



Natural Resources Conservation Service  
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April 14, 2003

**OKLAHOMA BULLETIN NO. OK 340-3-3**

**SUBJECT: SPA – Quality Assurance Filing**

**Purpose: To provide guidance on filing documents pertaining to quality assurance activities**

**Expiration Date: September 30, 2003**

The Natural Resources Conservation Service conducts a variety of quality assurance reviews as directed by several different policy guidance documents. Documents developed during these various review processes must be retained for future reference and documentation. The following policy guidance is provided to ensure consistent filing of quality assurance documents related to:

- Quality assurance reviews
- Practice Reviews
- 5% Spot-checks
- Conservation planning quality assurance reviews
- Program quality assurance reviews

A filing system will be established under 340 – 4 – (Each subject listed above). Documents (reports, quality assurance forms, pending items, follow-up correspondence, and summary of practices) pertaining to each of these subjects will be filed in the appropriate file folder and retained according to the appropriate disposition schedule.

/s/ (Leslie R. Conner - Acting)

M. DARREL DOMINICK  
State Conservationist

DIST: AE