

State of Nevada Board for Financing Water Projects

Version Date: 09/18/2013

2010028 Capital Improvement Grant Files

Reviewed: 8/11/2010

Description: These records document Capital Improvement Projects to Publicly Owned Water System grants funded by the Board for Financing Water Projects (See NRS 349.980 et seq. and NAC 349.295 et seq.). The files may include, but are not limited to: Application with associated records, including Letter of Intent; Board staff report; Copies of minutes and approval documentation; Copies of contracts with associated records; Copies of plans and maps; Financial records and: Related correspondence

Retention: Retain these records for a period of twenty (20) calendar years from the end of the calendar year in which the project was completed and then transfer to the State Archives.

Disposition: Permanent: Transfer to State Archives

2010029 Denied and Incomplete Capital Improvement Grant Files

Reviewed: 8/11/2010

Description: These records document grants that were denied by the Board for Financing Water Projects (See NRS 349.980 et seq. and NAC 349.295 et seq.) or were incomplete and never approved. The files may include, but are not limited to: Application with associated records, including Letter of Intent; Board staff report; Copies of minutes and denial documentation and: Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year in which the grant application was closed or denied.

Disposition: Destroy