

PROGRAM AREA: Administrative Rules and Regulations

**CIVIL RIGHTS
FILE GUIDE and REVIEW FORM**

01-2006

RESERVATION:

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Recommended Retention Period: KEEP = Historical Reference, Save, Do Not throw away; 3Y = 3 years.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

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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 Action 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.3.1C. 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 							
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 							

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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 							
PLAN OF WORK	CURR.						
I.5.1 CURRENT Plan of Work for Faculty							
<ul style="list-style-type: none"> Copy or cross-reference to another location 							
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 							

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I.6.1B 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 I.7.1 Copies of impact reports from the CES reporting system (EORS) that address how programs were promoted and the diversity of audience attendance	3Y						
PROGRAM COMPLAINTS 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. 	KEEP						
I.8.2 File(s) of complaints related to discrimination in programs filed by complainant's name or organization	KEEP						

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		Current and Complete	Cross- referenced to Another File	Incomplete			
RESERVATION MAPS AND DEMOGRAPHIC DATA	CURR.						
I.9.1 Current map of reservation with communities identified and ethnic population distribution in communities <ul style="list-style-type: none"> • Current and dated 							
I.9.2 Any other demographic data that reflects the ethnic and gender composition of the reservation (Census Data, News Articles, etc.)	CURR.						
CLIENTELE CONTACTS	3Y						
I.10.1 Individual, one-on-one contact data by ethnicity and gender for agents and staff entered in the CES reporting system (EORS) <ul style="list-style-type: none"> • Can include phone calls, walk-ins, individual requests, etc. • Any contact data entered in the EORS system for each county agent can be printed and placed in this file • Summarized and coded 							
COMPLIANCE REVIEWS AND AUDITS	KEEP						
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 							
I.11.2 Documentation of 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						