

**REGULAR MEETING OF THE BOARD OF DIRECTORS
KAUAI ISLAND UTILITY COOPERATIVE**

Held at 4463 Pahe`e Street

Lihu`e, Kaua`i, Hawai`i

On October 30, 2018

MINUTES

Call to order at 1:01 pm.

1. Roll Call

- 1.1 **Present:** Directors Jan TenBruggencate (Vice Chair, Chair pro tem), Dee Crowell, David Iha, Janet Kass, James Mayfield, Calvin Murashige (Secretary), Teofilo Tacbian, and Peter Yukimura (Treasurer); and David Bissell (President and CEO). A quorum of directors were present.
- 1.2 **In attendance:** Laurel Loo (General Counsel), Karissa Jonas (CFO), Rick Eckert (Financial Planning & Strategy Mgr.), Brad Rockwell (Power Supply Mgr.), Beth Tokioka (Communications Mgr.), Mike Yamane (COO & Technology), and Pua Chin (Executive Administrator); and no members of the public.
- 1.3 **Excused:** Director Allan Smith (Chair)

2. Invocation – Director Mayfield opened the meeting with prayer.

3. Approval of Agenda - The agenda was approved as circulated.

4. Approval of Minutes

- 4.1 The 9/20/2018 Regular and Executive Session were approved unanimously.
[Motion: Murashige/Kass]

5. President's Report. David Bissell, President and CEO

- 5.1 The current Cooperative statistics were reported. (Report attached).
- 5.2 KIUC's Safety Day on October 23rd was a success. Mr. Bud Branham of NRECA talked to employees about the Zero Contact program. Employees of the Transmission & Distribution department provided hands on exhibits, a proper safety gear and clothing show, and provided lifts in two of their 75ft bucket trucks and other 105ft bucket truck.
- 5.3 CEO Bissell introduced Mr. Mark McMillen of McMillen Jacobs Associates whose company finalized a contract for design, engineering and construction services of KIUC's West Kauai Energy Project. Mr. McMillen provided a brief introduction of himself and his company.

6. Financial Report: Karissa Jonas, CFO reported.

- 6.1 The draw from Rural Utilities Service (RUS) was received on October 22nd in the amount of \$5,707,000. The interest rate of 3.437% is fixed through the maturity date of December 1, 2051.

- 6.2 The 990 has been reviewed and is being prepared for filing.
- 6.3 Auditors, Moss Adams, were on site for three (3) days performing preliminary field work and testing. Moss Adams Partner, Julie Desimone requested to meet with the F&A committee by phone at the November meeting to provide a preliminary report.
- 6.4 The annual physical inventory of the warehouse is complete. The result is a write off of \$2,125 or .02% of a \$13.2M inventory.
- 6.5 The September 2018 financials were reviewed. (scorecard attached)

7. **NRECA Hawaii Director Report – Director David Iha**

- 7.1 Reports from the September NRECA Board meeting were provided for director review. Discussions at the meeting included recovery efforts from Hurricane Florence for electric cooperatives in the Carolinas and Cooperatives exploring the value of broadband for their members. In addition, NRECA was very busy in September with the Regional meetings. The next NRECA Board meeting is scheduled for December in Arlington, VA.

8. **Committee Reports**

8.1 **Executive – Committee Chair, Jan TenBruggencate**

- 8.1.1 Secretary Murashige reported the committee received updates from the CEO and Lisa Ubay, Human Resources and Safety Manager at the 10/19 meeting.

8.2 **Finance & Audit – Committee Chair, Peter Yukimura**

- 8.2.1 The committee received a monthly financial update as presented by CFO Jonas previously.
- 8.2.2 In addition, a request for approval of an over budget expenditure that was used to replenish stock for transformers used in the April storms was discussed and will be presented under New Business.

8.3 **Government Relations/Legislative – Committee Chair, Phil Tacbian**

- 8.3.1 This item was taken out of order after the International committee report.
- 8.3.2 There was discussion about the proposed charter amendment on electric utilities. It was decided to have staff do a press release including external links to additional information for members.
- 8.3.3 The committee also discussed scheduling a meeting with newly elected officials. Director Tacbian will work with staff to schedule a time and place that is convenient for as many elected officials to attend as possible.
- 8.3.4 Directors were reminded of a meeting on Thursday, 11/1 with PUC commissioners. It will be informal for open discussion.

8.4 **International - Committee Chair, David Iha**

- 8.4.1 The committee met to discuss with Mr. Rudy Sina, who is the volunteer coordinator, the needs of the schools in Ilocos Norte he researched during his last visit to the Philippines.
- 8.4.2 The total collection of materials to-date includes 22 laptops, school textbooks totalling 91 boxes for shipment. On arrival, the boxes will be

held until Mr. Sina returns to the Philippines in February. The committee is discussing whether a representative from KIUC should be present when the items are distributed from INEC (Ilocos Norte Electric Cooperative).

8.4.3 A request was received on behalf of the Girl Scouts of Kauai for KIUC to consider including items of clothes, bedding and books they collected to ship to the Philippines. After discussion, the committee decided to decline the offer.

8.4.4 On October 10th, the mayor and a council member of the city of Candon, along with other delegates from the Ilocos Sur, Philippines were provided a site visit of the Tesla Solar Farm.

8.5 **Member Relations – Committee Chair, Calvin Murashige**

8.5.1 The committee met on October 19th and received updates from the managers of the Member Services and Communications departments. Ms. Sakai provided an update on the Loan Review Committee.

8.5.2 Mr. Taniguchi requested a corporate fund match for employee and director donations to the 2019 Kauai United Way Campaign. This item will be presented under New Business.

8.6 **Policy – Committee Chair, Dee Crowell**

8.6.1 The committee met on October 19th and voted to recommend two policy to the full board. Policies #26 and #4. Both items are to be considered under New Business.

8.7 **Strategic Planning – Committee Chair, James Mayfield**

8.7.1 The committee met briefly to discuss electric vehicles and chargers. It also included a discussion on the County requiring charging stations for parking lots with 100+ stalls.

9. **Charitable Foundation (CF) Board – Teofilo Tachian, President**

9.1 The CF Board met 10/2. A report on the KEO low income utility assistance program resulted in 6 families assisted in July and two additional families in September.

9.2 The CF golf tournament is scheduled for November 17th and is being coordinated by Erin Takekuma. There will be a large tent located on Grove Farm land adjacent to Puakea for the awards and food. Still looking for assistance with registration.

9.3 The Operation Round-Up sub-committee is currently reviewing Board Policy #24, “Funding the Charitable Foundation” to include language for the new program. The policy will be presented to the Policy Committee for review after the proposed revisions are complete.

10. **Public Testimony.** None.

11. New Business

11.1 T&D, Distribution Transformer-Overhead-New Customer

11.1.1 Director Yukimura reported the request is to approve an over budget expenditure of \$159,700 to replenish stock of Distribution Transformers, Overhead, New Customers that was depleted after the April 2018 storm. The F&A committee recommended approval. The recommendation passed 8-0-1 (Smith excused).

IN FAVOR:	Crowell, Iha, Kass, Mayfield, Murashige, Tacbian, TenBruggencate & Yukimura	Total – 8
OPPOSED:	None	Total – 0
EXCUSED:	Smith	Total – 1

11.2 Request for 2019 Kauai United Way (KUW) Matching Corporate Funds

11.2.1 Director Murashige reported the request is to approve KIUC as an entity match the donations made by KIUC employees and directors to the 2019 KUW fundraiser. The Member Relations committee recommended approval. The recommendation passed 8-0-1 (Smith excused).

