

County Civil Rights File Key

The following information should be available in the office civil rights files maintained by each county extension office.

I. COUNTY 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 county
- D. Potential participation data by race, sex
 - 1. Census data and county maps
 - 2. School district enrollment data
 - 3. Statistical surveys conducted in the county
 - 4. County fact sheets

II. REVIEWS AND REPORTS (examples) [maintain current year and past 5 years]

- A. Compliance reviews
- B. Expansion and Review records
- C. Annual Civil Rights/Affirmative Action Report of Accomplishments
- D. Employee annual certification of Civil Rights Self Assessment

III. COUNTY-LEVEL PERSONNEL ACTIONS

- A. Details of the procedures used when filling clerical, aide, assistant positions
- B. Position descriptions for all county faculty and staff
- C. Vacancy announcements, dissemination mailing lists and other position marketing contacts
- 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. County officials
 - 2. County staff name, address, gender, ethnicity/race
 - 3. Listing of Extension Advisory Board and program planning committees, name, address, gender, race/ethnicity [include Expansion and Review Committees]
 - 4. 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 training date on civil rights.

- B. 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
 - 2. Meeting agendas, membership attendance
 - 3. By-laws and constitution

C. Public notification - Civil Rights [maintain in agent's personal civil rights file current year and past 2years]

1. Newspaper clippings or original copy sent to newspapers
2. Newsletters
3. Circular letters
4. Radio, TV messages
5. Public speeches
6. Media contacts
7. Press circulation or listening audience data by race (if available)

D. Mailing lists - breakdown by race, gender and physical disability

E. Client participation face to face data that is collected by race, gender for the county and for each faculty reporting in FOCIS.

F. Evidence of adaptation of program curriculum materials which are intended to reach racial minority and/or underrepresented audiences.

G. Certification of nondiscrimination. Current statewide listing and individual certification certificates for those commonly collaborated with in the county.

H. Documentation of "all reasonable efforts"

1. Minority grass roots organizations contacted
2. Evidence of reasonable accommodations made for disabled clientele

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-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. Pubic Notification Plan Utah Extension June 1973
- J. Title 9 Equal Opportunity, USDA November 1976

D.L. Holmes 05.06.06