



UNITED STATES  
DEPARTMENT OF  
AGRICULTURE

FARM  
SERVICE  
AGENCY

NATURAL  
RESOURCES  
CONSERVATION  
SERVICE

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TO: FSA/NRCS Field Staff

September 2, 2003

Notice CONOP-16 required the State Executive Director and the State Conservationist to develop a written agreement regarding the physical location of official EQIP files.

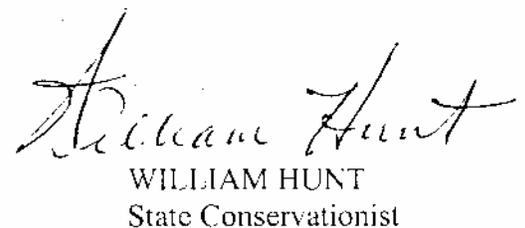
**Agreement as to the Physical Location of Environmental Quality Incentive Program (EQIP) files for Minnesota.**

It is mutually agreed that:

- Both FSA and NRCS personnel must have guaranteed access at any time to the official EQIP files.
- NRCS offices will be designated as the physical location for the official EQIP files.
- NRCS and FSA field offices shall work together to ensure transfer of the official files as soon as possible, with a completion goal of September 30, 2003.



JOHN MONSON  
State Executive Director



WILLIAM HUNT  
State Conservationist