



**Central Wyoming Regional Water System
Joint Powers Board**

1500 SW Wyoming Boulevard
Casper, Wyoming 82604
(307) 265-6063

**Board
Members:**

Paul Bertoglio,
Chairman

David North,
Vice-Chairman

Ken Waters,
Secretary

Tracy
Sutherland,
Treasurer

Matt Larson

Amber Pollock

Dan Sabrosky

Pat Sweeney

REGULAR JOINT POWERS BOARD MEETING AGENDA

Tuesday

August 19, 2025

11:30 a.m.

**Regional Water Treatment Plant
Joint Powers Board Conference Room
1500 SW Wyoming Boulevard**

1. Announcements
2. Approve Minutes – July 15, 2025, Regular Meeting *
3. Approve Bills & Claims – August 2025 *
4. Production Report *
5. Approve Financial Report – July 2025 *
6. Operations Update
7. Public Comment
8. Old Business
 - a) RWS Vehicles/Insurance Update
 - b) Fort Caspar Area Master Plan Scope*
 - c) Budget Amendment 1 Finalization
 - d) Other
9. New Business
 - a) Fiscal Year 2026 Budget Amendment No. 1 and 2*
 - b) Ketel Thorstenson, LLP Engagement Letter *
 - c) Energy Management Corporation Procurement Agreement*
 - d) Record Retention and Destruction*
 - e) Other
10. Chairman's Report

Next Meeting: Regular JPB Meeting – September 16, 2025

****Indicates Attachment***



CENTRAL WYOMING REGIONAL WATER SYSTEM

JOINT POWERS BOARD

Meeting Minutes – July 15, 2025

Call to Order: 11:34 a.m., Joint Powers Board Conference Room, Regional Water Treatment Plant.

Roll Call: Board Members Present: Bertolgio (Chair/City), Waters (Secretary/Pioneer), Sutherland (Treasurer/SCJPB), Larson (City) and Sweeney (City)

Absent: Sabrosky(Bar Nunn), North (Vice-Chair/County), and Pollock (City, proxy to Sweeney)

Also Present: Ethan Yonker (City), Kristopher Sexson (City), Mark Anderson (City), Brandy Coyle (City), Sophie Stalnaker (City), Ross Strickman (Citizen), Jace Madsen (WPD&N)

1. Announcements

- a. None

2. Approved Minutes

- a. June 15, 2025, Regular Meeting Minutes approved (Motion by Sutherland, Second by Waters.

3. Bills & Claims

- a. CITY OF CASPER - \$562,921.70
- b. CIVIL ENGINEERING PROFESSIONALS, INC. - \$3,997.50
- c. HDR ENGINEERING, INC. - \$29,012.07
- d. ENGINEERING ASSOCIATES - \$31,685.39
- e. WILLIAMS, PORTER, DAY & NEVILLE, P.C. - \$588.00
- f. WYOMING.COM - \$20.00
- g. TOTAL: \$ 628,224.66
- h. Approved (Motion by Sweeney, Second by Waters)

4. Production Report

- a. June production: 31.5 MG below 5-yr avg; YTD 3.98 BG (207 MG above 5-yr avg)

5. Financial Report

- a. Reported by Ethan Yonker
- b. Total revenue for water sales in FY25 was \$9.5 million which was above the \$8.9 million budgeted.

6. Operations Updates

- a. **Plant (Sexson):**
 - i. Routine checks, replaces check valves at Morad 3 as well as, hoses and spigots.
 - ii. Ongoing weed eating of thistles in well fields
 - iii. Inventory has been done.

- iv. Replacement of hatch of newer holding tank.
- v. Recharge cleanout was successful and Cassion wells are working very well and are back online.

b. Transmission (Anderson):

- i. Tank inspections and maintenance, bulk meter testing, and security checks.
- ii. Quarterly sampling was done.
- iii. Rebuilding Pioneer Booster pump #2

7. Public Comment –

- a. Ross Shriftman; Chemical abortion pill, concerning the water quality post digestion. Passed out an article. Mr. Bertoglio stated that because we are at the headwaters there is unlikely to be any upstream contamination.
- b. Chairman Bertoglio requested the handout be scanned in and distributed to all board members.

8. Old Business

a. RWS Vehicles:

- i. WARM – Mr. Yonker has applied and was approved for CWRWS JPB to obtain liability coverage as a covered board through City of Casper WARM coverage; this coverage will address all liability coverage needs for CWRWS.
- ii. Current liability coverage through HUB will not be renewed in October 2025 which will be an approximate \$12,000 savings annually.
- iii. Mr. Yonker is to request a quote for property coverage through WARM for the board's consideration prior to renewal of current property coverage in October.
- iv. Mr. Bertoglio suggested opting to let vehicles age out and be replaced by the City of Casper rather than selling the existing fleet to the City of Casper for cash value.

9. New Business

a. FY25 Capital Projects Budget Carryover:

- i. Reviewed budgeted projects for carryover into the FY26 budget.
- ii. Passed. (Motioned by Sutherland, Second Waters)

b. Viking Painting Projects:

- i. Mountain View Tank – replacing portions of the roof, roof structural components, and recoating the tank.
- ii. Passed. (Motioned by Waters, Second by Sweeney)

c. Other

- i. Mr. Sweeney shared the lead pipe handout received by a neighbor.
- ii. Mr. Anderson shared that these handouts are mailed to residents that are in suspected lead areas and that test kits are offered by the City of Casper to

test for lead pipes as stated in the handout provided by Board Member Sweeney. Mr. Anderson further stated that Water Distribution staff can provide an in-person assessment and service material identification upon request.

10. Chairman's Report

a. Next meeting: August 19th, 2025

Adjournment: 12:27 p.m. (Motion by Waters, Second by Sutherland)

Chairman

Secretary

DRAFT

CITY OF CASPER

Regional Water Ops Reimbursement - June 2025 #2	\$432,524.55	
Regional Water Ops Reimbursement - July 2025	\$288,834.00	
Total for CITY OF CASPER		\$721,358.55

COLUMN SOFTWARE PBC

Notice of Public Hearing - Disinfection Project	\$153.26	
Total for COLUMN SOFTWARE PBC		\$153.26

ENGINEERING ASSOCIATES

FY22 Well Rehabilitation	\$869.00	
Total for ENGINEERING ASSOCIATES		\$869.00

HDR ENGINEERING, INC.

WTP Disinfection System Upgrad	\$20,959.07	
CWRWS Water Resources Master P	\$11,972.50	
WTP Disinfection System Upgrad	\$18,016.27	
Total for HDR ENGINEERING, INC.		\$50,947.84

SHEET METAL SPECIALTIES, INC.

Contract Withholding: 23300039	\$910.00	
Contract Withholding: 23300039	\$785.50	
Contract Withholding: 23300039	\$2,768.15	
Contract Withholding: 23300039	\$7,605.90	
Contract Withholding: 23300039	\$6,415.00	
Contract Withholding: 23300039	\$4,820.55	
Contract Withholding: 23300039	\$743.50	
Contract Withholding: 23300039	\$300.00	
Contract Withholding: 23300039	\$395.40	
Total for SHEET METAL SPECIALTIES, INC.		\$24,744.00

WILLIAMS, PORTER, DAY & NEVILLE, P.C.

Legal Expense	\$633.00	
Total for WILLIAMS, PORTER, DAY & NEVILLE, P.C		\$633.00

All Invoices Total		\$798,705.65
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I certify, under penalty of perjury, that this listing of vouchers and the items included therein for payment are correct and just in every respect.

RWS Treasurer

Date

RWS Chairman

Date



City of Casper
200 N David Street
Casper, WY 82601-1815
888-757-9544

General Billing

For questions regarding this invoice, please contact us at (307) 235-8400,
Option 2 or email FinanceCustomerService@CasperWY.Gov

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE		
CENTRAL WYO. REGIONAL WATER SYS....	07/31/2025	6930	\$0.00	08/30/2025	\$288,834.00		
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
REGIONAL WATER OPS REIMBURSEMENT	1.00	\$288834.000000	EACH	\$288,834.00	\$0.00	\$0.00	\$288,834.00
Invoice Total:					\$288,834.00		
JULY 2025 WTP OPERATIONS REIMBURSEMENT							

July 2025 Total Reimbursement Invoice

Wages & Salaries Dir Labor - O&M	\$168,646.15
Chemical Charge - O&M	\$94,737.79
Utilities - O&M	\$151.16
Supplies - O&M	\$10,722.74
Training - O&M	\$106.00
Major Maint, Repair, Replc - O&M	\$350.28
Testing & Lab Services - O&M	\$13,253.00
Other Reimbursable Costs - O&M	\$866.88
300-6257 - Ops Reimb	\$288,834.00

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



City of Casper
200 N David Street
Casper, WY 82601-1815
888-757-9544

General Billing
Remit Portion

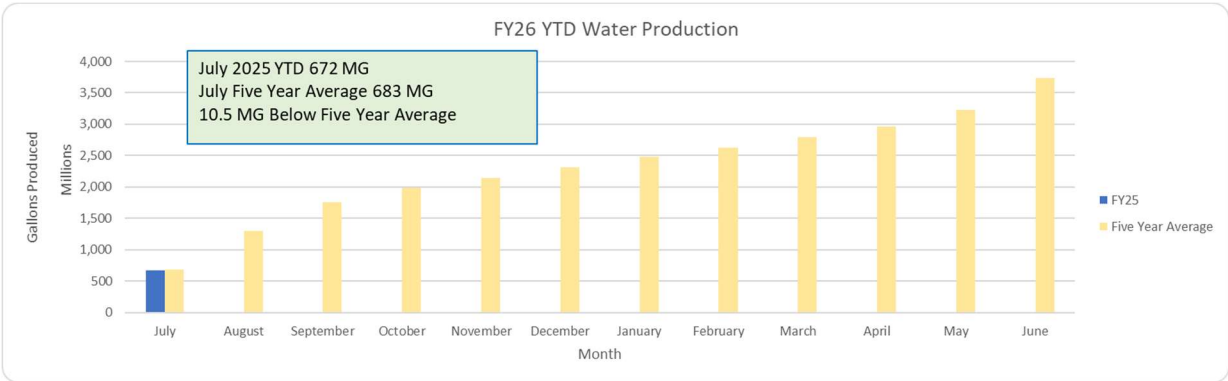
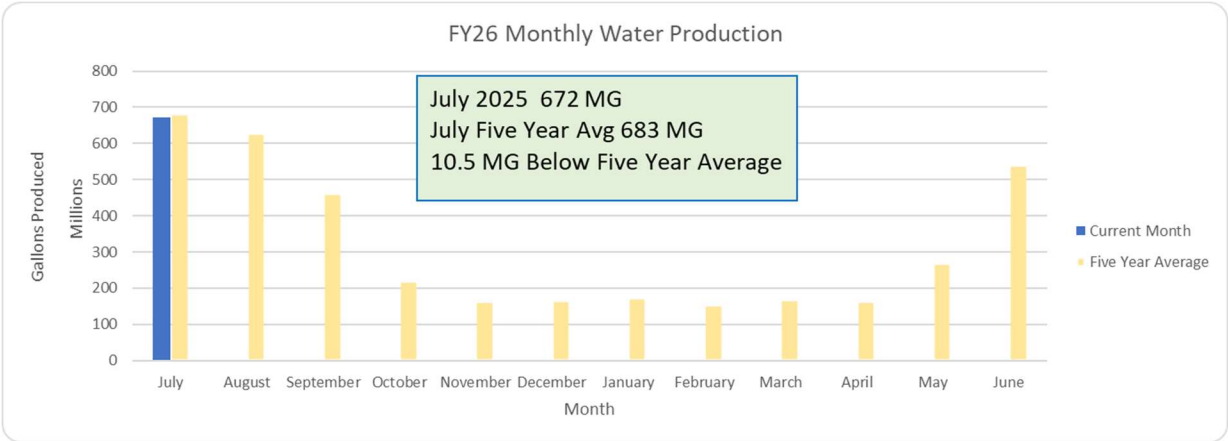
Invoice Date	07/31/2025
Invoice Number	6930
Customer Number	2784
Amount Paid	
Due Date	08/30/2025
Invoice Total Due	\$288,834.00