IN FAVOR:	Crowell, Iha, Kass, Mayfield, Murashige, Tacbian, TenBruggencate & Yukimura	Total – 8
OPPOSED:	None	Total – 0
EXCUSED:	Smith	Total – 1

11.3 Board Policy No. 26, Records Management

11.3.1 Director Crowell reported. The one major change is the assignment of the CFO as the Custodian of Records. Other edits were grammatical and non-substantive. The Policy committee recommended approval. The recommendation passed 8-0-1 (Smith excused).

IN FAVOR:	Crowell, Iha, Kass, Mayfield, Murashige, Tacbian, TenBruggencate & Yukimura	Total – 8
OPPOSED:	None	Total – 0
EXCUSED:	Smith	Total – 1

11.4 Board Policy No. 4, Committees

11.4.1 Director Crowell reported. Changes were grammatical and non-substantive. The Policy committee recommended approval. The recommendation passed 8-0-1 (Smith excused).

IN FAVOR:	Crowell, Iha, Kass, Mayfield, Murashige, Tacbian, TenBruggencate & Yukimura	Total – 8
OPPOSED:	None	Total – 0
EXCUSED:	Smith	Total – 1

- 11.5 Date change of December KIUC Board Meeting
 - 11.5.1 CEO Bissell requested consideration to change the date of the December KIUC Board meeting due to schedule conflicts with a Commission on Water Resource Management (CWRM) meeting.
 - 11.5.2 A motion to change the December Board meeting from Tuesday, December 18th to Wednesday, December 19th carried 8-0-1. (Smith excused). [Motion: Murashige/Tacbian]

IN FAVOR:	Crowell, Iha, Kass, Mayfield, Murashige, Tacbian, TenBruggencate & Yukimura	Total – 8
OPPOSED:	None	Total – 0
EXCUSED:	Smith	Total – 1

12. **Calendar:**

- 12.1 **November 1, 2018** – Meeting with HI PUC Commissioners (9:00am, BCR)
- 12.2 **November 12, 2018** – HOLIDAY (Veteran’s Day), KIUC Offices Closed
- 12.3 **November 16, 2018** – Board Committee Meetings (9:00am, MCR)
- 12.4 **November 19, 2018** – Board 2019 Budget Workshop (9:00am, MCR)
- 12.5 **November 22, 2018** – HOLIDAY (Thanksgiving Day), KIUC Offices Closed
- 12.6 **November 27, 2018** – Regular Board Meeting (1:00pm., KIUC Main Conf Rm)

13. **Executive Session.** At 1:43 p.m. on a motion by Director TenBruggencate and second by Director Murashige, the Board recessed the meeting to enter into an Executive Session closed to the public on matters limited to those specified in Section II. A. 2. of Board Policy No. 16. The items to be discussed in the Executive Session are matters of a proprietary or financial nature, public disclosure of which could affect on-going or potential negotiations or legal or administrative proceedings and human resource issues related to the hiring, evaluating, dismissing or disciplining an officer or employee and a matter requiring legal consultation on issues pertaining to the powers, duties, privileges, immunities and liabilities of the Board of Directors.

14. **Adjournment.** The open session of the Meeting was reconvened at 2:15 p.m. There being no further business the meeting was adjourned at 2:16 p.m.

/s/ Calvin Murashige
 Calvin Murashige
 Secretary



President's Report

October 30, 2018

David Bissell, President and CEO



President's Report

David Bissell, President and CEO
October 30, 2018

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STATISTICS

Safety (Sept)

	Month	2018 YTD	2017 YTD
Recordable Incidents	0	1	6
Days Away/Restricted	17	134	203

Availability and Reliability:

	Month	2018 YTD	2017 YTD
Reportable Outages	1	31	28
Average Outage Hours Per Customer	0.09	0.76	3.14

Efficiency (Sept)

	Month	2018 YTD
Net Plant Heat Rate	9,082	9,246
Peak Demand (MW)	77.4	

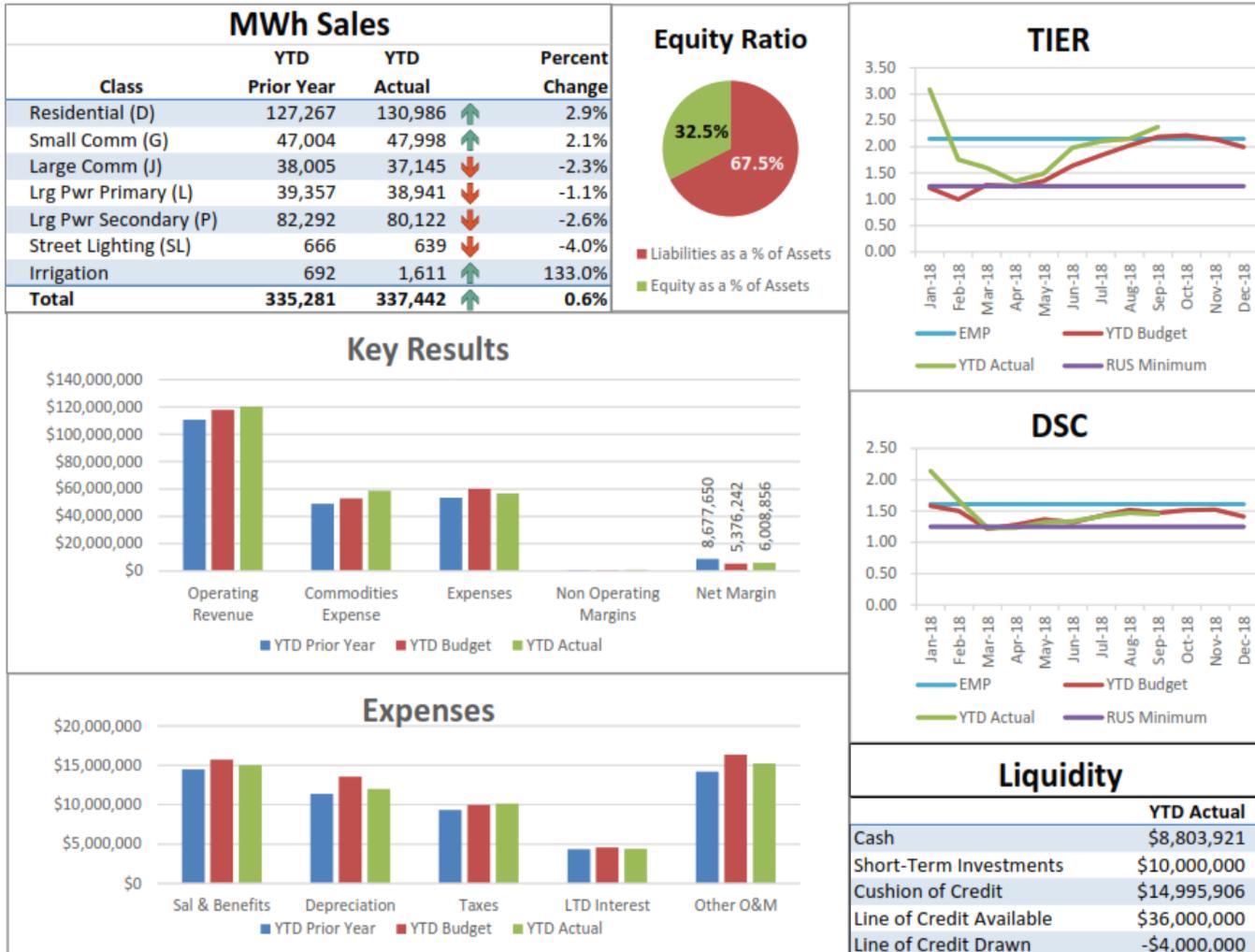
Residential Rates:

October 2018	\$0.3675/kwh	Up \$0.006 from September
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Mahalo!

