

**230 Equal Opportunity File Checklist
File 230-15, Civil Rights**

- Copies of the last two civil rights (CR) reviews conducted in the office and the required response (General Manual Title 230, Section 405.9 E.).
- All letters/memos pertaining to training in CR and program delivery; must show who received the training, when, and the subjects covered.
- Staff meeting minutes where CR was a topic, including specifics of discussions.
- Copies of conservation district (CD) board meeting minutes documenting that the board's responsibilities in CR and program delivery were discussed.
- Documentation of actions taken by staff to increase participation of and provide assistance to underserved groups as identified on the *"And Justice for All"* poster.
- Outreach refers to program delivery and services. Keep a copy (keep five years) of the outreach event reported in the Outreach SharePoint Survey. A few examples are: information on outreach events attended; partnered with, or organized; presentation summaries made at outreach events; articles written and provided to media sources pertaining to outreach activities; documentation of media interviews.
- Copies of news releases and/or articles, publicizing the Natural Resources Conservation Service (NRCS) and/or its programs, sent to county newspapers of record and others; include list of recipients, such as partners, radio stations, and others.
- Copies of public notices by the NRCS containing Equal Employment Opportunity (EEO)/Equal Opportunity (EO) policies (includes every newspaper advertisement with the nondiscrimination statement "USDA is an Equal Opportunity Provider" as a part of the notice and paid ads or public service notices at no cost).
- News stories of accomplishments with protected groups and individuals.
- Examples of alternative communications used (Braille, large print, foreign language, etc.—should include date, time, parties involved, and topics covered).