Form RD 2030-6
(Rev. 2-98)

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT

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RECORD OF TELEPHONE CALL OR OFFICE VISIT

RECORD OF: TELEPHONE CALL ☐ OFFICE VISIT ☐ DATE: _____

SUBJECT: _____

PERSON(S) CONTACTED: _____

LOCATION: _____ PHONE: _____

MESSAGE: _____

FOLLOWUP ACTION NEEDED: _____

RURAL DEVELOPMENT EMPLOYEE: _____
(Name)

_____
(Title)

COPIES TO: STATE DIRECTOR ☐
DISTRICT DIRECTOR ☐
COUNTY SUPERVISOR ☐
OTHER(S): _____

RD 2030-6 (Rev. 2-98)

PROCEDURE FOR PREPARATION	:	RD Instruction 2030-B and 2030-D.
PREPARED BY	:	Rural Development employee.
NUMBER OF COPIES	:	Original and copies as required.
SIGNATURES REQUIRED	:	Rural employee.
DISTRIBUTION OF COPIES	:	Original retained in file as required by RD offices.