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December 2, 2011

KANSAS BULLETIN NO. KS340-12-3

SUBJECT: SPA—Dissemination of Official and Unofficial Data

Purpose. To provide guidance to Kansas Natural Resources Conservation Service (NRCS) employees regarding dissemination of official and unofficial data, data requests, and proper citation

Expiration Date. September 30, 2013

[National Instruction 340.300](#) and subsequent emails from National Headquarters provide guidance on dissemination of official and unofficial data to the public. Data refers to all reports, tables, maps, spreadsheets, and databases that include NRCS information hereafter referred to as data. The previously referenced National Instruction and this bulletin in no way change the policies and safeguarding for Personal Identifiable Information (PII) or Freedom of Information Act (FOIA) requests.

All official and unofficial data generated by Kansas NRCS employees and intended for use outside the agency shall be reviewed and approved by the appropriate Management Team member. The exception to this is county data provided directly from the field office to the conservation district for board meetings, annual conservation district meetings, etc. This data must be marked unofficial or preliminary and identified with appropriate citations discussed later in this bulletin.

Only data originating from the Resource Economic, Analysis and Policy (REAP) Division Data and Information Team is considered official NRCS data. REAP works primarily with three key operational databases: Program Contracts System (ProTracts), National Easement Staging Tool (NEST), and the Foundation Financial Information System (FFIS). In addition, REAP also works with agency data stewards regarding the National Conservation Planning (NCP) database and several other research databases. REAP data should first be obtained from the Accountability tab on my.NRCS. The Program Data Summaries section contains quarterly snapshots that may satisfy a request. If the my.NRCS quarterly snapshots do not meet the needs of the request, contact Muriel Morgenthaler to initiate a request for REAP data. Include the following information in your request.

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- Requestor name, and contact information
- Data request—what information do you need?
- Purpose—what question(s) are you answering?
- Audience—to whom will data be provided?
- Date needed
- Comments if necessary

All NRCS data originating from a source other than REAP is considered unofficial or preliminary and must indicate on the information “Data provided was not obtained through Resource Economic Analysis and Planning Division (REAP) and as such is considered unofficial or preliminary.”

All official or unofficial data must contain a descriptive title that clearly states the information provided. Citation information must also be included and contain the source, date, and contact person. If calculations are required, then the calculation date must also be cited.

Example citation of official REAP data:

Source: USDA, NRCS, ProTracts (10/01/2011) Calculated (11/14/2011)

Source: USDA, NRCS, Foundation Financial Information System (FFIS) (10/01/2011)

Contact: USDA, NRCS, REAP, Data Information Team (DIT) (301) 504-2314

Example citation of unofficial or preliminary data:

Data provided was not obtained through Resource Economic Analysis and Planning Division (REAP) and as such is considered unofficial or preliminary.

Source: USDA, NRCS, National Conservation Planning (NCP) database (11/14/2011)

Contact: USDA, NRCS, Kansas State Resource Conservationist (785) 823-4500

Contact: Muriel E. Morgenthaler, Secretary, 785-823-4565 or muriel.morgenthaler@ks.usda.gov.

(signed)

ERIC B. BANKS
State Conservationist