

**COLORADO WATER RESOURCES &
POWER DEVELOPMENT AUTHORITY**

BOARD PROGRAM WORK SESSION (BPWS) AGENDA

**June 4, 2026
3:00 – 6:00 pm**

Board Members: Mike Fabbre (Chair), Eric Wilkinson, Steve Vandiver, Chris Treese, Patti Wells, Matt Shuler, Karen Wogsland, Roy Heald, and Bruce Whitehead.

Authority Staff: Keith McLaughlin, Heather Newton, Jim Griffiths, Justin Noll, Wesley Williams, Ian Loffert, Kevin Carpenter, and Daniel Lockard.

Others Present: Cynthia Thayer (DOLA), Victor Chen (DOLA), Alex Hawley (WQCD), and James Wheatley (WQCD).

AGENDA

1. Lookout Mountain Water District Follow-up Questions (**Wes, James- WQCD**)
2. Loan Interest Rate - Mid-Year Update – discussion and possible action (**Kevin, Wes**)
3. Updated Authority Retention Schedule Policy- discussion and possible action (**Heather, Jim**)
4. Disadvantaged Community Criteria Updates – discussion and possible action (**Ian, Victor-DOLA**)
5. Information Systems (IS) Policy Reorganization – discussion and possible action. (**Jim**)
6. Request for Qualifications/Proposal for Auditor Services - Update – discussion only (**Justin**)
7. Administrative Fee – How to manage sustainably – discussion only (*tentative- if time allows*) (**Wes, Keith**)



COLORADO WATER RESOURCES & POWER DEVELOPMENT AUTHORITY

The Amp – Suite 820, 1580 N Logan Street, Denver, Colorado 80203-1942
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MEMORANDUM

June 5, 2026

TO: Board of Directors and Karl Ohlsen

FROM: Wes Williams, Finance Director
Kevin Carpenter, Senior Financial Analyst I

RE: 2026 Interest Rate Recommendations
Water Pollution Control Revolving Fund (“WPCRF”)
Drinking Water Revolving Fund (“DWRF”)
Authority Interim Loan Program (“Interim”)
Authority Small Hydro Loan Program (“SHLP”)
Private-Non-Profit Loans (“PNPs”)
Green Project Reserve Loans (“GPR”)

The Authority Board of Directors establishes and adopts loan rates each year. The WPCRF and DWRF Intended Use Plans (“IUPs”) require annual adoption of rates, which include PNP and GPR loans. In addition, the Authority Board adopts the Interim and SHLP loan rates each year. The Interim and SHLP loan programs are Authority programs and not governed by the IUPs.

USDA Rural Development (USDA) and Colorado Water Conservation Board (CWCB) rates for comparison purposes are below:

| As of 5/26/2026 | CWRPDA Base Interest Rates | CWCB* | USDA* |
|-----------------|-------------------------------|-------|--------|
| Low | 1.50/1.75% | 3.30% | 2.875% |
| Middle | 2.50/2.75% | 3.80% | 3.75% |
| High | 3.25/3.50% | 4.25% | 4.75% |

*Neither CWCB nor USDA uses interest income (admin fee) to cover the costs of operating their programs.

Recommendation: Staff recommends maintaining the following rates for the remainder of 2026:

| Loan type – Base WPCRF & DWRF | Existing 2025 rates | Recommended 2026 rate changes |
|-------------------------------------|-------------------------------|-------------------------------------|
| Direct Loan (not a DAC) | 3.25% (20yr); 3.50% (30yr) | No Change |
| DAC Category 1 | 2.50% (20yr); 2.75% (30yr) | No Change |
| DAC Category 2 | 1.50% (20yr); 1.75% (30yr) | No Change |

| Loan type: BIL WPCRF&DWRF (Emerging contaminant funding is 100% PF) | Existing 2025 rates | Recommended 2026 rate changes (same as Direct Loan) |
|--|-------------------------------|---|
| BIL DWRF Lead Service Line Repl. | 3.25% (20yr); 3.50% (30yr) | No Change |
| BIL DWRF General Supplemental | 3.25% (20yr); 3.50% (30yr) | No Change |
| BIL WPCRF General Supplemental | 3.25% (20yr); 3.50% (30yr) | No Change |

* DACs get the reduced DAC interest rate for up to \$3 million of BIL repayable loan. For loans of over \$3 million, DAC’s will receive the first \$3 million at the Category 1 or Category 2 rate and the remaining loan at the prevailing non-DAC Direct Loan interest rate.

| Loan types – Interim Loan, SHLP, Leveraged Loan Subsidy, PNPs, GPR | Existing 2025 rates | Recommended 2026 rate changes |
|--|--|-------------------------------|
| Interim Loan | 4.00% (up to 1 yr) & 1% on undrawn portion per annum | No Change |
| SHLP | 2.00% (20 yr) 2.25% (30 yr) | No Change |
| Leveraged Loan Subsidy | 70-85% of Authority's AAA Bonds | No Change |
| Standard PNPs | 3.75% (20yr); 4.00% (30yr) | No Change |
| DAC 1 PNPs | 3.25% (20yr); 3.50% (30yr) | No Change |
| DAC 2 PNPs | 2.50% (20yr); 2.75% (30yr) | No Change |
| GPR–15% of project costs are certified Green on the first \$3 million of their request | 2.50% (20yr); 2.75% (30yr) | No Change |
| GPR–20% of project costs are certified Green on the first \$3 million of their request | 1.50% (20yr); 1.75% (30yr) | No Change |



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MEMORANDUM June 5, 2026

TO: Board of Directors and Karl Ohlsen

FROM: Heather Newton, Office Manager
Jim Griffiths, Deputy Director

RE: 2013 Records Retention Policy – Proposed Modifications

The Authority Board of Directors approved a records retention policy in January 2013. This 2013 policy follows the State of Colorado's records retention guidance, was reviewed by a consultant, and approved by the State Archivist's Office. This policy outlines records retention for all Authority accounting, audit, administration, finance, human resources, and other similar records.

Prior to implementing a full electronic records system, all Authority records were held in paper form. The volume of paper records mandated off-site storage. The rising cost of off-site storage, unreliable retrieval, and a desire to upgrade record access caused the Authority to embark on a paper-to-electronic document conversion project. The conversion project involves laborious unbinding, scanning, and electronic filing of paper records (using a temporary worker).

The conversion process brought into question the record retention durations for some operational records that were scheduled for permanent retention. Staff was concerned that the Authority was scanning and retaining operational documents that had been retained long enough and should be destroyed rather than scanned. Staff and Authority legal counsel reviewed the 2013 policy in May 2026 and are recommending changes that distinguish between permanent core accounting records and non-permanent support documentation, as shown in the redlined sections of the attached policy and summarized in the table below.

| Policy category | Recommended change | Retention period |
|---|--|--|
| ACC300 (page 3 of the attached policy) | Focusing, narrowing and clarifying the description to year-end general ledger records. | This category is considered to be a permanent retention category, and we are recommending narrowing it. |
| ACC310 (page 3 of the attached policy) | Focusing, narrowing and clarifying the description to year-end general ledger records. | This category is considered to be a permanent retention category, and we are recommending narrowing it. |
| ACC400 (page 4 of the attached policy) | Generally added and clarified what was removed from ACC300 & ACC310 categories. | 7-year record retention. Recommending expanding this category with items previously in 300 & 310 |
| FIN110 (page 15 of the attached policy) | Clarifies, expands and adds considerable detail to this category. | 3-year record retention. Recommending expanding, clarifying this category. |

Board Action Requested: Approve recommended changes to the Authority's Records Retention Policy.

