

# TECHNICAL NOTE

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USDA NATURAL RESOURCES CONSERVATION SERVICE PACIFIC ISLANDS AREA

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## Conservation Planning Technical Note 2

### CONSERVATION PLAN, CONTRACT AND COMBINED FOLDER CHECKLISTS

#### Coversheet

This coversheet transmits three checklists which have been revised to insure accurate information and to meet current policy requirements:

- Conservation Plan Folder Checklist
- Contract Folder Checklist
- Combined Conservation Plan and Contract Folder Checklist

The checklists shall be used to organize the contents of conservation plan folders, contract folders, and combined conservation plan and contract folders in the Pacific Islands Area.

It is up to each field office to decide if they want to have separate folders or combined folders, as long as all their office folders are organized the same way. These checklists shall be used for new folders only. Existing folders do not need to be redone.

The Checklists will continue to be revised on an as needed basis.