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SUBJECT: ADS – Personal and Shared Office Workspace and Files

Purpose. To advise employees of expectations regarding workspace and files

Expiration Date. September 30, 2011

In an effort to maintain an organized, professional, and safe workplace environment, which includes the protection of personal identifiable information (PII), please review the following expectations regarding workspace and files:

- Personal workspace should be organized and maintained in a professional manner.
- All materials on shelving should be kept to acceptable and safe heights.
- Items atop filing cabinets should be limited to small décor items, plants, or mail receptacles.
- Materials should not extend into walkways and all walkways should provide three feet of clear passage.
- Storage areas (i.e., the garage) should be organized and maintained in a professional manner. All materials should be stored on designated shelving, leaving walkways free of material.
- All file folders and other materials containing PII should be stored in a locked cabinet at the end of each workday. At no time should files containing PII be left out overnight in any office workspace.

Contact: Rhonda Sulsar, 785-823-4521 or rhonda.sulsar@ks.usda.gov

(Signed)

ERIC B. BANKS
State Conservationist

DIST: S(E)