

General Manual
Title 120 - Administrative Services

Part 408 - Records
Subpart B - Files Maintenance

KS408.23 Filing system.

(c) For the purpose of filing Public Law 83-566 (PL-566) and Resource Conservation and Development (RC&D) dam construction materials, the area and field offices (FOs) should use the following guidelines.

1. One folder should be set up to file general RC&D or watershed-related materials such as minutes of board meetings, general watershed, or RC&D correspondence. The folder for a watershed should be assigned the file code 390-11. For an RC&D, the folder should be assigned the file code 390-13.

2. A separate folder should be set up for each site. If it is desirable to group specific material within a particular site (i.e., operation and maintenance), divider sheets may be used within the folder. For PL-566 sites, assign file code 390-11-5. Any material that is site-specific should be filed in this folder such as landrights, correspondence, engineers' reports, and as-built drawings. For material such as project agreements and site-specific contract correspondence that might refer to more than one site, material should either be duplicated for each folder or cross-referenced.

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KS408.31 Electronic records.

The area and field offices in Kansas will file correspondence electronically per the Records Guide filing system.

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Subpart C - Freedom of Information Act and Privacy Act

KS408.43 Processing Requests.

(b) The State Administrative Officer serves as the Freedom of Information Act/Privacy Act Officer for Kansas.

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Subpart D - Exhibits

KS408.63 NRCS Records Guide.

<p>120-11-11-11 BIDS AND PROPOSALS</p>	<p>Area and field offices (FOs) are to file this material in the applicable site file as outlined in Section KS408.23(c)(2). Disposition is in accordance with 120-11-11-11 [General Records Schedule] (GRS)-3/5(b)(1)].</p>
<p>120-11-11-13 CONTRACTS</p>	<p>Area and FOs are to file Public Law 83-566 (PL-566) and Resource Conservation and Development (RC&D) dam construction material in the applicable site file as outlined in Section KS408.23(c)(2). Disposition is in accordance with 120-11-11-13(c) and (d) [GRS-3/3(c) and GRS-3/11].</p> <p>Keep program contracts three years after completion of the contract.</p>
<p>120-12 FEDERAL ASSISTANCE AGREEMENTS</p>	<p><u>Disposition: Natural Resources Conservation Service (NRCS)/Comprehensive Records Schedule (CRS)-115</u></p> <p>3. Expired educational agreements should be sent to the Management Services Staff at the state office (SO) for further disposition.</p>
<p>120-12-11-11 OPERATION AND MAINTENANCE (O&M)</p>	<p>Area and FOs are to file this material in the applicable site file as outlined in Section KS408.23(c)(2). Disposition is in accordance with 120-12-11-11 [NRCS CRS-110(b)].</p>
<p>120-12-11-12 REAL PROPERTY (LANDRIGHTS) INTEREST</p>	<p>Area and FOs are to file this material in the applicable site file as outlined in Section KS408.23(c)(2). Disposition is in accordance with 120-12-11 [CRS-110(b)].</p>
<p>120-12-11-14 PROJECT</p>	<p>Area and FOs are to file this material in the applicable site file as outlined in Section KS408.23(c)(2). Disposition is in accordance with 120-12-11 [CRS-110(b)].</p>

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180-12-11 PLANNING	<p>Case files will be filed alphabetically either by community groups or an entire FO.</p> <p>Case files for the Food Security Act (FSA) Compliance Plans will be filed in FOs in one of the following ways: (1) numerically by Farm Service Agency tract number, (2) alphabetically by last name of the landowner, or (3) alphabetically by last name of the producer. All the case files pertaining to a Farm Service Agency farm number, landowner, or producer can be placed in an accordion-type folder in the files if such a method of filing will assist the FO personnel in retrieving case files for servicing. Conservation Reserve Program contracts can be filed in the accordion-type folder with the FSA Compliance Plan or kept in separate files as currently maintained in many FOs.</p>
210-12 CONSTRUCTION	<p>Area and FOs are to file this material in the applicable site file as outlined in Section KS408.23(c)(2). Disposition is in accordance with 210-12 (NRCS/CRS-88, 90, and 91). This applies to all tertiary subjects including 210-12-11 through 210-12-17.</p>
210-13 DESIGN	<p>Area and FOs are to file this material in the applicable site file as outlined in Section KS408.23(c)(2). Disposition is in accordance with 210-12 (NRCS/CRS-88, 90, and 91). This applies to all tertiary subjects including 210-13-11 through 210-13-21.</p>