**Colorado Water Resources and Resources Development Authority
RECORDS RETENTION SCHEDULE**

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|---------------|---|--|---|---|------------------|----------------|-------|---|
| ACC | ACCOUNTING | | | | | | | |
| ACC100 | Accounts Payable / Accounts Receivable Records – Corporate | | Records related to the payment of financial obligations. Records documenting cash receipts and credit for returned items including amounts recovered from insurance companies for losses and claims. | <u>Examples include:</u> Approvals Check Stubs Invoices Supporting Records Vouchers | 7 years | Corporate Acct | Y | |
| ACC110 | Escheat Property Records (Abandoned and Unclaimed Property) | | Records that document the inability to locate the recipient of monies or property and the associated compliance with abandoned property laws. | <u>Examples include:</u> Abandoned & Unclaimed Property Records Summaries of Outstanding Unclaimed Property Unpresented Checks | 7 years | Controller | | |
| ACC120 | Bad Debts, Write-offs and Collections | | Records related to the monitoring, collecting and writing off of bad debts. Includes authorization and supporting details of uncollectible accounts and third party documentation and correspondence. | <u>Examples include:</u> Uncollectible Accounts Write-off Documentation | Active + 7 years | Controller | | RETENTION EVENT: Retention period begins when the debt is identified as uncollectible. |
| ACC200 | Banking | Authority Bank Account Set Up and Management Records | Records related to the set up and management of bank accounts. | <u>Examples include:</u> Account Set Up Documents Correspondence Signature Cards | Active + 3 years | Controller | Y | RETENTION EVENT: Retention period begins when account is closed or signatory authority revoked. |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|-----------------------|---|---|--|------------------|----------------|-------|--|
| ACC210 | Banking | Authority Bank Account Records and Reconciliation | Records related to issuing checks, deposits and wire transfers made to and from accounts and analysis and audit of bank accounts. | <u>Examples include:</u> ACH Notifications Bank Account Reconciliations Bank Account Statements Checks (copy) Deposit Slips Gap Trust Account Statements Reconciliations Small Hydro Project Bank Statements | 7 years | Corporate Acct | | |
| ACC220 | Banking | Trustee Bank Account Records – 2011 and Prior | Records related to statements with Trustee accounts for bonds issued 2011 and prior and all general program accounts. | <u>Examples include:</u> Annual Trustee Account Statements | Active + 6 years | Controller | Y | RETENTION EVENT: Retention period begins when bond is matured or loan paid off or program terminated for general program accounts. |
| ACC225 | Banking | Trustee Bank Account Records – 2012 and Forward | Records related to statements with Trustee accounts for bonds issued 2012 and forward. | <u>Examples include:</u> Annual Trustee Account Statements | Active + 3 years | Controller | Y | RETENTION EVENT: Retention period begins when bond is matured or loan paid off. |
| ACC230 | Banking | Project Bank Account Records | Records related to statements for Authority projects. | <u>Examples include:</u> Cash Pool Statements | Active + 6 years | Corporate Acct | Y | RETENTION EVENT: Retention period begins when project is completed or terminated. |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|-----------------------|--|---|---|------------------|--------------|-------|---------|
| ACC240 | Banking | State Match Holding and Funding Account Records | Records related statements for state match holding and funding accounts for Drinking Water and WPCRF. | Examples include: Funding Account Statements Set Aside Bank Statements State Match Holding Account Statements | 15 years | Program Acct | | |
| ACC300 | General Ledger | | Official year-end General Ledger records supporting the Authority's audited financial statements. | Examples include: General Ledger | Permanent | Controller | Y | |
| ACC310 | General Ledger | Journal Entries, Journal Vouchers, Subsidiary Ledgers and Journals | Official year-end accounting records, closing entries, and final year-end balances supporting the Authority's final audited financial position. | Examples include: General Ledger Batch Control Reports General Ledger Batch Control Summary Trial Balances Supporting Documents | Permanent | Controller | Y | |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|---------------|----------------------------------|---------------------------|---|---|------------------|----------------|-------|---------|
| ACC400 | Monthly Accounting File (Backup) | | Records related to monthly and routine accounting activities, including batch control reports, journal entry support, subsidiary ledger reports, reconciliation materials, working trial balances, transaction backup, accounting processing reports, and copies maintained for accounting processing, reporting, or operational use. Excludes records created specifically to support preparation or audit of annual financial statements. | Examples include: Account Payable Batch Reports Bridge Loan Accounting (copy) Direct Loan Accounting (copy) Interim Loan Accounting (copy) Monthly Accounting Files (Backup) Transfer Letters | 7 years | Corporate Acct | | |
| ACC500 | Budgets | | Records related to internal planning and financial management. | Examples include: Amended Budgets Amendment Documentation Annual Budgets Budget Documentation Budget Narrative | Permanent | Controller | Y | |
| ACC510 | Budgets and Financial Forecasts | Budget Supporting Records | Records related to the development and approval of the official budget. | Examples include: Comments Correspondence Publication Notices Schedule Supporting Documents | 3 years | Controller | | |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|---------------|-----------------------|----------------------------------|---|---|------------------|----------------|-------|--|
| ACC600 | Fixed Asset Records | | Records documenting purchase, sale and improvement of real property, equipment, furniture, hardware and software, including capitalization, depreciation and amortization including appraisal and valuations. | <u>Examples include:</u> Approvals Check Stubs Fixed Asset Spreadsheet Invoices Vouchers | Active + 7 years | Corporate Acct | Y | RETENTION EVENT: Retention period begins when the asset is sold or disposed. |
| ACC700 | Program Accounting | Program / Project Escrow Records | Records related to the program or project escrow records including interim loans for Drinking Water, Waste Water, Authority and self-insured, Animas-LaPlata, La Plata-Long Hollow, etc. | <u>Examples include:</u> Escrow History Spreadsheets Interest Calculations | Active + 6 years | Corporate Acct | Y | RETENTION EVENT: Retention period begins when the program or project is terminated, closed or expired. |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|-----------------------|---|---|---|------------------|--------------------------------|-------|---|
| ACC710 | Program Accounting | Bond and Loan Accounting Records – 2011 and Prior | Records related to accounting activities for bonds and loans. For bonds issued 2011 and prior and Authority projects. | Examples include: Accounts Receivable Spreadsheet Arbitrage Schedules COI (Cost of Issuance) Vouchers (copy) Debt Service Schedules Earning Credit Schedules Evaluation Schedules Expense Tally Sheets Investment Schedules Issuance Cost Detail Loan Repayment Schedules Repo (Repurchase) Schedules Repo (Repurchase) Statements Schedules - Bond & Loan | Active + 6 years | Corporate Acct Program Acct | Y | RETENTION EVENT: Retention period begins when bond is matured or loan paid off or project is completed or terminated. |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|-----------------------|---|--|---|------------------|--------------------------------|-------|---|
| ACC715 | Program Accounting | Bond and Loan Accounting Records – 2012 and Forward | Records related to accounting activities for bonds and loans. For bonds issued 2012 and forward. | Examples include: Accounts Receivable Spreadsheet Arbitrage Schedules COI (Cost of Issuance) Vouchers (copy) Debt Service Schedules Earning Credit Schedules Evaluation Schedules Expense Tally Sheets Investment Schedules Issuance Cost Detail Loan Repayment Schedules Repo (Repurchase) Schedules Repo (Repurchase) Statements Schedules - Bond & Loan | Active + 3 years | Corporate Acct Program Acct | | RETENTION EVENT: Retention period begins when bond is matured or loan paid off or project is completed or terminated. |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|-----------------------|---|---|---|------------------|--------------|-------|---------|
| ACC720 | Program Accounting | Bond and Loan – Monthly Accounting Processing Records (Monthly Packets) | Records related to the monthly financial packets generated and used for backup to accounting for bonds and loans. | Examples include: Account Asset Balances (copy) Bank Activity Report (copy) Bond Status Reports (Annual) Bond Status Reports (Monthly) Cash Flow Documents Cash Flow Schedules Checklists Grant Drawn Summary Reports Letters from Trustees (copy) Loan Status Reports (Annual) Loan Status Reports (Monthly) Loan Summary Reports Monthly Financial Packets Monthly Financial Statements (copy) Project Status Reports (Annual) Project Status Reports (Monthly) Transaction Backup Trial Balances Trustee Account Statements (Monthly) | 3 years | Program Acct | | |
| ACC730 | Program Accounting | Bond and Loan – Reports | Reports related to bonds and loans in which more than one loan or bond is identified. | Examples include: Binding Commitment Schedules Capital (Cap) Grant Status Reports | Permanent | Program Acct | Y | |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|----------------------------------|----------------------------------|--|---|------------------|--------------------------------|-------|--|
| ACC740 | Program Accounting | Program Specific Accounts | Records related to activities encompassing the entire program not bond or loan specific. | <u>Examples include:</u> Admin Billings Admin Draws Debt Service Reserve Fund Annual Statements | Active + 6 years | Program Acct | Y | RETENTION EVENT: Retention period begins when program is terminated. |
| ADM | ADMINISTRATION | | | | | | | |
| ADM100 | Administration Records – General | | Records related to general administrative activities. | <u>Examples include:</u> Mail Logs | 3 years | Admin | | |
| ADM105 | General Correspondence | | Correspondence of a general nature not elsewhere identified. | <u>Examples include:</u> Correspondence – General | 3 years | ALL | | |
| ADM110 | Policies and Procedures | Policies (Board Approved) | Records documenting the policies (Board approved) developed and implemented within the Authority and its business units. | <u>Examples include:</u> Employee Manual Investment Policies Policies (Board) | Permanent | Admin | Y | |
| ADM120 | Policies and Procedures | Department Procedures | Records documenting the procedures developed and implemented within the Authority and its business units. | <u>Examples include:</u> Department Procedures | Active + 3 years | ALL | | RETENTION EVENT: Retention period begins when procedure is superseded or discontinued. |
| ADM130 | Policies and Procedures | Accounting Department Checklists | Checklists developed and used within the Accounting Department to ensure all accounting steps are accomplished. | <u>Examples include:</u> Accounting Checklists | 1 year | Corporate Acct Program Acct | | |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|-------------------------|--------------------------------|--|--|------------------|------------|-------|--|
| ADM140 | General Administration | Administrative Program Records | Records documenting internal programs intended to ensure compliance with internal requirements. Includes program documentation on internal programs such as the imaging program. | Examples include: Program Documentation Records Management Program Documentation (includes training) | Active + 5 years | Admin | | RETENTION EVENT: Retention period begins when administrative program is superseded or discontinued. |
| ADM150 | Disaster Recovery Plans | | Records describing the procedures for continuing the operation of the Authority in the event of a disaster. | Examples include: Business Continuity Plans Disaster Recovery Plans | Until superseded | Controller | | |
| ADM160 | Event Planning Records | | Records related to or documenting events and event planning, exhibitor functions at conferences, board meeting logistics, etc. | Examples include: Applications Attendance Records Attendee Registration Exhibitor Registration Logistics Sheets | 3 years | Admin | | |
| ADM170 | Public Records Requests | | Records related to requests for public records. | Examples include: Requests Responses | 3 years | Admin | | |
| ADM200 | Records Management | Records Transmittals | Records documenting the transfer of records to / from the off-site storage vendor. | Examples include: Records Transmittal Forms | 3 years | Admin | | NOTE: Does not include destruction authority forms and reports. See Section ADM210 for record destruction documentation. |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|-----------------------|---|--|---|------------------|-------|-------|--|
| ADM210 | Records Management | Retention Schedule, Destruction Documentation and Master Box Listings | The official Records Retention Schedule including legal research, revisions, review comments, approvals and other related information. Also includes records documenting that records were destroyed compliant with the Authority's records retention schedules. | Examples include: Box Inventories Certificates of Destruction Destruction Approvals Master Box Listing Records Retention Schedule Supporting Documentation | Permanent | Admin | Y | |
| ADM300 | Project Management | Internal Office or Information Technology Projects | Records related to the management of internal office projects, special studies, analyses and other department events not covered elsewhere and projects dealing with information technology systems, applications and programs. | Examples include: Business Requirements Correspondence Design Documents Feasibility Studies Final Reports Implementation Documents Meeting Minutes Project Plans Project Schedules Project Scopes & Charters Project Timelines Special Studies Testing Documentation | Active + 3 years | ALL | | RETENTION EVENT: Retention period begins when the project is completed or terminated or the system, application or program is no longer actively used and all records have been removed from the system. |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|-----------------------|------------------------|---|---|------------------|------------|-------|---|
| ADM400 | Insurance Policies | | Records describing and administering corporate insurance programs that provide coverage affecting company liability and coverage for other problems manifesting themselves long after the policy terminates. Includes policies for general liability, workers compensation and fiduciary. | Examples include: Amendments Applications Certificates of Insurance Correspondence Insurance Policies Riders Termination & Cancellation Notices Workpapers | Active + 7 years | Controller | Y | RETENTION EVENT: Retention period begins when policy is terminated or superseded. |
| ADM500 | Safety Records | Accidents and Injuries | Records related to general liability and on-the-job accidents as required by OSHA regulations. Includes official OSHA logs as well as required supplementary records related to OSHA reportable injuries and illnesses. | Examples include: Doctor Supplemental Reports Incident Investigations Log & Summary of Occupational Injuries & Illnesses (Form 200) OSHA Annual Summary Report OSHA Form 301 OSHA Log 300 Release Forms Summary of Injuries & Illnesses Log (Form 200S) Supplementary Records of Occupational Injuries & Illnesses (Form 101) | 7 years | | | RETENTION EVENT: Retention period begins at the end of the calendar year. |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|---|-----------------------|--|---|------------------|--------------|-------|---|
| ADM600 | Reference Materials | | Records used specifically for reference purposes. Includes copies of periodical articles, legislative material, related project materials, reference and technical instruction manuals provided by outside sources for products, equipment and software used by the Authority. | Examples include: Equipment User Manuals Manuals or Guidelines Newspapers Periodicals Reference Articles Software User Manuals | Active | ALL | | RETENTION EVENT: Retain these records only as long as they are needed. |
| AUD | AUDIT | | | | | | | |
| AUD100 | Financial Audits and Reviews | External | Records related to the external financial reviews and audits performed by outside sources. | Examples include: Correspondence Engagement Letter Financial Statements (copy) Grant Audits Management Letters Management Representation Letters Management Responses Single Audits | Permanent | Controller | | NOTE: Audits with Opinions and Grant Audit Reports are filed with the Financial Statement. |
| AUD110 | Financial Audits and Reviews | Audit Support Records | Records used to support or document audits. | Examples include: Backup Documentation Loan Confirmation Letters Supporting Documentation | Active + 7 years | Controller | | RETENTION EVENT: Retention period begins when audit is completed. |
| AUD200 | Internal Revenue Service (IRS) Audit Bonds – 2011 and Prior | | Records used to support or document Internal Revenue Service (IRS) audits of bonds. For bonds issued 2011 and prior. | Examples include: Requests Responses | Active + 6 years | Program Acct | | RETENTION EVENT: Retention period begins when audit is completed. |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|---|-----------------|---|---|------------------|--------------|-------|---|
| AUD210 | Internal Revenue Service (IRS) Audit Bonds – 2012 and Forward | | Records used to support or document Internal Revenue Service (IRS) audits of bonds. For bonds issued 2012 and forward. | Examples include: Requests Responses | Active + 3 years | Program Acct | | RETENTION EVENT: Retention period begins when audit is completed. |
| EXA | EXTERNAL AFFAIRS | | | | | | | |
| EXA100 | Public Relations | | Records related to the Authority and information and communications that are released to the public. Includes photographs. | Examples include: Photographs Press Clippings Press Releases | Permanent | Admin | | |
| EXA200 | Advertising and Marketing | | Records related to the marketing and advertising activities of the Authority. Includes work created by the Authority or external agencies. | Examples include: Advertising Forms Brochures Flyers | Permanent | Admin | | |
| EXA210 | Advertising and Marketing | Website Records | Records related to the development, design and management of Authority web sites. Includes external and internal web sites. | Examples include: Web Pages | Until superseded | Admin | | |
| FIN | FINANCE | | | | | | | |
| FIN100 | Financial Statements | | Records of financial statements, reports and background information submitted to governmental agencies and members. Includes annual financial statements. | Examples include: Audited Financial Statements Audits with Opinions Correspondence Management Letters | Permanent | Controller | Y | |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|-----------------------|----------------------|---|--|------------------|------------|-------|---------|
| FIN110 | Financial Statements | Backup Documentation | Records created specifically to support preparation, review, or audit of quarterly and annual financial statements, including correspondence, explanatory memoranda, management responses, audit support requests, and temporary supporting detail assembled for the financial statement or audit process. Excludes operational accounting records maintained under ACC400. | Examples include: Correspondence Explanations to Questions Supporting Details | 3 years | Controller | | |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|---|----------------|--|---|------------------|----------------------|-------|--|
| FIN200 | Bond Records (Bond Issues) – 2011 and Prior | | Records related to bonds issued by / through the Authority. For bonds issued 2011 and prior. | Examples include: Arbitrage Rebate Calculation Arbitrage Reports Billing Statements Bond Repurchase Agreements Capacity Projections Correspondence Final Arbitration Rebate Calculations Financial Advisors Agreements Investment Records Money Transfers Preliminary Official Statement Pre-Sale Documents Pricing Information PUT Agreements Rating Books Ratings Repurchase Agreements (Repo Agreements) SLG (State & Local Government Series) Bonds Purchased Sources & Uses Transactions Trustee Set Up Documents | Active + 6 years | Finance Program Acct | Y | RETENTION EVENT: Retention period begins when bond is matured or loan paid off or after final arbitration rebate calculation or last item or action required on bond is completed. |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|---|----------------|--|---|------------------|----------------------|-------|--|
| FIN205 | Bond Records (Bond Issues) – 2012 and Forward | | Records related to bonds issued by / through the Authority. For bonds issued 2012 and forward. | Examples include: Arbitrage Rebate Calculation Arbitrage Reports Billing Statements Bond Repurchase Agreements Capacity Projections Correspondence Final Arbitration Rebate Calculations Financial Advisors Agreements Investment Records Money Transfers Preliminary Official Statement Pre-Sale Documents Pricing Information PUT Agreements Rating Books Ratings Repurchase Agreements (Repo Agreements) SLG (State & Local Government Series) Bonds Purchased Sources & Uses Transactions Trustee Set Up Documents | Active + 3 years | Finance Program Acct | Y | RETENTION EVENT: Retention period begins when bond is matured or loan paid off or after final arbitration rebate calculation or last item or action required on bond is completed. |
| FIN210 | Bond Transcripts | | Records related to bonds issued by / through the Authority. | Examples include: Bond Transcripts Index of Bond Transcripts | Permanent | Admin | Y | |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|--|----------------|---|---|------------------|----------------------|-------|---|
