



# DOCUMENT ACCESSIBILITY FOR SPECIAL DISTRICTS

Serving the community—whether through firefighting, water delivery, mosquito control, or library services—requires accessible documents and digital content. Inaccessible materials can leave residents behind and expose districts to risks, as the Office for Civil Rights (OCR) and advocacy groups are filing complaints against local agencies for non-compliance with accessibility standards. Many special districts remain unaware of their non-compliance until it's too late.

## What is document accessibility?

Document accessibility means your digital files—like PDFs, forms, meeting minutes, policies, and flyers—can be used by everyone, including people with disabilities who rely on screen readers or other assistive technologies.

An accessible document:

- Can be navigated using only a keyboard
- Includes alt text for images or charts
- Follows a clear heading structure
- Allows text to be selected and read aloud
- Doesn't require special software to open or understand

## Key Risk Areas

Because special districts often have limited staff and tight budgets, accessibility gaps happen, usually unintentionally.

Common problem areas include:

- Board Packets and Agendas
- PDFs without structure or tags are invisible to screen readers
- Permits, Reports, and Applications
- Fire alerts, service changes, or outage notifications must be accessible in real time.

## What you Should Do Now

Special districts don't need big teams to make a big impact. Start with these practical steps:

- Audit your website for inaccessible documents
- Prioritize remediation of high-impact and frequently accessed files
- Use accessibility tools like DocAccess to save time and resources
- Create a simple accessibility policy for your board and staff
- Train your team—even one annual session can make a difference

## That is where DocAccess steps in...

DocAccess simplifies PDF accessibility by automating the process, eliminating unnecessary complexity:

- Converts PDFs into fully accessible formats that are friendly for screen readers
- Adds search, translation, and document navigation features
- Works with one simple code install — no tech background needed

SCAN HERE

