE

(IA Instruction 120-187 First Edition – February 2010)

*Helping People Help the Land*

An Equal Opportunity Provider and Employer

IOWA INTRAOFFICE INSTRUCTION 120-187 – FILING DOCUMENTS AND FOLDERS ON THE  
STATE OFFICE SHARED DRIVE

1. PURPOSE:

This Iowa Intraoffice Instruction provides instruction on filing documents and folders on the State Office shared drive.

2. ROLES AND RESPONSIBILITIES:

From now on, all folders on the State Office shared drive will be named with the file subject number and three-letter designation. There will be one State Office staff person responsible for each subject and for keeping those folders current.

By February 26, 2010, each State Office staff person listed on the attachment needs to move the folders that are currently on the State Office shared drive into the appropriate folder, or delete or move any files or folders that are no longer needed.

3. PROCESS:

See the list of file codes for each subject. Contact Lisa Hobbs, Secretary, at 515 323-2611 or Carolyn Christian, Administrative Assistant, at 515 323-2217 if you have any questions about file codes.

Approved By:

/s/ Richard Sims  
State Conservationist  
Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

Date:

February 12, 2010

<b>File Code</b>	<b>Subject</b>	<b>State Office Staff Responsible</b>
110 – ADM	Management	ASTC-M
120 – ADS	Administrative Services	ASTC-M
130 – AGN	Agency General	ASTC-M/STC Exec. Asst.
140	Reserved	
150 – BAP	Basin & Area Planning	ASTC-WR
160 – BDG	Budget Planning & Analysis	ASTC-M
170 – CGI	Cartography & Geographic Information Systems	SSS
180 – CPA	Conservation Planning & Application	SRC
190 – ECS	Ecological Sciences	SRC
200 – ECN	Economics	ASTC-WR
210 – ENG	Engineering	SCE
220 – ENV	Environmental Coordination	SRC
230 – EOP	Equal Opportunity	ASTC-M
250 – FNM	Financial Management	ASTC-M
260 – INF	Public Information	PAO
270 – IRM	Information Resources Management	ASTC-M
280 – INC	International Conservation	SRC
290 – INV	Resources Inventory	SSS
300 – LTP	Land Treatment Programs	ASTC-WR
310 – LNU	Land Use	ASTC-WR
320 – LEG	Legislative Affairs	PAO
330 – MGT	Operations Management	ASTC-O
340 – SPA	Strategic Planning & Accountability	ASTC-O
360 – PER	Personnel	ASTC-M
390 – PDM	Project Development & Maintenance	ASTC-WR
400 – PPC	Public Participation Coordination	PAO
410 – RDV	Rural Development	ASTC-WR
420 – SSC	Social Sciences	ASTC-WR
430 – SOI	Soil Survey	SSS
440 – PGM	Programs	ASTC-P
450 – TCH	Science & Technology	SCE/SRC
460 – WQP	Water Quality Project Implementation	ASTC-WR