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<p>210-28 DAM SAFETY</p>	<p>Area and FOs are to file this material in the applicable site file as outlined in Section KS408.23(c)(2).</p> <p>Dam safety case files for PL-566 and RC&D structures will be maintained at the SO and disposed of in accordance with 210-28 (NRCS/CRS-95).</p> <p>Dam safety case files for all other inventory-size dams will be maintained by the FO in the county where the structure is located. These case files will be transferred to the SO for transfer to the Federal Archives and Records Center (FARC) five years after the structure is no longer functioning and no further studies or inspections are required.</p> <p>12. O&M inspection reports for all structures (including PL-566 and RC&D) within a county will be maintained at the FO. Area and FOs are to file this material in the applicable site file as outlined in Section KS408.23(c)(2). These case files will be transferred to the SO for transfer to the FARC five years after the structure is no longer functioning and no further studies or inspections are required.</p> <p>15. Moisture and Density Determinations</p> <p>16. Construction and Material Specifications</p>
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260-20 PHOTOGRAPHY	Follow the NRCS photo gallery's subject categories for cataloging images.		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Artwork (ART) Backyard Conservation (BYC) Buffers (BU) Conservation (CON) <ul style="list-style-type: none"> District (CD) Education (CED) Planning (CP) Systems (CS) Tillage (CT) Contour Farming (CONF) Cover Crops (CC) Crops (CR) Dams (D) Drainage (DR) Energy (EN) Erosion (ER) <ul style="list-style-type: none"> Water (ER WA) Wind (ER WI) Events (EV) Fire (FI) Floods (FLD) Grass (GR) Grassed Waterways (GRW) Hay (HAY) Historical (HIS) Irrigation (IRR) Livestock (LI) </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Manure Management (MM) Natural Disasters (ND) Nutrient Management (NM) Pasture (PAST) People (PEO) Pest Management (PM) Plants (PL) Ponds (PND) Rangeland (RANGE) Resource Conservation and Development (RC&D) Recreation (REC) Scenic (SCN) Sediment (SED) Soils (SOIL) Stripcropping (STR) Technology (TECH) Terraces (TER) Trees (TRE) Urban (URB) Water (W) Watersheds (WSHD) Wetlands (WET) Wildlife (WL) Windbreaks (WB) Woodland (WOOD) </td> </tr> </table>		<ul style="list-style-type: none"> Artwork (ART) Backyard Conservation (BYC) Buffers (BU) Conservation (CON) <ul style="list-style-type: none"> District (CD) Education (CED) Planning (CP) Systems (CS) Tillage (CT) Contour Farming (CONF) Cover Crops (CC) Crops (CR) Dams (D) Drainage (DR) Energy (EN) Erosion (ER) <ul style="list-style-type: none"> Water (ER WA) Wind (ER WI) Events (EV) Fire (FI) Floods (FLD) Grass (GR) Grassed Waterways (GRW) Hay (HAY) Historical (HIS) Irrigation (IRR) Livestock (LI) 	<ul style="list-style-type: none"> Manure Management (MM) Natural Disasters (ND) Nutrient Management (NM) Pasture (PAST) People (PEO) Pest Management (PM) Plants (PL) Ponds (PND) Rangeland (RANGE) Resource Conservation and Development (RC&D) Recreation (REC) Scenic (SCN) Sediment (SED) Soils (SOIL) Stripcropping (STR) Technology (TECH) Terraces (TER) Trees (TRE) Urban (URB) Water (W) Watersheds (WSHD) Wetlands (WET) Wildlife (WL) Windbreaks (WB) Woodland (WOOD)
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290-11 INVENTORY	<p>(a) 2. National Resources Inventory (NRI) data and case file disposition for field and area offices:</p> <ul style="list-style-type: none">(i) Imagery that contains segments, Primary Sample Units (PSUs) or point locations are to be transferred to the state office to the attention of the State Resources Inventory Coordinator (SRIC).(ii) Overlays, PSU support maps, and worksheets used for data collection are to be transferred to the state office to the attention of the SRIC.(iii) All previously published reports including summaries, conservation needs inventories, basic statistics, and Kansas Resource Inventories should be destroyed or recycled.(iv) Electronic support files for each data collection cycle should be deleted after the data entry has been completed.(v) Electronic reports provided by the SRIC to field, area, or state office staff should be destroyed when no longer needed for reference.
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<p>300 LAND TREATMENT PROGRAM</p>	<p>The following items are to be kept in the official correspondence files in a folder labeled 300-5 “FSA Reviewable Record: A copy of the Food Security Act (FSA) information plan, lists of persons attending FSA information meetings, and any other items you want to include to show what has been done to inform all landowners and operators about the conservation provisions of the act. This file will make it easy for FO personnel to show others what has been done to inform all landowners and/or operators of the conservation provisions of the FSA of 1985.</p> <p>Within the Kansas Quality Assurance Plan, the quantities for reviews are listed by program, which includes both applications and/or contracts.</p> <p><u>Disposition: NRCS/CRS-28</u></p> <p>3. Cost-sharing - Maintain cost lists and program payment schedules for 13 years at state and area levels. Cost lists and payment schedules are available online for FO access. The SO maintains the “official” cost lists and payment schedules.</p>
<p>300-11 FSA ASSISTED ACTIVITIES</p>	<p>The NRCS copy of the Form AD-862s will be retained until the end of the next fiscal year following the year that the Form AD-862 was completed.</p>
<p>390-11 WATERSHED PROTECTION (PL-83-566)</p>	<p>(b) Area and FOs are to file this material in the applicable site file as outlined in Section KS408.23(c)(2). Disposition is in accordance with 390-11(b) (NRCS/CRS-38 and 39).</p>
<p>390-13 RC&D</p>	<p>(b) Area and FOs are to file this material in the applicable site file as outlined in Section KS408.23(c)(2). Disposition is in accordance with 390-13(b) (NRCS/CRS-32).</p>