1. **Purpose of the form**
   To capture racial and ethnic data for Civil Rights compliance

2. **When it is used**
   Submitted along with the claim form

3. **Who completes the form**
   Sponsor

4. **An explanation of what goes into any field that is not clearly self-explanatory**
   NA

5. **Who needs the original and where should it be filed**
   Original goes to TFG

6. **Who needs a copy and where should it be filed**
   Copy kept on site

7. **Length of time the form must be maintained after the service is rendered/case closed**
   5 years recommended