

BRUNNER HILL WATER ASSOCIATION
 BOARD OF DIRECTORS MEETING MINUTES
 Tuesday, October 15, 2024

1. The President, Danny Woods called the meeting to order at 7:00 p.m.

2. BOARD MEMBERS PRESENT:

President	Danny Woods
Vice President	David Phillips
Board Members	Richard Hazel, Shaun Dubois, Shawn Hargett
Secretary	Angela Johnson

3. BOARD MEMBERS ABSENT: None

4. MEMBERS OF THE AUDIENCE: Jourdan Sanders, BHWA Secretary; Kaleb Welch from ClearWater Utility Management Services, LLC; Carol Lee; Ruby Hargett.

5. MINUTES FROM SEPTEMBER 17, 2024: Richard Hazel motioned to approve the minutes; Shaun Dubois seconded. Motion passed.

6. APPROVAL OF SEPTEMBER 2024 FINANCIAL STATEMENTS: David Phillips motioned to approve the financials; Shaun Dubois seconded. Motion passed.

7. PRESIDENT’S REPORT: Danny noted that he made an appointment with the lawyer for October 28th at 10 am, as annotated below in Open Items. Danny also noted that he has not received any major complaints about BHWA. The only comments received were from people who needed their meters re-read.

8. SECRETARY’S REPORT: Angela Johnson reviewed the Secretary’s report.

Topic: Office Security Contract
Discussion: 4/18/24 The ADT Security contract expired. We continue to pay a monthly fee; service is now on a month-to-month basis. Other security options will be investigated. 5/23/24 The board briefly discussed security and insurance concerns. Danny and Dave met with a security company and conducted a site visit; we are awaiting the bid. 6/18/24 The security company has yet to submit a bid. 7/23/24 After brief discussion about the cost of the bid received by ADSI and the source of the funds (Depreciation account vs. Operations & Maintenance),

<p>Richard Hazel motioned to accept the bid. Danny Woods seconded. Motion passed. Discussion about depreciation segued into the following topic of the sale of the Ford Ranger.</p> <p>8/20/24 The security system is installed and will be paid from Depreciation. We need to schedule a training session to obtain codes and to complete active status. The topic was closed.</p> <p>9/17/24 Further discussion on this topic. ADSI has yet to schedule training and provide an invoice for the system and services.</p> <p>10/15/24 We still have not heard anything on training, nor have we received an invoice.</p>
<p>Conclusion: Dave will call Steve at ADSI.</p>
<p>Topic: Bank Accounts</p>
<p>Discussion:</p> <p>8/20/24 Angela recommended changing the Meter Checking to Meter Savings. Anstaff charges for checking and the interest rate is lower than that for Savings accounts. We are losing money with this account. Danny will call Anstaff.</p> <p>9/17/24 Danny said he took care of the service fees for Meter Checking.</p> <p>10/15/24 Angela suggested that because we rarely write checks from Meter Checking and System Improvement Checking, we move the funds to Money Market accounts to minimize fees and earn higher interest.</p>
<p>Conclusion: Shawn Hargett motioned that Meter Checking and System Improvement Checking be closed and new Money Market accounts be opened in their stead. Shaun Dubois seconded; motion passed.</p>
<p>Topic: Disposition of Records scheduled to be destroyed in 2024</p>
<p>Discussion:</p> <p>9/17/24 Angela submitted the Disposition of Records in 2024, a spreadsheet of records recommended for destruction in 2024. The spreadsheet was developed from the state records retention schedule, Health Department records requirements, and operational needs. Angela requested that the list and records be reviewed over the next month before approval.</p> <p>10/15/24 The Disposition of Records in 2024 was revisited and deemed appropriate.</p>
<p>Conclusion: David Phillips motioned that the Disposition of Records in 2024 be approved as is, and filed with these minutes, see attached; Shaun Dubois seconded. Motion passed.</p>
<p>Topic: Policy Clarification – Required Payment for Reconnection</p>