CENTRAL WYO. REGIONAL WATER SYS. JPB
1500 SW WYOMING BLVD.
CASPER, WY 82604

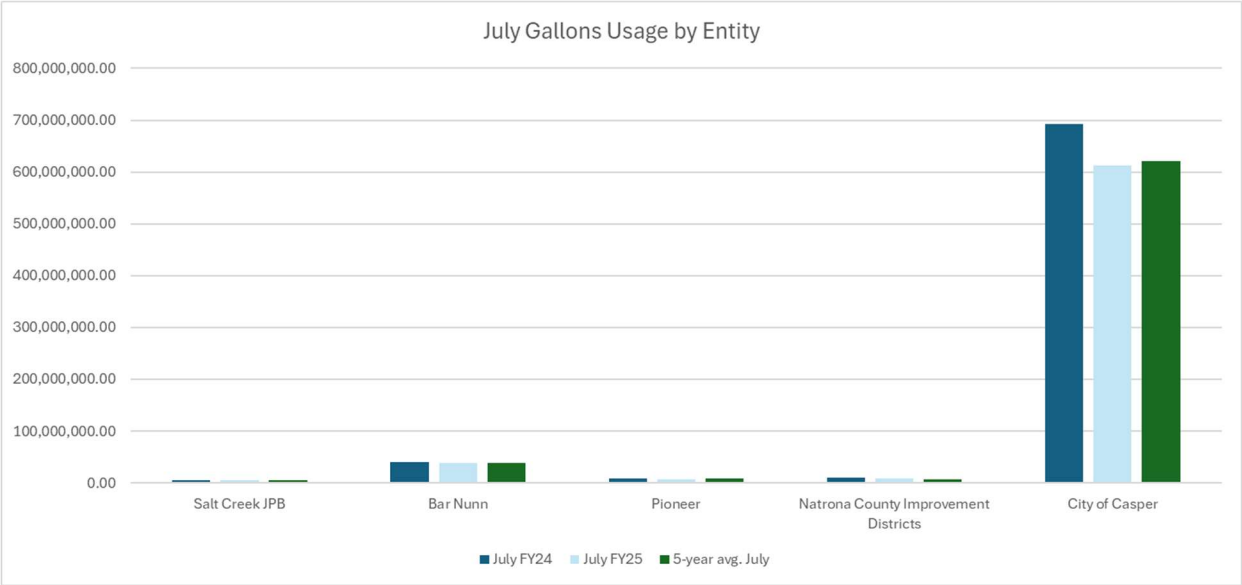
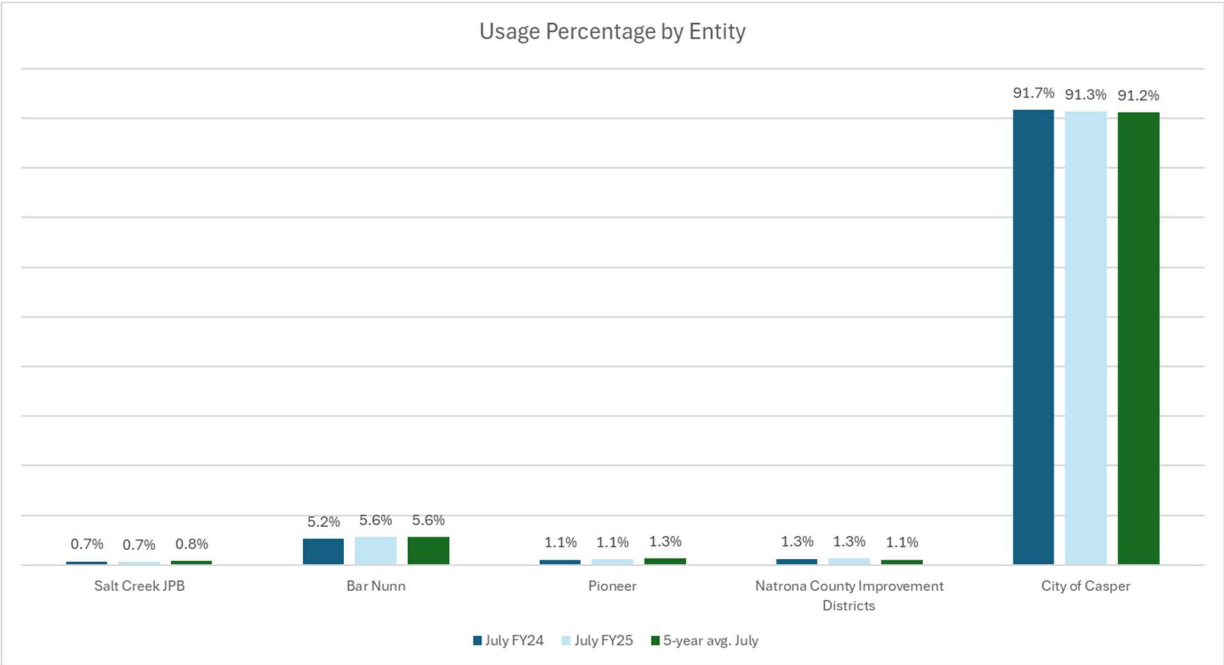
City of Casper Wyoming
Expenditure Reimbursement Request
July 30, 2025

Vendor	Account Name	Date	Invoice Number	Invoice Amount
Payroll	Personnel	7/3/2025		\$59,187.11
Payroll	Personnel	7/17/2025		\$61,121.77
Payroll	Personnel	7/31/2025		\$48,337.27
NAPA AUTO PARTS CORP	General Supplies and Materials	07/02/2025	270729	80.97
HARDWARE PARTNERS LL	General Supplies and Materials	07/07/2025	137366	54.99
P-CARD VENDORS	General Supplies and Materials	07/07/2025	137383	31.95
HACH CO., CORP.	General Supplies and Materials	07/01/2025	14566735	54.31
NAPA AUTO PARTS CORP	General Supplies and Materials	07/09/2025	272742	59.97
P-CARD VENDORS	General Supplies and Materials	07/14/2025	137979	123.49
P-CARD VENDORS	General Supplies and Materials	07/14/2025	111-1890355-7301830	51.95
P-CARD VENDORS	General Supplies and Materials	07/15/2025	138322	96.95
P-CARD VENDORS	General Supplies and Materials	07/15/2025	138328	-19.99
P-CARD VENDORS	General Supplies and Materials	07/15/2025	138329	64.82
P-CARD VENDORS	General Supplies and Materials	07/15/2025	138330	18.86
P-CARD VENDORS	General Supplies and Materials	07/16/2025	138331	5.89
P-CARD VENDORS	General Supplies and Materials	07/17/2025	138557	105.95
P-CARD VENDORS	General Supplies and Materials	07/22/2025	138564	41.90
EMERSON LLLP	General Supplies and Materials	07/01/2025	31016848	3,939.39
HACH CO., CORP.	General Supplies and Materials	07/01/2025	14589436	124.88
HACH CO., CORP.	General Supplies and Materials	07/01/2025	14591313	172.65
CONSOLIDATED ELECTRI	General Supplies and Materials	07/01/2025	0970-1168976	259.91
P-CARD VENDORS	General Supplies and Materials	07/23/2025	139162	699.00
P-CARD VENDORS	General Supplies and Materials	07/23/2025	139165	109.00
HARDWARE PARTNERS LL	General Supplies and Materials	07/24/2025	139167	8.59
P-CARD VENDORS	General Supplies and Materials	07/24/2025	139169	1,419.00
P-CARD VENDORS	General Supplies and Materials	07/25/2025	139177	129.99
P-CARD VENDORS	General Supplies and Materials	07/25/2025	139178	19.98
GERALD E BLOM	General Supplies and Materials	07/28/2025	139191	2,913.75
DIAMOND VOGEL PAINTS	General Supplies and Materials	07/31/2025	139219	43.50
HARDWARE PARTNERS LL	General Supplies and Materials	07/31/2025	139220	47.14
BRENNTAG PACIFIC, IN	Chemicals	07/01/2025	BPI530006	19,406.40
BRENNTAG PACIFIC, IN	Chemicals	07/01/2025	BPI530307	19,016.30
Rocky Mountain	Chemicals	07/01/2025	30607928	4,656.73
BRENNTAG PACIFIC, IN	Chemicals	07/01/2025	BPI531408	17,824.03
Rocky Mountain	Chemicals	07/01/2025	30609159	159.72
PVS DX INC	Chemicals	07/01/2025	737002402-25	13,342.71
BRENNTAG PACIFIC, IN	Chemicals	07/01/2025	BPI533244	19,107.60
P-CARD VENDORS	Chemicals	07/23/2025	139164	1,224.30
P-CARD VENDORS	Technology Supplies	07/09/2025	43469EFC-0004	177.78
GW MECHANICAL, INC.	Maint/Repair (non contract)	07/01/2025	SV-9445	172.50
KONE, INC.	Maintenance Agreements	07/01/2025	871732411	866.88
ENERGY LABRATORIES I	Testing	07/01/2025	718212	130.00
ENERGY LABRATORIES I	Testing	07/01/2025	719557	63.00
ENERGY LABRATORIES I	Testing	07/01/2025	719558	2,740.00
ENERGY LABRATORIES I	Testing	07/01/2025	720324	390.00
ENERGY LABRATORIES I	Testing	07/01/2025	721903	63.00
ENERGY LABRATORIES I	Testing	07/01/2025	721884	86.00
ENERGY LABRATORIES I	Testing	07/01/2025	721725	1,034.00
ENERGY LABRATORIES I	Testing	07/01/2025	721860	124.00
ENERGY LABRATORIES I	Testing	07/01/2025	723685	1,034.00
ENERGY LABRATORIES I	Testing	07/01/2025	722922	1,034.00
ENERGY LABRATORIES I	Testing	07/01/2025	722933	3,453.00
ENERGY LABRATORIES I	Testing	07/01/2025	722749	3,102.00
ALSCO	Laundry/Towel	07/01/2025	LCAS1668763	43.41
P-CARD VENDORS	Travel/Training	07/30/2025	139212	106.00
CITY OF CASPER	Refuse Collection	07/04/2025	UB AR GEN	26.59
CITY OF CASPER	Refuse Collection	07/04/2025	UB AR GEN	77.43
CITY OF CASPER	Refuse Collection	07/01/2025	635610	20.00
CITY OF CASPER	Sewer	07/04/2025	UB AR GEN	0.57
CITY OF CASPER	Sewer	07/04/2025	UB AR GEN	26.57
COLUMN SOFTWARE PBC	Advertising/Promotion	07/01/2025	758C3815-0022	20.54
			Total	\$288,834.00

Production Report



Production Reports



Central Wyoming Regional Water System

Gallons Produced
Water Rates Billed

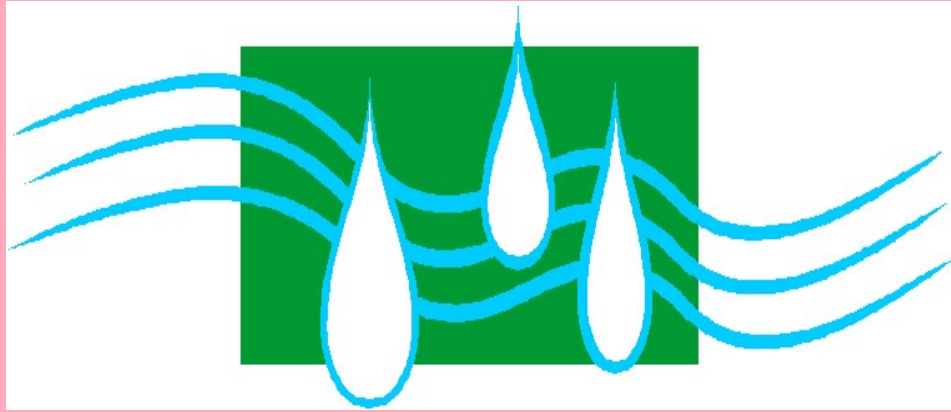
Fiscal Year 2026

Entity	Gallons of Water Produced		Water Rates Billed	
	7/31/2025	Year-to-Date	7/31/2025	Year-to-Date
Salt Creek JPB	4,677,628.571	4,677,628.571	\$ 11,600.52	\$ 11,600.52
Bar Nunn	37,530,896.939	37,530,896.939	\$ 93,076.62	\$ 93,076.62
Pioneer	7,400,751.020	7,400,751.020	\$ 18,353.86	\$ 18,353.86
Poison Spider	2,969,897.959	2,969,897.959	\$ 7,365.35	\$ 7,365.35
33 Mile Road	1,889,795.918	1,889,795.918	\$ 4,686.69	\$ 4,686.69
Sandy Lake	2,116,900.000	2,116,900.000	\$ 5,249.91	\$ 5,249.91
Lakeview	1,054,713.265	1,054,713.265	\$ 2,615.69	\$ 2,615.69
Mile-Hi	845,475.510	845,475.510	\$ 2,096.78	\$ 2,096.78
City of Casper	612,153,940.816	612,153,940.816	\$ 1,518,141.77	\$ 1,518,141.77
Regional Water	0.000	0.000	\$ (170.00)	\$ (170.00)
TOTAL	670,640,000.000	670,640,000.000	\$1,663,017.20	\$1,663,017.20

TOTAL PRIOR YEAR (FY2025) GALLONS PRODUCED:3,967,939,108.000

TOTAL PRIOR YEAR (FY2026) BILLING:\$ 9,563,420.97

*Total water produced does not equate to total water billed due to credit given.