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Financial Scorecard



KAUA'I ISLAND UTILITY COOPERATIVE ("KIUC")
BOARD POLICY NO. 4
(Reviewed ~~12/13/2016~~10/30/2018)

COMMITTEES

PURPOSE OF POLICY:

Sections 15 and 16 respectively of Article III of the Seventh revised and Restated Bylaws of KIUC (the "Bylaws") provide for the appointment by the Board of Directors of KIUC (the "Board") of an Executive Committee and such other committees as the Board in its discretion may decide to establish. Pursuant to Section 15, an Executive Committee consisting of the Chairman, the Vice Chairman, the Secretary and the Treasurer, which was initially established on April 5, 2000 by Resolution 08-00, and is reaffirmed in this and prior versions of Board Policy No. 4. In addition, pursuant to Section 16 of the Bylaws, several Standing committees of the Board have been established pursuant to this and prior versions of Board Policy No. 4. The purpose of this revised policy is to again reaffirm the establishment of the Executive Committee and the six (6) Standing Committees hereinafter listed; continue to provide for the establishment of such Ad Hoc Committees as the Board may determine is necessary; and to set out and/or modify certain procedures for the management of those committees.

POLICY CONTENT:

- A. Executive Committee. There is hereby constituted an Executive Committee of KIUC consisting of four (4) members, namely, KIUC's Chairperson, its Vice Chairperson, its Secretary, and its Treasurer. The Executive Committee shall have the power set forth in Section 15 of Article III of the Bylaws of KIUC, and such other powers and duties, as may be set by the Board of Directors, not in conflict with said Section 15.

B. Other Committees.

1) Standing Committees. There are hereby constituted the following Standing Committees of the Board:

- a) Finance and Audit
- b) Government Relations/Legislative Affairs
- c) International
- d) Member Relations
- e) Policy
- f) Strategic Planning

2) Ad Hoc Committees.

- a) The Bylaws in Article III Subsection 3(A) provide for the establishment by the Board annually of an Ad Hoc Committee, the Nominating Committee, as provided in the Bylaws and with the procedures and duties as provided therein.
- b) The Board may from time-to-time constitute such additional Ad Hoc Committees, as it deems appropriate. Ad Hoc Committees are to be established to investigate, report, and propose recommendations, if any, to the Board on such items of limited purposes as the Board may decide is necessary or appropriate. Upon fulfillment of its purpose the Ad Hoc Committee shall be dissolved.

C. Composition of Committees. Other than the Nominating Committee which shall be composed as provided in the Bylaws, Standing and Ad Hoc Committees shall be constituted as follows:

- 1) The Chairperson of the Board shall appoint as many Director Members as ~~is~~ appropriate to each committee subject to the approval of the Board, and, except for the Nominating Committee, may, but need not, appoint non-Director members also subject to approval of the Board. One Director Member shall be named as chairperson of each committee.
- 2) By the CEO – one or more KIUC employees shall be assigned to each committee as a staff advisor.
- 3) The Board Chairperson will serve as ex officio member of all standing committees.

D. Voting. All Director Members and any other non-staff Committee Members appointed or approved by the Board shall have a vote in the conduct of committee business.

E. Minutes. Minutes of each meeting shall be taken, a draft of which shall be submitted to each Director within seven (7) days following each meeting. Such minutes shall contain, if any, proposals and/or recommendations for Board action. The minutes shall be taken and distributed by a KIUC employee assigned to that task; provided, however, if there is no employee available to take and distribute the minutes, the committee chairperson shall appoint an individual to keep and distribute the minutes.

F. Charter. Each Standing Committee shall propose a Committee Charter for adoption by the Board. Until adoption by the Board of a Standing Committee's Charter, the charge of each such Committee shall be as set out in Attachment 1 hereto.

G. Participation and Attendance

- 1) The participation of any non-committee member Director in discussion or deliberations at a committee meeting shall be allowed only if the Chair of the committee specifically allows such participation; and

- 2) The attendance of any non-committee member Director at such a committee meeting shall not entitle the non-committee member Director to be paid a stipend for such attendance except as otherwise provided in KIUC Board Policy No. 8; and
- 3) When possible, to ensure there are adequate materials and space available at all meetings of committees where non-member Directors will be in attendance, at least 24-hour's notice of such attendance will be given to the committee chair by the non-committee member Director desiring to attend. Otherwise such materials or seats may not be available to non-committee members.

RESPONSIBILITIES ~~IESY FOR IMPLEMENTATION:~~

The Board shall be responsible for structuring, maintaining, and using committees as needed.

Adopted on this 13th-30th day of ~~December~~October, 20162018.

~~Teofilo Taebian~~ Calvin Murashige
Secretary

Reviewed: 10/30/2018
Reviewed: 12/13/2016
Reviewed: 01/27/2015
Reviewed: 06/26/2012
Revised: 05/31/2011
Revised: 04/27/2010
Revised: 02/24/2009
Revised: 11/26/2005
Revised: 08/25/2004
Original Adoption: 2003

ATTACHMENT 1 TO
KIUC BOARD POLICY NO. 4

~~(Revised 06/26/2012)~~ Updated 10/30/2018

The charges of the following standing committees of KIUC shall be as follows:

1) **Finance and Audit Committee**

Charter adopted by Board in Resolution 01-05.

2) **Government Relations/Legislative Affairs Committee**

The Government~~al~~ Relations/Legislative Affairs Committee's responsibility is to provide assistance to the CEO and KIUC ~~Leadership Team~~ Senior Staff regarding legislative/lobbying efforts with various governmental elected bodies and representatives (federal/state/local). When needed it shall support ~~leadership team~~ Senior Staff efforts at various governmental agencies, and shall provide testimony in support of KIUC's long-range goals.

3) **International Committee**

Charter adopted by Board in Resolution 10-09.

4) **Member Relations Committee**

Charter adopted by Board in Resolution 12-06.

5) **Policy Committee**

Charter adopted by Board in Resolution 06-04 and amended on 02/18/2014.

6) **Strategic Planning Committee**

Charter adopted by Board in Resolution 02-05.

KAUA'I ISLAND UTILITY COOPERATIVE ("KIUC")
BOARD POLICY NO. 26
(Reviewed ~~11/29/2016~~10/30/2018)

KIUC RECORDS MANAGEMENT POLICY

PURPOSE OF POLICY:

The purpose of this policy is to ensure the reasonable and good-faith retention of all records created by or under the control of KIUC, whether paper or electronic, ~~that are~~ necessary or advisable to retain for: business operations; historical value; accounting, audit, tax and financial purposes; compliance with applicable law; possible future use in litigation involving KIUC; and possible future use in an official proceeding or governmental investigation, audit or other matter. Other records, which are not necessary to retain for these reasons, shall be destroyed in accordance with the guidelines set forth in this policy. All other information ~~that which~~ is not a record should be discarded after it has fulfilled its purpose to avoid the unnecessary expense and effort required to preserve it. A legal hold notice shall be issued when it becomes necessary to preserve a record or other information otherwise scheduled or due for ordinary and appropriate destruction in accordance with this policy.

POLICY CONTENT:

A. **Policy:** Records of KIUC, which may be in electronic or paper form, shall be retained in accordance with these guidelines. Records ~~that which~~ do not need to be retained shall be destroyed after the requisite retention period, if any, has passed. A log or other documentation of records destruction may be created to track compliance and assist in evaluating the effectiveness of this policy. Pending or potential litigation, governmental investigation and other circumstances may require a "hold" or suspension of regularly scheduled destruction of records or other information. Employees will be promptly notified of any such hold by one of KIUC's CEO, General Counsel, or Special Litigation Counsel for a particular matter. The format of the hold notification is shown in Appendix III to this policy.

