

Civil Rights Filing Checklist for Local Units

The local unit civil rights files should provide documentation that efforts have been made to maintain compliance with civil rights requirements. The file should contain documentation from the current year and three prior years. Be sure to review and update the file each year. In an Extension District, the civil rights file should be located in the home office.

The list below is the minimum information each file should contain. It is recommended that subfolders be created using the below titles as file labels.

General Civil Rights Information

A [summary of civil rights legislation \(PDF\)](#).

[Procedures for responding to a civil rights complaint](#), and documentation of the handling of any local unit complaints.

Copies of most recent local unit Civil Rights Annual Update and Civil Rights Compliance Review documents ([CR 1-1](#) and [CR 1-2](#), respectively).

Civil Rights Training & Discussion Documentation

Evidence of completion of annual civil rights training by staff: certificate of completion, meeting registration/agenda, etc.

Meeting minutes (with list of participants) of all meetings (staff, PDC, Board) where civil rights issues were discussed.

Membership listing of local unit Extension board and PDCs including the ethnic background and gender of members. (forms [KSU 8-4ab](#) or [KSU 9-4](#)).

Evidence of completion of annual civil rights training by Board and PDC members: meeting agendas/minutes.

Evidence that Board and PDCs have reviewed local unit demographic data, include a copy of the census data as well as local unit parity data for each program are.

ADA/Reasonable Accommodations

[ADA Readily Achievable Barrier Removal Checklist \(PDF\)](#).

Examples of reasonable steps take to eliminate barriers and make programs and facilities more accessible to disabled individuals.

List of all reasonable accommodations requested and provided.

Limited English Proficiency

Local unit Limited English Proficiency (LEP) assessment.

Examples of print or electronic technical and educational materials provided in languages other than English.

Examples of public notification of program availability including documentation of the use of the nondiscrimination statement on printed publications such as educational materials, promotional literature, forms, announcements, brochures, electronic registrations, flyers (including those posted on social media) and other documents.

A copy of the local unit's LEP Requests and Actions Log ([CR 1-5](#)).

Programming Documentation

Examples of outreach and other forms of 'all reasonable efforts' to reach underserved or underrepresented audiences including documented use of targeted social and mass-media, personal letters, personal visits, and contact with community groups.

Examples of public notification of how to request reasonable accommodations including documentation using the accommodation statement for persons with disabilities on program announcements.