



Natural Resources Conservation Service  
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August 31, 2010

**GENERAL MANUAL (GM)  
120 – ADMINISTRATIVE SERVICES  
AMENDMENT ID 26**

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

**Purpose.** The purpose of this amendment is to provide guidance on how and when NRCS is authorized to release information about an owner's, operator's, producer's or participant's project with NRCS under the Freedom of Information Act and to whom.

**Effective Date.** Upon receipt

**Background.** This amendment supplements national policy with the guidelines that Idaho employees are to follow before releasing information from a case file or a specific project including but not limited to conservation plans and practices.

**Filing Instructions.** Field offices are not required to keep a hard copy of the General Manual. **IF** a manual is kept on site, please copy Idaho Amendments on green paper before inserting in the General Manual. File behind General Manual 120 – Administrative Services, Part 408, Subpart C 408.45. This information will be posted on the Idaho NRCS intranet for future reference.

**JEFF BURWELL**  
State Conservationist

Attachment