B. **Definitions:** Unless otherwise indicated in this policy, the following terms will have the meanings provided in this section.

Active Data/Records – electronic or paper records and information ~~that are~~ presently in use or are immediately accessible to users.

Archival Data/Records – electronic or paper records and information ~~that are~~ not directly accessible to users, but which are maintained long term and accessible with some effort.

Backup Data/Records – electronic or paper records and information ~~that are~~ not presently in use and which are routinely stored on portable media (e.g. disks, magnetic tape) and/or off-site and are a source for disaster recovery.

Distributed Data/Records – data living on portable media or “non-local” devices (e.g. PDAs, BlackBerrys, employee home computer, application service provider, ISPs). Most is probably “active” data.

ESI – “Electronically Stored Information” – any file, document, data, image, database, etc. ~~that is~~ stored on a computing device or electronic media, including but not limited to servers, computer desktops and laptops, cell phones, hard drives, flash drives, PDAs or BlackBerrys, CDs or DVDs, floppy disks, and magnetic tapes.

Legacy Data – information which has retained some importance or usefulness to KIUC for a period of time but has been created or stored by the use of software and/or hardware ~~that-which~~ has subsequently become obsolete or been replaced (“legacy systems”).

Record – A “record” is any information (paper or electronic) recorded in a tangible form ~~that is~~ created or received by KIUC and documents some aspect of its operations. A record has some enduring value to KIUC ~~that-which~~ merits its retention for some period of time. Records include original and copies of contracts and other legal documents, memos, reports, forms, checks, accounting journals and ledgers, work orders, drawings, maps, images, photographs, and may be found in various electronic or machine-readable formats, including without limitation, CD-ROMs, DVDs, tape recordings, voice mail messages, e-mails, microfiche, web pages, computer and other electronic files.

Other Information/Data – “Other information” or “data” is any other material ~~that is~~ of a transitory nature, ~~that-which~~ after serving its limited purpose or being transferred to a more permanent form, or being incorporated with other record material, KIUC has no need to retain such information except in the event of a legal hold. Some examples are: notes, drafts, routine correspondence, informational or courtesy copies, extra copies of filed or preserved records, and emails containing non-record information (such as scheduling or logistics information, thank you notes, etc.).

C. **Retention of Records:** Records shall be indexed and retained in a manner that ensures their easy accessibility. Records shall be maintained for as long as the period stated in the schedule set out in Appendix II to this policy, which schedule is based on the minimum periods required by applicable state or federal law and necessity for ongoing business purposes. The retention schedule will be reviewed periodically and amended as needed to reflect changing legal requirements, business needs or evolving practices. The ~~Support Services Manager-CFO~~ shall be deemed the Records Custodian for all KIUC records and responsible for supervising all of KIUC’s retention practices and procedures and ensuring that appropriate internal controls are implemented. Each KIUC Department ~~h~~Head shall designate a Records Coordinator for their Department who shall assist the Records Custodian in carrying out his or her duties. Paper and electronic records and other information shall be maintained in the formats and/or media and at the locations provided in the master index, which media shall ensure a life expectancy ~~that-which~~, at a minimum, preserves the records for as long as specified in the schedule. ~~All-r~~Records that require transfer to storage media ~~that is~~ different from the media in which the document was originally created or is being maintained requires documentation of the transfer and verification for accuracy.

D. **Destruction of Records & Other Information:** Unless a legal hold is in effect, destruction of records shall occur within three (3) months after the time period stated in the schedule has been met. Other information should be discarded as soon practicable after it has served its purpose unless subject to a legal hold.

Destruction may occur by the following acceptable methods:

(Paper)

- Recycling or trash if no sensitive, personally identifiable or confidential information is included
- Shredding, burning, or pulverizing if sensitive, personally identifiable or confidential information is included

(Electronic)

- Deletion of records and data on shared network files, computer desktop and laptop hard drives, including personal copies
- Deletion of distributed data/records on peripheral devices and portable storage media (e.g. PDAs, memory sticks, CDs, floppy disks, etc.)
- Erasing or recycling of magnetic tapes

E. **Suspension of Destruction/“Legal Hold”:** A legal hold is the process for suspending the destruction of records and other information that becomes necessary for KIUC to preserve. A legal hold may need to be issued for various reasons, such as:

- A complaint is filed against KIUC
- A credible threat of litigation has been received by KIUC
- A discovery request is received
- A records preservation order has been issued
- A subpoena has been served on KIUC
- A governmental, regulatory or law enforcement agency has instituted an investigation
- An event has occurred ~~that resulted~~ing in death or serious bodily injury
- A circumstance has arisen ~~that~~-which is likely to cause KIUC to file a lawsuit against someone or some entity
- An employee has made a complaint/allegation/report regarding a violation of law, KIUC policy, or other improper conduct prompting an internal investigation

If a staff member of KIUC receives any such complaint, request, subpoena or inquiry, he or she should immediately submit it to the CEO. Following consultation with KIUC's General Counsel (or assigned Special Litigation Counsel, if one has been assigned) a determination will be made regarding the need to preserve records. If such a need is determined to exist, then KIUC's General Counsel (or assigned Special Litigation Counsel, if one has been assigned) may issue a legal hold notification in the form substantially similar as set out as Appendix III to this policy.

The legal hold requires the preservation of all records and other information detailed in the legal hold notice. With regard to electronic records and information, all such active, distributed and archived materials must be preserved. Back-up tapes ~~that only~~containing records or other information redundant to ~~that which is being~~those maintained as active or archived data, will be

recycled or destroyed in accordance with KIUC's regular back-up tape policy/practice.

If a computer or peripheral device (e.g. BlackBerry, external disk drive, etc.) has stored on it records or other information subject to the legal hold, then any scheduled replacement of that computer or device must be suspended until the stored materials on such computer or device are copied to a secure medium before the computer or device is taken out of service. Such steps must be documented in an IT log noting the dates of such copying and the equipment replacement, the person responsible for the copying and replacement, and the location of the copied materials.

F. **Compliance & Questions:** Every employee, director and agent of KIUC is required to comply with this policy. Training will be provided ~~at least annually~~ to ensure everyone subject to the policy is familiar with its provisions and understands the specific responsibilities and tasks associated with carrying out the policy. Every person subject to the policy shall sign a copy of the acknowledgement set out in Appendix I to this policy. Periodic compliance audits and testing of retention, legal hold, and destruction procedures will be undertaken at the direction and supervision of the CEO with assistance from KIUC's General Counsel and the Records Custodian and Coordinators. The CEO shall make periodic reports to the Board of Directors regarding overall compliance.

Questions about this policy should be directed to the Records Custodian.

G. **Reporting of Suspected Noncompliance:** Should any employee, director or agent KIUC become aware of information indicating ~~that~~ a person responsible for the retention or destruction of records is not in compliance with this policy, such information shall be promptly reported to the Records Custodian, direct supervisor, department head or CEO.

RESPONSIBILITY:

The responsibility for implementing this policy is as follows:

- A. The CEO has the responsibility to ~~annually or more frequently~~ cause appropriate training to be conducted.
- B. The CEO has the responsibility of causing periodic compliance audits and testing of retention, legal hold, and destruction procedures to be conducted.

C. The Records Custodian, with the assistance of the Records Coordinators, has the responsibility to ensure the procedures required by this Policy are complied with.

Adopted on this 29th-30th day of NovemberOctober, 20162018.