<p>Discussion: Angela requested clarification on the recently revised Customer Service Policy. If a member has the water service shut off for failure to pay, what amount must be repaid before service is turned on? Angela and Jourdan have noted what seem to be inconsistencies in this matter. The answer is the past due balance (not current balance) must be paid and the reconnect fee can be paid or applied to the next bill. Also in the future, when Kaleb receives an order to disconnect for failure to pay, Angela or Jourdan will call to offer a Payment Plan.</p>
<p>Conclusion: Shawn Hargett motioned to authorize Angela Johnson as the authorized agent for BHWA to process Payment Plans, and thus be the primary contact with ClearWater in such instances; David Phillips seconded. Motion passed.</p>

9. CLEARWATER’S REPORT: Kaleb reviewed ClearWater’s report. Kaleb also noted he is mapping meters and hydrants. There was brief discussion regarding the Valve that needed repair for the proper function of the transfer station. Kaleb reported that Heath said he ordered the rebuild.

<p>Topic: Water System Development and Growth</p>
<p>Discussion: Physically connecting the Jordan system with the Norfolk system to back each other up was mentioned. Shawn Hargett recommended installing two meters, to measure water use each way. Cory McFall is Norfolk’s Water Operator. Shawn will contact Cory to determine level of interest in connecting systems. Connection with Norfolk’s water system would also aid in providing water service to those who live on Hopewell Hollow. There was also discussion about fire hydrants. Tina with the fire department requesting information pertaining the cost of adding a fire hydrant to the system, specifically at the end of the road in the Jordan Hills neighborhood. We might invite Tina to the next board meeting. And, if any type of development or growth is considered, grants should also be researched; Tina may be willing to assist with the request.</p>
<p>Conclusion: Kaleb will research the size of the water main and cost of installing a hydrant at the location at Jordan Hills. David Phillips motioned that BHWA pursue connection with the Norfolk Water System. Shaun Dubois seconded; motion passed.</p>

10. OPEN ITEMS:

<p>Topic: Consult an Attorney about Bylaws, Official Vote</p>
<p>Discussion: 8/15/23 There is a question as to what constitutes a proper vote according to the bylaws. Danny wishes to consult a lawyer to determine what consists of a</p>

quorum; is it 51% of all members, of all members present, or of the Directors?

This must be resolved prior to the next election of Board Members.

9/19/23 Danny will consult an attorney regarding the bylaws, specifically how to obtain the required vote.

10/17/23 Danny consulted Roger Morgan, Attorney, about the bylaws. Danny does not believe we can get the appropriate number of people for a quorum; we need approximately 253 people to vote for a quorum. Danny wants to change the bylaws to give the board the power and authority to change the bylaws. Comment was made that if you get the number of required votes to change the bylaws, then you have the appropriate number of people required for a vote; therefore, there would be no need to change the bylaws giving the board the power and authority to change the bylaws. It was also noted that giving five people complete power to change bylaws contradicts the purpose of having an association.

11/21/23 Danny presented the board with a form prepared by Mr. Roger Morgan of Sanders, Morgan, & Clarke, PLLC, Attorneys at Law. The form is a Member Proxy designation giving Brunner Hill Water Association (BHWA) Board majority the authority to cast/use the member's vote for any issue requiring a member vote over the subsequent 11 months. Danny said Mr. Morgan's recommendation is to use this form for the next election and to change the bylaws. Two Board Member seats will be open for the next election: Shaun Dubois, vice Jonathan Gibson (2 more years) and Willie Stone, vice Genny Woods (1 more year). There was a great deal of discussion: speculation as to whether or not members are likely to vote, use the proxy, or not vote; ethical ways to notify association members of the election and change to bylaws; how to get association members' responses; how to attract candidates for Board Membership; attorney's official recommendation that can be presented to board and/or association members on how to obtain valid votes that meet the requirements of the bylaws and how to change to the bylaws that would make it reasonably easy to do so.

