

PROGRAM AREA: Administrative Rules and Regulations

**CIVIL RIGHTS
FILE GUIDE and REVIEW FORM**

Updated 03-2015

COUNTY: DATE:

REVIEWER:

FOLLOW-UP BY: DATE:

FILE GUIDE & DOCUMENTATION		STATUS			COMMENTS OR CORRECTIVE ACTIONS TO BE TAKEN	TIMELINE FOR COMPLETION	Completed (Initial and Date)
		Complete	Incomplete	Cross- Referenced			
FEDERAL RULES, REGULATIONS AND MEMORANDA	KEEP						
I.1.1 Civil Rights Act of 1964, Public Law 88-352, 88 th Congress • Dated 7/2/1964							
I.1.2 Title VI, Non-Discrimination in Federally Assisted Programs, Rules and Regulations (7-CFR15) • Dated 1/30/1975	KEEP						
I.1.3 USDA Secretary's Memorandum #1662 • Dated 9/23/1962	KEEP						
I.1.4 USDA Secretary's Memorandum Supplement #3 • Dated: 6/28/1971	KEEP						
I.1.5 USDA Secretary's Memorandum Supplement #3, • Revised	KEEP						
I.1.6 USDA Title 9, Equal Opportunity Administration Regulations • Dated 11/18/1976	KEEP						
I.1.7 Supplemental Instructions for Administration of Title VI of Civil Rights Act of 1964, in the Cooperative Extension Service • Dated 7/2/1965	KEEP						
I.1.8 Title IX of the Education Amendments of 1972	KEEP						
I.1.9 Any other Federal Rules or Regulations related to Affirmative Action	KEEP						
I.1.10 Americans with Disabilities Act of 1990 • Dated 5/15/1992	KEEP						
STATE RULES, REGULATIONS AND MEMORANDA	3Y						
I.2.1 Any NMCES or NMSU Administrative Directives Related to Non-Discrimination in Programs. • Include Directors Annual Memo: Affirmative Action							

Recommended Retention Period: KEEP = Historical Reference, Save, Do Not throw away; 3Y = 3 years. Retain information for the past three years. CURR = Current

**CIVIL RIGHTS
FILE GUIDE and REVIEW FORM**

FILE GUIDE & DOCUMENTATION		STATUS			COMMENTS OR CORRECTIVE ACTIONS TO BE TAKEN	TIMELINE FOR COMPLETION	Completed (Initial and date)
		Complete	Incomplete	Cross- Referenced			
STATE AFFIRMATIVE ACTION PLAN	KEEP						
I.3.1A. Plan of Implementation to Remedy Certain Discrimination in Extension Education in State Cooperative Extension Services-NM, Agriculture <ul style="list-style-type: none"> Original Affirmative Plan for NM, dated 8/13/1973, by Program Area 							
I.3.1B. Plan of Implementation to Remedy Certain Discrimination in Extension Education in State Cooperative Extension Services-NM, Community Development <ul style="list-style-type: none"> Original Affirmative Action Plan for NM, dated 8/13/1973, by Program Area 	KEEP						
I.3.1 C. Plan of Implementation to Remedy Certain Discrimination in Extension Education in State Cooperative Extension Services-NM, 4-H Youth Development <ul style="list-style-type: none"> Original Affirmative Action Plan for NM, dated 8/13/1973, by Program Area 	KEEP						
I.3.1D. Plan of Implementation to Remedy Certain Discrimination in Extension Education in State Cooperative Extension Services-NM, Home Economics <ul style="list-style-type: none"> Original Affirmative Action Plan for NM, dated 8/13/1973, by Program Area 	KEEP						
STATE PLAN OF WORK	CURR.						
I.3.2 Affirmative Action Plans from CURRENT State Plan of Work <ul style="list-style-type: none"> Copy and insert page in file Civil Rights POW 							
COUNTY AFFIRMATIVE ACTION PLAN	KEEP						
I.4.1A. Plan of Implementation to Remedy Certain Discrimination in Extension Education in State Cooperative Extension Services-County, Agriculture <ul style="list-style-type: none"> Original Affirmative Action Plan for NM Counties, dated 1972, by Program Area 							

