



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

March 12, 2010

IOWA INSTRUCTION 230-387 - GUIDANCE AND RESOURCES FOR UPDATING NRCS 230 – EQUAL OPPORTUNITY FILES

Part 387.0 PURPOSE

This Iowa Instruction provides guidance and resources to be used in local offices that will allow maintenance of accurate and updated NRCS 230 – Equal Opportunity files in each office.

Part 387.1 SCOPE

These instructions will be followed by all NRCS offices statewide.

Part 387.2 FILING INSTRUCTIONS

File a paper copy of this Iowa Instruction and the attachments in the NRCS file system under 230 – Equal Opportunity.

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 387.3 EXHIBITS

See the attachments.

/s/ Richard Sims
State Conservationist

Attachments

E

(IA Instruction 230-387 First Edition – March 2010)

Helping People Help the Land

An Equal Opportunity Provider and Employer

IOWA INSTRUCTION 230-387 – GUIDANCE AND RESOURCES FOR UPDATING NRCS 230 – EQUAL OPPORTUNITY FILES

1. PURPOSE:

This Iowa Instruction provides guidance and resources to be used in local offices that will allow maintenance of accurate and updated NRCS 230 – Equal Opportunity files in each office.

2. BACKGROUND:

As a result of the FY09 Civil Rights Compliance Reviews completed in Iowa, the most frequent finding of necessary corrective action identified was to improve accuracy and maintenance of 230 – Equal Opportunity files in local offices. Since this is a recurring civil rights review finding, Iowa NRCS leadership approved the Civil Rights Advisory Committee (CRAC) to include an action item on the CRAC FY10 Business Plan to provide statewide instruction and the necessary resources to enable offices to ensure accurate and updated files.

A system was developed previously in Area 2 that has been successful in assisting offices with the 230 – Equal Opportunity files. A similar system is being distributed for use statewide.

3. EXPLANATION:

Required documentation and or information in the 230 – Equal Opportunity files should be retained for three years, unless otherwise specified. If there is outdated material which meets the disposition schedule, however is still used for reference, this information could be retained in the 230 – Equal Opportunity-General File. A minimum of four files will be kept and are as follows:

File Code	File Subject	Order Required
230-0	Equal Opportunity-General File	1 st File Folder
230-11	Equal Opportunity-Complaint System	2 nd File Folder
230-15-11	Equal Opportunity-Civil Rights-Community Outreach	3 rd File Folder
230-15-12	Equal Opportunity-Civil Rights-Delivery of Services	4 th File Folder

The key word is minimum. You can have more if it suits your file system.

Attached are 230 – Equal Opportunity “Checklists” to be affixed to each separate file, listed above, within the 230 – Equal Opportunity files. It is suggested that the checklists be printed on large labels and attached to the front of each separate file. Although, local offices can determine the preferred method to affix the checklists.

Additionally, this Instruction provides a set of “Cross References” that can be used to identify the location of required documents to be included in the 230 – Equal Opportunity files. This is an optional method of documenting specific required information to eliminate extra paper in files.

Any questions regarding this process can be directed to Human Resources staff, at 515-284-4587.

Approved By:

Date:

/s/ Richard Sims

03/03/2010

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