| FIN300 | Loan Records – Bond Related – 2011 and Prior | | Records related to loans associated with bonds issued by / through the Authority. For bonds issued 2011 and prior. | Examples include: Applications & Backup Bills to Borrowers Borrower Data Files Checklist of Closing Correspondence Credit Reports Financials Governmental Agency Bond Loan Application Loan Approval Letter Payment Requisitions Preliminary Report Required Payments Letter Supporting Documents | Active + 6 years | Finance Program Acct | Y | RETENTION EVENT: Retention period begins when bond is matured or loan paid off. |
| FIN305 | Loan Records – Bond Related – 2012 and Forward | | Records related to loans associated with bonds issued by / through the Authority. For bonds issued 2012 and forward | Examples include: Applications & Backup Bills to Borrowers Borrower Data Files Checklist of Closing Correspondence Credit Reports Financials Governmental Agency Bond Loan Application Loan Approval Letter Payment Requisitions Preliminary Report Required Payments Letter Supporting Documents | Active + 3 years | Finance Program Acct | Y | RETENTION EVENT: Retention period begins when bond is matured or loan paid off. |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|------------------------------|----------------|---|---|--|----------------------|-------|--|
| FIN310 | Loan Records – Direct Loans | | Records related to loans issued directly by the Authority without any associated bond. | Examples include: Bills to Borrower Borrower Data Files Checklist for Closing Correspondence Credit Reports Debt Service Letter Legal Opinions Letters to Borrower on Loan Agreements Loan Agreement Loan Applications Meeting Notes Notifications of Loan or Grant Acceptance Required Payments Payment Requisitions Preliminary Report Procedures to Borrowers Trustee Set Up Letter | Active + 3 years or 20 years, whichever is longer | Finance Program Acct | Y | RETENTION EVENT: Retention period begins when loan is paid off or 20 years whichever is longer. |
| FIN320 | Loan Records – Interim Loans | | Records related to interim loans (I Loans) issued prior to the approval and issuance of a bond. | Examples include: Applications & Backup Bills to Borrowers Borrower Data Files Checklist of Closing Correspondence Credit Reports Financials Interim Loan Trustee Statements Loan Application Loan Approval Letter Payment Requisitions Preliminary Report Required Payments Letter Supporting Documents | Active + 3 years or move into leverage loan file once leverage loan issued | Finance Program Acct | Y | RETENTION EVENT: Retention period begins when loan is paid off. If leverage loan is issued, move Interim Loan records into Leverage Loan file. |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|--|----------------|---|--|---|--------------------|-------|--|
| FIN330 | Borrower Audits (Annual Compliance Audits) | | Records related to annual audits of borrower's financial status. | <u>Examples include:</u> Annual Borrower Audits | 5 years | Finance | | |
| FIN340 | Borrower Data Files – No Loan Issued | | Records related to borrowers that do not result in issued loans. | <u>Examples include:</u> Applications Credit Reports Meeting Notes Preliminary Reports | 5 years | Finance | | |
| FIN350 | Draw Schedule by Borrower | | Records related to tracking draws made by borrowers on loans and include draw spreadsheet. | <u>Examples include:</u> Draw Spreadsheet | 45 years | Finance | Y | NOTE: Retention period allows for normal life of bond / loan which is 20 to 30 years. |
| FIN360 | Audit Compliance Review Log | | Records related to tracking when audit compliance reviews are required. | <u>Examples include:</u> Audit Compliance Review Log | 23 years | Finance | | |
| FIN370 | Stimulus Money Reports | | Records related to money received and distributed through the Stimulus Plan (ARRA). | <u>Records include:</u> Stimulus Money Reports | Active + 3 years or 20 years, whichever is longer | Executive Director | | RETENTION EVENT: Retention period begins when loan is paid off or 20 years whichever is longer. |
| FIN380 | Draft Loan Records | | Records showing the various changes made during the drafting of loans and their associated documents. | <u>Records include:</u> Drafts | 3 years | Finance | | |
| FIN390 | Borrower Loan Confirmations | | Records related to the confirmation of borrower amounts in their loans. | <u>Examples include:</u> Borrower Loan Confirmations Master Loan Confirmation Control List | 3 years | Controller | | |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|-----------------------------------|----------------|--|--|--|----------------------|-------|---|
| FIN400 | Authority Issued Grant Records | | Records related to the request and receipt of grants provided by the Authority. | Examples include: Applications Approvals Awards Backup Documentation Bank Statements Grant Closure Letters Grant Schedules Reports Supporting Documentation | Active + 3 years | Finance Program Acct | Y | RETENTION EVENT: Retention period begins when grant is expired and all actions completed and grant closure letter issued. |
| FIN410 | Planning and Design Grant Records | | Records related to the request and receipt of grants provided to borrowers from EPA through the Authority. | Examples include: Applications Approvals Awards Backup Documentation Board Acceptance Documents EPA Reports Grant Schedules Individual Draw Schedules Reports Supporting Documentation | Active + 3 years or move to Borrower Loan File | Finance Program Acct | Y | RETENTION PERIOD: Retention period begins when grant is expired and all actions completed or decision made of grant denial or move records to Borrower Loan File. |
| FIN420 | ASAP Draw Requests | | | Examples include: ASAP Draw Requests | Permanent | Finance Program Acct | Y | |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|------------------------|-------------------|--|--|--|----------------------|-------|---|
| FIN430 | Matching Grant Records | | Records related to request and receipt of matching grants by the Authority. | <u>Examples include:</u> Applications Approvals Awards Backup Documentation Board Acceptance Documents Grant Schedules Individual Draw Schedules Reports Supporting Documentation | Active + 3 years or move to Borrower Loan File | Finance Program Acct | Y | RETENTION PERIOD: Retention period begins when grant is expired and all actions completed or decision made of grant denial or move records to Borrower Loan File. |
| HUM | HUMAN RESOURCES | | | | | | | |
| HUM100 | Personnel Records | Personnel Folders | Records regarding employees beginning with their initial hire and detailing information about specific employees including personal contact information and wage rates. Includes hiring, promotion, performance appraisals, transfers, retirement, termination and disciplinary actions. | <u>Examples include:</u> Applications Letter of Resignation Performance Evaluations Position Title Change Resumes | Active + 10 years | Controller | Y | RETENTION EVENT: Retention period begins when employee is no longer employed. |
| HUM110 | Personnel Records | I-9 Files | Records and correspondence related to immigration and naturalization of employees. | <u>Examples include:</u> Form I-9 | Active + 3 years | Controller | | RETENTION EVENT: Retention period begins when employee is no longer employed. |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|----------------------------|----------------|--|---|------------------------------|--------------------|-------|--|
| HUM200 | Compensation Planning | | Records documenting the determination and monitoring of salary structures, incentive programs, job classification and placement and allowances. | Examples include: Bi-Annual Salary Surveys | 3 years | Executive Director | | |
| HUM210 | Job Descriptions | | Records related to job descriptions including summary of position responsibilities, requirements and reporting relationship. | Examples include: Job Descriptions | Until position is terminated | Admin | | |
| HUM300 | Employee Recruitment Files | | Records related to personnel requests, job applications, testing, job advertising, position descriptions and interview notes. Includes records related to applicants of particular positions within the Authority who were not interviewed, hired or did not accept positions. | Examples include: Advertisements Applications Interview Notes Job Descriptions (copy) Job Announcements Notification Letters Resumes Supporting Documents | Active + 6 months | Admin | | NOTE: Move records related to hired employees to Official Personnel File upon hire date. RETENTION EVENT: Retention period begins when recruitment action is completed. |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|-------------------------|-----------------------------------|--|--|------------------|----------------|-------|---|
| HUM400 | Benefit Administration | Benefit Plan and Election Records | Records related to the general management and administration of Authority benefit plans. Includes negotiations with outside vendors for employee services such as day care, auto and home insurance, legal assistance, long-term care insurance, medical and life insurance, counseling and health clubs. Records of elections by employees of type and amount of participation in Authority benefits plans, employee beneficiary designation and other records such as change of address forms. | Examples include: Benefit Election Forms Benefits Administration Files Plan Administration Files Plan Descriptions Plan Summaries Tracking Spreadsheet | Active + 5 years | Admin | Y | RETENTION EVENT: Retention period begins when plan or election form is terminated, cancelled or superseded. |
| HUM410 | Benefit Summary Records | | Records summarizing total employee enrollment and participation in Authority-sponsored benefits programs. Includes summary of employee contributions, years of service, benefits accrued, employee matching contribution and other information needed to implement the benefit pension plans. | Examples include: PERA & 401K Reports | 5 years | Corporate Acct | | |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|------------------------------------|---|--|---|------------------|------------|-------|---|
| HUM500 | Benefit Claims | | Records related to employee benefit claims not covered elsewhere. Includes long term disability and death benefit claims. | Examples include: Death Benefits Claims Disability Claims (Long Term) | Active + 6 years | Controller | Y | RETENTION EVENT: Retention period begins when claim and all appeals are completed. |
| ITS | INFORMATION TECHNOLOGY (IT) | | | | | | | |
| ITS100 | Application Administration | Documentation and System Technical Administration | Records used to document the development of new functionality and architecture for Authority software systems, applications and phone system. Records documenting the details and history of the technical environment - changes, problems, additions, deletions and operational status. Includes network and computer system access records and performance details. Includes forms and reports showing the layout and configuration of the network servers and printers. | Examples include: Access Logs Change Documentation IT Architecture Documentation Network Security Logs Performance Monitoring Performance Status Reports Phone System Records Process Flow Charts Programming Design Specifications Scope Documents Server Database Specifications System Audit Files System Logs Technical Design Documents | Active + 1 year | Controller | Y | RETENTION EVENT: Retention period begins when the system, application or program is superseded or terminated. |
| ITS110 | Application Administration | Computer Software | Records documenting third party computer software used. | Examples include: Software (CDs or Downloads) Technical Documentation | Active + 1 year | Controller | Y | RETENTION EVENT: Retention period begins when the software is discontinued. |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|----------------------------|---------------------------------|---|---|--|--------------------|-------|--|
| ITS120 | Application Administration | Computer Backup Discs and Tapes | Computer backup discs and tapes generated by the Authority for use in case of disaster or loss of information. | <u>Examples include:</u> Computer Backup Discs & Tapes | Use the current Authority computer backup schedule | Controller | | |
| ITS130 | User Access Records | | Records related to the access of users to computer systems. | <u>Examples include:</u> Active Directory Login Password Control Database Passwords User IDs | Active + 30 days | Controller | | RETENTION EVENT: Retention period begins when employee is no longer employed. |
| ITS140 | Software Licenses | | Records that document the licensing of software applications for use by the Authority. Includes software licenses and correspondence. | <u>Examples include:</u> Certifications of Legal License Correspondence License Distribution Lists License Keys | Active + 1 year | Controller | Y | RETENTION EVENT: Retention period begins when the software license is obsolete. |
| LEG | LEGAL | | | | | | | |
| LEG100 | Contracts and Agreements | | Records related to obligations under contracts, leases and other agreements between the Authority and outside parties. Includes disputes that do not progress to litigation and claims. | <u>Examples include:</u> Agreements Animas-LaPlata (ALP) Contracts Amendments Building Leases Contracts Correspondence Custodial Contracts Equipment Leases Memoranda of Understanding (MOA) Supporting Documents Trustee Contracts | Active + 6 years | Admin | Y | RETENTION EVENT: Retention period begins when the contract or agreement is terminated or superseded. |
| LEG200 | Legal Opinions and Advice | | Records resulting from legal reviews which document the specific legal advice provided. | <u>Examples include:</u> Legal Advice Legal Opinions | Permanent | Executive Director | Y | |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|---------------------------------|----------------|--|--|---|--------------------|-------|--|
| LEG210 | Legal Files | | Records related to various subject matters worked in conjunction with outside Counsel. | <u>Examples include:</u> Correspondence with / from Outside Counsel Documents from Outside Counsel | Until subject matter closed or no longer relevant | Executive Director | | |
| LEG300 | Litigation, Claims and Disputes | | Records related to threatened or asserted litigations and general claims filed against corporate insurance policies. Includes pleadings, discovery, attorney work products, transactions and exhibits. Includes final judgments, settlements, court orders and other documentation specifying final terms, conditions and decisions. | <u>Examples include:</u> Affidavits Claim Forms & Requests Complaints Decisions Depositions Discovery Records Exhibits Filings Final Judgments Incident Reports Insurance Claims Investigative Records Litigation Files Motions Pleadings Settlement Documents Subpoenas Transcripts Trial Documents Workers Compensation Claims | Active + 6 years | | | RETENTION EVENT: Retention period begins when the litigation, claim or dispute is closed including all appeal periods. |
| ORG | BUSINESS ORGANIZATION | | | | | | | |
| ORG100 | Business Organization Documents | | Records documenting the creation, structure and governance of the Authority including articles of incorporation, by-laws, committee charters and corporate organization charts. | <u>Examples include:</u> Articles By-Laws Seal | Permanent | Admin | Y | |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|---------------------------------|--------------------------------|---|---|------------------|--------------------------------|-------|---|
| ORG110 | Board Meetings and Records | | Records documenting proceedings of the board of directors (board) and other legally required meetings. | <u>Examples include:</u> Agendas Board Meeting Packets Meeting Minutes Resolutions | Permanent | Admin Executive Director | Y | |
| ORG115 | Board Committee Meeting Records | | Records documenting proceedings of committee meetings of the board of directors. | <u>Examples include:</u> Committee Meeting Minutes Personnel Committee Records | 3 years | Admin | | |
| ORG120 | Board Meetings and Records | Board Meeting Audio Recordings | Records related to the audio recording of Board meetings. Includes both Executive Session and Regular meetings. | <u>Examples include:</u> Executive Session Audio Recordings Regular Meeting Audio Recordings | 3 years | Admin | | NOTE: Executive Session audio recordings are exempt from public release and require a judge to approve relate per CO CRS 24-6-402. |
| ORG130 | Board Member Records | | Records documenting individual board members. | <u>Examples include:</u> Application (copy) Board Personnel Files Correspondence Governor's Appointment Letter (copy) Oath of Office PERA Election Form (copy) Resignation Letter (copy) Resume (copy) Senate Journal (copy) | Active + 5 years | Admin | | RETENTION EVENT: Retention period begins when board member resigns/term expired/inactive. |
| ORG140 | Board History Records | | Records documenting the history of the board including members and dates. | <u>Example include:</u> Board History Log | Permanent | Admin | | |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|-----------------------|----------------|---|--|------------------|--|-------|---------|
| ORG150 | Legislation Enacted | | Records related to the Authority's statute and modifications thereto. | <u>Examples include:</u> Annual History of Legislation Authority Statute Modifications Joint Resolution Authorizing Project Lists | Permanent | Admin Executive Director | | |
| ORG200 | Annual Reports | | Records related to the Annual Report prepared for the Authority. | <u>Examples include:</u> Annual Reports – Authority EPA Annual Report of Programs NIMS (National Information Management System) (Annual Report - EPA) | Permanent | Admin Executive Director | Y | |
| ORG300 | Program Records | | Records related to programs handled by the Authority. | <u>Examples include:</u> Annual Reports – Program Capacity Projections Correspondence EPA Water Quality Audit – Annual GAO Audit on Water Quality Grant Records (if program based) Grant Schedules Intended Use Plans (IUP) Loan Agreements (Program to Program) Program Changes Program Financials Program Requirements | Permanent | Admin Executive Director Finance Program Acct | Y | |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|-----------------------|----------------|--|---|------------------|--|-------|---|
| ORG310 | EPA Reports | | Records related to reports prepared and submitted to the Environmental Protection Agency (EPA) which have been discontinued. | Examples include: 269 Reports 272 Reports | Dec 31, 2019 | Controller | | RETENTION EVENT: All remaining 269 and 272 Reports should be destroyed December 31, 2019. Submission of these reports has been discontinued. |
| ORG400 | Capitalization Grants | | Records related to grants provided to the Authority dealing with capitalization for Drinking Water and Waste Water programs. | Examples include: Admin Draws Applications Approvals ASAP Draws Confirmations Awards Backup Documentation Board Acceptance Documents Capitalization Grants EPA Capitalization Grant Records EPA Reports Grant Closure Letters Grant Schedules Individual Draw Schedules Reports Set Asides Small System Tech Training Supporting Documentation | Active + 3 years | Admin Executive Director Finance Program Acct | Y | RETENTION EVENT: Retention period begins when grant is expired and all actions completed. |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|------------------------------|----------------------------|--|---|------------------|--------------------|-------|--|
| ORG500 | Construction Project Records | | Records related to projects requiring construction of which the Authority is a partner. Includes the Animas-LaPlata (ALP) and Long Hollow Dam Projects. | Examples include: Correspondence Photographs Project Documents Project Status Reports Reports | Permanent | Executive Director | | |
| ORG600 | Project Feasibility Studies | | Studies related to feasibility of projects or contemplated projects. | Examples include: Project Feasibility Studies | Permanent | Admin | Y | |
| PAY | PAYROLL | | | | | | | |
| PAY100 | Payroll Accounting | Payroll Processing Records | Records related to processing of payroll. | Examples include: Benefit Reimbursement Notices Employee Personal Information Pay Information Pay Stubs Payroll History Payroll Processing Reports Yearly Payroll Folder | 5 years | Corporate Acct | | |
| PAY110 | Payroll Accounting | State Unemployment Tax | Records submitted to state unemployment divisions. Contains employment and wage information for terminated employees who are requesting unemployment compensation. | Examples include: Correspondence State Requests for Separation & Wage Information Files Unemployment Claims Unemployment Forms Unemployment Insurance Audit Findings Unemployment Insurance Audit Workpapers Unemployment Insurance Workpapers | Active + 5 years | Controller | Y | RETENTION EVENT: Retention period begins when claim is closed or paid and all appeals have been completed. |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|--|---------------------------|---|--|------------------|----------------|-------|---|
| PAY120 | Payroll Records | | Records related to payroll with actual amounts per employee along with history maintained in the electronic accounting system. | Examples include: Payroll Register Reports | Permanent | Corporate Acct | Y | |
| PAY200 | Wage and Payroll Tax Withholding Records | Payroll Deduction Records | Records supporting the wage and taxes paid, withheld and reported. Includes rate of taxation and W-4 Forms. | Examples include: Direct Deposit Forms Payroll Deduction Forms W-4 Forms | Active + 5 years | Corporate Acct | | RETENTION EVENT: Retention period begins when form is superseded or replaced or action completed. |
| PAY210 | Wage and Payroll Tax Withholding Records | Payroll Tax Returns | Records supporting the wages and taxes paid, withheld and reported. Includes audits of taxes withheld. | Examples include: Form 941 Payroll Audits Unemployment Tax Returns Worker's Compensation Tax Audits, Self-Audits & Reviews | 5 years | Corporate Acct | Y | |
| PAY300 | Employee Time and Attendance Records | | Records related to the identification and reporting of hours worked. Includes time cards and time sheets or use of an electronic time system and time off requests. | Examples include: Labor Allocations Time Sheets Vacation / Time Off Slips | 10 years | Corporate Acct | Y | |
| TAX | TAX | | | | | | | |
| TAX100 | Federal 1099 Reporting | | Records related to IRS 1099 end of year tax reporting for vendors and suppliers. | Examples include: 1096 Transmittals Form 1099 Reports Supporting Documents | 7 years | Corporate Acct | Y | |
| TAX200 | Tax Exempt Certificate | | Certificate identifying the Authority as a tax-exempt entity. | Examples include: Tax Exempt Certificate | Permanent | Corporate Acct | Y | |

