



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

January 15, 2010

IOWA INSTRUCTION 120-386 – FILING DOCUMENTS AND FOLDERS ON THE STATE-WIDE SHARED DRIVE

Part 386.0 PURPOSE

This Iowa Instruction provides instruction on filing documents and folders on the state-wide shared drive.

Part 386.1 SCOPE

These instructions will be followed by all employees.

Part 386.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

Part 386.3 EXHIBITS

See the attachment.

/s/ Richard Sims
State Conservationist

Attachment

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(IA Instruction 120-386 First Edition – January 2010)

Helping People Help the Land

An Equal Opportunity Provider and Employer

IOWA INSTRUCTION 120-386 – FILING DOCUMENTS AND FOLDERS ON THE STATE-WIDE SHARED DRIVE

1. PURPOSE:

This Iowa Instruction provides instruction on filing documents and folders on the state-wide shared drive.

2. ROLES AND RESPONSIBILITIES:

From now on, all folders on the state-wide shared drive will be named with the file subject number and three-letter designation. There will be one State Office staff person responsible for each subject and for keeping those folders current.

By January 29, 2010, each State Office staff person listed on the attachment needs to move the folders that are currently on the state-wide shared drive into the appropriate folder, or delete or move any files or folders that are no longer needed.

3. PROCESS:

See the list of file codes and the State Office staff person responsible for each subject. Contact Lisa Hobbs, Secretary, at 515 323-2611 or Carolyn Christian, Administrative Assistant, at 515 323-2217 if you have any questions about file codes.

Approved By:

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

Date:

January 15, 2010

File Code	Subject	State Office Staff Responsible
110 – ADM	Management	ASTC-M
120 – ADS	Administrative Services	ASTC-M
130 – AGN	Agency General	ASTC-M/STC Exec. Asst.
140 – SPA	Strategic Planning & Policy Analysis	ASTC-O
150 – BAP	Basin & Area Planning	ASTC-WR
160 – BDG	Budget Planning & Analysis	ASTC-M
170 – CGI	Cartography & Geographic Information Systems	SSS
180 – CPA	Conservation Planning & Application	SRC
190 – ECS	Ecological Sciences	SRC
200 – ECN	Economics	ASTC-WR
210 – ENG	Engineering	SCE
220 – ENV	Environmental Coordination	SRC
230 – EOP	Equal Opportunity	ASTC-M/SOC
250 – FNM	Financial Management	ASTC-M
260 – INF	Public Information	PAO
270 – IRM	Information Resources Management	ASTC-M
280 – INC	International Conservation	SRC
290 – INV	Resources Inventory	SSS
300 – LTP	Land Treatment Programs	ASTC-WR
310 – LNU	Land Use	ASTC-WR
320 – LEG	Legislative Affairs	PAO
330 – MGT	Operations Management	ASTC-O
340 – SPA	Strategic Planning & Accountability	ASTC-O
360 – PER	Personnel	ASTC-M
390 – PDM	Project Development & Maintenance	ASTC-WR
400 – PPC	Public Participation Coordination	PAO
410 – RDV	Rural Development	ASTC-WR
420 – SSC	Social Sciences	ASTC-WR
430 – SOI	Soil Survey	SSS
440 – PGM	Programs	ASTC-P
450 – TCH	Science & Technology	SCE/SRC
460 – WQP	Water Quality Project Implementation	ASTC-WR