Central Wyoming Regional Water System
Joint Powers Board

Monthly Compilation

July 31, 2025

Prepared by:
City of Casper
Finance Department

CENTRAL WYOMING REGIONAL WATER SYSTEM

Balance Sheet Report for 2026 Period 1 (as of July 31, 2025)

Account Number	Description	Account Balance
Consolidated Funds		
Assets	Total Assets	58,748,100
1000	Cash	8,406,742
	Restricted Cash	1,000,000
1015	Cash (Retainage Outside Bank)	-
1200	Accounts Receivable	1,717,722
1230	Grants Receivable	16,096
1400	Inventory	623,456
1505	WGIF Investments	543,755
1521	WYO Star Investment - Allocation	2,256,659
1522	WYO Star 2 Investment - Allocation	3,176,371
1600	Prepaid Expense	34,678
1710	Land	580,874
1720	Buildings	47,471,792
1725	Accumulated Depreciation - Bld	(39,182,739)
1730	Improvements Other Than Bldgs	44,542,819
1735	AD Improve. Non Bldg	(14,980,880)
1740	Machinery & Equip - Light	2,047,486
1745	AD Machinery & Equip. - Light	(1,197,548)
1780	Construction In Progress	1,690,817
Liabilities	Total Liabilities	(7,182,658)
2010	Vouchers/Account Payable	(721,359)
2020	Retainage Payable	-
2030	Accrued Wages Payable	(41,626)
2040	Leaves Payable	(71,847)
2070	Interest Payable	(66,152)
2080	Notes Payable - Current	(765,453)
2510	Notes/Loans Payable - Non Cur	(5,516,220)
Fund Balance	Total Fund Balance	(51,565,442)
3000	Net Investment in Capital Assets	(34,690,947)
	Restricted (WWDC Reserve Requirement)	(1,000,000)
3010	Unrestricted Net Position	(15,874,495)
Total Liabilities + Fund Balance		(58,748,100)

CENTRAL WYOMING REGIONAL WATER SYSTEM

Comparative Income Statement

First Month as of July 31, 2025

	2024	2025	2026
Revenue	\$1,382,623	\$1,853,386	\$1,726,045
4202 - Federal Grants	\$0	\$0	\$16,096
4501 - Interest Earned	\$21,858	\$33,900	\$36,693
4505 - Misc. Revenue	\$0	\$0	\$0
4601 - Water Utility Charges	\$1,349,551	\$1,813,879	\$1,662,787
4650 - System Development Charges	\$11,214	\$5,607	\$10,468
Expense	\$120,120	\$25	\$288,839
6212 - Legal Services	\$0	\$0	\$0
6213 - Investment Services	\$5	\$5	\$5
6214 - Consulting Services	\$0	\$20	\$0
6215 - Acctg/Audit Services	\$0	\$0	\$0
6255 - Other Contractual	\$0	\$0	\$0
6257 - Reimbursable Contract Exp.	\$0	\$0	\$288,834
6303 - Buildings	(\$7,845)	\$0	\$0
6305 - Improvements Other Than Bldgs	\$0	\$0	\$0
6307 - Intangibles	\$0	\$0	\$0
6311 - Light Equipment	\$0	\$0	\$0
6312 - Light Equipment - Replacement	\$0	\$0	\$0
6501 - Principal	\$127,164	\$0	\$0
6510 - Interest	\$796	\$0	\$0
6780 - Insurance/Bonds	\$0	\$0	\$0
Net Income:	\$1,262,502	\$1,853,361	\$1,437,206

BUDGET COMPARISON

As of July 31, 2025

8.3% OF YEAR EXPIRED

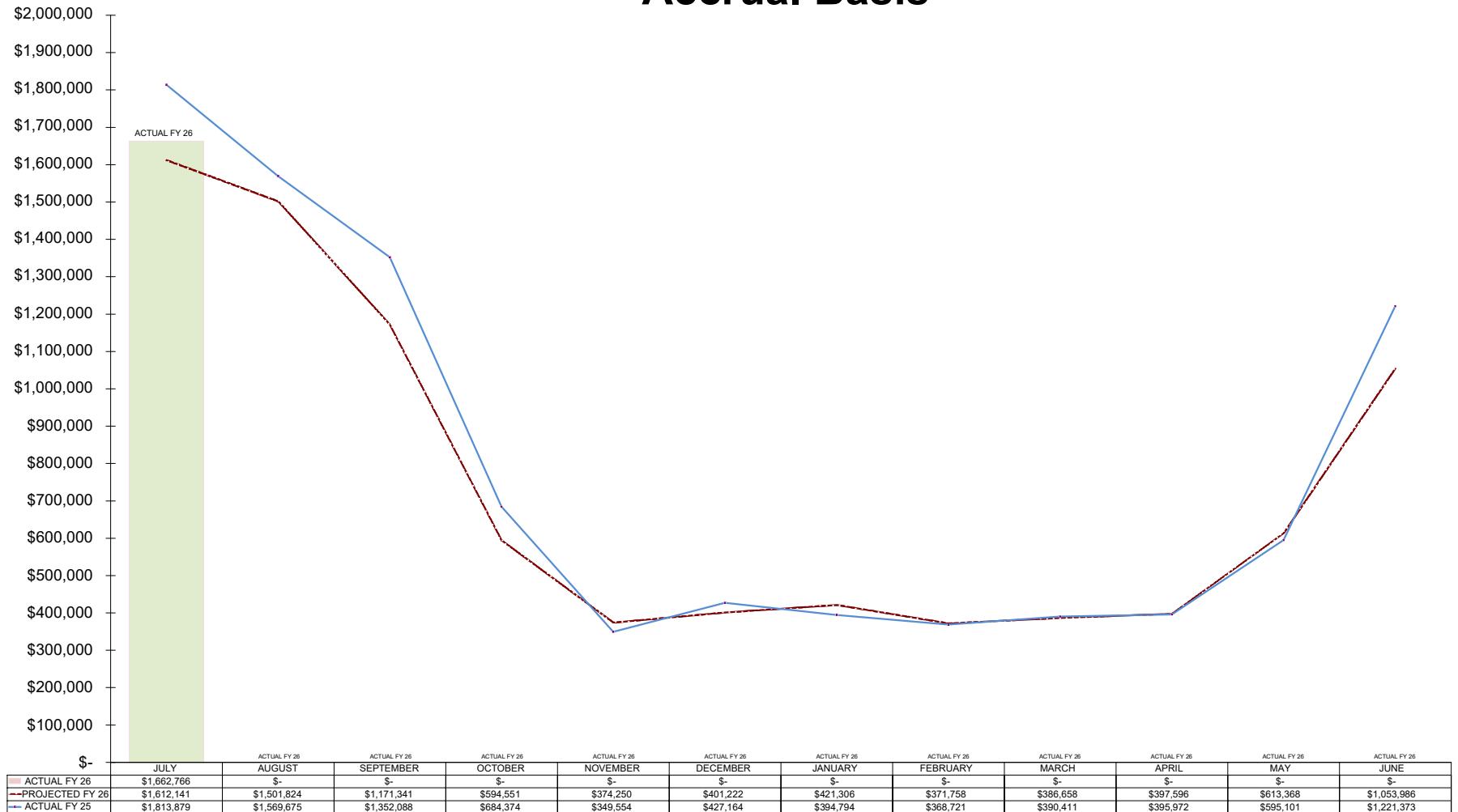
CWRWS FUND

(FUND 300)

<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ORIGINAL BUDGET</u>	<u>TRANSFERS/ ADJUSTMENTS</u>	<u>REVISED BUDGET</u>	<u>YTD ACTUAL</u>		<u>YET TO BE COLLECTED</u>	<u>% REC'D</u>
4202	Federal Grants	-	-	-	(16,096)	-	16,096	#DIV/0!
4501	Interest Earned	(450,000)	-	(450,000)	(36,693)	-	(413,307)	8.15%
4505	Misc. Revenue	(100)	-	(100)	-	-	(100)	0.00%
4601	Water Utility Charges	(8,900,000)	-	(8,900,000)	(1,662,787)	-	(7,237,213)	18.68%
4650	System Development Charges	(250,000)	-	(250,000)	(10,468)	-	(239,532)	4.19%
	TOTAL REVENUES	(9,600,100)	-	(9,600,100)	(1,726,045)	-	(7,874,055)	17.98%


		<u>ORIGINAL BUDGET</u>	<u>TRANSFERS/ ADJUSTMENTS</u>	<u>REVISED BUDGET</u>	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>AVAILABLE BUDGET</u>	<u>% USED</u>
6212	Legal Services	20,000	0	20,000	0.00	0	20,000	0.00%
6213	Investment Services	1,500	0	1,500	5.00	0	1,495	0.33%
6214	Consulting Services	105,000	0	105,000	0.00	0	105,000	0.00%
6215	Acctg/Audit Services	40,000	0	40,000	0.00	42,000	(2,000)	105.00%
6255	Other Contractual	208,638	0	65,000	0.00	143,638	(78,638)	220.98%
6257	Reimbursable Contract Exp.	5,130,269	0	5,130,269	288,834	0	4,841,435	5.63%
6303	Buildings - New	400,000	0	400,000	0.00	0	400,000	0.00%
6304	Improvements to Buildings	2,250,000	2,633,000	4,883,000	0.00	0	4,883,000	0.00%
6305	Improvements Other Than Bldgs	1,100,000	2,301,313	3,401,313	0.00	736,362	2,664,951	21.65%
6307	Intangibles - New	39,600	225,000	264,600	0.00	0	264,600	100.00%
6311	Light Equipment - New	80,000	0	80,000	0.00	0	80,000	0.00%
6320	Technology - Capital	75,000	0	75,000	0.00	0	75,000	0.00%
6321	Technology - Replacement	250,000	0	250,000	0.00	0	250,000	0.00%
6501	Principal	807,329	0	807,329	0.00	0	807,329	0.00%
6510	Interest	159,914	0	159,914	0.00	0	159,914	0.00%
6720	Travel/Training	2,000	0	2,000	0.00	0	2,000	0.00%
6745	Contribution Expense	0	0	0	0.00	0	-	0.00%
6780	Insurance/Bonds	147,000	0	147,000	0.00	0	147,000	0.00%
	TOTAL EXPENDITURES	\$ 10,816,250	\$ 5,159,313	\$ 15,831,925	288,839	\$ 922,000	\$ 14,621,086	7.65%
	TOTAL REVENUE OVER/(UNDER) EXPENSE	\$ (1,216,150)	\$ (5,159,313)	\$ (6,231,825)	1,437,206	\$ (922,000)	\$ (6,747,031)	

Water Sales FY 2026 Versus Projection and Prior Year Accrual Basis



	ACTUAL FY 25	PROJECTED FY 26	ACTUAL FY 26
YTD TOTAL	\$ 1,813,879	\$ 1,612,141	\$ 1,662,766
YTD VARIANCE			\$ 50,625
		% Difference	In Dollars
CHANGE FROM FY25 PROJECTED TO FY26 ACTUAL-SAME MONTH		3.14%	\$50,625
CHANGE FROM FY25 PROJECTED TO FY26 ACTUAL-YEAR TO DATE		3.14%	\$50,625
CHANGE FROM FY25 ACTUAL TO FY26 ACTUAL-SAME MONTH		-8.33%	-\$151,113
CHANGE FROM FY25 ACTUAL TO FY26 ACTUAL-YEAR TO DATE		-8.33%	-\$151,113

July 22, 2025

MEMO TO: Tom Brauer, Chief Operating Officer 
FROM: Jolene Martinez, Manager of Public Engagement
SUBJECT: Scope of Ft Caspar Area Master Plan

We have budgeted a master plan for the Ft. Caspar area in the FY26 budget. This area, from where Garden Creek flows into the North Platte River to the south fence line of the Ft. Caspar water wellfield, includes Ft. Caspar water wellfield, drinking water wells on the Ft. Caspar property and the Izaak Walton property (both owned by the City of Casper), the historical Ft. Caspar, the historical Izaak Walton Lodge, the Izaak Walton campground, the river trail, and three parks (Patterson-Zonta Park, Centennial Park, and Ft. Caspar Park). Significant river restoration work including bankscaping with appropriate vegetation is underway in this area with construction scheduled for September 2026.

Key outcomes of a Ft. Caspar Area Master Plan include:

- Develop a land use plan that includes a water source protection plan and a cultural resource protection plan based on a review of area land use, conservation easements, archaeological significant areas, historical designations, and sensitive natural areas such as wetlands.
- Develop a vegetation management plan that maximizes the use of vegetation to promote and manage optimal land use, including an invasive species and noxious weed abatement and control plan. This is especially important for the water wellfield where the use of chemical control is prohibited.
- Develop a list of recommended agreements needed from all property owners in the area.

These plans and any agreements are important to City of Casper Parks, Recreation, and Public Facilities Department, the City of Casper river restoration project, and Central Wyoming Regional Water System.

August 7, 2025

MEMO TO: Paul Bertoglio, CWRWS JPB Chairman
Members, Central Wyoming Regional Water Systems Joint Powers Board

FROM: Tom Brauer, Chief Operating Officer
Ethan Yonker, P.E., Water Operations Officer

SUBJECT: Authorizing a Budget Amendment to decrease reimbursable contract expense and create a capital project for Misc. Capital Equipment Replacements.

Meeting Type & Date

CWRWS JPB Meeting
August 19, 2025

Action Type

Approval

Recommendation

That the JPB, by resolution, authorize a budget amendment reducing the Reimbursable Contract Expense by One Hundred Fifty Thousand Dollars (\$150,000) and increasing capital expense for a Misc. Capital Equipment Replacements project in the amount of One Hundred Fifty Thousand Dollars (\$150,000).

Summary

During budgeting, funds for equipment replacements were budgeted as operational costs in the City operational budget. Staff has learned that we were misinterpreting definitions of what qualifies as capital purchases and are in need of creating a capital project for pump and valve replacements. This amendment is a net zero change to the regional budget. Additionally, a budget amendment request has been submitted to the City's finance department to reduce the City's operating budget by One Hundred Fifty Thousand Dollars (\$150,000) to reflect these changes.

Financial Considerations

This amendment will result in no change to the total FY26 Agency budget.

