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MSUE Administrative Handbook: Human Resources

SUBJECT: CIVIL RIGHTS FILE

POLICY: Under USDA Civil Rights compliance procedures MSUE county offices are required to maintain a central Civil Rights file accessible to all employees.

APPLIES TO: MSUE off-campus employees

PROVISIONS/RESTRICTIONS:

1. Each MSUE County office is to maintain a systematic civil rights filing system for easy review and retrieval of information and data.
2. The central file is to contain certain documents as identified in the Civil Rights File Key (in Adobe Acrobat format).

DATE: December 9, 1999