

## Part 402 – Civil Rights Policies

### Subpart D – Filing Requirements

#### 402.0 Purpose

A. This Iowa Instruction provides guidance and resources to be used for maintenance of accurate and updated NRCS 230 Equal Opportunity (EO) files in electronic format for all Iowa NRCS offices and employees.

B. This edition replaces IA Instruction 230-387 Second Edition – April 2014 dated April 8, 2014. The previous edition guided staff to place files on the SharePoint. The new guidance provides direction to place documents on the Shared Drive.

#### 402.1 Background

To meet and maintain regulatory compliance regarding EO 230 file management and accountability, this Iowa Instruction is provided in accordance with Title 230, General Manual, Part 402, Subpart D, which requires state and field offices to establish and maintain electronic 230 files.

#### 402.2 Procedures

A. The official electronic filing system for EO materials is set up on the Iowa NRCS Statewide Shared Drive located at: *IADES\Shared\NRCS\NRCS statewide shared\230 EOP Equal Opportunity\EEO 230 library*. This electronic filing system eliminates the need to file hard copies of EO materials in file drawers. Iowa NRCS Statewide Shared Drive can be accessed by clicking on this link:

[\\aioiades3fp1\IADES\Shared\NRCS\NRCS\\_statewide\\_shared\230\\_EOP\\_Equal\\_Opportunity\EEO 230 Library](\\aioiades3fp1\IADES\Shared\NRCS\NRCS_statewide_shared\230_EOP_Equal_Opportunity\EEO_230_Library).

B. Posting and Viewing Statewide Materials - State Office Programs and State Office Management & Strategy staff will file and maintain copies of statewide EO materials on the Statewide Shared Drive for use by all employees. Special Emphasis Program material will be filed on the State Office Statewide Shared Drive by each SEPM.

C. Field Office Postings - Field Office employees will electronically file EO materials applicable only to their county on the Iowa NRCS Statewide Shared Drive. To post and access the material, individual field office EO folders are located under area folders at the “EEO 230 File System.” Example materials to post to the field office filing systems include, but are not limited to, Civil Rights Compliance Reviews, Civil Rights Review Performance Reports, and Outreach Reports and Logs.

D. Guidelines - The EO file codes can be found in the official Records Guide located in the Title 120, General Manual, Part 408, Subpart D, Section 408.61. This document provides the content filing instructions and provides the disposition in retaining each file’s content. Attached is the filing system guide that was used in setting up Iowa’s electronic filing system.

#### 402.3 Contact

Contact Jaia Fischer, Assistant State Conservationist for Management and Strategy at (515) 323-2225 or your respective area Administrative Management Assistant, if you have questions.