Oversight/Project Responsibility

Ethan Yonker, P.E., Water Operations Officer

Attachments

Resolution 25-01

Resolution 25-01

A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2026

(Second Amendment to the Original Adopted Budget)

Be it Resolved by the Central Wyoming Regional Water System Joint Powers Board of Casper, Wyoming

That the originally adopted fiscal year 2026 budget is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at that hearing:

	FY26 Original Budget	Budget Amendment 1	Budget Amendment 2	Revised Budget As Amended
CWR System Agency Budget	\$1,072,512	\$6,231,825	\$6,231,825	\$6,231,825
Intergovernmental	\$0			\$0
Federal Grants	\$0			\$0
				0
Misc Revenue	(\$450,100)			(\$450,100)
Interest Earned	(\$450,000)			(\$450,000)
Misc. Revenue	(\$100)			(\$100)
				0
Utility Revenue	(\$9,150,000)			(\$9,150,000)
Water Utility Charges	(\$8,900,000)			(\$8,900,000)
System Development Charges	(\$250,000)			(\$250,000)
				0
Contractual Services	\$5,361,769		(\$150,000)	\$5,211,769
Legal Services	\$20,000			\$20,000
Investment Services	\$1,500			\$1,500
Consulting Services	\$105,000			\$105,000
Acctg/Audit Services	\$40,000			\$40,000
Other Contractual	\$65,000			\$65,000
Reimbursable Contract Exp.	\$5,130,269		(\$150,000)	\$4,980,269
				0
Capital Outlay	\$4,194,600	\$5,159,313	\$150,000	\$9,503,913
Buildings	\$400,000			\$400,000
Improvements to Buildings	\$2,250,000	\$2,633,000		\$4,883,000
Improvements Other Than Bldgs	\$1,100,000	\$2,301,313	\$150,000	\$3,551,313
Intangibles	\$0	\$225,000		\$225,000
Light Equipment	\$80,000			\$80,000
Light Equipment - Replacement	\$0			\$0
Technology - Capital	\$75,000			\$75,000
Technology - Replacement	\$250,000			\$250,000
Fort Caspar Master Plan	\$39,600			\$39,600
				0
Debt Service	\$967,243			\$967,243
Principal	\$807,329			\$807,329
Interest	\$159,914			\$159,914
				0
Other Costs	\$149,000			\$149,000
Travel/Training	\$2,000			\$2,000
Contribution Expense	\$0			\$0
Insurance/Bonds	\$147,000			\$147,000

Resolution 25-01: Passed, Approved, and Adopted this 19th day of August, 2025

Approved to Form:

Attest:


Kenneth L. Waters
Secretary

CWRWSJPB
A Joint Powers Board

Paul Bertoglio
Chairman

August 7, 2025

MEMO TO: Paul Bertoglio, Chairman
Members, Central Wyoming Regional Water System Joint Powers Board

FROM: Tom Brauer, Chief Operating Officer 
Ethan Yonker, Water Operating Officer

SUBJECT: Authorizing an engagement letter continuing the Professional Services Agreement with Ketel Thorstenson, LLP for Providing Audit Services for FY 2023 - 2027

Meeting Type & Date

Regular Central Wyoming Regional Water System (CWRWS) Joint Powers Board (JPB) Meeting
Scheduled for August 19, 2025.

Action Type

Motion

Recommendation

That the JPB, by motion, authorize the execution of the engagement letter under the existing Professional Services Agreement with Ketel Thorstenson, LLP, Rapid City, South Dakota for audit services provided to the Central Wyoming Regional Water System for fiscal years 2023 through 2027.

Summary

The Central Wyoming Regional Water System is required to undergo a financial statement audit at the conclusion of each fiscal year. This engagement letter ensures continued support in meeting that obligation and provides assurance that Ketel Thorstenson, LLC will adapt its services as audit standards evolve.

Financial Considerations

Funding for audit services is already budgeted each fiscal year based on the fee schedule provided with the professional services agreement executed in 2023.

Oversight/Project Responsibility

Ethan Yonker, Water Operations Officer

Attachments

Engagement Letter



Ketel Thorstenson, LLP
810 Quincy Street Rapid City, SD 57701
P: 605.342.5630 | F: 605.342.2172
E: info@ktllp.com

July 11, 2025

Central Wyoming Regional Water System Joint Powers Board
200 North David Street
Casper, WY 82601

Dear Client:

We are pleased to confirm our understanding of the services we are to provide for Central Wyoming Regional Water System Joint Powers Board (the System) for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the System, a component unit of the City of Casper, which will comprise the statement of net position, statement of revenue, expenses, and changes in net position, and statement of cash flows, including the disclosures, which collectively comprise the entity's basic financial statements as of and for the year end stated above. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A) and budgetary comparison schedules, to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The System has elected to omit the budgetary comparison schedules. The following RSI is required by accounting standards generally accepted in the United States of America and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (GAAP); and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the Government and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2), fraudulent financial reporting, (3) misappropriation of assets, or (4) violation of laws or governmental regulations that are attributable to the Government or to acts by management or employees acting on behalf of the Government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures may include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

In designing our audit procedures, professional standards require us to evaluate the financial statements and assess the risk that a material misstatement could occur. Areas that are potentially more susceptible to misstatements, and thereby require special audit considerations, are designated as "significant risks." Although our audit planning has not yet been concluded, we anticipate the following significant risks of material misstatement will be identified:

1. Revenue recognition
2. Management override of controls

If we conclude that the above risks are no longer significant or if new significant risks are identified, we will communicate those to you as part of our planning process.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Control

We will obtain an understanding of the Government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Government's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with GAAP with the oversight of those charged with governance, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered the aggregate, that raise substantial doubt about the Government's ability to continue as a going concern for the twelve months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Other Services

There are no other non-audit services provided by Ketel Thorstenson, LLP and its affiliates at this time.

You agree to assume all management responsibilities for the financial statement preparation services and any other non-audit services we provide. You will be required to acknowledge in the management representation letter the services provided and our assistance with the preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

Jeff Yennie is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately September 8, 2025 and to issue our reports soon thereafter.

We understand that your employees will prepare all confirmations and schedules we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees from our original fee estimate. If the engagement is rescheduled due to lack of providing enough information in a timely manner, we may assess a rescheduling fee up to 10 percent of your service fee, with a minimum rescheduling fee of \$1,000. We will not undertake any accounting services (including but not limited to reconciliation of accounts and preparation of requested schedules) without obtaining your approval.

We will provide copies of our reports to the Government; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We will utilize portals, collaborative, virtual workspaces in a protected, online environment. Our portals permit real-time collaboration across geographic boundaries and time zones and allow us to share data, engagement information, knowledge, and deliverables in a protected environment. To use the portals, you may be required by the provider of portals to execute a client portal agreement and agree to be bound by the terms, conditions and limitations of such agreement. You agree that we have no responsibility for the activities of the portals and agree to indemnify and hold us harmless with respect to all claims arising from your misuse of the portals.

You are responsible for maintaining your own copy of information provided on the portals. We do not provide back-up services for any of your data or records, including information we provide to you. Portals are utilized solely as a method of transferring data and are not intended for the storage of your information. Information on the portals may be deleted at any time.

If you decide to transmit your confidential information to us in a manner other than a secure portal, you accept responsibility for all unauthorized access to your confidential information. If you request that we transmit confidential information to you in a manner other than a secure portal or encrypted email, you agree that we are not responsible for any liability, including but not limited to, (a) any loss or damage of any nature, whether direct or indirect, that may arise as a result of our sending confidential information in a manner other than a secure portal, and (b) any damages arising as a result of any virus being passed on or with, or arising from any alteration of, any email message.

In providing our services to you, we may send data over the Internet, temporarily store electronic data via computer software applications hosted remotely on the Internet or utilize cloud-based storage. Your confidential electronic data may be transmitted or stored using these methods. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and electronic data secure in accordance with our obligations under applicable laws, regulations, and professional standards. You recognize and accept that we have no control over the unauthorized interception or breach of any communications or electronic data once it has been transmitted or if it has been subject to unauthorized access while stored, notwithstanding all reasonable security measures employed by us. You consent to our use of these electronic devices and applications during this engagement.

In the interest of enhancing our availability to meet your professional service needs while maintaining service quality and timeliness, we may use third-party service providers, subcontractors, commercially-available artificial intelligence, or software tools, some of which may utilize or offer artificial intelligence capabilities (collectively, “external parties”) to assist us. We may provide your confidential information to external parties in support of our services. We require our external parties to have established procedures and controls designed to protect client confidentiality and maintain data security. Our firm remains responsible for exercising reasonable care in providing our services, and our work product will be subjected to our firm’s customary quality control procedures. By accepting the terms and conditions of our engagement, you are providing your consent and authorization to disclose your confidential information to external parties, if such disclosure is necessary to deliver professional services or provide support services to our firm.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

The audit documentation for this engagement is the property of Ketel Thorstenson, LLP, and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to an oversight or grantor agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of our audit personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Your acceptance of this engagement letter will serve as your advance consent to our compliance with these requests. We may bill you separately for our time and expenses in responding to any such requests.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by your oversight or grantor agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Assisting you with your compliance with the Corporate Transparency Act (“CTA”), including beneficial ownership information (“BOI”) reporting, is not within the scope of this engagement. You have sole responsibility for your compliance with the CTA, including its BOI reporting requirements and the collection of relevant ownership information. We shall have no liability resulting from your failure to comply with CTA. Information regarding the BOI reporting requirements can be found at <https://www.fincen.gov/boi>. Consider consulting with legal counsel if you have questions regarding the applicability of the CTA’s reporting requirements and issues surrounding the collection of relevant ownership information.

If you have engaged Ketel Thorstenson, LLP to assist with your BOI reporting, that service will be governed by a separate engagement letter.

Our professional fees for the services outlined above will be \$31,500 for the audit, plus applicable sales tax. This fee is based upon the complexity of the work to be performed and our professional time. You will be billed additionally for any assistance related to the implementation of new accounting standards, if applicable. In addition, this fee depends upon the timely delivery, availability, quality, and completeness of the information you provide to us. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly. You agree that you will deliver all records requested and respond to all inquiries made by our staff to complete this engagement on a timely basis. If you choose to have us maintain lease calculations and schedules, an additional fee of \$150 per lease will be billed. We will provide you with an electronic copy of the financial statements. If you elect to have paper copies produced by us, they will be billed at \$25 each. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed, even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. At completion of the engagement, we will submit a final invoice which is due upon receipt.

Our audit engagement ends on delivery of our audit report. You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees. We may also issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter and will be billed separately each month.

Either party may terminate this agreement at any time, and we reserve the right to withdraw from the engagement without completing services for any reason, including, but not limited to, non-payment of fees, your failure to comply with the terms of this agreement, or as we determine professional standards require. If our work is suspended or terminated, you agree that we will not be responsible for your failure to meet governmental and other deadlines, or for any liability, including but not limited to, penalties or interest that may be assessed against you resulting from your failure to meet such deadlines. If this agreement is terminated before services are completed, you agree to compensate us for the services performed and expenses incurred through the effective date of termination.

In the event we are requested pursuant to subpoena or other legal process to produce documents relating to current or prior engagements for the System in legal, administrative, arbitration, or similar proceedings to which we are not a party, the System shall reimburse us at our standard billing rates for our professional time and expenses, including reasonable attorney's fees, incurred by us in responding to such requests. In the event of a dispute, the courts of the state of Wyoming shall have jurisdiction, and all disputes will be submitted to the state of Wyoming, which is the proper and most convenient venue for resolution. We also agree that the law of the state of Wyoming shall govern all such disputes.

If a dispute arises out of or relates to this Agreement, including the scope of services contained herein, or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try to settle the dispute by mediation administered by the American Arbitration Association ("AAA") under the AAA Accounting and Related Services Arbitration Rules and Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The mediator will be selected by mutual agreement of the parties. If the parties cannot agree on a mediator, a mediator shall be designated by the AAA. The mediation will be conducted in the state noted above.

The mediation will be treated as a settlement discussion and, therefore, all discussions during the mediation will be confidential. The mediator may not testify for either party in any later proceeding related to the dispute. No recording or transcript shall be made of the mediation proceedings. The costs of any mediation proceedings shall be shared equally by all parties. Any costs of legal representation shall be borne by the hiring party.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

Notwithstanding anything to the contrary in this agreement, Ketel Thorstenson, LLP shall not be liable for any lost profits, indirect, special, incidental, punitive, consequential, or similar damages, to the extent such damages may be lawfully limited or excluded, of any nature even if we have been advised by you of the possibility of such damages.

You agree that any claim arising out of this agreement shall be commenced within 3 years from the date our services conclude as outlined in this agreement, regardless of any longer period of time for commencing such claim as may be set by law. A claim is understood to be a demand for money or services, the service of a suit, or the institution of arbitration proceedings against Ketel Thorstenson, LLP.

We are independent within the meaning of the AICPA *Code of Professional Conduct*.

You acknowledge we have invested time and money into developing and training our personnel. To ensure our independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel. If you should choose to hire one of our employees, we may, at our discretion, charge you a recruiting fee of fifty percent of the annual salary offered to our employee to compensate us for the loss of our valued and extensively trained employee.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract, when requested by you. Our September 23, 2022, peer review report accompanies this letter.

Reporting

We will issue a written report upon completion of our audit of the Government's financial statements. Our report will be addressed to the Board of the System. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter paragraph or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Government is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Limitation of Liability

Our report is intended solely for the use of management and Board of Directors. As a result, our report will contain statements indicating that the report is intended solely for the information and use of the specified parties, the identification of the specified parties, and a statement that the report should not be used or relied upon by any other party for any other purpose. Our liability to third-party users who use or rely on this information may be limited pursuant to Wyo. Sess. Laws, Chapter 155 creating Wyo. Stat. Sec. 33-3-201.

We appreciate the opportunity to be of service to you. Please sign below and return it to us to indicate your acknowledgement of, and agreement with, the arrangements for our engagement, and our respective responsibilities.

Sincerely,

KETEL THORSTENSON, LLP



Jeff T. Yennie, CPA, CVA
Partner

This letter correctly sets forth our understanding of our contract. I have read it and fully understand its terms and provisions.

Management Signature: _____

Title: _____

Date: _____

Governance Signature: _____

Title: _____

Date: _____

Report on the Firm's System of Quality Control

To the Partners of Ketel Thorstenson, LLP
and the Peer Review Committee of the Oklahoma Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Ketel Thorstenson, LLP (the Firm) in effect for the year ended March 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Ketel Thorstenson, LLP in effect for the year ended March 31, 2022, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Ketel Thorstenson, LLP has received a peer review rating of *pass*.

Anderson Zurmuehlen & Co, P.C.

