

State Extension Office Civil Rights File Key

The following information is available in the office civil rights files maintained by the Utah State University Extension office.

I. UTAH STATE RACIAL, SOCIO-ECONOMIC STATISTICAL DATA

- A. Utah population statistics*
- B. Farm operators - women and minority (from Census of Agriculture data)*
- C. Socio/economic data sets for the state*
- D. Potential participation data by race, sex*
 - 1. Census data and county maps*
 - 2. School district enrollment data-state*
 - 3. Statistical surveys conducted in the state*
 - 4. State fact sheets*

II. REVIEWS AND REPORTS

[maintain current year and past 5 years]

- A. State Report of Accomplishment*
 - Annual Civil Rights/Affirmative Action Report of Accomplishments*
 - Civil Rights Self Assessment Records Specialists and State Staff*

III. CIVIL RIGHTS

- A. Current copy of the USU Extension Civil Rights Performance Plan and Self Assessment CD*
[2004-08, 2009-13]
 - 1. State staff directory - name, address, gender, and ethnicity/race*
 - 2. State Extension Advisory Board and program planning committees, name, address, gender, race/ethnicity.*
[Retain selection guidelines for advisory and planning committees, councils. Include letters of invitation and other recruitment documentation of such.]
 - 1. Membership by race/ethnicity, sex- 2011 update*
 - 2. Meeting agendas, membership attendance [none since 2009]*
 - 3. By-laws and constitution [none]*
 - 4. Agencies, organizations, associations and other collaborators commonly used in Extension programs*

- B. State Civil Rights related publications, training handouts*

1. *Newsletters*
2. *Diversity Discussions year 1 and year 2 volumes*
3. *Extension Diversity web site 2011 version*

C. Client participation face to face data that is collected by race, gender for the state

D. Collaborator Statewide certificates of nondiscrimination

IV. Civil Rights State Reviews

1. *2001 CSREES Review of Utah records*

FILE OF FEDERAL LAWS, RULES, AND REGULATIONS and Reference Guides

- 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*

County Records and Reviews file key:

1. *General Information about the county –Current Census Data Sets, county fact sheets, etc.*
2. *Current directory of employees designated by gender and race – pictures of faculty and staff*
3. *Current year files*
 - a. *Parity goals for the year*
 - b. *Annual County Civil Rights Affirmative Action Accomplishment Report/Executive Summary*
 - c. *Current years Certificate of Self Assessment [taken from the on-line Civil Rights Assessment tool]*
 - d. *If a civil rights review was held the documentation is in the year in which the review was held*

County records and reviews for:

BEAVER

BOX ELDER
CACHE
CARBON
DAVIS
DUCHESNE
EMERY
GARFIELD
GRAND
IRON
JUAB
KANE
MILLARD
MORGAN
PIUTE
RICH
SALT LAKE
SAN JUAN
SANPETE
SEVIER
SUMMIT
TOOELE
UINTAH
UTAH
WASATCH
WASHINGTON
WAYNE
WEBER