12/19/23 Proxy Forms were sent to water users. It was noted Section XII "Amendments" of the Bylaws states they may be repealed or amended by a vote of the majority of the members present at a meeting called for that purpose; there are provisions that restrict changing the purpose, safety & security of property or funds, or fundamentally change policies of the organization as long as the state has a lean on the organization. It was noted the section appears to be part of the original bylaws and is signed by Hale Moody, President and Carolyn Sanders, Secretary-Treasurer; however, the document is not dated or notarized.

1/25/24 Danny will contact the attorney to try to determine next steps to conduct a meeting of the members, as it is not likely to have 51% of over 500 members in

attendance to reach a quorum. We need to be able to elect board members and to change the bylaws to set reasonable quorum requirements.

2/22/24 Not discussed.

3/19/24 Other pressing issues previously required the full attention of the board.

Moving forward, the board will focus attention on the bylaws.

4/18/24 No meeting scheduled as of yet. Shaun Dubois volunteered to schedule one.

5/23/24 After a consultation with the attorney, a proxy statement was developed and will be mailed out to the customers with a letter explaining the board's intent.

The recommended change will establish a quorum to be 35 votes, rather than requiring 51% of the membership. Proxy statements returned will be verified against the bylaws and the active members. Proxy statements are not required to be notarized. David Phillips motioned to approve the Proxy Form as presented. Shaun Dubois seconded. Motion passed.

6/18/24 Mailings went out. Over 30 have already been returned to the water office.

Others have been left at Woods Feed & Farm Supply and at Jordan Grocery Store.

7/23/24 Proxy forms are due on Friday, August 9th. Angela will qualify them prior to the meeting. David and Angela will develop a way to quickly qualify and count members who show up at the meeting. Several people have asked Danny questions regarding the Proxy Form and about conducting an election after the bylaws are changed. If enough votes are received to approve the change to the bylaws, the change must be ratified by our government lien holders. Therefore, an election cannot be held during the next meeting, even if the change is voted in.

8/20/24 81 proxy forms were returned, and 16 ballots were collected, thus we had 97 participants. at the general meeting held immediately before this one meeting. A quorum was not attained; we need participation from 264 people.

9/17/24 Danny will schedule a meeting with the attorney. He apologized for not being able to schedule one prior to this meeting. Mary Edwards made a proposal, noting that the board has done its due diligence to resolve the impossible task of attaining a quorum to vote on changing the definition of a quorum, that a one-time bypass of the bylaws be considered to conduct business as it had been done in the past, that we hold a meeting to change the definition of the quorum and allow the attending members to vote on the matter.

10/15/24 Danny scheduled an appointment with the attorney for October 28th at 10:00 am. Potentially updating the Bylaws as a whole rather than piecemealing it, was discussed. The bylaws are generic, antiquated, and impossible to follow. If we draft up new bylaws, we can present them to the general membership for review and comment; and then hold a general membership meeting the very next month.

<p>Conclusion: Board members who can attend the meeting with the lawyer on October 28th at 10:00 will address the next step in updating or amending the bylaws in order to hold an official meeting.</p>
<p>Topic: Water Rates for Large Consumers</p>
<p>Discussion:</p> <p>3/19/24 Mr. Woods has been contacted by some of our large water consumers, namely poultry farmers, regarding the cost of purchasing water from BHWA versus drilling wells. The high cost of purchasing water justifies the cost of drilling wells. To keep valued customers, the board should look at the water rates and consider commercial rates or graduated rates based on consumption.</p> <p>4/18/24 The board discussed the cost to BHWA for a gallon of water vs. our charge to consumers who use water in large quantities. It seems high users get water at cost. The board agreed an in-depth analysis needs to be conducted.</p> <p>5/23/24 The board again discussed the cost to BHWA for a gallon of water vs. our charge to consumers who use water in large quantities, and whether or not it is in the best interest of BHWA to adjust the rate structure for high water users. The request to consider adjusting rate structure comes from an industry that consumes water in high amounts only a few months of the year. No decisions were made; no tasks were assigned.</p> <p>6/18/24 No discussion</p> <p>7/23/24 Brief discussion about data that is needed at the end of the year to make this determination. The inclusion of revenue in the Cost of Water report may help determine our margin for rates.</p> <p>8/20/24 No discussion.</p> <p>9/17/24 No discussion.</p> <p>10/15/24 No discussion.</p>
<p>Conclusion: The topic is tabled until the end of the year.</p>