Billings, Montana
September 23, 2022

August 8, 2025

MEMO TO: Paul Bertoglio, CWRWS JPB Chairman
Members, Central Wyoming Regional Water Systems Joint Powers Board

FROM: Ethan Yonker, Water Operations Officer
Logan Wood, WTP Manager *LW*
Tom Brauer, Chief Operating Officer *TB*

SUBJECT: Authorizing a Procurement of Goods Agreement with Energy Management Corporation, Casper, Wyoming, in the Amount of \$7,916.45 for the Purchase of Surface Water High Service Pump #1 Motor.

Meeting Type & Date

CWRWS JPB Meeting
August 19, 2025

Action Type

Approval

Recommendation

That the JPB, by motion, authorize a Procurement of Goods Agreement with Energy Management Corporation, Casper, Wyoming, in the Amount of \$7,916.45 for the Purchase of Surface Water High Service Pump #1 Motor.

Summary

Surface Water High Service Pump #1 is over twenty years old and in need of a new motor to ensure reliable production of water to the distribution system.

<u>Vendor</u>	<u>Amount</u>
Energy Management Corp.	\$7,916.45
Intermountain Motor Service	\$7,962.02
Flanders Electric Motor Service, LLC	\$16,645.31

Financial Considerations

Funding for this purchase is included in the FY26 RWS Capital Budget, SWHS Pump Rebuild/Motor Replace.

Oversight/Project Responsibility

Mike Day, Plant Maintenance Supervisor

Attachments

Motor Estimates

Motor Estimates –
Energy Management Corp.
Intermountain Motor Sales
Flanders



5740 w Yellowstone Hwy
Casper, WY 82604
307-209-7101

Repair Estimate

Est Number: 176687

Est Date: 08/06/25

Page: 1

Customer Phone: 307-797-2973

Customer Email: mday@casperwy.gov

BILL: CENTRAL WYOMING REGIONAL WATER
1500 SW Wyoming BLVD

Casper, WY 82604

SHIP: CENTRAL WYOMING REGIONAL WATER
1500 SW Wyoming BLVD

Casper, WY 82604

Mike Day

Taxable: No
Pmt Terms: Net 30 (OAC)
Cust Code: CENTWYO

RFQ#:
Ship Via: BEST WAY
Quoted By: Isaiah Holloway

Equipment Data	Qty	Description	Price	UM	Ext Price
MFR: USEM	1	RECONDITION AND BALANCE	\$6,667.67	EA	\$6,667.67
Model#:	1	ENVIRONMENTAL COMPLIANCE	\$25.00	EA	\$25.00
Serial#: C01 97066294-001R-02	1	KOYO RADIAL OPEN BALL BEARING	\$315.40	EA	\$315.40
H.P.: 600	1	BEARING UPPER	\$908.38	EA	\$908.38
Volts: 460	Pretax Estimate: \$7,916.45				
RPM: 1200	Not Repaired Estimate Charge: \$0.00				
Frame: 5810PH	Est.Rpr.Time: 2-3 weeks for recon				
EFF:					
ENCL: DP					
New Motor:					
New Motor Price: \$0.00					
Avail Freight:					

Root Cause Failure Analysis:

SITE UNSEEN RECONDITION QUOTE

Scope of Work:

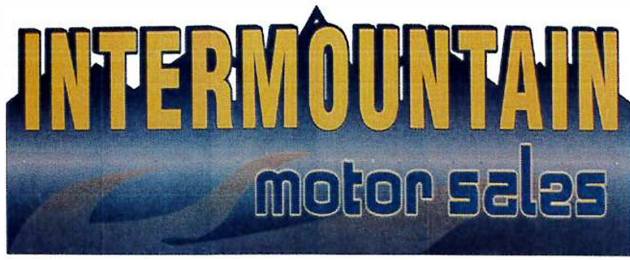
Visual inspection, disassemble, perform internal mechanical inspection and electrical test battery, steam clean parts and dry stator and rotor. Treat winding with insulating resin and cure. Assemble motor with new bearings and parts. Set-up and perform a no load, full voltage run test and record a three vector vibration analysis. Paint motor. Prepare Executive Summary Report.

This estimate is based on current information. If changes are significant, a new estimate will be provided.

Energy Management Corporation

Quote is valid for 10 days.

Prices in attached quote are valid through the quote expiration date. Any current or future government charge(s) (taxes or tariffs) affecting the final cost of the product, or which ENERGY MANAGEMENT CORP. is otherwise to collect in connection with the sale, purchase, delivery, storage, use or consumption of the product, shall be added to the buyer's / purchaser's price as a separate line item to the invoice.



2101 N. 6 Mile Rd, Casper, WY 82604
307-472-0854

DATE	ESTIMATE NO.
7-25-2025	10473

QUOTES ARE VALID FOR 30 DAYS

Quoted by Jim Stout
jim@imscasper.com

NAME / ADDRESS
City of Casper – Water Plant Attn: Mike Day

P.O. NO.	RIG # / LOCATION	JOB #

DESCRIPTION	QTY	EACH	TOTAL
Motor repair quote US Electric motor – Vertical 600hp, 1185rpm, 460vac, 5810PH frame, WPI ID # Co1-97066294-001R-02 Rebuild quote Rebuild includes; Disassemble motor, clean & check parts, recondition motor windings, replace bearings, check balance rotor, assemble motor, test run no load THIS QUOTE DOES NOT INCLUDE ANY MACHINE WORK, WHICH WOULD BE QUOTED WHEN THE MOTOR IS APART AND CLEANED & CHECKED. Additional parts or needed items would be quoted additionally when the motor is apart and inspected.	1	\$7,962.02	
ALL ITEMS ARE SUBJECT TO FREIGHT AND APPLICABLE TAX THAT IS NOT INCLUDED WITH THIS QUOTE			TOTAL\$



Flanders Electric Motor Service, LLC

360S006939

3245 Salt Creek Hwy Casper, WY 82601

P: (812)867-7421

<http://flandersinc.com>

Pre-Inspection ESTIMATE

Quote To: City of Casper

Date: 07/31/2025

Attn: Mike Day

Job #: 360S006939

Release No:

PO #:

Cust Item No:

Motor No:

Description: Repair 600HP AC Motor

HP/KW: 600HP

Frame:

Serial:

Model #:

A Basic Recondition

\$16,645.31

A basic recondition consists of: dismantle, steam clean, bake dry, test all electrical components, measure and inspect all mechanical components, coat windings with polyester resins, dynamically balance rotor, assemble with new bearings, test run at full voltage, and paint exterior with industrial enamel.

Note:

- This is a pre-inspection estimate and customer will receive an actual quote after tear down, inspection and electrical testing. This budgetary estimate does not include any repairs beyond a basic recondition.
- Transportation is not included in this estimate.

Currency: USD


Total Quotation: \$16,645.31 Estimated lead time is 3 weeks

This Quote is Valid for 7 Days. **TERMS AND CONDITIONS:** <https://www.flandersinc.com/terms-and-conditions/>

To signify acceptance of this quotation and initiate work, please return approved Purchase Order to custserv@flandersinc.com. For efficient order processing, please reference **FLANDERS Job#** on all documents and inquiries.

August 12, 2025

MEMO TO: Paul Bertoglio, Chairman
Members, Central Wyoming Regional Water System Joint Powers Board

FROM: Tom Brauer, Chief Operating Officer 
Ethan Yonker, Water Operating Officer

SUBJECT: Document Retention and Destruction Protocol

RECOMMENDATION:

Following review by Williams, Porter, Day & Neville P.C. (WPN&D), staff recommends the Joint Powers Board adopt, by motion, the document retention and destruction protocols used by the City of Casper Clerk's Office, which aligns with the State of Wyoming's retention schedules (Agenda item 9d.2).

Staff further recommends that the Water Operations Officer sign any future official destruction logs (Addenda item 9d.3) following the destruction protocol set by the City Clerk using the State retention schedules as a guideline. Per WPN&D, the Water Operations Officer serves as the official Records Officer and custodian of regional water system records and therefore has the authority to sign this log.

SUMMARY:

As part of the City of Casper's operation and management of the Central Wyoming Regional Water System, it generates and maintains all related operational documents. Historically, some records have been sent to the City of Casper Clerk's Office for safekeeping, while others have remained at the Water Treatment Plant. This proposal builds on those practices by enhancing storage consistency and expanding electronic cataloging, which will make historical and essential records easier to locate and access in the future.

Under this protocol, important documents will be scanned into Laserfiche, the City's electronic filing system, ensuring continued access even after originals are destroyed. This protocol will improve operational efficiency, allow for the ability to search for documents using keywords and phrases, and streamline responses to public records requests.

OVERSIGHT/PROJECT RESPONSIBILITY:

Ethan Yonker, P.E., Water Operations Officer

ATTACHMENTS:

9d.2 – State Archive Retention Guidelines

9d.3 – Record Destruction Log Example

Local Government Retention Schedule

Archival Review by Agency

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Indexes and Finding Aids

ADM-ALM-03

Records related to indexes, lists and finding aids to provide access to records or information.

Retain permanently

PERM

No

Patron Management

ADM-ALM-05

Records related to management of patrons including access, cards, and information.

Retain 3 years after completion then destroy

CP 3

No

Buildings, Facilities and Infrastructure Management (BFI)

Building Certification

ADM-BFI-01

Records related to certification of buildings and facilities including certificates of occupancy.

Retain 4 years after create date then destroy.

CR 4

No

Building Files

ADM-BFI-02

Records related to government owned buildings and facilities including capital improvements, as-built or as-constructed drawings, does not include routine maintenance.

Retain for the Life of the Asset then destroy

LOA 10

Yes

Construction Project Files

ADM-BFI-03

Records related to the planning, design and construction of specific projects including buildings, facilities, and infrastructure projects.

Retain for the Life of the Asset then destroy 10 years after that date.

LOA 10

Yes

Facility Plans

ADM-BFI-10

Records related to Non-state agency facilities.

Retain 12 years after completion, then destroy

CP 12

No

Maintenance and Repairs/Space Records

ADM-BFI-05

Records related to government owned and operated buildings and facilities including maintenance, repair and cleaning.

Retain for the Life of the Asset then destroy.

LOA 10

No

Maps, Drawings and Plans

ADM-BFI-06

Records related to maps, drawings or plans of State assets including property, facilities, buildings and infrastructure.

Retain for 10 years after the Life of the Asset then destroy

LOA 10

Yes

Safety, Security and Access

ADM-BFI-07

Records related to building security including security services, key and entry systems, building security passes, master keys, visitor logs, and security procedures for State owned or operated accommodations.

Retain 2 years after expiration then destroy

EXP 2

No

Work Orders

ADM-BFI-08

Records related to work and job orders for repair and maintenance of State property.

Retain 1 year after completion then destroy

CP 1

No

Community and Public Relations (COM)

Complaints

ADM-COM-02

Records related to complaints by the public of employees relating to policies, procedures or business practices including filing forms, recommendations, responses and resolution.

Retain 1 year after completion then destroy

CP 1

No

Administration and Business Support (ADM)

Community and Public Relations (COM)

Publicity and Promotion

ADM-COM-07

Records related to marketing the government including advertising and public relations with the media including newspapers, television, magazines, etc.

Retain 5 years after create date, then destroy

CR 5

Yes

Education (EDU)

Assessments

ADM-EDU-01

Records related to proficiency and learning assessments.

Retain 5 years after completion then destroy

CP 5

No

Course Development and Administration

ADM-EDU-02

Records related to development of courses including schedules of classes, outlines, and syllabi.

Retain 5 years after create date then destroy

CR 5

No

Discipline

ADM-EDU-03

Records related to student discipline or citizenship.

Retain 7 years after completion then destroy

CP 7

No

Enrollment

ADM-EDU-04

Records related to student enrollment and withdrawal.

Retain 5 years after withdrawal or graduation then destroy

CP 5

No

Grade Results

ADM-EDU-06

Records related to grade results including examination and testing.

Retain 1 year after create date then destroy

CR 1

No

High School Student Records

ADM-EDU-17

Records relating to cumulative folders, perm record cards, and transcripts

Retain permanently

PERM

No

Programs

ADM-EDU-09

Records related to academic programs.

Retain 5 years after completion then destroy

CP 5

Yes

Student Records

ADM-EDU-12

Records related to student evaluations, assessments and attendance, does not include transcripts.

Retain 5 years after completion then destroy

CP 5

No

Student Transcripts - Colleges

ADM-EDU-13

Records related to official student transcripts - these should be maintained separately from student file

Retain permanently

PERM

No

Training Materials

ADM-EDU-14

Records related to scoring guides and test booklet development.

Retain 2 years after superseded then destroy

SUP 2

No

Equipment and Vehicle Management (EVM)

Equipment Files

ADM-EVM-01

Records related to equipment including history, logs, manuals and operating procedures.

Retain 5 years after the Life of the Asset then destroy

LOA 5

No

Maintenance and Repairs

ADM-EVM-02

Records related to maintenance and repair of vehicles and equipment.

Retain 5 years after completion then destroy

CP 5

No

Administration and Business Support (ADM)

Equipment and Vehicle Management (EVM)

Vehicle Files

ADM-EVM-04

Records related to vehicles including history, logs, manuals and operating procedures.

Retain 5 years after the Life of the Asset then destroy

LOA 5

No

General Management (GMT)

Affidavits of Publication

ADM-GMT-29

Records related to affidavits of publication and legal notices.

Retain 5 years after completion then destroy

CP 5

No

Agendas

ADM-GMT-13

Records related to minutes and agendas of meetings.

Retain 3 years after create date, then destroy

CR 3

Yes

Calendars and Schedules

ADM-GMT-02

Records related to appointments, task lists, and meeting schedules.

Retain 5 years after obsolete then destroy

OBS 5

No

Correspondence - Directors

ADM-GMT-03

Records related to internal and external communications to or from the directors and/or management of policy issues, concerns and issues, and actions taken.

