UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
100 USDA Suite 102
Stillwater, OK 74074-2653

OK Notice INFO-218

For: County Offices

Public Information Plan

Approved By: State Executive Director

1 Overview

A Background

County Executive Directors have a responsibility to carry out an effective public information program for their county.

To ensure that an effective information program is carried out, County Executive Directors should annually set information goals and develop a plan of action.

The information plan should set forth what kinds of information will be made available to the public, by what means it will be made available, and how often.

B Purpose

The purpose of this notice is to remind county offices to set goals, develop a public information plan, and provide a copy of the plan to the State Office through the District Director.

2 Action

A County Office Action

County Executive Directors shall:

- review Part 4, 1-INFO (Rev. 2)
- set goals and develop a county public information plan
- send a copy of the plan to the State Office through the District Director by January 15, 2004.

Disposal	Distribution
March 1, 2004	County Offices