**CIVIL RIGHTS
FILE GUIDE and REVIEW FORM**

FILE GUIDE & DOCUMENTATION		STATUS			COMMENTS OR CORRECTIVE ACTIONS TO BE TAKEN	TIMELINE FOR COMPLETION	Completed (Initial and date)
		Complete	Incomplete	Cross- Referenced			
I.4.1B. Plan of Implementation to Remedy Certain Discrimination in Extension Education in State Cooperative Extension Services-County, Community Development	KEEP						
<ul style="list-style-type: none"> Original Affirmative Action Plan for NM Counties, dated 1972, by Program Area 							
I.4.1C. Plan of Implementation to Remedy Certain Discrimination in Extension Education in State Cooperative Extension Services-County, 4-H Youth Development	KEEP						
<ul style="list-style-type: none"> Original Affirmative Action Plan for NM Counties, dated 1972, by Program Area 							
I.4.1D. Plan of Implementation to Remedy Certain Discrimination in Extension Education in State Cooperative Extension Services-County, Home Economics	KEEP						
<ul style="list-style-type: none"> Original Affirmative Action Plan for NM Counties, dated 1972, by Program Area 							
COUNTY PLAN OF WORK	CURR.						
I.5.1 CURRENT Plan of Work for County Faculty							
<ul style="list-style-type: none"> Copy or cross-reference to another location Must have civil right component – address non-discrimination in programs 							
PUBLIC NOTIFICATION PLAN	3Y						
I.6.1A Examples of how the public is notified of Extension programs with particular emphasis on the following:							
<ul style="list-style-type: none"> Use of the non-discrimination/affirmative action statement on announcements, programs, etc. Use of the ADA statement on announcements, programs, etc. Copies of announcements, programs, etc., with affirmative action clause on them OR Can cross-reference to program files 							

**CIVIL RIGHTS
FILE GUIDE and REVIEW FORM**

FILE GUIDE & DOCUMENTATION		STATUS			COMMENTS OR CORRECTIVE ACTIONS TO BE TAKEN	TIMELINE FOR COMPLETION	Completed (Initial and date)
		Complete	Incomplete	Cross- Referenced			
I.6.1 B	Examples of how the public is notified of Extension programs with particular emphasis on the following: <ul style="list-style-type: none"> • Distribution of materials to and through grassroots organizations. • Copies of letters or contacts with grassroots organizations and information about specific programs OR • Can cross-reference to program files 	3Y					
I.6.1 C	Examples of how the public is notified of Extension programs with particular emphasis on the following: <ul style="list-style-type: none"> • Use of artwork and graphics to portray a diverse clientele. • Copies of newsletters, programs, etc. with graphics 	3Y					
REPORTS		3Y					
I.7.1	Copies of impact reports from Digital Measures; Civil Rights yearly compliance report (form at Civil Rights Resource Center).						
PROGRAM COMPLAINTS		KEEP					
I.8.1	Procedures for filing complaints related to discrimination in programs <ul style="list-style-type: none"> • Can cross-reference to Office of Institutional Equity Web site, CES Civil Rights Web site, and/or NMSU policies and procedures handbook Chapter 4. 						
I.8.2	File(s) of complaints related to discrimination in programs filed by complainant's name or organization	KEEP					

**CIVIL RIGHTS
FILE GUIDE and REVIEW FORM**

FILE GUIDE & DOCUMENTATION		STATUS			COMMENTS OR CORRECTIVE ACTIONS TO BE TAKEN	TIMELINE FOR COMPLETION	Completed (Initial and date)
		Current and Complete	Incomplete	Cross- Referenced			
COUNTY MAPS AND DEMOGRAPHIC DATA I.9.1 Current county map with communities identified and ethnic population distribution in communities <ul style="list-style-type: none"> • Current and dated 	CURR.						
I.9.2 Any other demographic data that reflects the ethnic and gender composition of the county (Census Data, News Articles, etc.)	CURR.						
CLIENTELE CONTACTS I.10.1 Individual, one-on-one contact data by ethnicity and gender for county agents and staff. <ul style="list-style-type: none"> • Contact data from the CES reporting tool for each county agent can be printed and placed in this file • Can also include phone calls, walk-ins, individual requests, etc. • Summarized and coded. 	3Y						
COUNTY COMPLIANCE REVIEWS AND AUDITS I.11.1 Copies of any previous state or federal reviews conducted to determine county compliance <ul style="list-style-type: none"> • Include recommendations made and any follow-up actions. 	KEEP						
I.11.2 Documentation of county staff meetings or conference where Civil Rights efforts are reviewed, discussed and plans made for future programs or training conducted for new staff <ul style="list-style-type: none"> • Include copy of meeting minutes 	3Y						