~~Teofilo Taebian~~ Calvin Murashige
Secretary

Reviewed: 10/30/2018
Reviewed: 11/29/2016
Reviewed: 12/16/2014
Revised: 12/20/2011
Original Adoption: 09/29/2009

Appendix I

Acknowledgment

I acknowledge I have received, ~~and~~ read, and ~~that I~~ will abide by this Records Management Policy distributed to me on _____ (date). I understand ~~that~~ I am expected to and agree to bring any questions regarding this policy to the identified contact person(s). I further understand and agree ~~that~~ I am required to complete periodic training on records procedures as a part of this policy.

(Signature)

(Print Name)

Date: _____

Appendix II

Retention Schedule

(Note: Rural Utilities Service borrowers should refer to Subpart D of 7 C.F.R. § 1767 and FERC's regulations at 18 C.F.R. § 125. As noted in the sample policy, RUS issued records preservation rules in May 2008 that codify the FERC requirements and RUS Bulletin 180.2. The retention periods specified here are largely based on FERC's retention schedule for basic books of account found at 18 C.F.R. § 125.3, with deviations and suggested additions noted in Arial font and italicized. RUS regulations note that RUS reserves "the right to add records, or lengthen retention periods upon finding that retention periods may be insufficient for its purposes." 7 C.F.R. § 1767.69(a). Also, please note that the RUS regulatory text states that: "Records of [] a kind not listed in the FERC regulations should be governed by those applicable to the closest similar records." § 1767.71(a).)

Record Description <i>(Include any identification numbers, etc.)</i>	Retention Period
<u>Corporate & General:</u> 1. Reports to stockholders: Annual reports or statements to stockholders.	5 years <i>[State enabling statutes that track the Model Business Corporation Act or Model Nonprofit Corporation Act would likely have a requirement to maintain copies of all communications to shareholders or members for 3 years.]</i>
2. Organizational documents: (a) Minute books of member, board and board committee meetings; <i>Record of all actions taken by the shareholders or board without a meeting; all actions taken by a committee of the board in place of the board on behalf of the corporation</i> (b) (1) Titles, (2) franchises, and (3) licenses: (4) Copies of formal orders of regulatory commissions served upon the utility, if applicable. <i>(c) Articles and amendments in effect; Bylaws and amendments in effect; Board resolutions regarding member classes or rights</i>	(a) Permanently <i>[Many states require minutes to be preserved permanently. FERC: 5 years or termination of the corporation's existence, whichever occurs first]</i> (b)(1) 6 years after disposal of property (b)(2) Permanently (b)(3) 10 years after plant is retired or expiration of license, whichever is shorter (b)(4) 6 years after final non-appealable order <i>(c) Indefinitely</i>
3. Contracts, including amendments and agreements (except contracts provided for elsewhere): (a) Service contracts, such as for management, accounting, and financial services. (All contracts, related memoranda, and revisions.) (b) Contracts with others for transmission or the purchase, sale or interchange of product. (All contracts, related memoranda, and revisions) (c) Memoranda essential to clarifying or explaining provisions of contracts listed above, including requests for discounts. (d) Card or book records of contracts, leases, and agreements made, showing dates of expirations and of renewals, memoranda of receipts, and payments under such contracts.	(a) 6 years after expiration or until the conclusion of any contract disputes pertaining to such contracts, whichever is later (b) 6 years after expiration or until the conclusion of any contract disputes or governmental proceedings pertaining to such contracts, whichever is later <i>[KIUC should consider keeping FEMA mutual aid agreements indefinitely, though NRECA maintains a centralized database of all such agreements that it receives.]</i> (c) & (d) 6 years after expiration or cancellation

<p>4. Accountants' and auditors' reports: (a) Reports of examinations and audits by accountants and auditors not in the regular employ of the utility. (b) Internal audit reports and working papers</p>	<p>(a) & (b) 5 years after the date of the report</p>
<p><u>Information Technology Management:</u> 5. Automatic data processing records (retain original source data used as input for data processing and data processing report printouts for the applicable periods prescribed elsewhere in the schedule): Software program documentation and revisions thereto.</p>	<p>Retain as long as it represents an active viable program or for periods prescribed for related output data, whichever is shorter.</p>
<p><u>General Accounting Records:</u> 6. General and subsidiary ledgers: (a) Ledgers: (1) General ledgers (2) Ledgers subsidiary or auxiliary to general ledgers except ledgers provided for elsewhere. (b) Indexes: (1) Indexes to general ledgers (2) Indexes to subsidiary ledgers except ledgers provided for elsewhere. (c) Trial balance sheets of general and subsidiary ledgers</p>	<p>(a)(1) & (2) 20 years (b)(1) & (2) 20 years (c) 20 years</p>
<p>7. Journals: General and subsidiary</p>	<p>20 years</p>
<p>8. Journal vouchers and journal entries including supporting detail: (a) Journal vouchers and journal entries (b) Analyses, summarization, distributions, and other computations which support journal vouchers and journal entries: (1) Charging plant accounts (2) Charging all other accounts</p>	<p>(a) 20 years (b)(1) 25 years or 6 years after plant is retired or sold, whichever is longer. See § 125.2(g). (b)(2) 6 years</p>
<p>9. Cash books: General and subsidiary or auxiliary books</p>	<p>6 years after close of fiscal year.</p>
<p>10. Voucher registers: Voucher registers or similar records when used as a source document.</p>	<p>5 years. See § 125.2(g)</p>

<p>11. Vouchers:</p> <p>(a) Paid and canceled vouchers (one copy-analysis sheets showing detailed distribution of charges on individual vouchers and other supporting papers).</p> <p>(b) Original bills and invoices for materials, services, etc., paid by vouchers.</p> <p>(c) Paid checks and receipts for payments of specific vouchers.</p> <p>(d) Authorization for the payment of specific vouchers</p> <p>(e) Lists of unaudited bills (accounts payable), list of vouchers transmitted, and memoranda regarding changes in audited bills.</p> <p>(f) Voucher indexes</p>	<p>(a), (b) & (d) 6 years for non-plant and 6 years after plant is retired or sold. See § 125.2(g). <i>[KIUC may wish to hold these records for a longer period as historical evidence of the "reasonable cost" for work and services performed in response to a disaster that is the subject of FEMA reimbursement. FEMA regulations require records related to claims to be kept for 3 years, unless any litigation, claim, negotiation or other audit is ongoing. See 44 C.F.R. § 13.42(b) and FEMA Publication 322, "Public Assistance Guide" available at www.fema.gov/government/grant/pa/pag07_t.shtml.]</i></p> <p>(c) 6 years.</p> <p>(e) 6 years</p> <p>(f) 6 years</p>
<p>11a. <i>Financial requirement and expenditure statements, which are not otherwise reflected in this schedule</i></p>	<p><i>1 year after the "as of date" of RUS' loan fund and accounting review [RUS rule. Typically, RUS field accountants audit a borrower every 2 or 3 years, in tandem with a review of financed construction. So, 1 year after the audit is completed and accepted.]</i></p>
<p><u>Insurance:</u></p> <p>12. Insurance records:</p> <p>(a) Records of insurance policies in force, showing coverage, premiums paid, and expiration dates.</p> <p>(b) Records of amounts recovered from insurance companies in connection with losses and of claims against insurance companies, including reports of losses, and supporting papers.</p> <p>(c) <i>Applications for insurance policies in force.</i></p>	<p>(a) Destroy 6 years after expiration of such policies <i>[Before destroying any policy, KIUC should determine whether the policy is a "claims made" or "occurrence" policy. Under the latter, the policy that is in force on the date of the event that caused the loss is the policy that will cover that loss. Because claims can arise years after a policy has expired, expiration may not always be the appropriate time to destroy.]</i></p> <p>(b) 6 years for non-plant and 6 years after plant is retired or sold. See § 125.2(g).</p> <p>(c) <i>Destroy at option after expiration of such policies' coverage period. [This is an additional recommendation and not required by FERC regulations or RUS' proposed rule as insurers could seek to cancel or void a policy to avoid liability on the grounds that an application contained materially false or omitted materially significant information.]</i></p>

