



### **CWF1 Clean Water Finance Loan Program Records**

The Clean Water Finance Agency (CWFA) was established in 1989 to administer federal and state programs established to provide financial assistance for the treatment of municipal or community wastewater and drinking water. Included are several programs, each of which is responsible for administering loans for different kinds of projects related to clean water, drinking water, water pollution control, facility planning, community septic systems, and road and bridge compliance. The agency undertakes financing of clean water projects once it has received documentation from the Department of Health, the Department of Environmental Management or the Department of Transportation certifying approval of municipalities' proposed projects. Once the CWFA receives documentation of project approval from these agencies, it proceeds to establish financing arrangements with municipalities and communities.

The records in this series are loan files. The contents of the files depend on whether the application for financing has been approved or denied. The records may include, but are not limited to, certificates of project approval from state agencies, loan agreements, financial documentation, and related correspondence. The financial documentation relates to contractors' billing for services related to the project as well documentation related to the borrowers' terms of repayment of the loan, periodic notices to borrowers concerning the status of the loan, payment documentation, and late payment notifications. The files may also include records related to the legal status of the borrowing entity, evidence of its issuance of bonds related to the project, and CWFA's financial capability analysis for each loan application as well as copies of periodic inspection reports completed by DEM or other agencies. Also included may be audited financial reports and analyses of operating revenues and expenses, and other documentation periodically filed by borrowers relating to their financial condition. Repayment terms normally extend over twenty years.

#### **a) Approved Project Application Files**

Retention: Retain twenty (20) years, or five (5) years after final closure, whichever is later.

#### **b) Denied Project Application Files**

Retention: Retain three (3) years

### **CWF2 Bond Fund Management Records**

In order to raise funds for purposes related to providing financial assistance to municipalities, communities, and individuals for wastewater and drinking water projects, the Clean Water Finance Agency has the authority to issue general obligation bonds, special obligation bonds, refunding bonds, and temporary notes. The records in this series document the CWFA's implementation and administration of these debt instruments.

The records include official statements, bond registers, and ledgers/accounts payable records, including monthly statements of transactions, receipts and redeemed coupons, authorizations for payment and vendor information. This series may also include correspondence, press releases, proposals for bond anticipation notes, preliminary studies, proposals and prospectuses, certificates of issuance, bond product reports, banking records, agreements and draw down schedules.

**a) Bond implementation records including bond registers and official statements**

Retention: Permanent.

**b) Bond administration and accounting records including receipts and coupons**

Retention: Retain seven (7) after bond is satisfied and final audit.

**CWF Special Plans, Publications, Studies and Reports**

This series consists of plans or reports in conjunction with municipal, state, federal, independent agencies or consulting groups regarding significant initiatives or projects. May include but is not limited to annual reports, strategic plans, capital improvement plans, studies, technical reports, task force reports, and land use/open space/development reports

Retention: Permanent (Per GRS1.6)

**CWF Grant Records**

Retention: See GRS 1.18

**CWF Certificates of Records Destruction**

Certification of Records Destruction forms (PRA003) signed by the authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in his and other applicable schedules. RIGL 38-1-10, 38-3-6, and 42-8.1-10

Retention: Permanent