

QUICK GUIDANCE FOR LOCAL SOIL AND WATER CONSERVATION DISTRICT BOARD MEETING MATERIALS

Public Records; Suitable for Open Meeting	Confidential Information**; Closed Session Items	Personally Identifiable Information***; Do Not Disclose
State Cost Share Participant *Names	Farm, tract, field and federal contract numbers	Social Security (SS) numbers
State Cost Share Contract Numbers	Acreage amounts	Tax or owner's identification number when corresponds to SS number
State Cost Share Contract Amounts; Encumbered, Spent, Remaining	Geospatial information	Personal financial information
State Cost Share Practice	Resource data	Driver's license number
State Cost Share Program Funding Source	Designs	Personal identification numbers and passwords
State Cost Share Program Rank	Assistance notes; photographs	Medical information or biometric records (such as fingerprints)
State Cost Share Dates; DSWC approval, 1/3 Completion deadline, RFP	Conservation plans; job sheets; documents signed by or under the authority of NRCS	
General discussion of resource concern	Information concerning the agricultural operation, farming or conservation practices	

*Some districts do not disclose participant name prior to board vote to avoid bias in decision making; names should be disclosed to the board after approval so there is awareness of participants in local soil and water conservation district programs.

**Items are confidential per North Carolina G.S. 139-8.2 and Section 1619 of the 2008 Farm Bill

***Items are confidential per North Carolina G.S. 132

This reference document is provided for informational purposes only and does not constitute legal advice; local soil and water conservation districts are advised to communicate with their County Attorney regarding specific public records, open meetings questions, or other legal inquiries.