

**NC STATE** EXTENSION  
**County Civil Rights File**

The county civil rights file 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. At a minimum the file should include:

- Examples of public notification of program availability including documentation of the use of the nondiscrimination statement on printed publications such as educational materials, promotional literature, forms, announcements, brochures, and other documents
- Examples of outreach and other forms of 'all reasonable efforts' to reach under-served or under-represented 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 of the use of the accommodation statement for persons with disabilities on program announcements
- List of all reasonable accommodations requested and provided
- ADA Readily Achievable Barrier Removal Checklist
- Examples of steps taken to eliminate barriers and make programs and facilities more accessible to disabled individuals
- Examples of reasonable steps taken to provide meaningful access to programs and services to eligible LEP individuals
- Examples of print or electronic technical and educational materials provided in languages other than English
- County LEP assessment
- Evidence of completion of civil rights training by new staff
- Evidence of completion of annual civil rights refresher training by all staff
- Evidence of completion of civil rights training by volunteers
- Signed certification of non-discrimination from each club or group
- Annual civil rights checklist