11. NEW BUSINESS:

<p>Topic: Lock Blowoff's</p>
<p>Discussion: In continued efforts to prevent unauthorized use of water, Shawn Hargett recommended locking the blowoffs. We have a large number of blowoffs. Kaleb visited with Heath about efficient methods and products to lock meters and/or blowoffs. Heath recommended using barrel locks; they are less expensive than a padlock and all of them need only one key.</p>
<p>Conclusion: Blow-offs will be locked. Kaleb will order locks.</p>


Topic: Proposed 2025 Budget
Discussion: Angela briefly presented the proposal for the 2025 Budget. Dave discussed a couple of the items and requested to table the budget.
Conclusion: The proposal for the 2025 Budget is tabled until November's meeting.

12. PUBLIC FORUM: No comments.

13. ANNOUNCEMENTS: The next board meeting is scheduled for 7:00 pm on Tuesday, November 19th, at the water office.

14. ADJOURNMENT: The meeting adjourned at 8:03 pm.


Angela Johnson, Secretary


Danny Woods, Board President

BRUNNER HILL WATER ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
DATE: 10/15/2024

	PRINT NAME	SIGNATURE
1	Carol Lee	Carol Lee
2	Ruby Hargett	Ruby Hargett
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DISPOSITION OF RECORDS 2024

Attached is a list of records that are scheduled for destruction on or after January 1, 2024, in accordance with Arkansas General Records Retention Schedule, dated 2006; Arkansas Public Water System Compliance Summary, dated 2018; and operational requirements of Brunner Hill Water Association.

Approved. The attached list of records, in its entirety, is approved for destruction on or around _____.

Approved, with revisions. The attached list of records, with noted changes, is approved for destruction on or around _____.


Disapproved. The attached list of records is not approved for destruction. Action will be taken as follows: _____.

Date of Board Meeting: _____

This document with attachments is to be recorded and filed with the minutes of the board meeting.

This document with attachments is to be recorded and filed as a supporting document for the board meeting.


Angela Johnson, Secretary


Danny Woods, Board President

Record #	Title	Description	Disposition Instructions	Year of Accumulation	Year of Destruction
1000	General Correspondence		4 years if unable to attach to another more directly related record	1997	2002
1000	General Correspondence		4 years if unable to attach to another more directly related record	1998	2003
1000	General Correspondence		4 years if unable to attach to another more directly related record	1999	2004
1000	General Correspondence		4 years if unable to attach to another more directly related record	2001	2006
1000	General Correspondence		4 years if unable to attach to another more directly related record	2002	2007
1000	General Correspondence		4 years if unable to attach to another more directly related record	2003	2008
1000	General Correspondence		4 years if unable to attach to another more directly related record	2005	2010
1000	General Correspondence		4 years if unable to attach to another more directly related record	2007	2012
1000	General Correspondence		4 years if unable to attach to another more directly related record	2008	2013
1000	General Correspondence		4 years if unable to attach to another more directly related record	2009	2014
1000	General Correspondence		4 years if unable to attach to another more directly related record	2018	2023
1000	General Correspondence		4 years if unable to attach to another more directly related record	2019	2024
1000	General Correspondence		4 years if unable to attach to another more directly related record	2011	2016
1001	Agency Directives, Internal Policies & Procedures	Cross-Connection Control Program, SS 2015	Until superseded + 3 years	2015	2019
1001	Agency Directives, Internal Policies & Procedures	Customer Service Policy, SS 2012	Until superseded + 3 years	2012	2016
1005	News or Press Releases	Letter to Editor	1 year	1999	2001
1005	News or Press Releases	Member Meeting	1 year	2010	2012
1005	News or Press Releases	Member Meeting	1 year	2011	2013
1005	News or Press Releases	Member Meeting	1 year	2012	2014
1005	News or Press Releases	Member Meeting	1 year	2013	2015
1005	News or Press Releases	Member Meeting	1 year	2014	2016
1005	News or Press Releases	Member Meeting	1 year	2015	2017
1005	News or Press Releases	Member Meeting	1 year	2016	2018
1005	News or Press Releases	Member Meeting	1 year	2017	2019
1005	News or Press Releases	Member Meeting	1 year	2018	2020
1005	News or Press Releases	Member Meeting	1 year	2019	2021
1005	News or Press Releases	Member Meeting	1 year	2020	2022
1005	News or Press Releases	Member Meeting	1 year	2022	2024
1006	Publications from the State	Protect Your Public Water Supply Well, SS 2009	Until superseded or no longer applicable	2009	2010
1010	Strategic Plans	2001 Emergency Plan for Ground Water	1 year after superseded	2005	2007
1010	Strategic Plans	2005 Emergency Response	1 year after superseded	2011	2013
1010	Strategic Plans	2011 Emergency Response	1 year after superseded	2014	2016
1010	Strategic Plans	2014 Emergency Response	1 year after superseded	2017	2019