Retain permanently

PERM

No

Correspondence - Elected Officials

ADM-GMT-04

Records related to Internal and external communications to or from the elected officials of policy issues, concerns and issues, and actions taken.

Retain permanently

PERM

No

Correspondence - General

ADM-GMT-05

Records related to routine correspondence of day-to-day office administration and not identified in other record series.

Retain 3 years after create date, then destroy

CR 3

Yes

Distribution, Mailing and Contact Lists

ADM-GMT-06

Records related to lists of individuals and organizations for mailing or distribution.

Retain 3 years after superseded then destroy

SUP 3

Yes

Event Management

ADM-GMT-07

Records related to the organization and conduct of events including facility scheduling, registrations and confirmations, flyers or brochures, presentation material, and other related documentation.

Retain 3 years after completion then destroy

CP 3

Yes

Historical

ADM-GMT-08

Records related to documenting the history or development of an agency, office, program or event.

Retain permanently

PERM

No

Indexes and Finding Aids

ADM-GMT-09

Records related to indexes, lists and finding aids to provide access to records or information.

Retain permanently

PERM

No

Logs

ADM-GMT-11

Records related to logs used to monitor or control.

Retain 3 years after create date, then destroy

CR 3

No

Meeting Management

ADM-GMT-12

Records related to the management of meetings including minutes, agendas and notices.

Retain 3 years after create date, then destroy

CR 3

Yes

Administration and Business Support (ADM)

General Management (GMT)

Organization

ADM-GMT-15

Records related to the organization structure including reorganizations.

Retain permanently

PERM

No

Planning and Development

ADM-GMT-17

Records related to planning and development i.e. strategic planning, goals and objectives, USDA state plans, agency/unit plans Management and Administration Plans, Reorganization Plans, Program goals, Master Plans

Retain 5 years after create date, then destroy

CR 5

Yes

Program and Project Files

ADM-GMT-18

Records related to notes, minutes and agendas, studies, surveys, progress reports, correspondence, research and background files, presentation materials, cost estimates, implementation plans and final reports for projects of a general nature and not identified in other record series.

Retain 5 years after completion then destroy

CP 5

Yes

Publications

ADM-GMT-19

Records related to the design, creation and development of agency intended for distribution to the public.

Retain 5 years after create date, then destroy

CR 5

Yes

Quality Verification

ADM-GMT-22

Records that have been digitized and are awaiting quality check verification.

Retain until verification process has been completed; for permanent records: after State Records Committee authorization has been received.

)BS/SUP 3

No

Reference Material

ADM-GMT-20

Records related to information received from other agencies, commercial or private entities and/or other reference materials which are maintained solely for ease of access and reference.

Retain 3 years after obsolete, then destroy

OBS 3

Yes

Reports - Annual

ADM-GMT-21

Records related to annual reports not identified in other record series.

Retain 7 years after create date, then destroy

CR 7

Yes

Reports - Annual Agency

ADM-GMT-28

Records related to agency annual reports and strategic plans.

Retain permanently

PERM

Yes

Reports - General

ADM-GMT-22

Records related to general reports not identified in other record series.

Retain 5 years after create date, then destroy

CR 5

Yes

Research

ADM-GMT-23

Records related to research of a general nature and not identified in other record series.

Retain 5 years after completion then destroy

CP 5

Yes

Transitory Records

ADM-GMT-26

Records related to temporary, of short-term value not required as evidence of a business transaction and including duplicate and fiscal copies, miscellaneous notices, preliminary drafts, reports, worksheets, touting or transmittals and informal communication not identified in other record series.

Retain 3 years after obsolete or superseded, then destroy.

)BS/SUP 3

No

Information Technology and Services (ITS)

Access and Control

ADM-ITS-01

Records related to security, security and access to information technology and architecture.

Retain 7 years after expiration then destroy

EXP 7

No

Administration and Business Support (ADM)

Information Technology and Services (ITS)

Geographic Information Systems (GIS)

ADM-ITS-10

Records related to Geographic Information Systems (GIS).

Retain 22 years after completion then destroy

CP 22

Yes

Systems and Networks

ADM-ITS-07

Records related to development and maintenance of voice and data networks, infrastructure and computer applications including both internally-developed and externally-acquired.

Retain 5 years after superseded then destroy

SUP 5

No

Risk Management (RSK)

Accidents and Property Damage

ADM-RSK-01

Records related to reporting damage to State owned property including claims.

Retain 5 years after completion then destroy

CP 5

No

Incident Management

ADM-RSK-03

Records related to incidents involving property and assets.

Retain 10 years after completion then destroy

CP 10

No

Insurance Policies

ADM-RSK-05

Records related to insurance of government property and assets including insurance policies, riders, renewals, and communication with insurance providers, policies, riders, renewals insurance placement, advice from or to insurers, and training on insurance products and services for automobile insurance, property insurance and liability insurance.

Retain 10 years after expiration then destroy

EXP 10

No

Employee Services (EMP)

Benefits Management (BEN)

Claims

EMP-BEN-01

Records related to employee benefit claims.

Retain 10 years after completion then destroy

CP 10

No

Enrollment

EMP-BEN-02

Records related to employee enrollment in government benefit plans.

Retain 5 years after completion then destroy

CP 5

No

Plans

EMP-BEN-04

Records related to benefit plans and statements.

Retain 5 years after superseded then destroy

SUP 5

No

Employer and Labor Services (ELS)

Labor Negotiations

EMP-ELS-05

Records related to labor negotiations.

Retain permanently

PERM

No

Payroll Management (PRL)

Deductions and Garnishments

EMP-PRL-01

Records related to deduction and garnishments from employee paychecks.

Retain 5 years after expiration then destroy

EXP 5

No

Employee Data Master

EMP-PRL-02

Records related to master lists of employee data.

Retain 5 years after superseded then destroy

SUP 5

No

Reports - Payroll

EMP-PRL-03

Records related to reports for payroll including registers.

Retain 7 years after calendar year end then destroy

CYE 7

No

Employee Services (EMP)

Personnel Management (PER)

Drug and Alcohol Testing

EMP-PER-03

Records related to drug and alcohol testing of employees.

Retain 3 years after completion then destroy

CP 3

No

Employee Bonds

EMP-PER-24

Records related to employee bonds including blanket and continuation performance bonds.

Retain 10 years after expiration then destroy

EXP 10

No

Evaluations - Performance

EMP-PER-04

Records related to performance evaluations.

Retain 10 years after separation then destroy

CP 10

No

Grievances and Investigations

EMP-PER-07

Records related to filing of grievances and investigations related to employees.

Retain 7 years after completion then destroy

CP 7

No

I-9s

EMP-PER-08

Records related to employment eligibility verification form I-9.

Retain 3 years after separation then destroy

TE 3

No

Leave Records/UW Tenure & Promotions

EMP-PER-10

Records related to employee leave records.

Retain 3 years after completion then destroy

CP 3

No

Medical Records

EMP-PER-11

Records related to employee medical records.

Retain 30 years after separation then destroy

TE 30

No

Military Files/University Wyoming Personnel Files

EMP-PER-12

Records related to military service.

Retain permanently

PERM

Yes

Organizational Charts

EMP-PER-13

Records related to agency and departmental organization charts.

Retain for 3 years superseded, then destroy

SUP 3

No

Personnel Files - Long Term

EMP-PER-22

Records related to individual employee includes copies of job descriptions, resumes, offer letter, terms and conditions of employment, references, applications, resignations, terminations, retirement, attendance issues, employee feedback, emergency contact information, salary changes, commendations, disciplinary reports, investigations, compensation history, and leave of absences, does not include medical files.

Retain 10 years after separation then destroy

CP 10

No

Personnel Files - Short Term

EMP-PER-14

Records related to individual employee includes copies of job descriptions, resumes, offer letter, terms and conditions of employment, references, applications, resignations, terminations, retirement, attendance issues, employee feedback, emergency contact information, salary changes, commendations, disciplinary reports, investigations, compensation history, and leave of absences, does not include medical files.

Retain 5 years after separation then destroy

TE 5

No

Student Employment

EMP-PER-16

Records related to employment of students.

Retain 5 years after separation then destroy

TE 5

No

Time and Attendance

EMP-PER-18

Records related to reporting and approving employee attendance.

Retain 5 years after calendar year end then destroy

CYE 5

No

Employee Services (EMP)

Personnel Management (PER)

Volunteer Files

EMP-PER-20

Records related to volunteers.

Retain 5 years after separation then destroy

TE 5

No

Work Schedules

EMP-PER-21

Records related to work schedules for employees and volunteers.

Retain 1 year after calendar year end then destroy

CYE 1

No

Retirement and Pension Administration (RPA)

Contributions

EMP-RPA-01

Records related to employee contributions to retirement or pension funds.

Retain 50 years after calendar year end then destroy

CYE 50

No

Member Files

EMP-RPA-02

Record related to membership in retirement or pension funds and plans.

Retain 60 years after separation then destroy

TE 60

No

Salary and Compensation Management (SCM)

Salary Surveys

EMP-SCM-02

Records related to surveys of salaries and wages.

Retain 2 years after completion then destroy

CP 2

No

Staffing and Recruiting (SAR)

Applicants - Not Hired

EMP-SAR-01

Records related for applicants not hired.

Retain 3 year after calendar year end then destroy

CYE 3

No

Background Checks - Not Hired

EMP-SAR-02

Records related to pre-employment background checks for applicants not hired.

Retain 3 year after calendar year end then destroy

CYE 3

No

Exams and Tests

EMP-SAR-03

Records related to pre-employment exams and tests.

Retain 3 years after superseded then destroy

SUP 3

No

Positions and Classifications

EMP-SAR-04

Records related to preparation of job descriptions and position classification and reclassification.

Retain 5 years after superseded then destroy

SUP 5

No

Vacancy Announcements

EMP-SAR-06

Records related to announcements for job or position vacancies and openings.

Retain 2 years after completion then destroy

CP 2

No

Training Management (TRM)

Course Management

EMP-TRM-01

Records related to management of courses not identified in other record series.

Retain 3 years after completion then destroy

CP 3

No

Instructor Management

EMP-TRM-04

Records related to management of contract or volunteer instructors.

Retain 1 year after termination then destroy

TE 1

No

Employee Services (EMP)

Workers Compensation and Unemployment (WCU)

Claims

EMP-WCU-01

Records related to workers compensation and unemployment claims.

Retain 5 years after completion then destroy

CP 5

No

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables

FIN-ACC-09

Records relating to payable accounts including vouchers, warrants, correspondence, billings, packing slips, copies of financial transactions and other supporting documentation arranged by supplier or object of expenditure.

Retain 7 years after the fiscal year end then destroy

FYE 7

No

Accounts Receivable and Revenue

FIN-ACC-12

Records related to the control of recoverable amounts and potential revenues including revenue and suspense accounts, recoverable amounts, etc.

Retain 7 years after the fiscal year end then destroy

FYE 7

No

Collections and Bankruptcy

FIN-ACC-01

Records related to collection of past due accounts and bankruptcy files.

Retain 7 years after completion then destroy

CP 7

No

Fee and Rate Schedules

FIN-ACC-14

Records related to fees and rate schedules for services.

Destroy when superseded

SUP 3

No

Funds - Inmate

FIN-ACC-03

Records related to the management of inmate funds.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Input/Output Financial

FIN-ACC-99

Records used for data input to financial systems and applications and outputs to verify data.

Retain 1 year after verification then destroy

VER 1

No

Journal Entries

FIN-ACC-06

Records relating to journal entries.

Retain 3 years after the fiscal year end then destroy

FYE 3

No

Ledgers - General

FIN-ACC-07

Records relating to ledgers for general ledger management including daily postings and month/year end details.

Retain permanently

PERM

Yes

Ledgers - Subsidiary

FIN-ACC-08

Records relating to ledgers for payments and receipts, cash management, check management, advances, journal entries, general ledger management, month end details and all forms of payment, and the recording of payments or disbursements.

Retain 6 years after the fiscal year end then destroy

FYE 6

No

Reports - Accounting

FIN-ACC-10

Records related to accounting processes and controls.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Reports - Annual

FIN-ACC-11

Records related to financial reporting including financial management reports, statistics and statements, working papers, correspondence, and memoranda.

Retain 10 years after the fiscal year end then destroy

FYE 10

No

Financial and Accounting (FIN)

Asset Management (ASM)

Bus - School Districts

FIN-ASM-06

Records related to buses.

Retain 7 years after calendar year end

CYE 7

No

Fixed Assets

FIN-ASM-02

Records related to the control of fixed and unfixed assets (excluding buildings and lands) including receipt, storage, stocktaking, does not include records relating to financial assets, such as cash, bank accounts, and accounts receivable.

Retain 4 years after the Life of the Asset then destroy

LOA 4

No

Inventories

FIN-ASM-03

Records related to the control of supplies and stock inventory including receipt, storage, and stocktaking, does not include records relating to financial assets, such as cash, bank accounts, and accounts receivable.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Surplus and Disposal

FIN-ASM-04

Records related to the disposal of surplus equipment, the condemnation and destruction of equipment, the recycling of paper, materials, supplies, etc.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Bank Administration (BNK)

Bank Relationship

FIN-BNK-01

Records relating to the establishment, maintenance, and termination of bank accounts including procedures used for conducting banking operations, etc.

Retain 2 years after completion then destroy

CP 2

No

Statements and Reports

FIN-BNK-04

Records related to bank account and credit card statements and reconciliations.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Budget Management (BUD)

Annual

FIN-BUD-01

Records related to agency annual budgets.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Workpapers

FIN-BUD-04

Records related to budget workpapers and supporting documentation.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Customer Service (CUS)

Customer Files

FIN-CUS-01

Records related to customer accounts including applications.

