

United States Department of Agriculture



Natural Resources Conservation Service  
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**Transmitted via Email**

October 21, 2003

MINNESOTA BULLETIN NO. 300-4-3

SUBJECT: LTP-EQIP-Contract Files

Purpose. To provide instructions for the transfer of EQIP files.

Expiration Date. September 30, 2004

Attached is an agreement signed by John Monson, State Executive Director, FSA, and me regarding the physical location of official EQIP contract files. DC's will work with their FSA office to ensure transfer of the official EQIP files. The agreement states a completion goal of September 30, 2003. However, due to other priority work in September, the agreement was held until now.

The critical aspect of the agreement is that both offices must be assured access to the files at all times in order that each may carry out the duties and responsibilities assigned to them.

Questions should be directed to your ASTC (FO) or to Tim Koehler, Assistant State Conservationist.

WILLIAM HUNT  
State Conservationist

Attachment

DIST: AC  
DC  
ARC