| Rec Series | Title - Record Series | Title - Record | Description | Examples | Retention Period | Dept | Vital | Remarks |
|------------|-----------------------|----------------|-------------------------------|----------------------------------|------------------|----------------|-------|---|
| TAX300 | W-9 Files | | Records related to W-9 files. | <u>Examples include:</u> W-9s | Active + 5 years | Corporate Acct | | RETENTION EVENT: Retention period begins when W-9 is revised or obsolete. |

Citation List

- ACC100** – Accounts payable / Accounts Receivable Records - Corporate
State Sch 7D2 Cash & Credit Card Receipts (3 years)
State Sch 7D7 Vouchers for the Purchase of Goods & Services (3 years)
State Sch 7F1 Employee Travel Reimbursement Vouchers & Records (3 years)
State Sch 7F2 Expenditure Accounting General Correspondence & Control Files (3 years)
State Sch 7N1 Accounts Receivable Invoices – 3 years
- ACC110** – Escheat Property Records (Abandoned and Unclaimed Property)
CO: CRS 38-13-122 (5 years limitation of actions)
CO: CRS 38-13-124 (5 years)
- ACC210** – Banking – Authority Bank Account Records and Reconciliation
State Sch 7D1 Bank Records (3 years)
- ACC310** - General Ledger – Journal Entries, Journal Vouchers, Subsidiary Ledgers and Journals
State Sch 711 Adjusting Journal Entries (5 years)
- ACC500** – Budgets
State Sch 2-1 Annual Budget Reports (permanent)
State Sch 7C2 Budget Documentation (3 years)
- ACC510** – Budgets and Financial Forecasts – Budget Supporting Records
State Sch 2-5 Budget Work Papers (3 years)
State Sch 7C3 Budget Work Papers (3 years)
- ACC600** – Fixed Asset Records
State Sch 7H2 – Physical Inventory Records (3 years)
State Sch 7H3 – Depreciation Schedules (3 years after asset disposed)
State Sch 7H4 – Acquisition of Fixed Assets Records (3 years after asset disposed)
State Sch 7H5 – Disposal of Fixed Assets Records (3 years)
State Sch 7H6 – Acquisition / Disposal of Real Property (permanent)
State Sch 14-2 Property Disposal Case Files (3 years)
State Sch 14-3 Real Property Sale Files (permanent)
- ADM100** – Administration Records – General
State Sch 1-16 Incoming Document Log (1 year)
State Sch 4-1 Mail Control Records (3 years)

