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If ordering replacement information, please circle the missing items and fax this form to: 785 532-3079.

OFFICE \_\_\_\_\_

## CIVIL RIGHTS FILING SYSTEM GUIDE FOR KANSAS EXTENSION OFFICES

Every Extension Office is to maintain a file of Civil Rights materials including relevant legislation and regulations from federal and state sources. Each Extension agent, office professional and program assistant is to be familiar with this material and be able to locate it in the Civil Rights file.

The list below is the minimum information to be in each file. Individual offices may have added additional materials. The titles for labels on the individual file folders are underlined. Most of this information is already in the office's existing Civil Rights files. The items with the " \* " are attached to this guide and should replace old information in the files.

1). **CIVIL RIGHTS (left tab)**  
Filing System

\*Civil Rights Filing System Guide for Kansas Extension Offices (9/12)

Correspondence

\*Letter sent June 2013 from Daryl Buchholz regarding 2010 - 2013 Civil Rights

Reviews

General

2). **PROGRAMS (left tab)**  
Correspondence

General

General Policy on Civil Rights

\*Civil Rights Policy Statement - USDA Secretary Thomas J. Vilsack

County Affirmative Action Plan

County Affirmative Action Plan (1972 original document and revised documents)

Compliance Reviews

County/District Compliance reviews since 1973

\*Annual Civil Rights Mini Reviews (11/12)

(Keep annual mini reviews from 2011 forward)

Civil Rights Legislation

Civil Rights Act of 1964, Public Law 88-352 88th Congress, H.R. 7152

\*Legislation and Other Documents Related to Civil Rights in Extension (5/10)  
 replaces 5/04 document

\*New information enclosed in this mailing. Where applicable, please remove old information from the file.

**Secretary of Agriculture Memorandums on Civil Rights Act of 1964**

Secretary's Memorandum No. 1662 and Supplement 1,2,3,5 and 8  
Supplemental Instruction for Administration of Title VI of the Civil Rights Act of 1964,

In the Cooperative Extension Service, July 2, 1965

Secretary's Memorandum 4300-6 - Civil Rights Progress at USDA (8/1/96)  
Secretary's Memorandum - Civil rights update for all USDA Employees (4/22/97)

**Public Notification Plan**

Plan for Public Notification, Kansas Cooperative Extension Service, To Insure All Potential Recipients Equal Access to Programs

\*Summary of the Plan for Public Notification (5/10) replaces 5/04 document  
County/District Public Notification Plan supporting documents, including newspaper clippings, radio programs, television programs, etc.

**On-Site Compliance Reviews**

\*Schedule for Local Unit Civil Rights Compliance Reviews 2010 - 2013  
\*Civil Rights Compliance Reviews by NIFA Staff (5/10) replaces 5/04 document  
\*Reviews and Audits (5/10) replaces 5/04 document

**Program Discrimination Procedures and Complaints**

\*Procedure to Respond to a Program Discrimination Complaint (5/10) replaces 5/04 document

**Affirmative Action Plan Review Committees**

\*Guidelines for Reviewing Extension 4-H and Youth Program to Assure Equal Access (5/10) replaces 5/04 document  
\*Guidelines for Expanding Extension Program Development Committees (5/10) replaces 5/04 document

**Written Notification to Organizations and Responses**

\*Written Notification to Organizations of the Extension Civil Rights Policy and Their Response (5/10) replaces 5/04 document  
\*Written Notification (sample letter) (5/10) replaces 5/04 document

**All Reasonable Efforts Documentation**

\*All Reasonable Efforts (5/10) replaces 5/04 document  
\*Kansas 4-H Tips About All Reasonable Efforts (5/10)

**County/District Action Plans** (including information on targeting previously unreached audiences)

**Target Audiences**

Census/population figures unique to your county  
see: [www.census.gov](http://www.census.gov) and other resources

\*New information enclosed in this mailing. Where applicable, please remove old information from the file.

Diversity

\*Increasing Diversity - A Positive Opportunity (5/10)

Job Description and Policy of Naming

\*Local Unit Extension Director Policy and Position Description (2/12)

General Discrimination

Americans with Disabilities Act and Title IX

The Americans with Disabilities Act - Questions and Answers  
Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or  
Benefitting from Federal Financial Assistance (1/22/79)

\*Policy Statement on Disability and Title IX (5/10) replaces 5/04 document  
7 CFR, Part 15a USDA Regulations Nondiscrimination on the Basis of Sex-Education  
Programs or Activities Benefitting from Federal Financial Assistance  
(4/11/79)

Memorandum - Applicability of Title IX of the Education Amendments of 1972 to the  
4-H Program, (4/14/77)

\*Title IX: Sex Discrimination (5/10) replaces 5/04 document  
Plans and Procedures for Administration and Implementation of Title IX of the  
Education Amendment of 1972 in the Cooperative Extension Service

3). **EQUAL EMPLOYMENT OPPORTUNITY (left tab)**  
Correspondence

General

EEO Complaint Procedures and Record

Administration Complaint Procedures

Interviewing, Pre-Employment Actions

\*Office Professional - Steps in Hiring (7/05)

Racial, Ethnic and Sexual Harassment

\*Policy Prohibiting Discrimination, Harassment, and Sexual Violence, and Procedure  
for Reviewing Complaints (8/11) replaces 5/10 document  
Secretary's Memorandum 4300-3 - Sexual Harassment

Age Discrimination

Age Discrimination Act of 1975

Age Discrimination in Federally Assisted Programs

Grievance Procedure

Ombudspersons and Grievance Procedure

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