

IOWA INSTRUCTION 120-380 – PRIVACY ACT-NOTIFICATION AND AUTHORIZATION
TO RELEASE INFORMATION

1. PURPOSE:

This Iowa Instruction provides the procedures that authorize the Iowa NRCS offices to release specific information as requested by program participants.

2. PROCESS:

The form "Notification and Authorization to Release Information" dated August 21, 2008, specifies the participant whose information is being released, to what individuals or organizations, the specific information being requested, and the date the release will expire. For example, a program participant would sign the form to allow NRCS to share his/her information at the local Soil and Water Conservation District meeting. Once signed and dated the form should be filed in the participants contract folder located in the field office.

If you have questions, please contact Roberta Moltzen, Assistant State Conservationist-Management, at (515) 284-4525.

Approved By:

/s/ Richard Sims
State Conservationist
Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

Date:

December 19, 2008