2003	Meeting - Supporting Documentation of Governing Bodies	General Fund Report for General Meeting	1 year	1998	2000
2003	Meeting - Supporting Documentation of Governing Bodies	General Fund Report for General Meeting	1 year	1999	2001
2003	Meeting - Supporting Documentation of Governing Bodies	President's Report	1 year	2001	2003
2003	Meeting - Supporting Documentation of Governing Bodies	President's Report	1 year	2002	2004
2003	Meeting - Supporting Documentation of Governing Bodies	President's Report	1 year	2003	2005
4007	Employee Personnel Records	Jamey Cowgill, Seperated 2014	5 years from separation or closure of outstanding personnel issue	2014	2020
4007	Employee Personnel Records	Johnny Higgins, Seperated 2016	5 years from separation or closure of outstanding personnel issue	2016	2022
4007	Employee Personnel Records	John Cumble, Seperated 2017	5 years from separation or closure of outstanding personnel issue	2017	2023
4003	Employment History Records		PERMANENT		
4009	Wage and Hour Records	Payroll Records	per Legislative Auditor (7 years)	2013	2021
4009	Wage and Hour Records	Payroll Records	per Legislative Auditor (7 years)	2015	2023
4009	Wage and Hour Records	Payroll Records	per Legislative Auditor (7 years)	2016	2024
4016	Payroll Wage Study		Until no longer valuable, at least 7 years	2008	2016
4012	Recruitment, Hiring, Interview & Selection Records		3 years after position is filled or action is complete	1996	2000
4012	Recruitment, Hiring, Interview & Selection Records		3 years after position is filled or action is complete	2007	2011
4012	Recruitment, Hiring, Interview & Selection Records		3 years after position is filled or action is complete	2008	2012
4012	Recruitment, Hiring, Interview & Selection Records		3 years after position is filled or action is complete	2014	2018
4012	Recruitment, Hiring, Interview & Selection Records		3 years after position is filled or action is complete	2015	2019
4012	Recruitment, Hiring, Interview & Selection Records		3 years after position is filled or action is complete	2016	2020
4012	Recruitment, Hiring, Interview & Selection Records		3 years after position is filled or action is complete	2017	2021
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	1994	1999
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	1995	2000
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	1996	2001
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	1997	2002
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	1998	2003
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	1999	2004
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2000	2005
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2001	2006

