

## Documentation for Civil Rights Files

County office files should include:

- Highway maps, city maps, plat maps.
- County census data and local demographic data.
- Position descriptions with civil rights responsibilities included.
- Office staff meeting agendas and minutes and evidence that all meetings are announced to all staff.
- Office marketing plan with civil rights outreach included.
- Office team plan of work.
- Civil rights action plans (team and individual - past and current).
- List of media outlets used by county staff, indicate those used to reach minority groups (code for race, ethnicity and gender).
- Records of informing primary partners of Extension nondiscrimination.
- List of county Extension committee membership and other Extension office advisory committees and groups that are primary partners for program planning (not program specific) with racial/ethnic and gender information for each individual coded on the lists.

Program specific files should include:

- Information about program advisory groups: mission, rules relevant to civil rights, member demographics, correspondence/communication relevant to civil rights\*.
- \*Similar information for other primary partners.
- News releases used as all reasonable effort to reach people protected by civil rights laws (racial/ethnic groups, women).
- Newsletters, flyers, e-mails that are all reasonable efforts for reaching special audiences.
- Notes and documentation about personal contacts with targeted audiences.

Nutrition program files should be included in the Family Living files and include:

- County demographic data relevant to nutrition program mission.
- Information about partner organizations and agencies and the demographics of the people they serve.
- Chart #1 for each major effort of the nutrition program in the county. Chart #1 should be submitted annually.
- Chart #2. Submit annually.
- Examples, sample promotional materials and other documentation that demonstrates all reasonable effort to reach out to people of all racial and ethnic groups and genders who qualify for the nutrition program.