

# Civil Rights File Maintenance Checklist

The following information should be assessable in your County Civil Rights Files:

## **Laws and Policies**

1. Summaries of Civil Rights Laws (*Civil Rights/Affirmative Action/Equal Employment Opportunity Resource Manual*)
  - a. Civil Rights Laws and Statutes
    - Title VI, Nondiscrimination in Federally assisted programs
    - Title VII, Fair Employment Practices (nondiscrimination on the basis of race, color, religion, sex or national origin)
    - Title IX, Educational Amendments (Nondiscrimination on the basis of sex)
    - The Age Discrimination in Employment Act
    - Rehabilitation Act and Americans with Disabilities Act
    - Age Discrimination
    - Family and Medical Leave Act
  - b. Purdue University policies concerning Civil Rights ...
    - Purdue Affirmative Action Plan
    - Purdue University Executive Memorandum No. C-33 – sets for Purdue University's Anti-Harassment Policy
    - Purdue policies on Sexual Harassment, ADA Guidelines, and Grievance Procedures
2. List of websites ... some may be included in the Resource Manual

- County Demographic Information** - This file contains updated census information particularly as it pertains to the categories protected by Civil Rights legislation. This information can be accessed at the following Websites:

[www.census.gov](http://www.census.gov)  
[www.stats.indiana.edu/](http://www.stats.indiana.edu/)  
[www.in.gov/mylocal/](http://www.in.gov/mylocal/)  
<http://factfinder.census.gov/home/>

Include assessment reports or demographic data from other organizations in your county, Indiana Kids Count data, etc.

- Annual Program Participation Data** – This file contains information on program participation, particularly as it pertains to the race and sex of program participants. Keep a separate file for each year and keep for five years. Information may be obtained in the SAM system and ES237.
- Compliance Reviews, Progress Reports** – This file should contain information on any Purdue or USDA reviews that your office has had. It should also contain copies of the Annual Civil Rights Compliance Report that is sent to the EEO Coordinator for Extension each year.
- Civil Rights Compliance Plan**
- a. Purdue Cooperative Extension Service Civil Rights Compliance Plan (updated draft is currently being reviewed at the state level)

- b. County Affirmative Action Plans ... plan with deficiencies identified and action steps planned (Planned to be a part of revised 2006 County Civil Rights Compliance Report)

❑ **Correspondence** –

- a. Letters to all staff from the Director of Purdue Cooperative Extension pertaining to Civil Rights and Diversity
- b. Letters pertaining to EEO Counselors
- c. Other correspondence relating to policy statements, procedures, and responsibilities

❑ **Personnel/Hiring**

- a. County Human Resource policy manual (if your county has one)
- b. Forms needed for filling county positions, job descriptions for all county employed staff,
- c. copies of position announcements and ads that have been placed for hiring
- d. List of candidates for open positions including race and gender-
- e. Generic salary schedules
- f. Performance evaluations, letters of termination or resignation

❑ **Office Operations**

- o ADA self evaluation ... correspondence relating to accessibility of facilities
- o Minutes from office conferences
- o Communications from CEDs to employees
- o Other Correspondence relating to AA/EEO/Civil Rights

- ❑ **Complaints** - This file contains information on the handling of Equal opportunity complaints as well as a clear record of any equal opportunity complaints filed and their specific resolution. This is an ongoing file kept current.

- o EEO Counselor Poster displayed

❑ **Certification of Collaborating Partners Nondiscrimination Stance** –

- a. Copies of any formal and informal agreements and memoranda of understanding with collaborating organizations stating that they are also nondiscriminatory in their policies, procedures, and practices and abide by the spirit and intent of Civil Rights laws.
- b. Signed non-discrimination agreement forms of partnering entities

❑ **Civil Rights/Diversity Development**

- a. Information on training and development opportunities that staff have participated in ... include copy of staff member signed form stating training in Basic Civil Rights Laws
- b. Include information on training that was provided for local staff members, volunteers, and clientele (include date, title, description, participation, minutes from meetings, etc.)

**Public Notification Documentation**

- a. Copies of printed materials disseminated to the public containing the University's Equal Opportunity Statement, including any documents disseminated by electronic means.
- b. Mailing lists - Identification of minorities with statement "All Caucasian except as noted;" ... date of last update \_\_\_\_\_.
- c. Media mailing lists
- d. Copies of brochures, flyers etc. announcing programs and list of where they were distributed.
- e. All reasonable efforts documentation ... This file contains documentation of all good faith efforts made to ensure that all programs are inclusive and accessible to all populations in the county, particularly those special efforts made to include new, diverse, and historically underserved audiences.
  - Record of personal visits by staff to reach underserved and underrepresented audiences (Person visited, date, purpose of visit, outcome)
  - FNP referral solicitation letters,
  - Examples of Spanish language Extension informational material
- f. Tip from Michigan ... include copies of newspaper articles in which your programs are featured, your newsletters that go out to your constituents, examples of program flyers, scripts from radio programs, public forums and speeches that feature educators. Also include printouts from your website. Feature photos that show inclusiveness.
- g. *And Justice For All* Poster prominently displayed

**Program Areas – ANR, CFS, ECD, 4-H Youth**

- Mailing lists coded by race and gender
- Program participant lists coded by race and gender
- List of committee members for all program areas coded by race and gender
- Plan of work (Planned efforts to reach underserved and underrepresented audiences included)
- Affirmative Action Plans for program (Include in County Annual Civil Rights Compliance Report)
  
- 4-H Program Information
  - o 4-H 237 Reports
  - o 4-H club files – activities, events, awards, fairs, judging, trophies, and general correspondence
  - o 4-H Club individual membership record
  - o Youth protection policy and forms signed by all staff