The following items should be updated annually and placed in a physical or online folder accessible by all county office staff.

- Copy of most current county population estimates from the Census
- Parity calculator for PEARs data
- Parity calculator for ES237 data
- Document samples with Equal Opportunity Statement from each of the three major program areas (ANR, FCW, 4HYD)
- Screenshots of county Facebook and/or web pages with Equal Opportunity Statements included

Updated August 2020