

BOOKS AND RECORDS TEMPLATE
(BOND ISSUE FILING SYSTEM)

Name of Bond Issue	
Date of Issuance	
<i>File</i>	<i>File Location</i>
1. Bond Transcript	
2. Bond Trustee Requisitions	
3. Detailed Information Showing How Bond Proceeds Are Spent (including Invoices and Checks)	
4. Project Completion Certificate and Other Post-Issuance Allocations and Elections	
5. Records of Investments (including Bond Trustee Statements)	
6. Financed Property Use Contracts and Records	
7. Remedial Action and Other Change of Use Records	
8. Letters of Credit and Other Guarantees (including Extensions and Replacements)	
9. Interest Rate Swaps and Other Derivative Contracts	
10. Amendments and Other Changes (including Interest Rate Conversions and Defeasance)	