ADM105 – General Correspondence**State Sch 1-14** General Correspondence -Routine (1 year)**State Sch 1-17** Internal Administrative Correspondence (2 years)**ADM110** – Policies and Procedures – Policies (Board Approved)**State Sch 1-24** Policies & Procedures Manual (permanent)**ADM120** – Policies and Procedures – Department Procedures**State Sch 1-25** Policy & Procedure Case Files (2 years)**ADM170** – Public Records Requests**State Sch 15-8** Open Records Requests & Supporting Documentation -CORA (2 years after request answered)**ADM210** – Records Management – Retention Schedule, Destruction Documentation and Master Box Listings**State Sch 1-28** Public Record Register Sheets (5 years after records are destroyed)**State Sch 1-29** Records Disposition Files (permanent)**ADM300** – Project Management – Internal Office or Information Technology Projects**State Sch 1-30** - Records Management Files (until updated or superseded)**ADM400** – Insurance Policies**State Sch 16-8** Liability Insurance Policy Files (6 years after contract expires)**ADM500** – Safety Records – Accidents and Injuries**US: 29 CFR 1904.44** (5 years)**CO: CRS 8-43-101** (none specified)**US: 29 USC 657** (none specified)**US: 29 CFR 1904.4** (none specified)**State Sch 11-31** Log & Summary of Occupational Injuries & Illnesses (no time frame - duplicates are 5 years)**State Sch 11-35** Personal Injury Case Files (5 years)**ADM600** – Reference Materials**State Sch 1-3** Administration Reference / Reading Files (until no longer needed)**EXA100** – Public Relations**State Sch 15-5** Press Releases (permanent)**EXA200** – Advertising and Marketing**CO: CRS 13-80-101** (3 years limitation of actions)**State Sch 1-27** Publications (permanent)

- FIN210** – Bond Transcriptions
State Sch 7B1 Bond Official Transcripts (permanent)
- FIN400** – Authority Issued Grant Records
State Sch 7J Grant Files (3 years after final action)
- FIN410** – Planning and Design Grant Records
State Sch 2-8 Grant Case Files (3 years after grant has ended)
State Sch 2-9 Grant Control Files (3 years after grant has ended)
State Sch 7J Grant Files (3 years after final action)
- HUM100** – Personnel Records – Personnel Folders
CO: CRS 8-72-107 (5 years)
US: 29 CFR 1602.14 (1 year)
State Sch 11-2 Agency Personnel Files for Permanent Employees (10 years after retirement or separation)
- HUM110** – Personnel Record s- I-9 Files
US: 8 CFR 274A.2 (3 years or 1 year after termination whichever is longer)
State Sch 11-52 Verification of Employment Eligibility - I-9 (3 years after termination)
- HUM200** – Compensation Planning
State Sch 10-24 Wage Survey Files (retain until after completion of second succeeding wage survey)
State Sch 11-46 Salary Survey (3 years)
- HUM210** – Job Descriptions
State Sch 11-24 Job Classifications (until termination of position)
State Sch 11-43 Position Descriptions - PDQ (4 years or until revised)
- HUM300** – Employee Recruitment Files
State Sch 11-12 Employment Applications Not Hired (2 years)
State Sch 11-22 Interview Records (6 months after decision)
State Sch 11-23 Job Announcements – Vacancies (2 years after filled or superseded)
State Sch 11-44 Recruitment Files (6 months after hiring decision is made)
- HUM410** – Benefit Summary Records
CO: CRS 8- 72-107 (5 years)
US: 29 CFR 1602.14 (1 year)
US: 29 USC 1059 (none specified)
- ITS100** – Application Administration – Documentation and System Technical Administration
State Sch 5-3 Computer Hardware Maintenance Records (1 year after disposal of equipment)

LEG100 – Contracts and Agreements**State Sch 4-5** Telecommunications Service Contracts (4 years after expiration or cancellation)**State Sch 7A3** Contracts & Purchase Order Files (6 years after contract terminates)**State Sch 7A4** Leasing Contract Files (6 years after lease ends)**LEG300** – Litigation, Claims and Disputes**State Sch 1-19** Litigation Case Files (some parts may be permanent)**ORG100** – Business Organization Documents**State Sch 1-22** Organization Files (permanent)**ORG110** – Board Meetings and Records**State Sch 1-21** Minutes of Governing Body (permanent)**ORG120** – Board Meetings and Records – Board Meeting Audio Recordings**CO: CRS 24-6-402****ORG400** – Capitalization Grants**State Sch 7J** Grant Files (3 years after final action)**PAY100** – Payroll Accounting – Payroll Processing Records**State Sch 10-1** Administrative Payroll Reports (3 years)**PAY110** – Payroll Accounting – State Unemployment Tax**US: 29 CFR 516.5** (3 years)**PAY120** – Payroll Records**State Sch 10-16** Payroll Register (permanent)**PAY200** – Wage and Payroll Tax Withholding Records – Payroll Deduction Records**US Rev. Proc. 90-9, Section 7.01** (4 years)**US 26 CFR 31.6001-5(a)(13)** (none specified)**State Sch 10-9** Income Tax Exemptions & Withholdings Certificates (4 years after superseded or termination of employment)**PAY300** – Employee Time and Attendance Records**State Sch 10-23** Time & Attendance Reports (5 years)**TAX100** – Federal 1099 Reporting**State Sch 7F3** Federal 1099 Records (4 years)

TAX200 – Tax Exempt Certificate
State Sch 7A9 Tax Exemption Files (6 years after term ends)



COLORADO WATER RESOURCES POWER DEVELOPMENT AUTHORITY

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MEMORANDUM

June 5, 2026

TO: Board of Directors and Karl Ohlsen
FROM: Wesley Williams, Finance Director
 Ian Loffert, Assistant Finance Director and Compliance Officer
RE: Disadvantaged Communities (“DAC”) Criteria Updates

The Board has recently asked staff to evaluate and update current DAC criteria, in particular the qualifying metrics that are related to American Community Survey (“ACS”) Median Household Income (“MHI”) data. The Safe Drinking Water Act (“SDWA”) requires states to establish affordability criteria to define DACs for drinking water projects. Similarly, the Clean Water Act (“CWA”) requires states to consider income, unemployment, and population trends when developing affordability criteria to define DACs for water pollution control projects.

At the April 2026 Board meeting, the Board approved removal of the Coefficient of Variation (“CV”) threshold previously used to determine whether MHI and Median Home Value (“MHV”) data was reliable enough to be utilized for DAC evaluations. Staff anticipate this recent policy change will reduce the number of future business cases by allowing the use of additional census datasets that were previously excluded due to reliability thresholds and allow more communities to qualify upfront.

Staff have identified several potential approaches for modifying DAC eligibility criteria and qualification methodologies. At this time, staff are seeking additional Board guidance regarding which approaches should be prioritized for further analysis, case-by-case testing, and potential future implementation.

The primary options currently under consideration include:

1. **Maintain Existing DAC Criteria with No Additional Changes**
Continue utilizing the existing DAC framework while evaluating impacts associated with the recent removal of the CV threshold.
2. **Modify Existing DAC Scenarios**
Make targeted modifications to existing DAC qualification scenarios to provide additional flexibility for applicants with unrepresentative or unavailable demographic data, including special districts and small communities.
3. **Remove or Reduce Reliance on Certain Existing DAC Criteria**
Reduce or eliminate criteria (as allowable under the SDWA and CWA) that have historically generated the greatest number of business cases or present significant data limitations, such as County MHI or County unemployment metrics.
4. **Transition to a Modified IJA/BIL-Style DAC Framework**
Replace the existing DAC scenario structure with a simplified points-based framework modeled after and including current IJA/BIL affordability criteria.
5. **Utilize Alternative Need-Based Methodologies from Other State Agencies**
Explore the use of affordability or need-based categorizations currently utilized by other Colorado state agencies as a potential basis for DAC qualification.

Board Action: Review and discuss the options provided regarding DAC eligibility criteria and provide guidance to staff as we develop final recommendations for the August 19, 2026, Board meeting. Additionally, consider a motion authorizing staff to incorporate language into the 2027 Intended Use Plans (“IUPs”) stating that DAC criteria and qualification processes may be updated and amended by the Authority Board as necessary.

Attachments: Current DAC and IJA/BIL qualifying criteria tables and June 2026 DAC Criteria Updates DAC/Additional Subsidy Subcommittee Memo.

Disadvantaged Community:

In order to qualify as a disadvantaged community (DAC), an applicant must meet one (1) of three (3) scenarios.

1. Meets benchmarks for P1, and either P2 or P3
2. Meets benchmarks for P1, not for P2 or P3, and meets two or more secondary factors
3. P1 is unreliable. Meets benchmarks for P2 and P3, and two or more secondary factors

| | Benchmark | | Borrower | Met? |
|---------------------------------------|-----------|----|----------|------|
| P1: MHI | \$73,976 | >= | | |
| P2: MHV | \$401,760 | >= | | |
| P3: County Unemployment | 4.47% | <= | | |
| County Job Change | 0.00% | >= | | |
| S1: County MHI | \$73,976 | >= | | |
| S2: Ten Year % Change in Population | 0.00% | >= | | |
| S3: Assessed Value per Housing unit | \$24,308 | >= | | |
| S4b: Curr. and Proj. System Debt | 0.64% | < | | |
| S4b: 80th Percentile | 1.71% | < | | |
| S5b: Proj. System Cost Per Tap to MHI | 1.94% | < | | |
| S5b: 80th Percentile | 3.04% | < | | |

IIJA/BIL Principal Forgiveness Eligibility:

In order to qualify for IIJA/BIL principal forgiveness, a community must score three (3) points using the IIJA/BIL Principal Forgiveness Eligibility Criteria outlined in the Intended Use Plans.

| IIJA/BIL PF DETERMINATION | | | | |
|---|-----------|---|----------|--------|
| | Benchmark | | Borrower | Points |
| 1. Five Year % Change in Population | 0.61% | > | | |
| 2a: County Job Change | 0.00% | > | | |
| 2b: County Unemployment | 4.47% | < | | |
| 3: Median Household Income, or MHI exceeds 125% of state MHI (-1 point) | \$92,470 | > | | |
| | \$115,588 | < | | |
| 4: Rates to MHI | 1.35% | < | | |
| 5: Project addresses removal of lead or emerging contaminants | Yes | | | |
| 6: % Minority | 40.00% | < | | |
| 7: % Households Housing Burdened | 50.00% | < | | |
| 8: % Population under 200% Poverty Level | 40.00% | < | | |
| 9: % Population under 200% Poverty Level + % Population over 65 years old | 55.00% | < | | |
| 10: Meets DAC criteria | Yes | | | |
| Total Points Scored: | | | | |



MEMORANDUM

To: SRF Committee
From: DAC Subcommittee
Date: June 5, 2026
Re: DAC Criteria Updates

Background/ Reason and Need

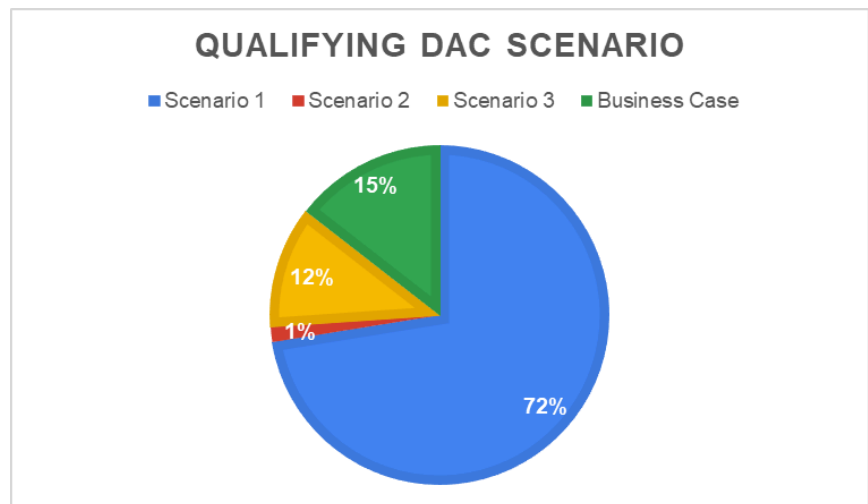
Federal Requirements

The Safe Drinking Water Act requires that each state establish affordability criteria to define “disadvantaged communities” (DACs) in the state for drinking water projects. Under the Clean Water Act, states must consider income, unemployment data, and population trends when formulating affordability criteria for water pollution control projects, as well as additional criteria states wish to include. Colorado’s SRF program uses a single set of Disadvantaged Community criteria to fulfill federal requirements for its DWRP and WPCRF programs.

