

## **I. ROUTINE ITEMS**

C. Adoption of Today's Agenda January 30, 2014

D. Approval of Minutes for October 31, 2013



STATE OF WASHINGTON

## LOCAL RECORDS COMMITTEE

Office of the State Auditor • Office of the Attorney General • Office of the State Archivist  
PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

**January 30, 2014 – 10:00 a.m.**  
**Archives Conference Room**

1129 Washington St SE, Olympia, WA, 98504

### AGENDA

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#### **I. ROUTINE ITEMS**

- A. Call to Order
- B. Introduction of Guests
- C. Adoption of Today's Agenda
- D. Approval of Minutes for October 31, 2013

#### **II. NEW BUSINESS/ACTION ITEMS**

- A. *Housing Authorities Records Retention Schedule (Version 2.0)* – Julie Blecha

#### **III. WASHINGTON STATE ARCHIVES UPDATES**

- A. Revision of Records Retention Schedules – Julie Blecha
- B. Announcements from the State Archivist – Steve Excell

#### **IV. NEXT MEETING** – April 24, 2014

#### **V. ADJOURNMENT**



STATE OF WASHINGTON  
LOCAL RECORDS COMMITTEE

Office of the State Auditor • Office of the Attorney General • Office of the State Archivist  
PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

October 31, 2013 – 10:00 a.m.  
State Archives Conference Room  
1129 Washington St SE, Olympia, WA 98504

## MEETING MINUTES

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**Members Present:** Mark Rapozo – Acting Chair, State Auditor's Office; Cindy Evans, Chair – State Auditor's Office; Sharon James – Attorney General's Office; Steve Excell – State Archivist.

**Staff Present:** Russell Wood – State Records Manager; Julie Blecha – Local Government Records Retention Specialist; Tracy Rebstock – Southwest Regional Branch Archives; Megan Shoemaker – Northwest Regional Archives; Debbie Bahn – Digital Archives (via PolyCom).

**Guests Present:** Tina Huber and Jeanette Carter – South Sound 911; Ryan Wadleigh and Carol Shenk – King County.

### I. ROUTINE ITEMS

#### A. Call to Order

Mark Rapozo called the meeting to order at 10:00 a.m.

#### B. Adoption of October 31, 2013 Agenda

Rapozo requested that the agenda order be changed so that the August minutes (when he was acting chair) are addressed before the June minutes (when Cindy Evans presided).

Motion to adopt the agenda as modified; Sharon James; second by Rapozo.

**Resolution:** Motion carried

#### C. Introduction of Guests

#### D. Approval of Minutes for August 29, 2013

Motion to approve the minutes as presented; Steve Excell, second by James.

**Resolution:** Motion carried

Rapozo relinquished the chair position to Evans and she explained that because all three members must make unanimous decisions, Rapozo agreed to return this month to approve the minutes from the August meeting, when he was acting chair.

#### E. Approval of Minutes for June 27, 2013

Julie Blecha announced that James' name was corrected in two places, where it erroneously appeared as *Payant* (her former surname).

Motion to approve the minutes as amended with the name correction; Evans, second by James.

**Resolution:** Motion carried

## II. NEW BUSINESS/ACTION ITEMS

### A. *Animal Control Records Retention Schedule (Version 2.0)* – Megan Shoemaker

Most of the changes to this retention schedule are consolidating records series into “bigger buckets”, eliminating redundancy where records are covered by CORE (*Local Government Common Records Retention Schedule*) or other existing local government retention schedules, and plugging some gaps that were identified throughout the revision process. A correction was made to the draft submitted in the agenda packet; on page seven, a duplicate DAN was identified and replaced (AN50-10B-18).

Andrew Penta, Clark County, questioned whether the retention requirement for microchip records should be **six years** after the anticipated lifetime of the animal being microchipped, rather than simply the anticipated lifetime.

James inquired about the workability of an “anticipated lifetime” retention cut-off. Shoemaker explained that agencies would need to set internal policies for anticipated lifetimes of animals being microchipped, varying for different types of animals. To her knowledge, only dogs and cats are chipped at this time. Russell Wood added that this cut-off mirrors pet license/permit records.

Evans expressed appreciation for the inclusion of stakeholder comments in the agenda packet, stating they were helpful.

