

For: County Offices

Purging CRP Contracts

Approved By: State Executive Director



1 Overview

**A
Background**

Handbook 1-CRP (Rev. 1), paragraph 575, instructs County Offices to complete the purge process of CRP contracts in July or August. The purge will remove all contracts and associated data that expired five years ago on September 30, 1996.

**B
Purpose**

This notice advises County Offices to complete the annual purge of CRP contracts.

**C
Action**

County Offices shall:

- Thoroughly review paragraphs 575 and 576 of Handbook 1-CRP (Rev. 1).
- Enter "1996" as the year of expiration for the report to be generated.
- Complete the purge process as outlined in the above paragraphs during the month of July.
- Provide a copy of Report EPCP94-R001, List of Purged CRP Contracts, to the State Office when the process is complete, but no later than July 31, 2002. Negative reports are required. If your report is negative, please submit Report EPCE99-R001. (For this year, generate report EPCE99-R001 for 1996.)

Disposal Date:
07-01-2003

Distribution:
County Offices

06-19-2002