

PURDUE COOPERATIVE EXTENSION SERVICE

COUNTY CIVIL RIGHTS FILING SYSTEM

How long to keep files

Foundation file of reports, correspondence and demographic information.

Note: More information regarding updates to the County Affirmative Action Plan will be forthcoming

Meeting/Program announcements should have the EEO statement AND the appropriate ADA statement. Consult "CES Intranet – Civil Rights/ADA" website for examples.

Federal and State requirements indicate that materials that deal with the ongoing operations of the Extension program (letters/emails to clientele, committee membership lists, training correspondence, etc), should be physically/electronically kept and available for review and audit for a two (2) year period. This means that you would have documentation for the year that you are working in plus at least two (2 year's) previous. Items that deal with personnel transactions, budgeting and finance, etc should be kept and available for review and audit for at least seven (7) years. It is also recommended that anything that may be of historical significance to the county organization be kept permanently. After the respective three (3) and seven (7) year periods, materials may be purged and files may be collapsed, keeping only those significant and necessary items as discussed to assist with office space management.

- I. Civil Rights Reports, Reviews, and Correspondence (updated file and/or reference to where housed electronically)
 - A. Reports (State CES Five-Year Plan of Work, EEO Status Reports, County Annual Reports, County Demographic Reports, Sift data), Civil Rights report
 - B. Correspondence (to and from) State and/or Federal concerning any Civil Rights issue.
 - C. Other (applicable to office concerned; Extension contacts by race, any other report which provides for a further clarification of the demographic composition of the county).

- II. Affirmative Action (Permanent file-Amended or added to only)
 - A. County Five-Year Plan of Work
 - B. County Affirmative Action Plan – (Supporting Current POW)
 - C. Compliance Reviews, Reports, Audit results and Compliance Letters, Annual County Civil Rights report (Form CR1)

- III. Civil Rights Documentation (updated file and/or reference to where housed electronically)
 - A. Public Notification
 - 1) Extension Board, Councils, and Committees
 - 2) Other Groups
 - 3) Notices of Meetings
 - 4) Mass Media Information
 - B. Constitution and By-Laws (Extension Organizations' Constitutions & By-Laws with Non-discriminative statements).
 - C. Staff Conference Minutes (Civil Rights Plans and Accomplishments to be reviewed regularly).

Always document discussions of efforts to reach out to underserved and underrepresented people.

If information is stored electronically note in the master Civil Rights file where it is located: filename and path.

- IV. Total Program Coordination (updated file and/or reference to where housed electronically)
 - A. County Extension Board
 - 1) Membership
 - 2) Minutes
 - a) Attendance
 - b) Minority participation
 - 3) Program Recommendations
 - 4) Minority Participation Efforts (documentation)
- V. Program Areas (updated file and/or reference to where housed electronically)
 - A. Agriculture Natural Resources
 - 1) Mailing Lists (Agricultural and Natural Resource Committees, and/or organizations)
 - 2) Minority Participation Efforts (documentation)
 - 3) Educational Presentations (by subject)
 - a) Attendance
 - b) Minority participation
 - B. Leadership and Community Development
 - 1) Mailing Lists
 - 2) Minority Participation Efforts (documentation)
 - 3) Community Development Activities
 - a) Attendance
 - b) Minority participation
 - C. Health and Human Sciences
 - 1) Affirmative Action Program Development Resources
 - a) Committee lists (organized interest groups in the county)
 - b) Minutes of meetings
 - c) Minority participation efforts (documentation)
 - d) Committee program recommendations
 - e) Committee program implementation efforts
 1. Attendance
 2. Minority participation
 - 2) Extension Homemaker Organization
 - a) Membership survey data
 - b) County organization program books
 - c) Minority participating efforts (documentation)
 - 3) Other Health and Human Sciences Audiences
 - a) HHS educational programs & activities (list)
 1. attendance

- 2. minority participation
- b) minority participation efforts (documentation)

D. 4-H and Youth Development

- 1) Expansion and Review Committee
 - a) Committee lists
 - b) Minutes of meetings
 - c) Minority & teenage participation efforts (documentation)
 - d) Committee program recommendations
 - e) Committee program implementation efforts
 - 1. attendance
 - 2. minority participation
- 2) 4-H and Youth Programs (organized by Extension)
 - a) organization and membership list (leaders, councils, boards, clubs, etc.)
 - b) minority participation efforts (documentation)
- 3) Other Youth Audiences
 - a) Educational programs and activities (list)
 - 1. attendance
 - 2. minority participation
 - b) minority participation efforts (documentation)

VI. Equal Employment Opportunities (Permanent file)

- A. Public Notification (Permanently kept but may be collapsed after five years)
 - 1) Position Announcement Notices
 - 2) Documentation
 - a) Applications
 - b) Record of tests and interviews
 - c) Notification letters
- B. Personnel Complaints (Permanently kept)
 - 1) Informal and Formal Complaint File
 - 2) Disposition and Documentation of Complaints

Always consult with your County Human Resources Director for questions regarding county employee files. If you county does not have such a position follow Purdue procedures for county employees.

Purdue policies and procedures are followed for Purdue staff. Questions may be directed to your District Director.