

College of Western Idaho
ADMIN-030 Post-Issuance Tax-Exempt Bond Compliance Policy
Appendix C - Records Retention Checklist

Instructions: Collect and retain copies of all documentation for the term of each issue of Bonds (including refunding Bonds, if any) plus at least an additional five years before moving to archive for permanent storage

		LOCATION	RESPONSIBLE	COMPLETED/COMMENTS
1.0	COMPLETE BOND TRANSCRIPT DOCUMENTATION			
1.1	Minutes of Board Resolutions		Senior Treasury Analyst	
1.2	Official Statement		Senior Treasury Analyst	
1.3	Declaration of Official Intent		Senior Treasury Analyst	
1.4	Loan Indenture		Senior Treasury Analyst	
1.5	Tax Regulatory Agreement		Senior Treasury Analyst	
1.6	Underwriter's Certificate		Senior Treasury Analyst	
1.7	Credit enhancement documents		Senior Treasury Analyst	
1.8	Bond counsel opinion		Senior Treasury Analyst	
1.9	Escrow Agreement		Senior Treasury Analyst	
1.10	Bond closing transcript(s) and other documents relating to the closing of the issue of Bonds		Senior Treasury Analyst	
1.11	501 (c)(3) Determination Letter		Senior Treasury Analyst	
1.12	TEFRA documents		Senior Treasury Analyst	
1.13	IRS Form 8038 with Evidence of filing		Senior Treasury Analyst	
1.14	Verification report		Senior Treasury Analyst	
1.15	Audited Financial Statements		Senior Treasury Analyst	
2.0	TAX AND ARBITRAGE RELATED DOCUMENTS			
2.1	Arbitrage Rebate Analysis		Senior Treasury Analyst	
2.2	Form 8038-T and/or 8038-R		Senior Treasury Analyst	
2.3	Computation of bond yield		Senior Treasury Analyst	
3.0	DOCUMENTATION OF REVENUE & EXPENDITURES			
3.1	Records showing source of debt service payments		Senior Treasury Analyst	
3.2	A copy of all material documents relating to capital expenditures financed or refinanced by bond proceeds		Senior Treasury Analyst	Including (without limitation) contracts, purchase orders, invoices, trustee requisitions and payment records

3.3	Record of original expenditures of equity to be reimbursed that are subsequently to be reimbursed with bond proceeds		Senior Treasury Analyst	Documents relating to costs reimbursed with bond proceeds and records identifying the assets or portion of assets that are financed or refinanced with bond proceeds
3.4	Draw schedule for new money bond issuance		Senior Treasury Analyst	
3.5	Placed-in-service dates of bond financed projects		Senior Treasury Analyst	
3.6	Depreciation schedules for bond-financed projects		Senior Treasury Analyst	
3.7	Expected useful life of bond financed projects		Senior Treasury Analyst	
3.8	Allocations of bond proceeds to issuance costs		Senior Treasury Analyst	
3.9	List of all bond financed projects, organized by outstanding issue		Senior Treasury Analyst	
3.10	Annual private use calculations		Senior Treasury Analyst	
3.11	Spend down spreadsheet		Senior Treasury Analyst	
3.12	Allocation Certificate		Senior Treasury Analyst	
3.13	Contracts entered into for construction, renovation or purchase of bond-financed facilities		Contracts	
4.0	DOCUMENTATION OF INVESTMENT OF BOND PROCEEDS			Records of all investments, investment agreements, arbitrage reports and underlying documents
4.1	Investment Contracts		Contracts	
4.2	Trustee Statements		Senior Treasury Analyst	
5.0	DOCUMENTATION OF USE (FOR BOND-FINANCED FACILITIES AND PROJECTS)			Copies of all contracts and agreements involving private use of bond-financed assets or for the private use of output or throughput of bond-financed assets
5.1	Management and service contracts		Contracts	
5.2	Research Agreements		Contracts, Grants	
5.3	Leases and subleases		Contracts	
5.4	Naming rights agreements		Contracts	
5.5	All Form 990's beginning with 2008		Senior Treasury Analyst	
5.6	Documentation of unrelated trade or business activities in bond financed property		Senior Treasury Analyst	
5.7	Documents related to any joint ventures, partnerships or LLC agreements		Contracts, Legal	
5.8	Documents relating to the changes in use of bond		Senior Treasury Analyst	

	financed projects			
6.0	OTHER REQUIRED DOCUMENTATION	<i>Note: add any additional tracking or reporting specified in the bond agreements</i>		