

Local Unit Civil Rights File Checklist

The local unit civil rights files should provide documentation that efforts have been made to maintain compliance with civil rights requirements. The file should contain documentation from the current year and three prior years. Be sure to review and update the file each year. In an Extension District, a duplicate file should be kept in each county office. At a minimum, the file should contain:

- Summary of [Civil Rights Legislation](#)
- Procedures for Responding to a [Civil Rights Complaint](#), and documentation of the handling of any local unit complaints
- Signed [certification of non-discrimination](#) from each club, group or partner
- Evidence of completion of annual civil rights training by staff: certificate of completion, meeting registration/agenda, etc.
- Evidence of completion of annual civil rights training by Board and PDC members: meeting agendas/minutes
- Copy of most recent Local Unit Civil Rights Compliance Review
- Membership listing of local unit Extension board and PDCs including the ethnic background and gender of members. ([forms KSU8-4a&b and/or KSU9-4](#))
- Evidence that Board and PDCs have reviewed local unit demographic data, include a copy of the census data as well as local unit parity data for each program area
- Meeting minutes (with list of participants) of all meetings (staff, PDC, Board) where civil rights issues were discussed.
- [ADA Readily Achievable Barrier Removal Checklist](#)
- Examples of reasonable steps take to eliminate barriers and make programs and facilities more accessible to disabled individuals
- List of all reasonable accommodations requested and provided
- Local unit Limited English Proficiency (LEP) assessment
- Examples of print or electronic technical and educational materials provided in languages other than English
- Examples of public notification of program availability including documentation of the use of the non-discrimination statement on printed publications such as educational materials, promotional literature, forms, announcements, brochures, electronic registrations, flyers (including those posted on social media) and other documents.
- Examples of outreach and other forms of 'all reasonable efforts' to reach underserved or underrepresented audiences including documented use of targeted social and mass-media, personal letters, personal visits, and contact with community groups
- Examples of public notification of how to request reasonable accommodations including documentation using the accommodation statement for persons with disabilities on program announcements.