I. Introduction

The Water Supply and Storage Company was incorporated on July 23, 1891, for the purpose of acquiring and expanding water rights previously held by the Larimer County Ditch, Larimer County Reservoir, and Larimer Water Supply companies. Serving irrigators of the Cache la Poudre Valley, the company has achieved international renown for its pioneering efforts in water exchange—a legally sanctioned practice of borrowing and lending water rights—and in diverting waters from the Western to the Eastern Slope of Colorado. Its Grand River Ditch, a marvel of engineering skill, has been designated an historic landmark by the National Trust for Historic Preservation.

A non-profit organization, the Water Supply and Storage Company administers a sizable network of reservoirs, ditches, canals, and laterals for shareholders who receive a specified amount of water annually. Company management is entrusted to an elected board of seven directors. Capital stock is valued at $60,000 and is divided into 600 shares at $100 each. A single share represents one full water right, and fractional shares are prorated accordingly. Presently, the company is composed of 270 shareholders. In addition, it holds the controlling interest in two other water organizations, the Jackson Ditch Company and the Tunnel Water Company.

II. Present Records Management Practices

The efficient use and preservation of records located at the Water Supply and Storage Company (2319 East Mulberry, Fort Collins, CO 80525) is inhibited by two basic problems:

1) The absence of a coherent filing system
   a) Records are not generally filed by identifiable subject categories or series.
b) Records are often placed in scattered locations (e.g., audit reports were found in the vault, in filing cabinet drawers, and on the tops of chairs).

c) These conditions obstruct the retrieval of information and create a risk that valuable material might be lost or misplaced.

2) The absence of a disposition system

a) No provision exists for determining which non-current records should be preserved or destroyed.

b) Thus, nearly everything is kept, a practice that encourages the retention of useless material and multiple copies of the same record.

c) One result is an unnecessary crowding of filing equipment and office space.

III. The Records Survey

All records of the Water Supply and Storage Company on file at the 2319 East Mulberry office location have been inventoried. A copy of the survey findings is provided in Appendix A. In this document records are broken down into logical series and described.

IV. Recommendations

The following steps are recommended to promote the efficient use and preservation of the Water Supply and Storage Company records:

1) Using the records survey document as a guide, arrange all material into logical record series and provide appropriate labeling for same. This rearrangement will provide the basis for a new, permanent filing system. For example, any record pertaining to a specific water holding, such as Long Draw Reservoir, would be brought together in a single file unit.

2) Provide an alphabetical arrangement and listing for all maps, charts, and drawings.

3) Weed out and destroy multiple copies of the same record. For permanently valuable records, one or two extra copies might be retained.

4) Reinstitute the abandoned color coding system to distinguish records of the Water Supply and Storage, Jackson Ditch, and Tunnel Water companies, respectively.

5) Provide disposition schedules for non-current records. After a designated period of time, some records (in accordance with the advice of the company's attorney) would automatically be designated for destruction, while others would be removed to archival storage and/or microfilmed to ensure preservation.
6) Arrange for the microfilming of permanently valuable non-current records. Microfilming is advisable for security rather than referencing purposes with respect to the situation at the Water Supply and Storage Company. If properly filed, original records will be much easier to consult than microfilmed copies.

7) Prepare indexes to the most frequently consulted or important record series, such as legal records or minutes. These indexes would probably be established on a 3 x 5 inch card format and include appropriate cross references.

8) Prepare a records management manual in looseleaf notebook format (to expedite occasional revision and updating). The manual would explain the new records management system, appropriate indexes, procedures for adding new records and removing non-current ones, and steps for implementing disposition schedules.

IV. Plan of Work

1) Conduct survey of company records and describe findings. --6\(\frac{1}{2}\) days

2) Assess situation and prepare recommendations for resolving problems related to records management. --3 days

3) Rearrange records to conform with logical series and provide appropriate labeling. --5 days

4) Provide alphabetical arrangement and listing for maps, charts, and drawings. --1 day

5) Weed and destroy unnecessary duplicate material. \(\frac{1}{2}\) day

6) Establish disposition schedules for non-current records. 1 day

7) Microfilm designated records. --2 days

8) Prepare specified indexes. --5 days

9) Prepare records management manual. --4 days

V. Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Field Archivist (Brian Werner: 6 days @ $80 per day)</th>
<th>Supervisor (James Hansen: (\frac{1}{4}) day @ $150 per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey and description of company records</td>
<td>$480.00</td>
<td>25.00</td>
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<tr>
<td>Assessment and recommendations</td>
<td>Field Archivist (2 days)</td>
<td>Supervisor (1 day)</td>
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<tr>
<td></td>
<td>160.00</td>
<td>150.00</td>
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<tr>
<td>Records rearrangement and labeling</td>
<td>Field Archivist (5 days)</td>
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<tr>
<td></td>
<td>400.00</td>
<td></td>
</tr>
<tr>
<td>Maps, etc. arrangement and labeling</td>
<td>Field Archivist (1 day)</td>
<td></td>
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<tr>
<td></td>
<td>80.00</td>
<td></td>
</tr>
</tbody>
</table>
Weeding
Disposition schedules

Microfilming (legal documents, maps &
charts, minute books: total of approx.
3,000 documents)

Microfilm reader machine (to be purchased
by the Water Supply and Storage Company
for permanent use)

Indexes

Records management manual

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Archivist (1/2 day)</td>
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</tr>
<tr>
<td>Supervisor (1/2 day)</td>
<td>75.00</td>
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</table>
| Data Com Micrographics (2 rolls of film; labor
filming at WS & S Co.)                   | 210.00|
| For sale by Data Com Micrographics       | 150.00|
| Field Archivist (4 1/2 days)             | 360.00|
| Supervisor (1/2 day)                     | 75.00 |
| Field Archivist (2 1/2 days)             | 200.00|
| Supervisor (1 1/2 days)                  | 225.00|
|                                          | $2670.00 |
Mr. Harvey Johnson  
Water Supply and Storage Company  
2319 E. Mulberry  
Fort Collins, CO 80525  

Dear Mr. Johnson:

Attached is a proposal outlining a records management system that should work satisfactorily for the Water Supply and Storage Company. Our fee for services to date is $815.00: $640.00 to Brian Werner for conducting the inventory and identifying problems involving present records management practices, and $175 to myself for overseeing Brian's work and developing the proposal. We would appreciate payment for these services before proceeding to the next phase of the project.

Brian and I will be happy to meet with the board and discuss any questions regarding the proposal. We would like to schedule this meeting as soon as possible, however, because Brian has accepted a position in Wyoming that will begin during the second week in October. I would much prefer to have him complete the work that he has begun than to employ a new field archivist.

Your cooperation is greatly appreciated, Mr. Johnson, and I will look forward to hearing from you.

Sincerely,

James E. Hansen, II  
Professor  
JEH/wmg

Encls.