

State of Nevada Director's Office: Administrative Services

Version Date: 10/16/2013

1995039 State Revolving Fund Project and Loan Payment Files (Drinking or Clean Water)

Reviewed: 6/13/2012

Description: Documentation of the Office of Financial Assistance of long-term (20 years) revolving loans granted for the purpose of constructing publicly owned wastewater treatment works or publicly/privately owned drinking water facilities in accordance with the Safe Drinking Water Act (42 U.S.C. §§ 300f et seq., NRS 445A.225 et seq.) and the Clean Water Act (See NRS 349.935 et seq.). The files may contain, but are not limited to: Board for Financing Water Projects Resolution, including loan commitment, loan repayment schedule, categorical exclusion and copy of public notice; Loan pre-application; Loan application with associated documentation; Request for additional funds with supportive documentation; Income surveys; Letter of Intent; Environmental information; Loan contract; Loan disbursements; Loan repayments and; Related correspondence

Retention: Retain these records for a period of twenty-three (23) calendar years from the date of the loan contract.

Disposition: Destroy Securely

2005078 Superfund Grant Accounting Files

Reviewed: 8/10/2005

Description: This record series documents the main administrative record created under the "Superfund" (CERCLA, the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§ 9601 et seq.). The files may contain: copies of applications, copies of cooperative agreements (including revisions and amendments), grant financial records & reports, property records, procurement records, time & attendance records, site-specific technical pre-remedial hour reports, related correspondence and similar documents (See 40 CFR 6700 for details of required project records).

Retention: Retain these records for a period of period of ten (10) calendar years following the submission of the Expenditure Report to the federal Environmental Protection Agency. See 40 CFR 35.6705.

Disposition: Destroy