Retain 5 years after completion then destroy

CP 5

No

Financial Statements and Reports (FSR)

Annual

FIN-FSR-01

Records related to annual financial reports and statements.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Audited

FIN-FSR-02

Records related to audited financial reports and statements.

Retain permanently

PERM

No

Financial and Accounting (FIN)

Financial Statements and Reports (FSR)

Reconciliations and Balancing

FIN-FSR-03

Records related to reconciliations and balancing for financial reports and statements.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Reports - Annual

FIN-FSR-04

Records related to financial reporting including financial management reports, statistics and statements, working papers, correspondence, and memoranda.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Grant and Scholarship Management (GRM)

Grant Files

FIN-GRM-01

Records related to grant files general.

Retain 10 years after completion then destroy

CP 10

No

Grant Files - Federal

FIN-GRM-05

Records related to Federal grant files; per Uniform Guidance- §200.334, which specifies start dates for retention periods by category.

Retain 3 years after completion then destroy

CP 3

No

Investment Management (INV)

Bond Issues

FIN-INV-09

Records related to bonds.

Retain 3 years after completion then destroy

CP 3

No

Bond Register and Paid Off Bonds

FIN-INV-01

Records related to bonds including registers and paid off bonds.

Retain 6 years after completion then destroy

CP 6

Yes

Endowments and Funds

FIN-INV-02

Records related to endowments funds.

Retain permanently

PERM

Yes

Statements and Reports

FIN-INV-07

Records related to investment statements and reports.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Procurement (PRO)

Bids, Proposals and Quotes

FIN-PRO-01

Records related to bid, quotes and proposals declined. Approved documents maintained with contracts or purchase order files.

Retain 4 years after completion then destroy

CP 4

No

Purchase Orders and Requisitions

FIN-PRO-02

Records related to requisitions for goods and services and purchase orders.

Retain 5 years after completion then destroy

CP 5

No

Vendor Management

FIN-PRO-03

Records related to management of vendors including vendor correspondence material, catalogs, and pricelists.

Retain 5 years after expiration then destroy

EXP 5

No

Tax Management (TAX)

Appraisals

FIN-TAX-01

Records related to appraisals for tax assessments.

Retain 10 years after the fiscal year end then destroy

FYE 10

Yes

Financial and Accounting (FIN)

Tax Management (TAX)

Certificates

FIN-TAX-19

Records related to tax certificates including property tax.

Retain 3 year after calendar year end then destroy

CYE 3

No

Exemptions

FIN-TAX-05

Records related to exemptions from taxation.

Retain 3 years after expiration then destroy

EXP 3

Yes

Refunds and Reductions

FIN-TAX-18

Records related to tax refunds.

Retain 1 year after completion then destroy

CP 1

No

Reports - Census/Plat Books

FIN-TAX-10

Records related to census reports and Plat Books by the Assessor's office.

Retain permanently

PERM

Yes

Sales and Use

FIN-TAX-12

Records related to sales and use tax assessments.

Retain 5 years after the fiscal year end then destroy

FYE 5

No

Tax Assessments

FIN-TAX-13

Records related to the general assessment of taxes.

Retain 10 years after the fiscal year end then destroy

FYE 10

No

Unclaimed Property (UNC)

Property Lists

FIN-UNC-03

Records related to lists of unclaimed property.

Retain permanently

PERM

Yes

Governance and Compliance (GAC)

Accreditation and Certification (AAC)

Colleges and Universities

GAC-AAC-01

Records related to accreditation of colleges and universities.

Retain 5 years after completion then destroy

CP 5

Yes

Hospitals/Medical Facilities

GAC-AAC-02

Records related to accreditation of hospitals and medical facilities.

Retain for life of asset

LOA 10

Yes

Audit, Oversight and Compliance (AOC)

Corporations

GAC-AOC-01

Records related to oversight of corporations including corporate filings.

Retain 75 years after completion

CP 75

Yes

Environmental

GAC-AOC-02

Records related to oversight of environmental programs.

Retain 10 years after completion then destroy

CP 10

No

Federal Programs and Reporting

GAC-AOC-03

Records related to oversight and auditing of federal programs.

Retain 5 years after completion then destroy

CP 5

Yes

Financial

GAC-AOC-04

Records related to financial audits of agencies and programs.

Retain 5 years after completion then destroy

CP 5

Yes

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General

GAC-AOC-05

Records related to general audits of agencies and programs.

Retain 5 years after completion then destroy

CP 5

Yes

Maps

GAC-AOC-11

Records related to compliance maps.

Retain for 3 years after obsolete, then destroy

OBS 3

Yes

UCC Filings - Local Government

GAC-AOC-14

Records related to UCC filings with local governments.

Retain 6 years after filing date or 6 years after continuation date.

CR 6

No

Election Management (ELM)

Abstracts

GAC-ELM-01

Records related to abstracts for election management.

Retain permanently

PERM

Yes

Annexations

GAC-ELM-02

Records related to annexations for election management.

Retain permanently

PERM

No

Applications

GAC-ELM-03

Records related to election applications.

Retain 5 years after obsolete then destroy

OBS 5

No

Appointments

GAC-ELM-04

Records related to appointments.

Retain 5 years after obsolete then destroy

OBS 5

No

Ballots and Poll Books

GAC-ELM-12

Records related to ballots and polling.

Retain 2 years after completion then destroy

CP 2

No

Petitions

GAC-ELM-07

Records related to petitions.

Retain 5 years after completion then destroy

CP 5

No

Reports - General

GAC-ELM-10

Records related to the reporting on the administration and management of elections.

Retain 5 years after create date, then destroy

CR 5

Yes

Voter Registration

GAC-ELM-11

Records related to voter registration.

Retain until superseded, then destroy

SUP 3

No

Environment Management (ENV)

Air Permitting and Pollution Control and Remediation

GAC-ENV-07

Records related to control and remediation of pollution.

Retain 10 years until expiration then destroy

EXP 10

No

Storage Tank - Remediation

GAC-ENV-10

Records related to remediation of storage tanks.

Retain 75 years after calendar year end then destroy

CYE 75

No

Storage Tanks

GAC-ENV-11

Records related to installation and removal.

Retain 5 years after completion then destroy

CP 5

No

Governance and Compliance (GAC)

Environment Management (ENV)

Water Facilities

GAC-ENV-13

Records related to the water facilities.

Retain 5 years after completion then destroy

CP 5

No

Governance (GOV)

Articles of Organization

GAC-GOV-05

Records related to articles of organization.

Retain permanently

PERM

No

Bylaws

GAC-GOV-01

Records relate to bylaws.

Retain permanently

PERM

No

Minutes, Resolutions, and Ordinances

GAC-GOV-03

Records related to official minutes, agendas, resolutions, and ordinances.

Retain permanently

PERM

No

Oaths of Office

GAC-GOV-04

Records related to oaths of office.

Retain permanently

PERM

No

Oaths of Office - Local Government

GAC-GOV-07

Records relating to local government oaths of office.

Retain 3 years after create date, then destroy

CR 3

No

Human Rights Management (HRM)

ADA Accommodations

GAC-HRM-02

Records related to accommodations for disabilities under the Americans with Disabilities Act.

Retain 5 years after completion then destroy

CP 5

No

Affirmative Action/EEOC

GAC-HRM-03

Records related to compliance with the Equal Employment Opportunity Commission.

Retain 5 years after create date, then destroy

CR 5

No

Inspections and Monitoring (ISP)

Buildings and Construction

GAC-ISP-04

Records related to inspections and monitoring of building and construction.

Retain 5 years after completion then destroy

CP 5

Yes

Equipment and Vehicles

GAC-ISP-06

Records related to inspections and monitoring of equipment and vehicles.

Retain 5 years after completion then destroy

CP 5

No

Fire and Electrical

GAC-ISP-07

Records related to inspection for fire prevention and fire protection for buildings, facilities, and structures including fire reports, etc.

Retain 5 years after completion then destroy

CP 5

No

General

GAC-ISP-08

Records related to general inspections and tests, not covered elsewhere.

Retain 5 years after completion then destroy

CP 5

No

Health

GAC-ISP-10

Records related to inspections and testing of health.

Retain 5 years after completion then destroy

CP 5

Yes

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Herbicide, Pesticide and Chemicals

GAC-ISP-11

Records related to inspections and testing of herbicides, pesticides and chemicals.

Retain 5 years after completion then destroy

CP 5

No

Investigations

GAC-ISP-12

Records related to inspections and testing investigations.

Retain 5 years after completion then destroy

CP 5

No

Legislation and Regulation Management (LRM)

General

GAC-LRM-07

Records related to general rules and regulations.

Retain 5 years after superseded then destroy

SUP 5

Yes

Orders

GAC-LRM-10

Records related to administrative orders.

Retain 3 years superseded, then destroy

SUP 3

Yes

Proclamations

GAC-LRM-23

Records related to local government proclamations.

Retain 2 years after create date.

CR 2

No

Standing and Interim/Select Committee Files

GAC-LRM-18

Records related to standing and interim/select committees.

Retain 75 years after completion then destroy

CP 75

Yes

Permit Management (PMT)

Building Permits

GAC-PMT-09

Records related to applications and issuing building permits mechanical, electrical, plumbing, curb cuts, street/alley cuts and excavation, signs, flammable liquid tank, and building removal..

Retain 4 years after completion then destroy

CP 4

No

Landfill and Sanitation

GAC-PMT-11

Records related to landfill, dump or sanitation and and service permits.

Retain 1 year after create date, then destroy

CR 1

Yes

Mobile Home Parks

GAC-PMT-01

Records related to licenses for mobile home parks, including inspections.

Retain permanently

PERM

No

Special or Temporary

GAC-PMT-06

Records related to special or temporary permits not identified in other record series, to include liquor licenses.

Retain 5 years after expiration then destroy

EXP 5

No

Transporters and Trip Permits

GAC-PMT-07

Records related to permits for transportation and trips.

Retain 2 years after expiration then destroy

EXP 2

No

Water Rights and NSR Permits

GAC-PMT-08

Records related to establishment of rights to use water in the State.

Retain permanently

PERM

No

Policy and Standards Management (PSM)

Memorandums, Orders and Directives

GAC-PSM-01

Records related to memorandums, orders and directives.

Retain permanently

PERM

No

Governance and Compliance (GAC)

Policy and Standards Management (PSM)

Policies, Procedures and Manuals

GAC-PSM-02

Records related to policies and procedures of routine and day-to-day operations.

Retain 5 years after superseded then destroy

SUP 5

Yes

Standards

GAC-PSM-03

Records related to standards and best practices.

Retain 3 years after superseded, then destroy

SUP 3

Yes

Records Management (RCM)

Microfilm and Imaging

GAC-RCM-06

Records related to microfilm projects (AR2) and Transfer of Records (AR9)

Retain permanently

PERM

No

Retention Schedules

GAC-RCM-09

Records related to the development and maintenance of State records retention schedules.

Retain permanently

PERM

No

Legal and Judiciary (LGL)

Contract Management (CTR)

Capital Improvement

LGL-CTR-01

Records related to the contracting of capital improvements.

Retain 10 years after the Life of the Asset then destroy

LOA 10

Yes

Collective

LGL-CTR-11

Records related to union, labor and collective bargaining agreements.

Retain 10 years after expiration then destroy

EXP 10

No

General

LGL-CTR-04

Records related to contracts of janitorial, maintenance, or other program or operational services directly related to ongoing activities

Retain 10 years after expiration then destroy

EXP 10

No

Goods and Services

LGL-CTR-05

Records related to contracting of goods and services.

Retain 10 years after expiration then destroy

EXP 10

No

Indexes

LGL-CTR-06

Records related to indexes, lists and finding aids to provide access to records or information.

Retain permanently

PERM

Yes

Leases

LGL-CTR-08

Records related to leases, does not include Mineral Leases.

Retain 10 years after expiration then destroy

EXP 10

No

Court Administration (COU)

Calendars

LGL-COU-01

Records related to court calendars.

Retain 1 year after create date, then destroy

CR 1

No

Case Files

LGL-COU-02

Records related to court case files, does not include juvenile case files.

Retain 7 years after completion then destroy

CP 7

Yes

Legal and Judiciary (LGL)

Court Administration (COU)

Case Files - Juvenile

LGL-COU-03

Records related to court juvenile case files.

Retain 12 years after completion then destroy

CP 12

Yes

Case Files and Dockets

LGL-COU-04

Records related to court case file dockets.

Retain permanently

PERM

No

Civil

LGL-COU-05

Records related to civil case files.

Retain permanently

PERM

No

Civil/Small Claims/Family Violence/Stalking/Sexual Assault PO Case Files

LGL-COU-09

Records related to civil/small claims/Family Violence/Stalking/Sexual Assault PO case files.

Retain 10 years after completion or last activity date then destroy

CP 10

No

Court Dockets - County/Municipality

LGL-COU-13

Records related to docket files for counties, municipalities and Justice of the Peace.

Retain 3 years after completion then destroy

CP 3

Yes

Criminal

LGL-COU-06

Records related to criminal case files.

Retain permanently

PERM

No

Indexes

LGL-COU-07

Records related to indexes, lists and finding aids to provide access to records or information.

Retain permanently

PERM

No

Jury Management

LGL-COU-08

Records related to management of juries.

Retain 4 years after completion then destroy

CP 4

No

Warrants

LGL-COU-10

Records related to executed warrants served.

Retain 2 years after completion then destroy

CP 2

No

Warrants - Unexecuted

LGL-COU-11

Records related to unexecuted warrants.

Retain 4 years until expiration then destroy

EXP 4

No

Legal Matter Management (LMM)

Adoptions

LGL-LMM-01

Records related to adoptions including agreement and consents.

Retain permanently

PERM

No

Advice and Opinions

LGL-LMM-03

Records related to research and correspondence related to legal issues including precedents and opinions.

