

## **CODING LISTS**

In compliance with federal regulations, University of Missouri Extension is required to collect data and information from applicants for and recipients of federal assistance. This includes establishing and maintaining a system for collecting and reporting data on minority participation in USDA programs.

Data should be filed under safeguards that will prevent any misuse for discriminatory purpose. Such safeguards include restricting records access to authorized personnel, coding racial identification of office records and using only aggregated data in reports to the public.

Mailing lists, meeting attendance lists and program committee lists should be kept as sources of documentation. These lists should be coded to allow for identification of racial categories. Coding should be done in a uniform manner; therefore, the following codes should be used.

- 1 – Black
- 2 – Hispanic
- 3 – Asian or Pacific Islander
- 4 – American Indian or Alaskan Native
- 5 – White