5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2002	2007
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2003	2008
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2004	2009
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2005	2010
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2006	2011
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2007	2012
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2008	2013
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2009	2014
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2010	2015
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2011	2016
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2012	2017
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2013	2018
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2014	2019
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2015	2020
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2016	2021
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2017	2022
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2018	2023
5000	Fiscal Correspondence		4 years if unable to attach to another more directly related record	2019	2024
5002	Paid Invoices	1098 Interest Statement	per Legislative Auditor (7 years)	2002	2010
5002	Paid Invoices	1098 Interest Statement	per Legislative Auditor (7 years)	2013	2021
5002	Paid Invoices	1098 Interest Statement	per Legislative Auditor (7 years)	2016	2024
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	1995	2003
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	1996	2004
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	1997	2005
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	1998	2006
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	1999	2007
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	2000	2008
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	2001	2009
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	2002	2010
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	2003	2011
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	2004	2012
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	2005	2013
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	2006	2014

5003	Interest Paid	1098 Interest Statement & Defer Interest Packet	per Legislative Auditor (7 years)	2007	2015
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	2008	2016
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	2009	2017
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	2010	2018
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	2011	2019
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	2012	2020
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	2013	2021
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	2014	2022
5003	Interest Paid	1098 Interest Statement	per Legislative Auditor (7 years)	2015	2023
5004	Tax Records		per Legislative Auditor (7 years)	2016	2024
5004	Tax Records		per Legislative Auditor (7 years)	1996	2004
5004	Tax Records		per Legislative Auditor (7 years)	1997	2005
5004	Tax Records		per Legislative Auditor (7 years)	1998	2006
5004	Tax Records		per Legislative Auditor (7 years)	1999	2007
5004	Tax Records		per Legislative Auditor (7 years)	2000	2008
5004	Tax Records		per Legislative Auditor (7 years)	2001	2009
5004	Tax Records		per Legislative Auditor (7 years)	2002	2010
5004	Tax Records		per Legislative Auditor (7 years)	2003	2011
5004	Tax Records		per Legislative Auditor (7 years)	2004	2012
5004	Tax Records		per Legislative Auditor (7 years)	2005	2013
5004	Tax Records		per Legislative Auditor (7 years)	2006	2014
5004	Tax Records		per Legislative Auditor (7 years)	2007	2015
5004	Tax Records		per Legislative Auditor (7 years)	2008	2016
5004	Tax Records		per Legislative Auditor (7 years)	2009	2017
5004	Tax Records		per Legislative Auditor (7 years)	2010	2018
5004	Tax Records		per Legislative Auditor (7 years)	2011	2019
5004	Tax Records		per Legislative Auditor (7 years)	2012	2020
5004	Tax Records		per Legislative Auditor (7 years)	2013	2021
5004	Tax Records		per Legislative Auditor (7 years)	2014	2022
5004	Tax Records		per Legislative Auditor (7 years)	2015	2023
5005	Accounts Receivable		per Legislative Auditor (7 years)	2016	2024
5008	Audits		per Legislative Auditor (7 years)	2011	2019
5008	Audits		per Legislative Auditor (7 years)	2006	2014
5008	Audits		per Legislative Auditor (7 years)	2007	2015
5008	Audits		per Legislative Auditor (7 years)	2008	2016
5008	Audits		per Legislative Auditor (7 years)	2009	2017
5008	Audits		per Legislative Auditor (7 years)	2010	2018
5008	Audits		per Legislative Auditor (7 years)	2011	2019
5008	Audits		per Legislative Auditor (7 years)	2012	2020
5008	Audits		per Legislative Auditor (7 years)	2013	2021
5008	Audits		per Legislative Auditor (7 years)	2014	2022
5008	Audits		per Legislative Auditor (7 years)	2015	2023
5009	Bank Statements, Registers, Deposit Slips		per Legislative Auditor (7 years)	2016	2024
5009	Bank Statements, Registers, Deposit Slips		per Legislative Auditor (7 years)	1995	2003
5009	Bank Statements, Registers, Deposit Slips		per Legislative Auditor (7 years)	1996	2004
5009	Bank Statements, Registers, Deposit Slips		per Legislative Auditor (7 years)	2001	2009
5009	Bank Statements, Registers, Deposit Slips		per Legislative Auditor (7 years)	2002	2010
5009	Bank Statements, Registers, Deposit Slips		per Legislative Auditor (7 years)	2004	2012
5009	Bank Statements, Registers, Deposit Slips		per Legislative Auditor (7 years)	2006	2014
5009	Bank Statements, Registers, Deposit Slips		per Legislative Auditor (7 years)	2008	2016
5009	Bank Statements, Registers, Deposit Slips		per Legislative Auditor (7 years)	2015	2023

