

County Civil Rights Central File

Key

The following documentation is subject to review at state civil rights compliance reviews and should be available in the office county extension central civil rights. These files should be clearly labeled and are open to public inspection.

Documentation files should be maintained with major file titles (I-IV) and sub-files (A, B, C, D, etc and 1,2,3,4 etc) as listed below.

I. COUNTY RACIAL, SOCIO-ECONOMIC STATISTICAL DATA

A. Utah population statistics

B. Farm operators - women and minority (from most current Census of Agriculture data)

C. Socio/economic data sets for the county (income, housing, family size, ethnicity and race, etc)

D. Potential participation in extension programs data by race, sex

1. Most current US Census data and county maps (demographic projections are provided during interim years for census)

2. Current year school district enrollment data – age-race/ethnicity

3. Copies of any statistical survey summaries conducted in the county – [needs assessment research]

4. Current county descriptive information, from economic development councils or USU sources

II. REVIEWS AND REPORTS

[maintain current year and past 5 years]

A. Civil Rights Compliance review records- review letters and recommendations

B. Current 4-H Expansion and Review records - historical records from past reviews and actions planned

C. Annual Civil Rights/Affirmative Action Report of Accomplishments

D. Current USU employee annual certification of Civil Rights Self Assessment records

III. COUNTY-LEVEL PERSONNEL ACTION RECORDS

[Shared responsibility – USU Human Resources, Regional Director, and County]

A. Details of the procedures used when filling clerical, aide, assistant positions

B. Position descriptions for all county faculty and staff currently employed in this office

C. Vacancy announcements, dissemination mailing lists and other position marketing contacts

for positions filled within the past two years

D. Applications (include: application evaluation, reference checks, interview evaluations, reasons for selection/ non-selection, communications regarding selection decisions)

IV. CIVIL RIGHTS

A. Current copy of the USU Extension Civil Rights Performance Plan and Self Assessment CD

- 1. Current County elected officials listing – Name address, phone, area of responsibility*
- 2. Extension County staff roster- Name, address, gender, ethnicity/race, position title, fulltime/part-time status*
- 3. Listing of all County Extension Advisory Boards and program planning committees, name, address, gender, race/ethnicity [include Expansion and Review Committees]*
- 4. List of all agencies, organizations, associations and other collaborators commonly used in county programs*
- 5. Current listing of all volunteer leaders, name, address, gender, race/ethnicity. Record of civil rights training date [4-H, Master Gardeners, etc]*

B. Advisory Groups- Retain selection guidelines for all county advisory and planning committees, councils. Include letters of invitation and other recruitment documentation of such. (Horse councils, Master Gardener groups, Advisory groups- agriculture, FCS, youth, community, etc.) For each group provide:

- 1. Membership of group by race/ethnicity, sex*
- 2. Group meeting agendas, membership attendance, minutes and decision documents*
- 3. By-laws and constitution (highlight the non-discrimination statements in the by-laws/constitution)*

C. Public notification documentation – This documentation may be maintained in the personal agents civil rights files or in the central county file- if maintained by the agent then place a notification in the file detailing where the documentation may be found. Include examples of:

- 1. Newspaper clippings or original copy sent to newspapers (representative for previous two years)*
- 2. Newsletters written*
- 3. Circular letters*
- 4. Radio, TV messages*
- 5. Public speeches given*
- 6. Media contacts made in the county*
- 7. Press circulation or listening audience data by race (if available)*
- 8. Brochures, posters and other marketing pieces used to promote Extension programs*

D. County Extension mailing lists [paper and electronic] – Utilizing software program such as Microsoft Access –breakdown those in the lists by race, gender and physical disability [printouts of mailing lists available for review]

E. County contacts- Face-to-face parity data that is collected by race and gender showing target contact goals for the previous four years. [Total of face-to-face contacts for all reporting faculty in county]

F. Evidence of adaptation of program curriculum materials which are intended to reach racial minority and/or underrepresented audiences. [Examples of materials developed and translated into another language, special materials developed for visual and hearing impaired and others with handicapping conditions]

G. Current certification of nondiscrimination from county collaborators - Current statewide nondiscrimination certification listing and county certifications for those commonly collaborated with. [Updated every three years]

H. Documentation of "all reasonable efforts"

- 1. Listing of minority grass roots organizations contacted to promote Extension programs and solicit participation*
- 2. Documentation of reasonable accommodations made for disabled clientele [Documentation includes, date, place, accommodation made]*
- 3. Limited English Proficiency- [LEP documentation includes date, place, accommodation made]*

FILE OF FEDERAL LAWS, RULES, AND REGULATIONS [Required in files]

- A. Civil Rights Act 1964 PL 88-352*
- B. Title 7 Part 18 Equal Employment in State Coop. Ext. Services August 1968*
- C. Equal Employment Act of 1972 PL 92-261*
- D. Equal Opportunity in State of Utah 1981*
- E. Extension Self-Evaluation Plan Americans with Disabilities Act*
- F. Title 7 part 15, Non-discrimination in Fed-Assst Programs in Dept. of Agriculture December 1964*
- G. Supplemental Instructions for Admin of Title VI of Civil Rights Acts of 1964, July 2,1965*
- H. Administrator Kirby letter “ All Reasonable Efforts: June 1973*
- I. Public Notification Plan Utah Extension June 1973*
- J. Title 9 Equal Opportunity, USDA November 1976*