<p><u>Operations and Maintenance:</u> 13.1. Production (less Nuclear): (a) Boiler-tube failure report (b) Generation and output logs with supporting data (c) Station and system generation reports and clearance logs: (1) Hydro-electric (2) Steam and others (d) Generating high-tension and low-tension load records (e) Load curves, temperature logs, coal, and water logs (f) Gauge-reading reports (g) Recording instrumentation charts</p>	<p>(a) & (b) 6 years.</p> <p>(c)(1) 25 years. See § 125.2(g). (c)(2) 6 years. See § 125.2(g).</p> <p>(d) & (e) 6 years.</p> <p>(f) 6 years, except river flow data collected in connection with hydro operation must be retained for life of corporation. (g) 6 years, except where the basic chart information is transferred to another record, the charts need only be retained 6 months provided the record containing the basic data is retained 6 years.</p>
<p>13.2. Production – Nuclear For informational purposes, refer to the document retention requirements of the Nuclear Regulatory commission.</p>	
<p>14. Transmission and distribution: (a) Substation and transmission line logs (b) System operator’s daily logs and reports of operation (c) Transformer history records (d) Records of transformer inspections, oil tests, etc. (e) Records of other inspections, assessments, tests of component parts of the utility system, and Emergency Restoration Plan exercises</p>	<p>(a) & (b) 6 years</p> <p>(c) Life of transformer (d) Life of corporation (e) At least until the next applicable inspection, test, etc. is conducted [This is a suggested addition for RUS borrowers pursuant to 7 C.F.R. Part 1730.] but no less than 6 years</p>
<p>15. Maintenance work orders and job orders: (a) Authorizations for expenditures for maintenance work to be covered by work orders, including memoranda showing the estimates of costs to be incurred. (b) Work order sheets to which are posted in detail the entries for labor, material, and other charges in connection with maintenance, and other work pertaining to utility operations. (c) Summaries of expenditures on maintenance and job orders and clearances to operating other accounts (exclusive of plant accounts).</p>	<p>(a) – (c) 6 years</p>

<p><u>Plant and Depreciation:</u></p> <p>16. Plant ledgers:</p> <p>(a) Ledgers of utility plant accounts including land and other detailed ledgers showing the cost of utility plant by classes.</p> <p>(b) Continuing plant inventory ledger, book or card records showing description, location, quantities, cost, etc., of physical units (or items) of utility plant owned.</p> <p>(c) Life & mortality study data for depreciation purposes</p>	<p>(a) & (b) 25 years or 6 years after plant is retired or sold, whichever is longer. See § 125.2(g). <i>[Per RUS rule, "...records related to plant in service must be retained until the facilities are permanently removed from utility service, all removal and restoration activities are completed, and all costs are retired from the accounting records unless accounting adjustments resulting from reclassification and original costs studies have been approved by [RUS] or other regulatory body having jurisdiction."]</i></p> <p>(c) 25 years or for 10 years after plant is retired, whichever is longer. <i>[Per RUS rule. This is relevant for those borrowers that do not use RUS' standard depreciation rates.]</i></p>
<p>17. Construction work in progress ledgers, work orders, and supplemental records:</p> <p>(a) Construction work in progress ledgers</p> <p>(b) Work orders sheets to which are posted in summary form or in detail the entries for labor, materials, and other charges for utility plant additions and the entries closing the work orders to utility plant in service at completion.</p> <p>(c) Authorizations for expenditures for additions to utility plant, including memoranda showing the detailed estimates of cost, and the bases therefor (including original and revised or subsequent authorizations).</p> <p>(d) Requisitions and registers of authorizations for utility plant expenditures.</p> <p>(e) Completion or performance reports showing comparison between authorized estimates and actual expenditures for utility plant additions.</p> <p>(f) Analysis or cost reports showing quantities of materials used, unit costs, number of man-hours etc., in connection with completed construction project.</p> <p>(g) Records and reports pertaining to progress of construction work, the order in which jobs are to be completed, and similar records which do not form a basis of entries to the accounts.</p>	<p>(a) & (b) 5 years after clearance to plant account, provided continuing plant inventory records are maintained; otherwise 6 years after plant is retired.</p> <p>(c) – (f) 5 years after clearance to plant account except where there are ongoing regulatory commission proceedings</p> <p>(g) Destroy at option</p>

<p>18. Retirement work in progress ledgers, work orders, and supplemental records:</p> <p>(a) Work order sheets to which are posted the entries for removal costs, materials recovered, and credits to utility plant accounts for cost of plant retirement.</p> <p>(b) Authorizations for retirement of utility plant, including memoranda showing the basis for determination to be retired and estimates of salvage and removal costs.</p> <p>(c) Registers of retirement work</p>	<p>(a) & (b) 6 years after plant is retired or sold</p> <p>(c) 6 years</p>
<p>19. Summary sheets, distribution sheets, reports, statements, and papers directly supporting debits and credits to utility plant accounts not covered by construction or retirement work orders and their supporting records.</p>	<p>5 years <i>[Per RUS rule, records supporting construction financed by RUS "shall be retained until audited and approved" by RUS.]</i></p>
<p>20. Appraisals and valuations:</p> <p>(a) Appraisals and valuations made by the company of its properties or investments or of the properties or investments of any associated companies. (Includes all records essential thereto.).</p> <p>(b) Determinations of amounts by which properties or investments of the company or any of its associated companies will be either written up or written down as a result of:</p> <p>(1) Mergers or acquisitions</p> <p>(2) Asset impairments</p> <p>(3) Other bases</p>	<p>(a) 3 years after disposal of property</p> <p>(b)(1) 10 years after completion of transaction or as ordered by regulatory commission, if applicable</p> <p>(b)(2) 10 years after recognition of asset impairment.</p> <p>(b)(3) 10 years after the asset was written up or down</p>
<p>21. The original or reproduction of engineering records, drawings, and other supporting data for proposed or as-constructed utility facilities: Maps, diagrams, profiles, photographs, field survey notes, plot plan, detail drawings, records of engineering studies, and similar records showing the location of proposed or as-constructed facilities.</p>	<p>Retain until 6 years after retired or sold</p>
<p>22. Contracts relating to utility plant:</p> <p>(a) Contracts relating to acquisition or sale of plant</p> <p>(b) Contracts and other agreements relating to services performed in connection with construction of utility plant (including contracts for the construction of plant by others for the utility and for supervision and engineering relating to construction work).</p>	<p>(a) & (b) 6 years after plant is retired or sold</p>

