



Natural Resources Conservation Service
Civil Rights Division
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SEP 18 2012

SUBJECT: Agency Proposed Electronic 230 File Requirements

File Code: 230-15

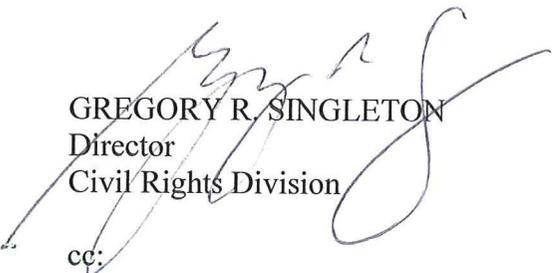
TO: All NRCS State Conservationists

In an effort to address some of the electronic 230 files proposed requirement concerns, my office is working with the Agency's Records Management unit to update General Manual (GM), Title 120-Administrative Services, Part 408-Records, Section 230-Equal Opportunity. Upon approval of the updated section, a national bulletin with the 230 filing method, instructions, and guidance will be reissued accordingly.

The electronic centralization of the 230 files provides a significant increase with the assurance of compliance and consistency and decrease in paperwork and manual filing. As some NRCS States have been proactive in establishing electronic 230 files, concerns regarding the requisites on how to establish a model electronic 230 filing system were also brought to my attention. I offer the following in establishing the electronic 230 filing system:

- Each State Office establish and maintain the overall electronic 230 file system on a SharePoint site;
- The State Office be responsible for maintenance and updates on overall electronic 230 file system;
- The State Office establish a 230 file system subfolder for each Field Office;
- Each Field Office establish and maintain electronic 230 file folders that are applicable to individual Field Offices information and data;
- Each Field Office be responsible for maintenance and updates of respective 230 file folders.

I would like to take this opportunity to thank you for bringing your concerns regarding this matter to my attention. I hope this provides some clarity to your concerns and I look forward to your continued cooperation and support. Please feel free to contact me if my office can be of further assistance.



GREGORY R. SINGLETON
Director
Civil Rights Division

cc:
Regional Conservationists