



Natural Resources Conservation Service  
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April 29, 2008

GENERAL MANUAL  
PA120.408.43 – Processing Requests  
Supplement No. 1 (Part 408)

SUBJECT: FREEDOM OF INFORMATION (FOIA) REQUESTS FOR EQIP

Purpose. To clarify restrictions on the release of contract information.

Effective Date. This Supplement is effective when received.

Background: Several TSP's have made FOIA requests. In order to make contact with our customers, the TSP's are calling local offices and requesting contract information.

Filing Instructions. This Supplement should be filed in Title 120, Part 408.43 of the General Manual.

/s/ William J. Bowers, Acting

CRAIG R. DERICKSON  
State Conservationist

DIST: AO



## Subpart C – Right to Public Information

### 408.43 **Processing requests.**

(d)(1) TSPs and others can make Freedom of Information Requests (FOIA) to the State Conservationist for information on USDA program participants. They are given the information by county and contract amount. If requested, the information may be sorted for a specific practice. Contact information such as mail or e-mail addresses, and telephone numbers are not given as a part of the FOIA request and should not be given by local field offices.