Retain permanently

PERM

No

Case Files

LGL-LMM-06

Records related to legal case files other than public defender adult and juvenile, death penalty, domestic violence assault, and victim client files.

Retain 10 years after completion then destroy

CP 10

No

Case Files - Adult Felony

LGL-LMM-08

Records related to district attorneys/law enforcement cases for adult felony.

Retain 25 years after completion then destroy

CP 25

No

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Case Files - Domestic Violence Assault

LGL-LMM-46

Records related to domestic violence assault case files.

Retain 20 years after completion, then destroy

CP 20

No

Case Files - Homicides

LGL-LMM-43

Records related to law enforcement homicide cases

Retain permanently

PERM

No

Concealed Firearms

LGL-LMM-13

Records related to concealed firearms.

Retain 5 years until expiration then destroy

EXP 5

No

Court Orders

LGL-LMM-14

Records related to court orders.

Retain 5 years after completion then destroy

CP 5

No

Docket Files

LGL-LMM-15

Records related to docket files.

Retain 15 years after completion then destroy

CP 15

Yes

Evidence

LGL-LMM-44

Records relating to evidence logs/disposition of evidence for misdemeanors/non-criminal complaints

Retain 4 years after completion then destroy

CP 4

No

Evidence - Felonies

LGL-LMM-42

Records related to evidence logs/disposition of evidence for felony files

Retain 25 years after completion, then destroy

CP 25

No

Evidence - Homicides

LGL-LMM-16

Records related to evidence logs/disposition of evidence for homicide files

Retain permanently

PERM

No

General

LGL-LMM-19

Records related to legal matters of a general nature not identified elsewhere in the Legal Matter category, to include misdemeanors.

Retain 4 years after calendar year end then destroy

CYE 4

Yes

Hearings and Appeals

LGL-LMM-21

Records relates to hearings and appeals.

Retain 5 years after completion then destroy

CP 5

Yes

Investigations

LGL-LMM-22

Records related to investigations including criminal, evidence, and crime lab reports.

Retain 5 years after completion then destroy

CP 5

Yes

Missing Persons File

LGL-LMM-24

Records related to missing person files.

Retain 1 years after completion then destroy

CP 1

No

Power of Attorney

LGL-LMM-29

Records related to powers of attorney.

Retain 3 years after superseded, then destroy

SUP 3

No

Small Claims

LGL-LMM-30

Records related to small claims case files including bankruptcy.

Retain 7 years after completion then destroy

CP 7

No

Legal and Judiciary (LGL)

Legal Matter Management (LMM)

Waivers and Releases

LGL-LMM-32

Records related to waivers and releases.

Retain 6 years after expiration then destroy

EXP 6

No

Waivers and Releases - Local Government

LGL-LMM-45

Records related to local government waivers and releases.

Retain 4 years after completion, then destroy.

CP 4

No

Licensing and Registration (LAR)

Applications - Unsuccessful

LGL-LAR-02

Records related to applications for licenses or certifications that are not completed or are unsuccessful.

Retain 2 year after calendar year end then destroy

CYE 2

No

Brands

LGL-LAR-05

Records related to brands.

Retain permanently

PERM

Yes

Contractor/Electrician/Professional Engineer/Surveyors

LGL-LAR-14

Records related to licensing contractors and electricians.

Retain 3 years after expiration then destroy

EXP 3

No

Facilities, Establishments and Products

LGL-LAR-18

Records related to licensing facilities, establishments and products.

Retain 5 years after expiration then destroy

EXP 5

Yes

General

LGL-LAR-22

Records related to general licenses.

Retain 5 years after expiration then destroy

EXP 5

No

Mining

LGL-LAR-46

Records related to licenses for mining.

Retain permanently

PERM

No

Motor Vehicles - Titles

LGL-LAR-26

Records related to motor vehicle titles.

Retain 3 years after completion then destroy

CP 3

No

Motor Vehicles, General

LGL-LAR-27

Records related to motor vehicle licensing.

Retain 5 years after expiration then destroy

EXP 5

No

Motor Vehicles, Registration

LGL-LAR-30

Records related to motor vehicle registration.

Retain 5 years after expiration then destroy

EXP 5

No

Notary

LGL-LAR-31

Records related to licenses for notaries.

Retain 5 years after expiration then destroy

EXP 5

No

Professional Licenses

LGL-LAR-32

Records related to professional licenses, not identified elsewhere in this activity.

Retain 50 years after expiration then destroy

EXP 50

Yes

Radioactive Materials

LGL-LAR-33

Records related to registration of radioactive materials.

Retain 5 years after completion then destroy

CP 5

Yes

Legal and Judiciary (LGL)

Litigation Management (LIT)

Case Files

LGL-LIT-01

Records related to issues under litigation including court cases, contract disputes by or against the government or its staff.

Retain 5 years after completion then destroy

CP 5

Yes

Real Property (RPR)

Appraisals - Valuations

LGL-RPR-08

Records related to appraisals for valuation, does not include tax valuations.

Retain 3 years obsolete or superseded, then destroy.

JBS/SUP 3

No

Land and Easements

LGL-RPR-03

Records related to property rights, exchanges, sale or acquisition of land including easements. May include cemetery records.

Retain permanently

PERM

No

Reports - Property

LGL-RPR-05

Records related to annual property reports.

Retain permanently

PERM

Yes

Natural Resource Management (NRM)

Agriculture Management (AGR)

Entry and Awards - Fair

NRM-AGR-04

Records related to entry and awards for the State fair.

Retain 2 year after calendar year end then destroy

CYE 2

Yes

Quarantines

NRM-AGR-11

Records related to quarantines.

Retain permanently

PERM

No

Land and Water Resource Management (LWR)

Aerial Maps and Photos

NRM-LWR-01

Records related to aerial maps and photos.

Retain permanently

PERM

No

Land Management

NRM-LWR-06

Records related to management of government land.

Retain permanently

PERM

No

Mining Records

NRM-LWR-13

Records related to mining including abstracts and lode claims

Retain permanently

PERM

No

Plats and Maps

NRM-LWR-07

Records related to plats and maps.

Retain permanently

PERM

No

Public Health Services (PHS)

Child and Youth Services (CYS)

Child Support Services

PHS-CYS-03

Records related to child support services.

Retain 3 years after completion then destroy

CP 3

Yes

Public Health Services (PHS)

Family and Aging Services (FAS)

Assistance - Financial

PHS-FAS-02

Records related to financial assistance.

Retain 5 years after completion then destroy

CP 5

No

Case Files

PHS-FAS-04

Records related to family services case files.

Retain 2 years after completion then destroy

CP 2

No

Hazardous Material Management (HMM)

Radioactive Material

PHS-HMM-02

Records related to receipt, maintenance and disposal of radioactive material.

Retain 5 years after expiration then destroy

EXP 5

No

Hospital and Medical (HAM)

Administrator - Certificate

PHS-HAM-25

Records related to the certification of administrators for hospitals and medical facilities.

Retain permanently

PERM

No

Analysis - X-Ray and Chemical

PHS-HAM-02

Records related to the analysis of x-rays and chemicals.

Retain permanently

PERM

Yes

Blood Donor and Transfusion

PHS-HAM-24

Records related to blood donor and transfusion records.

Retain 10 years after create date then destroy

CR 10

No

Drugs and Controlled Substances

PHS-HAM-07

Records related to controlled drugs and substances including inventories.

Retain 5 years after create date, then destroy

CR 5

No

Incidents

PHS-HAM-11

Records related to incidents including minor injury reports.

Retain 10 years after completion then destroy

CP 10

No

Lab Slips

PHS-HAM-12

Records related to serology lab slips.

Retain 5 years after create date then destroy

CR 5

No

Ledgers - Patient

PHS-HAM-13

Records related to ledgers for patients.

Retain 5 years after create date then destroy

CR 5

No

Patient Management

PHS-HAM-17

Records related to management of patients including accounts and client files.

Retain 10 years after completion then destroy

CP 10

No

Patient Records - Adults

PHS-HAM-18

Records related to adult patient records.

Retain 7 years after completion then destroy

CP 7

No

Patient Records - Children

PHS-HAM-19

Records related to children patient records.

Retain 25 years after completion then destroy

CP 25

No

Public Health Services (PHS)

Laboratory Management (LAB)

Calibration

PHS-LAB-01

Records related to calibration logs and files.

Retain 10 years after completion then destroy

CP 10

No

Reports - Lab

PHS-LAB-04

Records related to lab samples and reports

Retain 7 years after create date then destroy

CR 7

No

Vital Records (VIT)

Births, Deaths and Marriages

PHS-VIT-01

Records related to births including delayed and still births, deaths, marriages and divorces.

Retain permanently

PERM

Yes

Public Safety Services (PSS)

Correctional Institutions (CIM)

Client Files

PSS-CIM-03

Records related to client files.

Retain 5 years after completion then destroy

CP 5

No

Fingerprint Card - Criminal/Criminal Justice Applicants

PSS-CIM-06

Records related to fingerprints of criminal offenders.

Retain 99 years after create date, then destroy

CR 99

No

Inmate Base Files

PSS-CIM-09

Records related to inmate base files. Also includes GED, transcripts, and certificates of completion.

Retain permanently

PERM

Yes

Inmate Maintenance

PSS-CIM-11

Records related to inmate maintenance.

Retain 5 years after discharge then destroy

CP 5

No

Investigations

PSS-CIM-15

Records related to investigations including shakedown, site or staff, and search logs.

Retain 5 years after completion then destroy

CP 5

No

Medical File - Inmate

PSS-CIM-18

Records related to inmate medical files.

Retain 10 years after separation then destroy

TE 10

No

Programs - Medical

PSS-CIM-22

Records related to medical programs.

Retain 5 years after expiration then destroy

EXP 5

Yes

Roster

PSS-CIM-23

Records related to rosters.

Retain 3 years after superseded then destroy

SUP 3

No

Emergency and Disaster Management (EDM)

Ambulance

PSS-EDM-01

Records related to ambulance trip reports.

Retain 8 years after create date, then destroy

CR 8

No

Disaster Files

PSS-EDM-04

Records related to management and history of disasters.

Retain permanently

PERM

Yes

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Emergency and Fire Drills

PSS-EDM-05

Records related to emergency and fire drills including .

Retain 2 years after completion then destroy

CP 2

No

Identification Cards - Personnel

PSS-EDM-08

Records related to emergency personnel identification cards for other organizations.

Retain 1 year after separation then destroy

TE 1

No

Programs and Plans

PSS-EDM-06

Records related to programs and plans for disasters or emergencies including evacuations, training exercises, outreach and public education related to emergencies and planning coordination with other agencies and industries.

Retain 5 years after superseded then destroy

SUP 5

Yes

Law Enforcement (LAE)

Accidents and Incidents

PSS-LAE-02

Records related to accidents reports and incidents.

Retain 10 years after completion then destroy

CP 10

Yes

Arrest and Detainment

PSS-LAE-19

Records related to arrests and detainment.

Retain 5 years after completion then destroy

CP 5

No

Citation Management - Alcohol

PSS-LAE-06

Records related to citations involving alcohol including implied consents.

Retain 55 years after completion then destroy

CP 55

No

Citation Management - Parking

PSS-LAE-07

Records related to parking tickets and citations.

Retain 2 years after completion then destroy

CP 2

No

Citation Management - Traffic/Violations

PSS-LAE-08

Records related to traffic citations.

Retain 10 years after completion then destroy

CP 10

Yes

Citation Management - Violations

PSS-LAE-09

Records related to violations, including code, fire, and game and fish.

Retain 5 years after completion then destroy

CP 5

No

Dispatch and 911 Information

PSS-LAE-17

Records related to dispatcher and 911 logs, information including stolen property, requests and info cards.

Retain 2 years after create date then destroy

CP 2

No

General

PSS-LAE-20

Records related to general police and fire information including pawn slips.

Retain 5 years after create date then destroy

CR 5

No

Photographic Identification File

PSS-LAE-18

Records related to photographic identification files also known as mug files not part of an arrest or case file.

Retain 20 years after create date then destroy

CR 20

No

Surveillance

PSS-LAE-11

Records related to related to surveillance including radio, telephone and web cameras.

Retain 2 years after create date then destroy

CR 2

No

Public Safety Services (PSS)**Law Enforcement (LAE)****Surveillance - Video Recording Devices****PSS-LAE-21***Records related to surveillance footage from video recording devices.*

Routine footage may be destroyed or recycled 90 days after create date. Retain footage documenting injuries, "offenses against the person," or detentions for 5 years after the completion of the incident/investigation or court case, whichever is later.

CP .25

No

Vehicular Homicide Crash Reports**PSS-LAE-16***Records related to vehicular homicide crash reports.*

Retain permanently

PERM

No

Video Records**PSS-LAE-15***Records related to video records.*

Retain 5 years after completion then destroy

CP 5

No

Official Records Destruction Log

Page _____ of _____

Department: City Clerk/Licensing							
Division: City Manager							
Location(s) of Records: Vault City Hall							
Description of Record	Records Schedule	Required Retention	Date Range of Documents	Volume (file drawers, MB etc)	Media P=Paper E=Electronic	Date of Destruction	R=Recycled S=Shredded
Example: Finance Reports	Example FIN-ACC-09	FYE 7	2007-14	3 boxes	P	1/5/2019	R

Please have your **Department or Division head** review, sign, and date the completed form, then give to the City Clerk's Office for review and retention with purge forms.

I certify that I have reviewed the listing of records and authorize their destruction.

Department/Division Head Title & Signature: _____ Date: _____

City Clerk/Designee Signature : _____ Date: _____

Questions about records retention schedules or other records management issues? Please feel free to contact the City Clerk's Office.