

VDH Drinking Water Funding Program Guidance Package #6

FILING AND RECORD KEEPING

Adequate filing and record keeping systems are essential for ensuring project accountability, proper coordination and overall project management. Further, these systems will provide the support documentation needed during final close out and audit. The complexity of the Recipient's individual filing and record keeping systems will depend on the project. Implementation of the record keeping and filing systems should begin with the receipt of this package and include any prior documentation and information related to the project.

The main objectives of good record keeping and filing systems are to provide documentation and organization. Written accounts of all transactions, meetings, negotiations, procurements, agreements, construction activities, and telephone conversations should be maintained. Files should be complete, logically arranged, readily accessible, protected from fire, theft and other potential damage, and clearly distinguished from other files. The records and files should be arranged according to topical area (*i.e., planning, design, construction, project management*) of the project and labeled or coded in a manner to clearly identify each specific topic. A master index or mini-tracking system should also be developed to provide easy reference for items associated with various topics.

The Recipient must maintain all records pertinent to the project for a period of three years unless:

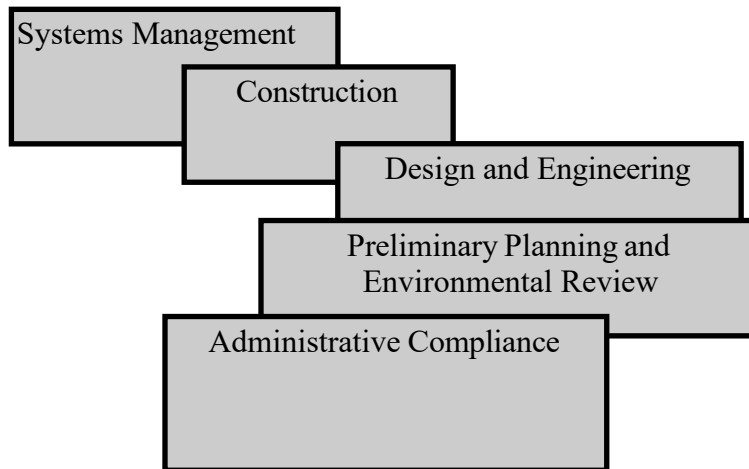
Any litigation is started before the end of the three-year period, and then all records shall be retained until completion or resolution of any litigation or claim.

The records are for nonexpendable property and those must be retained for three years after its final disposition.

The three-year period shall begin at the acceptance of the final audit or the resolution of any audit findings, whichever is the last to occur.

A sample filing system which may be of assistance in organizing the project files is attached.

Example Filing System



MAJOR HEADINGS

- I. Administrative Compliance
- II. Preliminary Planning and Environmental Review
- III. Design and Engineering
- IV. Construction
- V. Systems Management

System should accommodate the information that would be contained under the headings referenced above and more detailed subheadings and elements listed on the next page.

Detailed Contents for Recordkeeping

I. Administrative Compliance

A. Program Design Manual

B. Procedural Guidelines

C. Funding application

D. Financing agreement and conditions

E. Miscellaneous administrative information

F. General correspondence

G. Financial management

- 1- Narrative of accounting procedures
- 2- Assignment of duties
- 3- Procurement procedures, small purchase procedure
- 4- Budget
- 5- Procurements; advertising for bids, awards, etc.
- 6- Request for payment projected schedule
- 7- Payment request log
 - a) general ledger
 - b) cash receipts journal
 - c) cash disbursements journal
 - d) fixed assets ledger
 - e) subsidiary ledgers: accounts receivable, accounts payable, budget/expenditure control, cash control
- 8- Invoices, pay estimates, administrative expenses
- 9- Time sheets; force account record
- 10- Audit reports; method of procurement of auditors

H. Land Acquisition Process

II. Preliminary Planning and Environmental Review

- A. Professional service contracts and amendments**
- B. Comprehensive Business Plan**
- C. Preliminary Engineering Report**
- D. Environmental Assessment**
- E. Public participation; public hearings**
- F. State/Federal review comments**
- G. State Environmental Review**
- H. General correspondence**
- I. State approvals**
- J. Procurement (including MBE/WBE)**

III. Design and Engineering

- A. Professional service contracts and amendments**
- B. Plans and specifications, addenda**
- C. Approvals**
- D. General correspondence**
- E. Procurement (including MBE/WBE)**

IV. Construction

- A. Bid tabulations; bid bonds; performance bonds; notices of award; notices to proceed**
- B. Construction contracts**
- C. Listing of subcontractors**
- D. Construction permits, construction schedules, photos**
- E. Right-of-way; easements acquired**

- F. Change orders with back up, approvals**
- G. Inspection reports**
- H. Test reports, material certification**
- I. Shop drawings**
- J. Civil rights compliance certifications**
- K. Procurement (including MBE/WBE goals and affirmative action)**
- L. Quarterly MBE/WBE utilization reports**
- M. Contractor's submitted Weekly Payrolls and review documentation**
- N. AIS and/or BABA certification letters and documentation**

V. Systems Management

- A. Permits**
- B. Insurance policies, equipment information, etc.**
- C. Signed Water User Agreements**