



June 15, 2004

OKLAHOMA BULLETIN NO. OK120-4-3

SUBJECT: ADS – File Management

Purpose: To provide clarification on filing of materials.

Expiration Date: September 30, 2004

The Natural Resources Conservation Service provides written communications through a variety of media. The increased use of electronic transmittal, coupled with hard copy (paper) transmittal, has created confusion in what, if any, materials must be filed. During the Zone 4 Quality Assurance Review, it was determined that guidance was needed to ensure proper retention of communications materials transmitted electronically and/or in hard copy format.

Materials such as bulletins are posted electronically online and will not require a hard copy filing. Other materials, such as Technical Guide supplements, Manuals, Handbooks, etc., will be distributed with filing instructions. Employees should follow the filing instructions to determine retention procedures.

The NRCS is moving to an electronic filing system and further guidance will be provided as new filing procedures are implemented. Regardless of the filing system, employees should systematically read transmitted instructions to ensure guidance is properly communicated and understood. Questions concerning this information should be directed to your State Leadership Team contact.

/s/ (John Glover – Acting)

M. DARREL DOMINICK
State Conservationist

DIST: AE