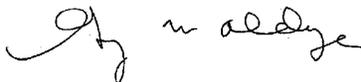


For: FSA Offices

Requests for Year 2000 Certification

Approved by: Deputy Administrator, Management



1 Overview

A

Background

FSA Offices are receiving requests to provide certification that FSA systems are Year 2000 compliant. Most of the requests originate from financial institutions, however, any private or public organization or individual can request Year 2000 compliance information.

B

Purpose

This notice provides procedure for handling a Year 2000 compliance request.

Disposal Date	Distribution
December 1, 1999	All FSA Offices; State Offices relay to County Offices

Notice IRM-285

2 Action

**A
Handling Year
2000 Compliance
Requests**

Offices shall direct **all** inquiries requesting FSA Year 2000 compliance certification to the FSA Freedom of Information Act (FOIA) Officer, according to the following table.

IF the request is...	THEN...
written	mail or FAX the request to: Freedom of Information Officer Analysis and Procedures Division USDA, FSA, KCMO P.O. Box 419205 Kansas City, MO 64141-6205. Note: The FAX number is 816-926-6981.
verbal	<ul style="list-style-type: none">• document the request and include the contact person's name, return address, and telephone number• mail or FAX the request to the FOIA Officer, using the same address and FAX number for a written request.

**B
Contact**

Direct any questions to William Brady, FOIA Officer, KCMO, APD, at 816-926-2636.
