

PROGRAM AREA: Community & Economic Development

**CIVIL RIGHTS  
FILE GUIDE and REVIEW FORM**

**RESERVATION:**

**REVIEWER:**

**FOLLOW-UP BY:**

**DATE:**

FILE GUIDE & DOCUMENTATION	DATE	STATUS			COMMENTS OR CORRECTIVE ACTIONS TO BE TAKEN	TIMELINE FOR COMPLETION	Completed  (initial and date)
		Complete	Incomplete	Cross- Referenced			
I.13.1 Membership list of CD advisory committee <ul style="list-style-type: none"> <li>• Form 2 (optional)</li> <li>• Coded by gender and ethnicity and summarized</li> <li>• Dated and current</li> <li>• Indication of year's new members</li> <li>• Members who serve on state CES/AES support council identified (can be cross-referenced)</li> </ul>	Curr				09/2006		
I.13.2 Minutes of CD advisory committee meetings <ul style="list-style-type: none"> <li>• Documentation that committee has met <u>at least</u> once each year by providing current minutes and attendance dated and coded by gender and ethnicity and summarized</li> <li>• Can use Form 3 to summarize attendance sheets</li> </ul>	Curr						
I.13.3 Map of reservation with residence of CD advisory committee participants identified showing community representation in advisory committees <ul style="list-style-type: none"> <li>• Dated</li> <li>• Updated every 3-5 years</li> <li>• Code map showing names, gender and ethnicity</li> </ul>	Curr						
I.13.4 Record of how CD advisory committee members are chosen (Short statement or by-laws stating how advisory committee members are selected) <ul style="list-style-type: none"> <li>• Updated every 3-5 years; Dated</li> <li>• Demonstrates plan for expanding diversity of committee</li> </ul>	Curr						
I.13.5 Attendees and minutes of any CD subgroups used in program planning (membership lists and meeting minutes of groups such as economic development committee where community development needs have been discussed) <ul style="list-style-type: none"> <li>• Coded by ethnicity and gender and summarized; dated</li> </ul>	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**(Recommended Retention Period: KEEP = Historical References, Save, Do Not Throw Away: 3Y = 3 years.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: [cahe.nmsu.edu/civilrights](http://cahe.nmsu.edu/civilrights)

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<b>FILE GUIDE &amp; DOCUMENTATION</b>	<b>STATUS</b>			<b>COMMENTS OR CORRECTIVE ACTIONS TO BE TAKEN</b>	<b>TIMELINE FOR COMPLETION</b>	<b>Completed  (initial and date)</b>
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I.13.6 Current mailing lists for CD programs (eg. mailing newsletter and program announcements) <ul style="list-style-type: none"> <li>• Coded by ethnicity and gender and summarized</li> <li>• Updated yearly and dated</li> <li>• New additions dated by year (beginning 2006):                          Jane Doe (2005)                          P.O. Box 50                          Deming, NM 88888</li> </ul>	3Y			09/2006		
I.13.7 Participation records for CD events <ul style="list-style-type: none"> <li>• Sign-in sheet including time, date, place and topic</li> <li>• Coded by ethnicity and gender and summarized</li> </ul>	3Y					
I.13.8 Record of potential recipients of CD programs such as current lists from Chamber of Commerce, farmer's market board, etc. <ul style="list-style-type: none"> <li>• Code by ethnicity and gender and summarized</li> <li>• Dated</li> </ul>	3Y					
I.13.9 Record of CD organizations, groups, agencies, etc, served by Extension with documentation of non-discrimination. <ul style="list-style-type: none"> <li>• Use Form 1</li> <li>• Updated yearly and dated</li> </ul>	3Y					
I.13.10 News, radio releases and fliers for CD programs <ul style="list-style-type: none"> <li>• Include affirmative action clause and ADA statement in text of article</li> <li>• Include original submissions and printed articles</li> <li>• List of news and radio sources releases are sent to</li> <li>• Include list of distribution sources for fliers</li> </ul>	3Y					
I.13.11 Personal letters to minority small businesses, grassroots organizations, or minority individuals inviting them to participate in CD programs <ul style="list-style-type: none"> <li>• Must include at least 3 letters per year</li> </ul>	3Y					
I.13.12 Personal visits to minority small businesses, grassroots organizations, or minority individuals about CD programs <ul style="list-style-type: none"> <li>• Include time, place and topic</li> <li>• Can include calendar, special notes, reimbursement vouchers, or telephone messages</li> </ul>	3Y					

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