Current DAC Policy

In order to qualify as a DAC, an applicant must meet one (1) of three (3) scenarios.

1. Meets benchmarks for P1 Median Household Income (MHI), and either P2 Median Home Value (MHV) or P3 (County unemployment or jobs loss)
2. Meets benchmarks for P1, not for P2 or P3, and meets two or more secondary factors
3. P1 is unreliable. Meets benchmarks for P2 and P3, and two or more secondary factors



The DAC policy is heavily weighted towards P1 (MHI) and P2 (MHV) because they are used as proxies to measure income and wealth, respectively. Based on an analysis of the current DAC policy that DOLA completed in 2025, most communities qualified as DAC under scenario 1, followed distantly by business cases, scenario 3 and scenario 2.

DAC Policy Issues

While county assessor data can give staff a more specific MHV estimate, there is no way to get a more geographically-specific MHI estimate (or any other ACS estimate) for special districts. Nine of the thirty-five business cases analyzed were requested due to there being a lack of geographically-specific data for an applicant. For special districts, the Census Bureau and its American Communities Survey (ACS) do not provide specific data because ACS geographies are limited to counties, municipalities, Census-designated places (which overlap some special districts), Tracts, and Block Groups. Carrying out an income survey in small communities (population less than 100) is not very feasible, usually requiring 100% response to obtain a reliable data sample. The Authority Board has expressed concerns with how the existing process deals with applicants that do not have representative data or whose population is too small to have high data reliability. Staff have been asked to explore modifying DAC eligibility criteria to better assess entities like special districts, and to reduce the number of business cases being drafted due to demographic data that is not representative of the community.

Options

1. No change. Evaluate impact of removing Coefficient of Variation threshold over the next few months.
 - Pros
 - With the recent removal of the Coefficient of Variation (CV) threshold for using MHI and MHV at the April Board meeting, staff are now able to use more data for places, Tracts and Block Groups, reducing the number of expected business cases.
 - Consistent with longstanding DAC policy for staff and applicants.
 - Cons
 - Business cases for communities with unrepresentative data will still be required.
 - Does not tackle the issue of not having a good definition for what a DAC is and what qualifying data should be used to identify a DAC.
2. Minor changes to existing DAC scenarios making it easier to qualify as a DAC with unrepresentative data. This could include adding or modifying scenarios so that communities with data that is not representative of the entity could meet other criteria to qualify as a DAC.
 - Pros

- Could benefit special districts or other applicants that are not municipalities. With these borrowers, we are able to get assessor data for MHV, but there is no MHI data that is specific to special districts and non-municipal applicants.
 - Could benefit municipalities with suppressed MHI data, when the overlapping county/Tract/Block Group data does not represent them.
 - Could address the issue of very few counties meeting P3.
 - Cons
 - Difficult to test scenario adjustments broadly, as special district DAC determinations must be done on a case by case basis. Therefore staff are uncertain if this scenario will be too permissive or too restrictive.
- 3. Remove DAC criteria that have resulted in the most business cases (e.g. MHI) or which are applicable to fewer applicants (e.g. county unemployment or jobs loss).
 - Pros
 - The SRF program would no longer need to address data issues related to MHI.
 - Could benefit special districts or other applicants that are not municipalities. With these borrowers, we are able to get assessor data for MHV, but there is no MHI data that is specific to special districts and non-municipal applicants.
 - Could benefit municipalities with suppressed MHI data, when the overlapping county/Tract/Block Group data does not represent them.
 - Cons
 - The Clean Water Act appears to require considering income and unemployment data for affordability criteria.
 - Despite data and survey challenges, the vast majority of other states use MHI in their SRF programs. MHI and similar measures of income remain the policy standard for public programs measuring economic need.
 - The data and survey challenges that impact MHI also impact other criteria currently used in the SRF program from the ACS such as poverty, housing burden, and population over 65.
 - Difficult to test scenario adjustments broadly, as special district DAC determinations must be done on a case-by-case basis.
- 4. Modify IIJA/BIL criteria to replace existing DAC criteria and scenarios.
 - Pros
 - Deprioritizes P1 (MHI), P2 (MHV), and P3 (County unemployment or jobs loss) by having those factors integrated into the list of IIJA/BIL criteria with a simpler points threshold to qualify.
 - Generally consistent with IIJA/BIL criteria of the past five years for staff and applicants
 - Cons
 - Because the IIJA/BIL criteria were benchmarked so that more applicants would qualify for IIJA/BIL vs. DAC, more applicants will likely qualify as

- a DAC. However, this can be adjusted with the number of criteria, points weighting of each criteria, the benchmark of each criteria, and total points threshold to qualify.
- Difficult to test scenario adjustments broadly, as special district DAC determinations must be done on a case-by-case basis.
5. Use categories or calculations for need-based programs from other state agencies, such as county categories determined by the General Assembly for salaries of county officials or the School Finance Formula.
- Pros
 - Could be simpler to implement if another state agency's policy is used in place of an SRF specific policy.
 - The SRF program would not have to deal with data and survey issues related to American Communities Survey criteria such as MHI if they are removed or replaced.
 - Cons
 - Purposes of categories and calculations used in other state agencies diverge from the purpose of DAC in the SRF.
 - Because the SRF program does not compile data for programs in other state agencies, staff would have less understanding of alternative categories and calculations.
 - School district or other geographic boundaries likely to be unrepresentative of an applicant's service area.
 - Changes in statute and policy of other state agencies could complicate ongoing use of their information. E.g. The School Finance Formula has gone through several changes in recent years due to state budgetary issues.
 - Due to the Clean Water Act, it may still be necessary to integrate income and unemployment data into a policy based on another state agency's policy for analyzing communities.



Information Resource Policy, version 3.2

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Information Resource Policy

Table of Contents

- I. Purpose2
- II. Policy2
 - 1. Definitions2
 - 2. Acceptable Use.....2
 - 3. Access Management.....4
 - 4. Authentication/Passwords.....4
 - 5. Asset Management.....5
 - 6. Clear Desk/Clear Screen.....6
 - 7. Confidential Information Security.....7
 - 8. Email and Electronic Communication8
 - 9. Hardware and Software8
 - 10. Internet Use9
 - 11. Malware Defense9
 - 12. Mobile Devices and Bring Your Own Device (BYOD).....10
 - 13. Physical Security.....11
 - 14. Privacy11
 - 15. Removable Media.....11
 - 16. Security Training and Awareness12
 - 17. Social Media Use12
 - 18. Work Voice Mail.....13
- III. Waivers.....13
- IV. Enforcement13
- V. Review.....13

| | |
|--------------------------|----|
| VI. Version History..... | 13 |
|--------------------------|----|

I. Purpose

The **CWRPDA Information Resource Policy** establishes acceptable practices for the use of **CWRPDA Information Resources** in order to protect the confidentiality, integrity and availability of information created, collected, and maintained by the **CWRPDA** as necessary to fulfill the purposes for which the **Authority** was created.

II. Policy

1. Definitions

- 1.1. **“Asset”** – physical devices used to handle information and data.
- 1.2. **“Authority”** or **“CWRPDA”** – the Colorado Water Resources and Power Development Authority
- 1.3. **“Confidential Information”** – information disclosed to an individual employee or known to that employee as a consequence of the employee’s employment at the **Authority**, not generally known outside the **Authority**, or that is protected by law. Examples of confidential information include but are not limited to governmental agency information and consumer information, state and local employee confidential information, social security numbers, payroll and personnel records, health information, bank account information, passwords and other IT-related information. Individual departments or programs may have additional types or kinds of information that are considered confidential information and are covered by this policy. Confidential information includes information and **Data** in any form including physical, verbal, or electronic **Data**.
- 1.4. **“Data”** – information in any form, including physical or electronic.
- 1.5. **“Information Resources”** – the **Authority’s** records, technology systems, applications, devices, networks, and related services used to store, process, and transmit information created, collected, and maintained by the **Authority**.
- 1.6. **“IS Consultant”** – Third-party entity providing services related to information resources under contract to the **Authority**
- 1.7. **“Management”** – Executive Director, Deputy Director, Finance Director, Office Manager, or Controller
- 1.8. **“Personnel”** – employees and board members of the **Authority** and any external consultants or others granted temporary access to the **Authority’s** information by **Management**.

2. Acceptable Use; Incidental Use

- 2.1. **Personnel** are responsible for complying with **CWRPDA** policies when using **CWRPDA Information Resources** at all times.
- 2.2. **Personnel** must not purposely engage in activity using **CWRPDA Information Resources** or on **CWRPDA** time that may

CWRPDA Information Resource Policy

- 2.2.1. harass, threaten, or abuse others;
- 2.2.2. degrade the performance of **CWRPDA Information Resources**;
- 2.2.3. deprive authorized **CWRPDA** personnel access to a **CWRPDA Information Resource**;
- 2.2.4. obtain additional information technology (IT) resources beyond those approved by **CWRPDA Management**;
- 2.2.5. Circumvent **CWRPDA** computer measures.
- 2.3. **Personnel** must not download, install, or run security programs or utilities that reveal or exploit weakness in the security of a system. For example, **CWRPDA** personnel should not run password cracking programs, packet sniffers, port scanners, or any other non-approved programs on any **CWRPDA Information Resource**.
- 2.4. All inventions, intellectual property, and proprietary information, including reports, drawings, blue prints, software codes, computer programs, data, writings, and technical information, developed on **CWRPDA** time and/or using **CWRPDA Information Resources** are the property of **CWRPDA**, unless otherwise excluded by separate agreement with a third-party consultant.
- 2.5. Use of encryption must be managed in a manner that allows designated **CWRPDA** personnel to promptly access all data.
- 2.6. **CWRPDA Information Resources** are provided to facilitate company business and must not be used for personal financial gain.
- 2.7. **Personnel** must respect and comply with all legal protections provided by patents, copyrights, trademarks, and intellectual property rights for any software and/or materials viewed, used, or obtained using **CWRPDA Information Resources**.
- 2.8. **Personnel** must not intentionally access, create, store or transmit material that **CWRPDA** deems to be offensive, indecent, or obscene.
- 2.9. **Incidental Use**
 - 2.9.1. As a convenience to **CWRPDA** personnel, incidental use of **Information Resources** is permitted. The following restrictions apply:
 - 2.9.2. Incidental personal use of electronic communications, Internet access, fax machines, printers, copiers, and so on, is restricted to **CWRPDA** approved personnel; it does not extend to family members or other acquaintances unless approved by the Executive Director.
 - 2.9.3. Incidental use should not result in direct costs to **CWRPDA**.
 - 2.9.3.1. Incidental use must not interfere with the normal performance of an employee's work duties.
 - 2.9.4. No files or documents may be sent or received that may cause legal action against, or embarrassment to, **CWRPDA** or its customers.
 - 2.9.4.1. Incidental use must adhere to all policies/ directives contained herein.
 - 2.9.5. Storage of personal email messages, voice messages, files and documents within **CWRPDA Information Resources** must be nominal.

