



Natural Resources Conservation Service
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**GENERAL MANUAL (GM)
120 – ADMINISTRATIVE SERVICES
AMENDMENT ID 25**

SUBJECT: NOTICE OF PRIVACY ACT SYSTEM OF RECORDS – OWNER, OPERATOR OR PRODUCER FILES

Purpose: The purpose of this amendment is to announce the release and provide guidance on the new worksheet for the Authorization for NRCS Release of Conservation Plan File Information.

Effective Date: Upon Receipt

Background: Conservation plans and other information in NRCS case files are official NRCS records and are therefore protected by the Federal Privacy Act of 1974. To comply with the Federal Privacy Act of 1974, agency policy and stipulations of the new Farm Bill, the Idaho NRCS has developed a standard one-page worksheet for the Authorization for NRCS Release of Conservation Plan File Information.

Filing Instructions:

File behind General Manual 120 – Administrative Services, Part 408 Subpart C 408.45.

IF a manual is kept on site, please copy Idaho Amendments on green paper before inserting into the General Manual.

The current Title 120-General Manual, Part 408 - Records, April 2007 can be accessed on the national electronics directives site at <http://policy.nrcs.usda.gov/>. This worksheet has also been posted with the conservation planning forms on the Idaho Technical Services website (http://www.id.nrcs.usda.gov/technical/cons_forms.html). Field Offices are not required to keep a hard copy of the General Manual. This information will be posted on the Idaho NRCS intranet for future reference.

/s/

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State Conservationist

Attachment

DIST: GM