<p>23. Records pertaining to reclassification of utility plant accounts to conform to prescribed systems of accounts including supporting papers showing the bases for such reclassifications.</p>	<p>6 years</p>
<p>24. Records of accumulated provisions for depreciation and depletion of utility plant and supporting computation of expense: (a) Detailed records or analysis sheets segregating the accumulated depreciation according to functional classification of plant. (b) Records reflecting the service life of property and the percentage of salvage and cost of removal for property retired from each account for depreciable utility plant.</p>	<p>(a) & (b) 25 years or 6 years after plant is retired or sold, whichever is longer.</p>
<p><u>Purchase and Stores:</u> 25. Procurement: (a) Agreements entered into for the acquisition of goods or the performance of services. Includes all forms of agreements not specifically set forth in Subsection 7 such as but not limited to: Letters of intent, exchange of correspondence, master agreements, term contracts, rental agreements, and the various types of purchase orders: (1) For goods or services relating to plant construction (2) For other goods or services (b) Supporting documents including accepted and unaccepted bids or proposals (summaries of unaccepted bids or proposals may be kept in lieu of originals) evidencing all relevant elements of the procurement.</p>	<p>(a)(1) 6 years after plant is retired or sold. See § 125.2(g). (a)(2) 6 years (b) 6 years. See § 125.2(g).</p>
<p>26. Material ledgers: Ledger sheets of materials and supplies received, issued, and on hand</p>	<p>6 years after the date the records/ledgers were created</p>
<p>27. Materials and supplies received and issued: Records showing the detailed distribution of materials and supplies issued during accounting periods</p>	<p>6 years for non-plant and 6 years after plant is retired or sold. See § 125.2(g).</p>
<p>28. Records of sales of scrap and materials and supplies: (a) Authorization for sale of scrap and materials and supplies. (b) Contracts for sale of scrap materials and supplies</p>	<p>(a) & (b) permanently</p>

<p>Revenue Accounting and Collecting: 29. Customers’ service applications and contracts: Contracts, including amendments for extensions of service, for which contributions are made by customers and others</p>	6 years after expiration
30. Rate schedules: General files of <i>[FERC: published]</i> rate sheets and schedules of utility service. Including schedules suspended or superseded.	permanently
31. Maximum demand, and demand meter record cards	21 years, except where the basic chart information is transferred to another record the charts need only be retained 6 months, provided the basic data is retained 2 years.
32. Miscellaneous billing data: Billing department’s copies of contracts with customers (other than contracts in general files) (a) “Consumer accounts’ records”	Destroy at option (a) “Kept for those years for which patronage capital has not been allocated” <i>[This is language in RUS’ new rule. Typically, such allocations are done annually. It probably makes sense, to retain records indicating the last known address for members and patrons with their annual patronage totals for at least as long as KIUC’s capital credit rotation cycle or preferably permanently. Permanent retention is probably needed for a few reasons. One reason is that if KIUC is making early capital credit retirements at a discount, then the co-op will need to keep such records permanently or until after liquidation of KIUC. Further, see Rev. Ruling 72-36, which requires the allocation of the appreciated value of real property to patrons. See also, applicable state dissolution statutes that may require allocation at dissolution based on historical patronage.]</i>
33. Revenue summaries: Summaries of monthly operating revenues according to classes of service. Including summaries of forfeited discounts and penalties	5 years

<p><u>Tax:</u> 34. Tax records: (a) Copies of tax returns and supporting schedules filed with taxing authorities, supporting working papers, records of appeals of tax bills, and receipts for payment. See Subsection 11(b) for vouchers evidencing disbursements: (1) Income tax returns (e.g. IRS Form 990s, including amended returns) (2) Property tax returns (3) Sales and other use taxes. (4) Other taxes (5) Agreements between associate companies as to allocation of consolidated income taxes. (6) Schedule of allocation of consolidated Federal income taxes among associate companies. (b) Filings with taxing authorities to qualify employee benefit plans. (c) Information returns and reports to taxing authorities. (d) Tax exemption application and determination letter (e.g. currently, Form 1024, and all accompanying documentation) and any IRS rulings (e.g. private letter ruling)</p>	<p>(a)(1), (5) - (6) 5 years after settlement. <i>[Forms 990 should be retained for at least 3 years after the due date or filing date of the return, whichever is later to meet public inspection requirements. See I.R.C. § 301.6104(d)-1.]</i></p> <p>(a)(2) & (4) 2 years after final tax liability is determined.</p> <p>(a)(3) 2 years</p> <p>(b) 5 years after discontinuance of plan.</p> <p>(c) 3 years after final tax liability is determined (d) Permanently</p>
<p><u>Treasury:</u> 35. Statements of funds and deposits (a) Statements of periodic deposits with fund administrators or trustees. (b) Statements of periodic withdrawals from fund (c) Statements prepared by fund administrator or trustees of fund activity including: (1) Beginning of the year balance of fund; (2) Deposits with the fund; (3) Acquisition of investments held by the fund; (4) Disposition of investments held by the fund; (5) Disbursements from the fund, including party to whom disbursement was made; (6) End of year balance of fund.</p>	<p><i>[FERC: For nuclear decommissioning funds, retain records for all items listed for 3 years after final decommissioning is completed. If amortization reserve funds related to licensed projects are maintained, retain until the FERC makes a final determination of the disposition of amortization reserves.]</i></p> <p>(a) & (b) Retain records for the most recent 3 years (c) Retain records until the fund is dissolved or terminated</p>

<p>36. Records of deposits with banks and others: (a) Statements from depositories showing the details of funds received, disbursed, transferred, and balances on deposit. (b) Check stubs, registers, or other records of checks issued.</p> <p>36A. Records of financial commitments with lenders (a) loan applications, approval letters & loan contracts (b) mortgages, other security instruments associated with loans (c) release of lien (d) notification from lender to borrower of satisfaction of financial commitment</p>	<p>(a) 2 years or after completion of audit by independent accountants, whichever is longer. (b) 6 years</p> <p>(a) & (b) Once a loan or mortgage has been fully paid, these documents, along with receipts or other proof of payment, may be destroyed at a borrower's option. However, retained copies of the executed loan contract and mortgage would be helpful evidence of the requirements to which the borrower was subject during the loan period. (c) Permanently (d) Permanently</p>
<p><u>Miscellaneous:</u> 37. [FERC: Reserved]</p>	
<p>38. Statistics: Financial, operating and statistical reports used for internal administrative or operating purposes.</p>	<p>6 years</p>
<p>39. Budgets and other forecasts (prepared for internal administrative or operating purposes) of estimated future income, receipts and expenditures in connection with financing, construction and operations, including acquisitions and disposals of properties or investments.</p>	<p>3 years</p>
<p>40. Records of predecessor companies</p>	<p>Retain consistent with the requirements for the same types of records of the utility</p>
<p>41. Reports to Federal and State regulatory commissions including annual financial, operating and statistical reports. [Form EIA-861 "Annual Electric Power Industry Report", RUS Form 7, etc.]</p>	<p>15 years</p>
<p>42. Advertising: Copies of advertisements by or for the company on behalf of itself or any associate company in newspapers, magazines, and other publications, including costs and other records relevant thereto (excluding advertising of appliances, employment opportunities, routine notices, and invitations for bids all of which may be destroyed at option).</p>	<p>3 years</p>

