

Specialist Civil Rights File Key

The following civil rights documentation should be maintained in an Extension personal civil rights file. The Extension State Office maintains files containing civil rights, laws, rules and regulations and other training materials for your use. Resources to assist in understanding mandated civil rights responsibilities can be found at the Extension web site <https://extension.usu.edu/employee/htm/>

Specialist Name _____ Extension Assignment _____

My Personal Civil Rights File Key

[Maintain current year and previous 5 years if available]

I. STATE RACIAL, SOCIO-ECONOMIC STATISTICAL DATA

- A. Utah population statistics showing demographic profiles for each racial group in Utah.
- B. Copies of your personal year end face-to-face contact reports. [Resources include the MyFOCIS archive and Digital Measures]

II. REVIEWS AND REPORTS

- A. Employee Annual Certification of Civil Rights Self Assessment

III. CIVIL RIGHTS

- A. Listing of agencies, organizations, associations and other collaborators commonly used in meeting your Extension assignment.

- B. Public notification records - Documentation of "all reasonable efforts"

1. Newspaper clippings or original copy sent to newspapers
2. Newsletters
3. Brochures
4. Radio, TV messages
5. Public speeches
6. Media contacts used

- C. Copies of mailing lists used [paper and electronic] – List should specify in a spreadsheet race, gender and physical disability if known for those on the lists.

- D. Evidence of adaptation of program curriculum materials which are intended to reach racial minority and/or underrepresented audiences. [Example; curricula materials used that have been translated into another language, materials developed for those with handicapping conditions]

FILE OF FEDERAL LAWS, RULES, REGULATIONS and STATE CIVIL RIGHTS PLAN

[This file is maintained in the Utah State University Extension Office for Your Use and Review. You DO NOT need these in your personal file]

- 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-Asst 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*

Note the documentation materials specified in the personal civil rights file may be maintained in the Specialist Tenure and Promotion file/binder but should be readily available for reference when compliance reviews are conducted.