

**CIVIL RIGHTS
FILE GUIDE and REVIEW FORM**

RESERVATION:

REVIEWER:

FOLLOW-UP BY:

FILE GUIDE & DOCUMENTATION	DATE	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						
II.1.1 Equal Employment Opportunity Act of 1972, Public Law 92-261, 92 nd Congress • Dated: 3/24/1972							
II.1.2 USDA Secretary's Memorandum #1894 • Dated: 2/6/1976	KEEP						
II.1.3 Any other federal rules or regulations related to employment	KEEP						
STATE RULES, REGULATIONS AND MEMORANDA	3Y						
II.2.1 Any NMCES or NMSU administrative directives related to EEO • Include Directors Annual Memo re: Affirmative Action							
STATE EEO PLAN	KEEP						
II.3.1 Plan of Implementation to Remedy Certain Discrimination Practices in Employment of Minorities in State Cooperative Extension Services-NM • Original EEO Plan for NM, dated 1972							
II.3.2 EEO plan from current state plan of work • Copy and insert page in file	CURR						
COUNTY/RESERVATION EEO PLAN	KEEP						
II.4.1 Plan of Implementation to Remedy Certain Discrimination Practices in Employment of Minorities in State Cooperative Extension Services-County • Original EEO Plan for NM counties, date 1972							
II.4.2 EEO Plan for current plan of work for reservation program director • Refer to state EEO plan and amend to apply to reservation	KEEP						

(Recommended Retention Period: KEEP = Historical References, Save, Do Not Throw Away: 3Y = 3 years.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

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EEO COMPLAINTS	KEEP						
II.5.1 Grievance procedure for filing EEO complaints <ul style="list-style-type: none"> • May refer to NMSU Administrative Policies and Procedures Manual and/or Office of Institutional Equity Web site • May also refer to EEO committee listed on back of all job announcements. 							
II.5.2 Case file of complaints filed by complainant's name or organization	KEEP						
EEO PROCEDURE AND HIRING	3Y						
II.6.1 Announcement for professional positions in your reservation <ul style="list-style-type: none"> • Refer to District Department Head for complete documentation • For Classified Positions in your reservation, include list of applicants, identification of those interviewed and reason for de-selection, and all correspondence with applicants. 							
COMPLIANCE EEO REVIEWS AND AUDITS	KEEP						
II.7.1 Copies of any previous state or federal EEO reviews conducted to determine compliance <ul style="list-style-type: none"> • Include recommendations made and any follow-up actions 							

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