

PROGRAM AREA: Agriculture and Natural Resources

COUNTY: DATE:

updated: 03/2019

REVIEWER: CIVIL RIGHTS

FOLLOW-UP BY:

File Guide & Documentation		STATUS			COMMENTS OR CORRECTIVE ACTIONS TO BE TAKEN	TIMELINE FOR COMPLETION	Completed (Initial & Date)
		Complete	Incomplete	Cross- Referenced			
I.12.1 Membership list of Agriculture Advisory Committee <ul style="list-style-type: none"> Form 2 Documentation that committee has met <u>at least</u> once yearly by providing current minutes and attendance dated and coded by gender and ethnicity and summarized Can use Form 3 to summarize 	Curr						
I.12.3 Map of county with residence of agriculture program planning participants identified showing community representation in advisory committees <ul style="list-style-type: none"> Updated yearly Dated Code map showing names, gender and ethnicity 	Curr						
I.12.4 Record of how program planning committee members are chosen (short statement or by-laws stating membership selection) <ul style="list-style-type: none"> Updated every 3-5 years; Dated Demonstrates plan for expanding diversity of committee 	Curr						
I.12.5 Attendees and minutes from any agriculture project or planning groups (informal advisory groups) <ul style="list-style-type: none"> Lists coded by ethnicity and gender and summarized Dated Minutes of meetings where agriculture needs have been discussed or recommendations specifically made to the CES 	3Y						

(Recommended Retention Period: KEEP = Historical References, Save, Do Not Throw Away: 3Y = 3 years. Keep information for the past three years. Curr = Current.)

For forms see Civil Rights Web site at: <https://aces.nmsu.edu/ces/civilrights/>

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CIVIL RIGHTS File Guide and Review Form

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I.12.6 Mailing lists for agricultural programs (e.g. mailing newsletters and program announcements)	3Y						
<ul style="list-style-type: none"> • Coded by ethnicity and gender and summarized • Updated yearly and dated • New additions dated by year (beginning 2006): John Doe (2005) P.O. Box 50 Deming, NM 88888 							
I.12.7 Participation records for agricultural events	3Y						
<ul style="list-style-type: none"> • Sign-in sheet including time, date, place, and topic • Coded by ethnicity and gender and summarized 							
I.12.8 Record of potential recipients of agriculture programs such as current lists from farm bureaus, NMDA, commodity groups, garden clubs, etc.	3Y						
<ul style="list-style-type: none"> • Coded by ethnicity, gender, summarized, and dated 							
I.12.9 Record of agriculture organizations, groups, agencies, etc, served by Extension with documentation of non-discrimination	3Y						
<ul style="list-style-type: none"> • Use Form 1 • Updated yearly and dated 							
I.12.10 News releases, radio releases, social media, bulk emails, and other publicity for agriculture programs. Must include at least 3 examples per year	3Y						
<ul style="list-style-type: none"> • Include affirmative action clause and ADA statement in text of article • Include original submissions and printed article • List news and radio sources releases are sent to • Include list of distribution locations for fliers 							
I.12.11 Personal letters to underserved clientele, families and grassroots organizations inviting them to participate in agriculture programs	3Y						
<ul style="list-style-type: none"> • Must include at least 3 examples per year 							
I.12.12 Personal visits with underserved clientele	3Y						
<ul style="list-style-type: none"> • Must include at least 3 examples per year of visits to underserved audiences • Include time, place, and topic • Can include calendar, special notes, reimbursement voucher or telephone messages 							

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