CWRPDA Information Resource Policy

- 2.10. All information located on **CWRPDA Information Resources** is owned by **CWRPDA**, may be subject to open records requests, and may be accessed in accordance with this policy.

3. Access Management

- 3.1. **Personnel** are permitted to use only those network and host addresses issued to them and must not attempt to access any data or programs contained on **CWRPDA** systems for which they do not have authorization or explicit consent.
- 3.2. All remote access connections made to internal **CWRPDA** networks and/or environments must be made through approved and **CWRPDA**-provided virtual private networks (VPNs), and remote desktop server.
- 3.3. Multi-factor authentication (MFA) must be used to access the network remotely and any other necessary applications.
- 3.4. Lost or stolen access cards, door codes, and keys must be reported to your department manager as soon as practical.
- 3.5. A service charge may be assessed for access cards and/or keys that are lost, stolen, or are not returned.

4. Authentication/Passwords

- 4.1. All **Personnel** are required to maintain the confidentiality of personal authentication information.
- 4.2. **CWRPDA Management** encourages the use of password management software (Lastpass as one example) for password management.
- 4.3. Any group/shared authentication information must be maintained solely among the authorized members of the group.
- 4.4. All passwords, including initial and/or temporary passwords, must be constructed and implemented according to the following **CWRPDA** rules and any **IS Consultant** guidelines:
 - 4.4.1. Must not be easily tied back to the account owner by including readily-identifiable information, such as: user name, social security number, nickname, relative's names, birth date, etc.
 - 4.4.2. Shall not include only common words, such as dictionary words or acronyms.
 - 4.4.3. Shall not be the same passwords as used for non-business purposes.
 - 4.4.4. Use of numbers and special characters is recommended (*&^%\$#).
 - 4.4.5. Use of upper and lower case recommended.
- 4.5. Password history must be kept pursuant to **IS Consultant** guidelines.
- 4.6. Unique passwords shall be used for each system.
- 4.7. **Personnel** must not share their **CWRPDA** authentication information unless such sharing is expressly approved in advance by management, including:
 - 4.7.1. Account passwords,
 - 4.7.2. Personal Identification Numbers (PINs),

CWRPDA Information Resource Policy

- 4.7.3. Access cards, keys and door codes,
 - 4.7.4. Digital certificates,
 - 4.7.5. Similar information or devices used for identification and authentication purposes.
- 4.8. **Management** will use administrative access and other procedures to manage account users and user privileges within our systems and will not require employees to provide passwords to management. If the security of a password is in doubt, the password shall be changed immediately.

5. Asset Management

- 5.1. **CWRPDA Asset** management is the process of procuring, identifying, tracking, maintaining, and disposing of an **Asset** owned by the **CWRPDA**. This section provides the processes and procedures governing the **CWRPDA Asset** lifecycle while the **CWRPDA** is using an **Asset**. An inventory must be created and maintained to support the **CWRPDA's** mission. This inventory must be current and reflect the current **Assets** owned and operated by the **CWRPDA**.
- 5.2. The **IS Consultant** is responsible for all **CWRPDA Asset** management functions. This information is relayed to other departments within the **CWRPDA** such as finance and accounting as required or needed. The **IS Consultant** and **CWRPDA Management** are responsible for informing all users of their responsibilities in the use of any **CWRPDA Assets** assigned to them.
- 5.3. **Asset Acquisition**
- 5.3.1. The **IS Consultant** shall assign unique identifiers to all existing and newly acquired **CWRPDA Assets** they manage.
 - 5.3.2. Each managed **CWRPDA Asset** (e.g., desktops, laptops, servers, tablets), where applicable, must have an **CWRPDA Asset** tag affixed to the device with this identifier.
 - 5.3.3. Record the **CWRPDA Asset** identifier alongside other relevant information within the **IS** inventory. This is to include:
 - 5.3.3.1. **CWRPDA Asset** identifier
 - 5.3.3.2. Date of purchase
 - 5.3.3.3. Purchase price
 - 5.3.3.4. Item description
 - 5.3.3.5. Manufacturer
 - 5.3.3.6. Model number
 - 5.3.3.7. Serial number
 - 5.3.3.8. Warranty expiration date
 - 5.3.4. **IS Consultant** must verify the **CWRPDA Asset** inventory every year.
- 5.4. **Asset Discovery**
- 5.4.1. **CWRPDA Assets** not managed by the **IS Consultant** must be investigated, as these **Assets** may be unauthorized.

CWRPDA Information Resource Policy

- 5.4.2. **Assets** owned by the **CWRPDA** but not managed by **IS Consultant** and not kept within the **CWRPDA Asset** inventory must be added to the inventory.
 - 5.4.3. Users are required to connect their **CWRPDA Assets** to the **CWRPDA** network on a weekly basis, where practical.
 - 5.4.4. The **IS Consultant** must choose to remove the unauthorized **Asset** from the network, deny the **Asset** from connecting remotely to the network, quarantine the **Asset**, or add it if needed.
- 5.5. **Asset Usage**
- 5.5.1. Users must handle all **CWRPDA Assets** with care.
 - 5.5.2. It is the responsibility of the **CWRPDA Asset** user (employee) to:
 - 5.5.2.1. Maintain control over the **CWRPDA Asset**.
 - 5.5.2.2. Contact the **IS Consultant** with any problems such as malfunctions, needed repairs, and underutilized equipment or in the event of equipment loss.
- 5.6. **Asset Controlled Disposal**
- 5.6.1. **CWRPDA Assets** to be decommissioned or retired must be returned to **IS Consultant**.
 - 5.6.2. **IS Consultant** must make a copy of the user data, as needed.
 - 5.6.3. **IS Consultant** will be responsible for the secure erasure of the primary memory storage device within the **CWRPDA Asset**, where applicable.
 - 5.6.4. **IS Consultant** will be responsible for updating the status of the **CWRPDA Asset** within all **CWRPDA** management systems.
 - 5.6.4.1. **IS Consultant** must ensure that relevant records are retained.
 - 5.6.5. Document the removal of the **CWRPDA Asset** from the **CWRPDA** within the **Asset** inventory.
6. **Clear Desk/Clear Screen**
- 6.1. **Personnel** must log off from applications or network services when they are no longer needed.
 - 6.2. **Personnel** must log off or lock their workstations and laptops when their workspace is unattended.
 - 6.3. Confidential or internal information must be removed or placed in a locked drawer or file cabinet when the workstation is unattended and at the end of the workday if physical access to the workspace cannot be secured by other means.
 - 6.4. File cabinets containing **Confidential Information** must be locked when not in use or when unattended.
 - 6.5. Physical and/or electronic keys used to access **Confidential Information** must not be left on an unattended desk or in an unattended workspace if the workspace itself is not physically secured.

CWRPDA Information Resource Policy

- 6.6. Passwords must not be posted on or under a computer or in any other physically accessible location.
- 6.7. Copies of documents containing **Confidential Information** must be removed immediately from printers and fax machines.

7. Confidential Information Security

- 7.1. During employment, an employee must hold all Confidential Information in trust and confidence, and must only use, access, store, or disclose Confidential Information, directly or indirectly, as appropriate in the performance of the employee's duties for the **Authority**. An employee must comply with all applicable state and federal laws and **Authority** policies relating to access, use and disclosure of Confidential Information. An employee must be aware in their use of **Confidential Information** that the **Authority** is subject to the Colorado Open Records Act, C.R.S. 24-72-201, *et. seq.* and any **Confidential Information** held by the **Authority** is subject to that Act and may be subject to disclosure. An employee must consult with **Management** regarding any request for disclosure of such **Confidential Information**.
- 7.2. An employee must not remove materials or property containing Confidential Information from the employee's department or program area unless it is necessary in the performance of the person's job duties. If materials or property containing Confidential Information are removed from the **Authority**, the employee must safeguard the materials/property and control access as necessary. The responsibility to safeguard and control access to materials and property similarly applies to any telework/remote access situation. Upon termination, the employee must secure all such materials/property and copies thereof or return all such materials/property and copies to the employee's supervisor or supervisor's designee.
- 7.3. An employee must not seek to obtain any **Confidential Information** involving any matter which does not involve or relate to the person's job duties.
- 7.4. If an employee has any question relating to the appropriate use or disclosure of **Confidential Information**, the employee shall consult with the employee's supervisor or other appropriate personnel.
- 7.5. **Confidential Information** transmitted via USPS or other mail service must be secured. Packages that are delivered outside of the office, when the office is closed, will be secured as soon as practical.
- 7.6. Only authorized cloud computing applications may be used for sharing, storing, and transferring **Confidential Information** or internal information. **Confidential Information** or internal information must only be shared with, or transferred to, other individuals or entities which are authorized by **CWRPDA Management** to receive such information.
- 7.7. Information must be shared, handled, transferred, saved, and destroyed appropriately, based on the information sensitivity.
- 7.8. **Confidential Information** must be transported either by a **CWRPDA** employee or a courier approved by **Management**.
- 7.9. All electronic media containing **Confidential Information** must be securely disposed. Please contact **Management** for guidance or assistance.
- 7.10. **Personnel** must promptly report the theft, loss, or unauthorized disclosure of **CWRPDA Confidential Information** or **internal information** to the department manager.

CWRPDA Information Resource Policy

- 7.11. **Personnel** must cooperate with incident investigations, including any federal or state investigations.
- 7.12. All lost or stolen **CWRPDA Assets** must be immediately reported to **Management** and **IS Consultant**.
- 7.13. Lost or stolen **CWRPDA Assets** must have access to **CWRPDA Data** revoked as soon as possible.
 - 7.13.1. The lost or stolen **CWRPDA Assets** must also be removed from the inventory.

8. Email and Electronic Communication

- 8.1. Forwarding of electronic messages containing **Confidential Information** outside the **CWRPDA** internal systems is prohibited.
- 8.2. Electronic communications must not misrepresent the originator or **CWRPDA**.
- 8.3. **Personnel** are responsible for the accounts assigned to them and for the actions taken with their accounts.
- 8.4. **CWRPDA** Employees must not use personal email accounts to send or receive **CWRPDA Confidential Information**.
- 8.5. Any personal use of **CWRPDA** provided email must not:
 - 8.5.1. Involve solicitation.
 - 8.5.2. Be associated with any political entity.
 - 8.5.3. Have the potential to harm the reputation of **CWRPDA**.
 - 8.5.4. Forward chain emails.
 - 8.5.5. Contain or promote anti-social or unethical behavior.
 - 8.5.6. Violate local, state, federal, or international laws or regulations.
 - 8.5.7. Result in unauthorized disclosure of **CWRPDA Confidential Information**.
 - 8.5.8. Attack, hack or limit service on any other systems on the internet.
- 8.6. **Personnel** must send **Confidential Information** using secure electronic messaging solutions only. Secure electronic messaging includes **CWRPDA**'s standard email provider encryption, and may include certain secure file transfer and file protocol services and other management approved methods (Confidential Information includes but is not limited to account information, bank information, certain personnel information and other information as communicated by management). **Personnel** must use caution when responding to, clicking on links within, or opening attachments included in electronic communications.
- 8.7. **Personnel** must use discretion in disclosing **Confidential Information** or **internal information** in Out of Office or other automated responses, such as employment data or other sensitive data.

9. Hardware and Software

- 9.1. All hardware must be approved by **Management** before being connected to **CWRPDA** networks.

CWRPDA Information Resource Policy

- 9.2. Software installed on **CWRPDA** equipment must be approved by **Management**.
- 9.3. All **CWRPDA Assets** taken off-site should be physically secured at all times.
- 9.4. Employees must not allow family members or other non-employees to access **CWRPDA Information Resources** unless otherwise approved by the Executive Director.

