

United States Department of Agriculture



Natural Resources Conservation Service  
6013 Lakeside Blvd  
Indianapolis, IN 46278

---

December 14, 2007

**SUBJECT:** IRM - Reporting Incidents Involving Lost or Stolen Equipment  
or Paper-based Data

**TO:** All NRCS Employees

**File Code:** 270-14

Over the past few years USDA has taken several steps to make our operations more secure. New policies and procedures have been implemented and everyone has worked hard in Indiana to keep items safe and secure, down to the smallest details. We will continue to do all we can in our offices to maintain equipment and documents in a secure environment.

Attached is a guidance document for you to follow in case something is lost or stolen. Please read through this document, print it out and keep it as a reference in case you need it. This document can also be found on the my.nrncs Management tab under IT Security Information.

If you have further questions please contact Elana Cass, State Administrative Officer, at 317-290-3200 x336.

/s/

JANE E. HARDISTY  
State Conservationist

Attachment

cc: John Walters, ITS Group Manager, OCIO, Indianapolis, Indiana  
Roger Kult, ASTC Operations, NRCS, Indianapolis, Indiana