5009	Bank Statements, Registers, Deposit Slips		per Legislative Auditor (7 years)	2016	2024
5018	Inventory & Capital Assets		per Legislative Auditor (7 years)	2002	2010
5018	Inventory & Capital Assets		per Legislative Auditor (7 years)	2003	2011
5018	Inventory & Capital Assets		per Legislative Auditor (7 years)	2004	2012
5018	Inventory & Capital Assets		per Legislative Auditor (7 years)	2005	2013
5018	Inventory & Capital Assets		per Legislative Auditor (7 years)	2006	2014
5018	Inventory & Capital Assets		per Legislative Auditor (7 years)	2007	2015
5018	Inventory & Capital Assets		per Legislative Auditor (7 years)	2008	2016
5018	Inventory & Capital Assets		per Legislative Auditor (7 years)	2009	2017
5018	Inventory & Capital Assets		per Legislative Auditor (7 years)	2010	2018
5018	Inventory & Capital Assets		per Legislative Auditor (7 years)	2011	2019
5018	Inventory & Capital Assets		per Legislative Auditor (7 years)	2012	2020
5018	Inventory & Capital Assets		per Legislative Auditor (7 years)	2013	2021
5018	Inventory & Capital Assets		per Legislative Auditor (7 years)	2014	2022
5018	Inventory & Capital Assets		per Legislative Auditor (7 years)	2015	2023
5018	Inventory & Capital Assets		per Legislative Auditor (7 years)	2016	2024
6003	Contracts & Agreements	Note Paid	5 years after termination	2012	2018
6007	Permits		3 years	1995	1999
6007	Permits		3 years	1996	2000
6007	Permits		3 years	1997	2001
6007	Permits		3 years	1999	2003
6007	Permits		3 years	2002	2006
6007	Permits		3 years	2005	2009
7001	Grants Issued	Water, Sewer, and Solid Waste Fund	per Legislative Auditor (7 years)	2007	2015
7002	Grants Denied	FEMA application	1 year	2009	2011
8000	Arkansas State Correspondence	Denied Permit	4 years if unable to attach to another more directly related record	1996	2001
8000	Arkansas State Correspondence	State Registration	4 years if unable to attach to another more directly related record	1997	2002
8000	Arkansas State Correspondence	State Registration & State Security Advisory	4 years if unable to attach to another more directly related record	2003	2008
8000	Arkansas State Correspondence	State Registration	4 years if unable to attach to another more directly related record	2005	2010
8000	Arkansas State Correspondence	State Registration	4 years if unable to attach to another more directly related record	2006	2011
8000	Arkansas State Correspondence	State Registration	4 years if unable to attach to another more directly related record	2007	2012
8000	Arkansas State Correspondence	State Registration	4 years if unable to attach to another more directly related record	2008	2013
8000	Arkansas State Correspondence	State Registration	4 years if unable to attach to another more directly related record	2009	2014
8000	Arkansas State Correspondence	State Registration	4 years if unable to attach to another more directly related record	2010	2015
8000	Arkansas State Correspondence	State Registration	4 years if unable to attach to another more directly related record	2011	2016
8000	Arkansas State Correspondence	State Registration & State Security Advisory	4 years if unable to attach to another more directly related record	2012	2017
8000	Arkansas State Correspondence	State Registration	4 years if unable to attach to another more directly related record	2013	2018
8000	Arkansas State Correspondence	State Registration	4 years if unable to attach to another more directly related record	2014	2019