10. Internet Use

- 10.1. **CWRPDA Personnel** use of the Internet with **CWRPDA** networking or computing resources shall be for business-related activities. However, incidental use of the internet or **CWRPDA** information systems is allowed while on personal time. Incidental use is acceptable as long as it does not consume more than a trivial amount of resources, does not interfere with productivity, and does not preempt any business activity. Unapproved activities include, but are not limited to:
 - 10.1.1. Recreational games,
 - 10.1.2. Accessing or distributing pornographic or sexually oriented materials,
 - 10.1.3. Accessing or distributing racists, violent or other potentially offensive material,
 - 10.1.4. Broadcasting unsolicited personal views on social, political or religious issues,
 - 10.1.5. Attacking, hacking or limiting service on any other systems on the internet,
 - 10.1.6. Attempting or making unauthorized entry to any network or computer accessible from the Internet.
- 10.2. Streaming media or audio will be limited or eliminated if it is impairing or impacting the **CWRPDA** network.
- 10.3. Access to the Internet from outside the **CWRPDA** network using a **CWRPDA** owned computer, laptop or tablet must adhere to all of the same policies that apply to use from within **CWRPDA** facilities.

11. Malware Defense

- 11.1. Malware defense includes the configuration, maintenance, detection, reporting, and remediation of anti-malware software and the malware it identifies. This section provides the processes and procedures to accomplish those tasks. This policy section applies to all departments and all **Assets** connected to the **CWRPDA's** network.
- 11.2. The Information Systems (**IS**) consultant is primarily responsible for malware defense. Specifically, the **IS Consultant** is responsible for configuring the correct devices to generate, store, and transmit logs. The **IS Consultant** and **CWRPDA** management are responsible for informing all users of their responsibilities in the use of any **Assets** assigned to them. All **CWRPDA Assets** are required to comply with the malware defense policy and procedures.
- 11.3. Users are responsible for connecting their devices to the **CWRPDA's** network and restarting their devices as appropriate.
- 11.4. Exceptions to this policy may occur. Exception requests must be made in writing and must contain:
 - 11.4.1. The reason for the request,
 - 11.4.2. Risk to the **CWRPDA** of not following the written policy,

11.4.3. Specific mitigations that will be implemented,

11.4.4. Technical and other difficulties, and

11.4.5. Date of review.

Exceptions must be made to management and management will inquire with the **IS Consultant** on whether the exception is acceptable or not.

11.5. Configuration

11.5.1. The **IS Consultant** must install anti-malware software on all **CWRPDA Assets** where appropriate.

11.5.1.1. Users must not disable anti-malware software on their **CWRPDA Assets**.

11.5.1.2. Users must not modify the update frequency specified by the **IS Consultant**.

11.6. Updates

11.6.1. Anti-malware software must be configured to automatically update.

11.6.2. The **IS Consultant** must ensure that anti-malware signatures are kept up to date as they become available via an automatic update process.

11.6.3. Operating systems must be configured to automatically update unless an alternative approved patching process is used.

11.7. Detection

11.7.1. The **IS Consultant** must ensure that anti-malware software is properly functioning on all applicable **CWRPDA Assets**.

11.8. Reporting

11.8.1. All confirmed high severity alerts must be reported to **CWRPDA Management**.

11.8.2. The presence of unauthorized software must be properly reported and investigated.

11.9. Remediation

11.9.1. Identified malware must be removed from **CWRPDA Assets**.

11.9.1.1. Unauthorized software must be removed from use on **CWRPDA Assets** or receive a documented exception.

11.9.1.2. All exceptions must be documented.

12. Mobile Devices and Bring Your Own Device (BYOD)

12.1. The use of a personally-owned mobile device to connect to the **CWRPDA** network is a revocable privilege granted to employees upon approval of **Management**.

12.2. All personally-owned laptops and/or workstations must have approved virus and spyware detection/protection software along with personal firewall protection active and updated in a frequency consistent with the developers' recommendations.

12.3. **CWRPDA** Confidential Information should not be stored on any personally-owned mobile device.

CWRPDA Information Resource Policy

- 12.4. Theft or loss of any mobile device that has been used to create, store, or access **confidential** or **internal information** must be reported to the **CWRPDA Management** immediately.
- 12.5. All mobile devices must maintain up-to-date versions of all software and applications.
- 12.6. All personnel are expected to use mobile devices in an ethical manner.
- 12.7. Jail-broken or rooted devices shall not be used to connect to **CWRPDA Information Resources**.
- 12.8. In the event that there is a suspected incident or breach associated with a **CWRPDA** device, it may be necessary to remove the device from the personnel's possession as part of a formal investigation.
- 12.9. All mobile device usage in relation to **CWRPDA Information Resources** may be monitored at the discretion of **CWRPDA Management**.
- 12.10. **CWRPDA** IT support for personally-owned mobile devices is limited to assistance in complying with this policy.
- 12.11. Use of personally-owned devices must be in compliance with all other **CWRPDA** policies.
- 12.12. **CWRPDA** reserves the right to revoke the privilege of using personally-owned mobile devices for **CWRPDA** purposes in the event that personnel do not abide by the requirements set forth in this policy.
- 12.13. Texting or emailing while driving is not permitted while on company time or using **CWRPDA** resources. Only hands-free talking while driving is permitted while on company time or when using **CWRPDA** resources.

13. Physical Security

- 13.1. Visitors must be accompanied by authorized personnel.
- 13.2. Eating or drinking are not allowed in the server room. Caution must be used when eating or drinking near workstations or information processing facilities.

14. Privacy

- 14.1. Information created, sent, received, or stored on **CWRPDA Information Resources** is not private and may be accessed by **CWRPDA** management at any time, under the direction of **CWRPDA** executive management, without knowledge of the user or resource owner.
- 14.2. **CWRPDA** may log, review, and otherwise utilize any information stored on or passing through its **Information Resource** systems.
- 14.3. Systems Administrators, **CWRPDA** management, and other authorized **CWRPDA** personnel may have privileges that extend beyond those granted to standard business personnel. **Personnel** with extended privileges should not access files and/or other information that is not specifically required to carry out an employment-related task.
- 14.4. The Executive Director may grant limited Information System access to **CWRPDA** vendors such as auditors. Access will be limited to what is needed to perform specific work.

15. Removable Media

- 15.1. The use of removable media for storage of **CWRPDA** information must be supported by a reasonable business case.

CWRPDA Information Resource Policy

- 15.2. All removable media use must be approved by **CWRPDA** management prior to use.
- 15.3. Personally-owned removable media use is not permitted for storage of **CWRPDA** information.
- 15.4. **Personnel** are not permitted to connect removable media, without prior approval from **CWRPDA** management.
- 15.5. Confidential and internal **CWRPDA** information should not be stored on removable media without the use of encryption.
- 15.6. The loss or theft of a removable media device that may have contained **CWRPDA** information must be reported to the **CWRPDA** management.

16. Security Training and Awareness

- 16.1. All new personnel must complete an approved security awareness training class prior to, or at least within 10 days of, being granted access to any **CWRPDA Information Resources**.
- 16.2. All personnel must be provided with and acknowledge they have received and agree to adhere to the **CWRPDA** Information Security Policies before they are granted access to **CWRPDA Information Resources**.
- 16.3. All personnel must complete security awareness training no less than four times a year.

17. Social Media Use

- 17.1. Communications using social media should be made in compliance with all applicable **CWRPDA** policies.
- 17.2. **Personnel** are personally responsible for the content they publish online.
- 17.3. Creating any public social media account intended to represent **CWRPDA**, including accounts that could reasonably be assumed to be an official **CWRPDA** account, requires the permission of the **CWRPDA** Executive Director.
- 17.4. When discussing **CWRPDA** or **CWRPDA** -related matters, you should:
 - 17.4.1. Identify yourself by name,
 - 17.4.2. Identify yourself as an **CWRPDA** representative, and
 - 17.4.3. Make it clear that you are speaking for yourself and not on behalf of **CWRPDA**, unless you have been explicitly approved to do so.
- 17.5. **Personnel** should not misrepresent their role at **CWRPDA**.
- 17.6. When publishing **CWRPDA** -relevant content online in a personal capacity, a disclaimer should accompany the content. An example disclaimer is: "The opinions and content are my own and are not intended to represent **CWRPDA**'s position or opinion. The mere appearance or participation by **CWRPDA** personnel, in any capacity, does not constitute an endorsement of the opinions and content by the **CWRPDA**, and the **CWRPDA** cannot be held liable for the opinions and content contained herein."
- 17.7. Content posted online should not violate any applicable laws (i.e. copyright, fair use, financial disclosure, or privacy laws).

CWRPDA Information Resource Policy

- 17.8.** The use of discrimination (including age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender, gender expression, national origin, citizenship, disability, or marital status or any other legally recognized protected basis under federal, state, or local laws, regulations, or ordinances) in published content that is affiliated with **CWRPDA** will not be tolerated and is prohibited.
- 17.9.** Confidential Information, internal communications and non-public financial or operational information may not be published online in any form.

18. Work Voice Mail

- 18.1.** **Personnel** must use discretion in disclosing **confidential** or **internal information** in voice mail greetings, such as employment data or other sensitive data.
- 18.2.** **Personnel** must not access another user's voicemail account unless it has been explicitly authorized by **CWRPDA Management** or voicemails user.

III. Waivers

Waivers from certain policy provisions may be approved by the **CWRPDA** Executive Director. All waivers approved by the Executive Director must be documented and saved. The Executive Director must determine the appropriate place to save the waivers.

IV. Enforcement

Personnel found to have violated this policy are subject to disciplinary action, up to and including termination of employment, and related civil or criminal penalties.

Any vendor, consultant, or contractor found to have violated this policy is subject to sanctions up to and including removal of access rights, termination of contract(s), and related civil or criminal penalties.

V. Review

The Acceptable Use Policy shall be formally approved and adopted by the **Authority's** Board of Directors and reviewed annually. Any modifications to the Acceptable Use Policy shall be reflected in the **Version History** of said document.

VI. Version History

| Version | Modified Date | Approved Date | Approved By | Reason/Comments |
|---------|------------------|------------------|-------------|----------------------------------|
| 1.0.0 | N/A | Jan. 30, 2019 | BOD | Original adoption |
| 1.1.0 | N/A | January 29, 2020 | BOD | Annual Review |
| 1.2.0 | January 29, 2021 | January 29, 2021 | BOD | Clean up items and Annual Review |
| 1.3.0 | January 26, 2022 | January 26, 2022 | BOD | Clean up items and Annual Review |
| 2.0.0 | March 3, 2023 | March 3, 2023 | BOD | Changes and Annual Review |
| 3.0.0 | March 8, 2024 | March 8, 2024 | BOD | Added two new sections |

CWRPDA Information Resource Policy

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|-----|----------------|----------------|-----|-----------------------------------|
| 3.1 | April 25, 2025 | April 25, 2025 | BOD | Added additional language |
| 3.2 | March 6, 2026 | March 6 2026 | BOD | Modified language. Cleanup items. |

2026 Audit RFP/RFQ Process - Timeline

Key Events & Dates

| Event | Date |
|---|----------------|
| Meeting to discuss next steps | 5/5/26 |
| Report of RFP/RFQ plan to Board of Directors | 6/5/26 |
| Send RFP to pre-qualified firms | 6/15/26 |
| In person or online meeting with pre-qualified firms -Brief Authority presentation -Q&A | 6/25/26 |
| Additional Q&A period- will be shared with all participating prequalified firms | 6/25-7/8/26 |
| Deadline for receipt of proposals | 7/10/26 |
| Send copies of proposals and summary to Budget & Audit (B&A) Committee | 7/17/26 |
| B&A Committee conference call meeting (select firms to interview) | 7/22 - 7/24/26 |
| Send notification to firms regarding the proposal status-both selected and non selected | 7/24/26 |
| Conduct interviews of selected firms | 8/3 - 8/6/26 |
| Send results of interviews to B&A Committee with recommendation | 8/7/26 |
| B&A Committee conference call to discuss interviews/make recommendation | 8/11/26 |
| Board posting with B&A Committee summary and recommendation | 8/13/26 |
| Board meeting - consideration of B&A Committee recommendation/auditor selection | 8/19/26 |
| Send selection notice to all participating firms | 8/25/26 |
| Engagement letter due from successful firm | 9/15/26 |