

**FIELD OFFICE CIVIL RIGHTS 230 FILE**  
**(Using a 6-Part Folder)**

A 6-part folder for each year divided into following parts:

**PART 1: National, State and Area Guidance Received**

- Log of National, State and Area Guidance (directives, policies, bulletins, memos, etc.) with date and subject matter to include a summary of document
- This folder should include copies of the Secretary of Agriculture's Civil Rights Policy Statement, the NRCS Chief's Civil Rights Policy Statement as well as any document forwarded to the office with a "230 File" designation on it.

**PART 2: Record of Training Given and Received**

- Documents (to include attendee list and date held) relating to Formal/Informal training sessions for NRCS staff
- Record of staff, tele and net meetings etc. where civil rights/EEO was a topic of discussion.
- Document relating to training for/with District/RC&D employees and Board/Councils members

**PART 3: Supporting Data for Estimating Farm Operating Units**

- Census tables from the most recent AG Census, [www.nass.usda.gov/index.asp](http://www.nass.usda.gov/index.asp)
- Current list of minority and women landowner/farm operators
- Current list of minority and women landowners/farm operators who applied to participate in programs, participate in programs and/or receive technical support. List should include programs applied for and programs accepted into as well as reasons rejected if not accepted into program.

**PART 4: Actions to Monitor & Provide Equitable Program Delivery**

- Record of reviewing the Civil Rights portion of the Memorandum of Understanding with the Board/Council.
- Record of discussion to include notes on what was discussed with NRCS partners regarding diversity and civil rights.
- List of potential candidates for serving on District boards/Councils
- Copies of program notifications/information to include where and when these were posted/published

**PART 5: Outreach Efforts**

- Date, type of contact and results
- Record of meetings/classes/workshops to include announcement where and when it was published

**PART 6: Identifying & Assisting Clients with Special Needs**

- Limited Resource Clients
- English as a Second Language clients (LEP)
- Persons with disabilities