8000	Arkansas State Correspondence	State Registration	4 years if unable to attach to another more directly related record	2015	2020
8000	Arkansas State Correspondence	State Registration	4 years if unable to attach to another more directly related record	2016	2021
8000	Arkansas State Correspondence	State Registration	4 years if unable to attach to another more directly related record	2018	2022
8000	Arkansas State Correspondence	State Registration	4 years if unable to attach to another more directly related record	2019	2023
8001	Bacteriological Monitoring Records		5 years	2017	2023
8001	Bacteriological Monitoring Records		5 years	2018	2024
8002	Treatment Operation Records		10 years	2012	2023
8002	Treatment Operation Records		10 years	2013	2024
8003	Chemical Analysis Records		10 years	2012	2023
8003	Chemical Analysis Records		10 years	2013	2024
8004	Written Reports - Sanitary Surveys & Engineering Reports	Sanitary Survey	10 years	1997	2008
8004	Written Reports - Sanitary Surveys & Engineering Reports	Sanitary Survey	10 years	2000	2011
8004	Written Reports - Sanitary Surveys & Engineering Reports	Source Water Assessment Summary Report	10 years	2003	2014
8004	Written Reports - Sanitary Surveys & Engineering Reports	Sanitary Survey	10 years	2004	2015
8004	Written Reports - Sanitary Surveys & Engineering Reports	Sanitary Survey	10 years	2006	2017
8004	Written Reports - Sanitary Surveys & Engineering Reports	AR HD Source Water Protection Survey	10 years	2007	2018
8004	Written Reports - Sanitary Surveys & Engineering Reports	Sanitary Survey	10 years	2009	2020
8004	Written Reports - Sanitary Surveys & Engineering Reports	Sanitary Survey	10 years	2012	2023
8006	Action taken to correct violation	Fecal Coliform Testing Requirements	3 years	1996	2000
8006	Action taken to correct violation	Licensed Water Supply Operator	3 years	1997	2001
8006	Action taken to correct violation	Licensed Water Supply Operator	3 years	2000	2004
8006	Action taken to correct violation	Fecal Coliform Testing Requirements	3 years	2015	2019
8006	Action taken to correct violation	Fecal Coliform Testing Requirements	3 years	2016	2020
8007	Public Notices		3 years	2001	2005
8007	Public Notices		3 years	2008	2012
8007	Public Notices		3 years	2020	2024
8008	Consumer Confidence Reports		3 years	2011	2015
8008	Consumer Confidence Reports		3 years	2012	2016
8008	Consumer Confidence Reports		3 years	2013	2017
8008	Consumer Confidence Reports		3 years	2014	2018
8008	Consumer Confidence Reports		3 years	2015	2019
8008	Consumer Confidence Reports		3 years	2016	2020
8008	Consumer Confidence Reports		3 years	2017	2021
8008	Consumer Confidence Reports		3 years	2018	2022
8008	Consumer Confidence Reports		3 years	2019	2023
8008	Consumer Confidence Reports		3 years	2020	2024
8009	Lead & Copper Rule analysis, reports, surveys, etc.		12 years	2010	2023
8011	Review of Connections - Service Fee Act Billing		3 years	1997	2001

8011	Review of Connections - Service Fee Act Billing		3 years	2000	2004
8011	Review of Connections - Service Fee Act Billing		3 years	2001	2005
8011	Review of Connections - Service Fee Act Billing		3 years	2003	2007
8011	Review of Connections - Service Fee Act Billing		3 years	2004	2008
8011	Review of Connections - Service Fee Act Billing		3 years	2007	2011
8011	Review of Connections - Service Fee Act Billing		3 years	2008	2012
8011	Review of Connections - Service Fee Act Billing		3 years	2009	2013
8011	Review of Connections - Service Fee Act Billing		3 years	2013	2017
8011	Review of Connections - Service Fee Act Billing		3 years	2018	2023
8011	Review of Connections - Service Fee Act Billing		3 years	2019	2024
8014	Asbestos Monitoring Waiver		10 years	1996	2007
8014	Asbestos Monitoring Waiver		10 years	2002	2013
8015	Inspections	Superseded at least by 2020 inspection	Until Superseded and no less than 10 years	2003	2021