<p><u>Employment Related:</u> 43. Safety (a) Motor vehicle inspection, repair & maintenance records (b) CDL driver qualification files (c) CDL driver drug & alcohol tests & results (d) OSHA 300 Log & OSHA 301 incident reports (e) Workers compensation records</p>	<p>(a) 1 year and for 6 months after the motor vehicle leaves the motor carrier's control [See 49 C.F.R. § 396.3(c)] (b) for 3 years after termination of employment [See 49 C.F.R. § 391.51 (c) 5 years [See 49 C.F.R. § 382.401] (d) 5 years [See 29 C.F.R. § 1904.33 & -.37] (f) 12 years after injury or death or date last compensation paid.</p>
<p>44. Personnel (a) Payroll records, collective bargaining agreements (b) Performance reviews & other documentation about treatment on the job, job applications and resumes, etc. (c) Benefits plan information (ERISA) (d) I-9 Forms for all employees hired after 11/6/1986 (e) Payroll & unemployment taxes (f) Wage/earnings records (e.g. time cards, wage rate tables, etc.) (g) Dates of FMLA leave, notices to or from employees re FMLA, records of any disputes, etc.</p>	<p>(a) 6 years [See 29 C.F.R. § 516.5] (b) 3 years for records related to <u>age</u> [See 29 C.F.R. § 1627.3], but 1 year for records related to Title VII & ADA: race, ethnicity, national origin & disability [See 29 C.F.R. § 1602.14] (c) At least 6 years after the filing date of the documents [See 29 U.S.C. § 1027] (d) for 3 years after the date of hire or 1 year after the date employment is terminated, whichever is later [See 8 C.F.R. § 274a.2] (e) 4 years [See IRS Publication 15, Employer's Tax Guide] (f) 2 years [See 29 C.F.R. § 516.6] (g) 3 years [See 29 C.F.R. § 825.500]</p>
<p><u>Environmental:</u> 45. Hazardous Waste/Toxic Chemicals (reports, inspection logs, training records, waste shipment manifests or records, sampling and monitoring data) (a) Community Right to Know/TRI reports & supporting documentation (b) PCB equipment inspection and maintenance history (c) PCB spills (d) Used Oil: Spill Prevention Protection & Control plans, procedures and record of tests & inspections (e) Haz mat incident reports (f) Employee exposures to certain substances (e.g. asbestos, benzene, etc.), including medical evaluations (g) Hazardous waste records (shipping manifests, filed reports, test results, etc.) (h) Records related to underground storage tanks for fuel (tests results, monitoring, calibration, maintenance or repair records, spills)</p>	<p>(a) 3 years from submission of the report [See 40 C.F.R. § 372.10] (b) 3 years after disposal [See 40 C.F.R. § 761.30] (c) 5 years after clean-up [See 40 C.F.R. § 761.125(a)] (d) 3 years [See 40 C.F.R. § 112.7(e)] (e) 2 years [See 40 C.F.R. § 171.16] (f) 30 years [See, e.g., 29 C.F.R. §§ 1910.1001(m), 1910.20, 1910.1028(k)] or life of the corporation whichever is longer. (g) 3 years [See 40 C.F.R. § 262.40] (h) 1 year or for another reasonable time period determined by State EPA [See 40 C.F.R. §§ 280.34 & .45]</p>

<p>46. Water (a) NPDES Permits & related documentation (including storm water prevention plans, reports, certifications, data used for the notice of intent, etc.) (b) Section 404 wetlands permits & related documentation (e.g. related to dredge & fill activities during utility line construction)</p>	<p>(a) at least 3 years from the date the permit expires or is terminated [See 40 C.F.R. §122.41(j)(2)] (b) varies by state [For example, Virginia requires 3 years from permit expiration. 9 Va. Admin. Code 25-220-80.]</p>
<p><u>Miscellaneous Licenses, Permits & Other Requirements:</u> 47. FCC – (a) radio frequency spectrum licenses (b) private land mobile radio and microwave station records (c) correspondence with the FCC</p>	<p>(a) permanently, or until KIUC no longer holds an FCC license (b) 1 year [See 47 C.F.R. §§ 90.437 – 90.447 for Private Land Mobile Radio & § 101.217 for Microwave] (c) permanently, or until KIUC no longer holds an FCC license</p>
<p>48. NERC Reliability Standards – (can include audit records, system testing, personnel training, etc.)</p>	<p>[Varies. Most common is 3 years. But some are less and others are longer. Other standards have no specified retention period but should be maintained to demonstrate compliance in the event of an audit or investigation.]</p>
<p><u>Service Related:</u> 49. Records kept in relation to service-related events (a) Consumer complaints (including correspondence, voice recordings, investigation reports, etc.) (b) Outages (investigation reports, operational records, etc.) (c) Accidents (investigation reports, photographs, operational records, etc.)</p>	<p>(a) – (c) Until the applicable statute of limitations has passed or litigation is finally decided or settled but no less than 6 years</p>

*(Note: “See § 125.2(g)” references are found in the FERC regulations, which section states: “(g) Schedule of records and periods of retention. (1) Records related to plant in service must be retained until the facilities are permanently removed from utility service, all removal and restoration activities are completed, and all costs are retired from the accounting records unless accounting adjustments resulting from reclassification and original costs studies have been approved by the regulatory commission having jurisdiction. If the plant is sold, the associated records or copies thereof, must be transferred to the new owners....” Also, § 125.2 (h) addresses those retention periods designated “**Destroy at option,**” which FERC explains “constitutes authorization for destruction of records at managements’ discretion if it does not conflict with other legal retention requirements or usefulness of such records in satisfying pending regulatory actions or directives.”)*

Appendix III

Sample Legal Hold Notification

To ensure that every employee, director and agent of KIUC will recognize and respond appropriately to a notification that certain records are now potentially relevant and necessary for litigation or a governmental investigation, this appendix provides a sample legal hold notification.

URGENT NOTICE

TO: *(Name all persons identified as likely to have relevant records including the designated Records Custodian or Coordinator)*

FROM: _____

DATE: _____

RE: *Your Obligation to Preserve Records & Other Information*

The event/circumstance described below has triggered an obligation to preserve records and other information. Your assistance is necessary and required for the preservation of KIUC's records and other information to fulfill KIUC's legal obligations and/or preserve KIUC's rights. Failure to fully comply with this directive could result in harm or penalties against KIUC; therefore, employees could be subject to discipline, up to and including termination of employment, for failure to follow the directives in this notice.

Event or Circumstance Triggering the Need to Preserve Records *(Description of lawsuit, investigation, occurrence, etc. If litigation, describe specific claims involved.)*

Types of Records & Other Information to be preserved

All paper and electronic records and other information that could be relevant to the above described event or circumstance must be preserved – that is, retained and not deleted – including, without limitation: *(Tailor description as needed to specific trigger event – such as, documents (including drafts & revisions), spreadsheets (including drafts and revisions), emails (sent & received), databases, calendars, presentations, image files, maps, voice messages, data generated based on Internet activity (cookies, cache, history files), computer usage logs, etc.)*

When potentially relevant records or other information exist on multiple platforms or media, for example: a file on a desktop computer, on a laptop computer, on a mobile device, on a portable storage medium such as a CD-ROM, and a paper copy, every copy must be preserved.

Any routine or planned destruction of these types of records or data that you are aware of and can control (e.g. a user's personal email setting to automatically delete messages older than a certain date) must be suspended for the period of this hold.

Time Period

All of the above described records and other information currently in your possession or under your control must be preserved from this point forward until you are notified that this hold is lifted.

Verification of Preservation

(Describe the actual steps that a recipient of this notice must take to verify preservation. Different types of records or information may require different preservation methods, e.g. certain electronic files may be subject to automatic purging that requires an override or programming change.)

Contact Person(s)

If you have questions regarding this notice, or are aware of any other persons not listed as recipients of this notice –including retired employees, contractors, consultants or others– who should receive this notice, please direct all such questions and information to KIUC’s General Counsel, assigned Special Litigation Counsel, or other author of this memo.

Reminders

Reminders will be sent to you periodically during the course of this *(litigation, investigation, audit, matter)* to ensure that you continue to preserve relevant information and to inform you of any change as the matter progresses that would affect your preservation obligations. Such a change could include a change in scope that could add additional categories of records or other information for preservation or may require you to take additional preservation or verification steps.

Certification of Untimely Destruction or Loss of Records

_____ certifies that the below identified records were lost/destroyed prior to the expiration of the applicable retention period.

Signature

Date

Name

Title

Records Lost or Destroyed Prior to the Expiration of the Retention Period:

Record Description	Applicable Retention Period	Loss or Destruction <i>(Describe event or circumstances)</i>	Date & Time Loss or Destruction Occurred <i>(If not known, it seems to make sense to note when the loss or destruction was discovered.)</i>