

Approved by the CAGR Board
March 2, 2006
Revised by CAWCD Board
November 3, 2016

**POLICY ON INSPECTION STANDARDS AND RETENTION
REQUIREMENTS FOR WATER PROVIDER RECORDS
RELATING TO CAGR ANNUAL REPORTS**

Standards for Inspecting CAGR Water Provider Records

- A. For the purpose of these standards, “inspection” means an entry by the District’s authorized representatives onto private or public property to obtain factual data or access to records that are required to be kept under Arizona Revised Statutes, section 48-3775.
- B. Inspection procedures may include one or more of the following:
 - 1. Reconciling groundwater delivery quantities reported in CAGR Annual Reports to water delivery quantities reported in Arizona Department of Water Resources Annual Water Withdrawal and Use Reports (Schedules F-1A and F-1B).
 - 2. Confirming that water provider records support the total member land or member service area total water deliveries reported in CAGR Annual Reports.
 - 3. Inspecting source documents that substantiate reported total water deliveries to individual member land tax parcels or member service areas.
 - 4. Any other audit procedure that would verify the accuracy and completeness of reported figures in CAGR Annual Reports.
- C. Except as provided in section F of these standards, the District will send written notices to water providers to confirm the times and dates of the inspections. The notice will include the statutory authorization, the purpose of the inspection, and specify the required records that should be made available for review. Inspection notices will be mailed by first class letter to the owner or manager of the municipal provider at least seven (7) days prior to the scheduled inspection. The notice may also be sent through electronic mail or faxed.
- D. District employees shall minimize disruptions to on-going operations of the municipal provider caused by an inspection.
- E. If the District gives notice of an inspection and is not permitted to conduct an inspection, the District may apply for and obtain warrants for entry to premises and inspection of records.
- F. Notice of inspection shall not be required under section A of these standards if the District reasonably believes that notice will frustrate the enforcement of the inspection.

- G. The District shall mail a copy of the inspection report to the person to whom the notice of inspection was directed. The report shall include the date of the inspection and a short summary of the findings.

Record Retention Requirements

Water providers shall maintain current, accurate records of the information required to be included in CAGRDR Annual Reports. Records and supporting documentation shall be retained for at least three (3) years after the close of the calendar year in which the associated CAGRDR Annual Report was filed. Water providers shall provide CAWCD's audit representatives access to such records and supporting documentation for review and inspection in accordance with the Standards for Inspecting CAGRDR Water Provider Records.