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March 15, 2012

**KANSAS BULLETIN NO. KS230-12-1**

**SUBJECT: EOP—Maintenance of Equal Opportunity Files**

**Purpose.** Provide guidance and checklist for items pertaining to General Manual (GM) title 230, Equal Opportunity (EOP) administrative files

**Expiration Date.** September 30, 2013

All offices are required to establish and maintain files containing records which document and support equal opportunity. Records must be kept in accordance with the requirements in the GM Title 120, Part 408. This includes files described under 230-15-11, Community Outreach or 230-15-12, Delivery of Services. One file under 230-15, Civil Rights, is acceptable.

The attached checklist provides guidance on records that should be maintained in the files outlined above. The use of the checklist is optional.

**Contact:** Gaye L. Benfer, 785-823-4515 or Mary D. Shaffer, 785-823-4571

*(signed)*

ERIC B. BANKS  
State Conservationist

Attachment

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