Shoemaker clarified that the submitted draft does not address Penta’s question about increasing the retention of microchip records to **six years** after the anticipated lifetime of the animal. She recommended not adding the “six years”, stating that this is a *minimum* period, and agencies are welcome to retain records longer if they so choose, and the Committee concurred. Evans added that the microchip companies retain a registry indefinitely. Wood clarified that the records covered by this records series are about the actual implanting of the chip into the animal, and whether harm was caused by the agency.

Motion to approve the *Animal Services Records Retention Schedule (Version 2.0) as corrected*; James, second by Excell.

**Resolution:** Motion carried

## III. OTHER BUSINESS

### A. *2014 Meeting Schedule* – Julie Blecha

A schedule of 2014 meetings occurring on the *last Thursday of the first month of each quarter* was included in the agenda packet. Evans queried meeting attendees as to whether quarterly meetings were working for their purposes and whether the retention schedules were getting approved fast enough. Someone said “almost too fast”, laughter ensued, and someone explained that due to the quantity of changes over the past couple of years, catching up is challenging. Evans stated that she hoped that the changes were for the good, with the ability to search online. Wood made clear that staff try to strike a balance between the people who want to go faster and those who want to slow down.

Evans stated her belief that monthly meetings are too often and are burdensome on staff to prepare and on attendees, and that quarterly meetings have been working. Excell concurred that quarterly meetings allow for high quality stakeholder consultation. Members reserved the right to adjust meeting dates if scheduling conflicts arise. Blecha reminded members that additional special meetings may also be added and confirmed that meeting dates would be filed with the Code Reviser’s Office.

Motion to approve the 2014 meeting schedule as presented; James, second by Excell.

**Resolution:** Motion carried

#### IV. WASHINGTON STATE ARCHIVES UPDATES

##### A. Revision of Records Retention Schedules – Julie Blecha

Blecha reported that progress is being made on both the *County Clerks and Superior Court Clerks Records Retention Schedule* and the *Housing Authorities Records Retention Schedule*, stating that she met with each stakeholder group a couple of times since the last LRC meeting. Both projects are complex, but the high quality of reference group members is extremely helpful.

Evans inquired about how the revision plan outline posted recently on Washington State Archives' website was working out. Staff confirmed that providing the revision plan is proving to be useful, both internally and to stakeholders.

##### B. Announcements from the State Archivist – Steve Excell

Two decision packages have been submitted, the first for a feasibility study for a joint Library/Archives facility to be built off of the capitol campus because it is cheaper than building to campus design standards. The expense of meeting monumental campus standards (matching stone, bronze, etc.) was one of the challenges faced by the Heritage Center project. The second decision package is for temporary storage space to hold records until a permanent facility can be built, which will likely take four or five years.

A current exhibit in the lobby of the State Archives building explores Linda Burfield Hazzard, who was likely the first female serial killer in the state's history. Although she had no medical training or background, she wrote books and gave lectures on "fasting for the cure", and up to 50 patients starved to death while in her care. Excell outlined her colorful narrative and referenced the book, Starvation Heights, which provides details about her life.

#### V. NEXT MEETING – January 30, 2014

**ADJOURNMENT:** 10:26 am

##### **CERTIFICATION OF MEETING MINUTES OF THE LOCAL RECORDS COMMITTEE:**

*I, Cindy Evans, Chair of Local Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the Local Records Committee of the State of Washington held in the State Archives Building conference room on October 31, 2013, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington, and that a quorum was present.*

\_\_\_\_\_  
*Chair Signature*

\_\_\_\_\_  
*Date*

## II. NEW BUSINESS/ACTION ITEMS

### A. *Housing Authorities Records Retention Schedule (Ver. 2.0)*

- Revision Guide
- Stakeholder Feedback Chart
- Stakeholder Letters
  - ★ *F. J. Anderson, Executive Director, Housing Authority of The City of Pasco & Franklin County*
  - ★ *Kurt G. Wiest, Executive Director, Bremerton Housing Authority*

## **This schedule applies to: Public Housing Authorities and other Public Housing Program Agencies**

### **Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of public records relating to the function of administering low-income housing and/or tenant-based subsidy housing programs by public housing authorities in accordance with [chapter 35.82 RCW](#). It also includes public corporations & authorities created under [RCW 35.21.670](#) that are authorized to administer low-income, tenant-based subsidy, and/or other public housing programs. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies. *CORE* can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

### **Disposition of public records**

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of “Life of the Agency” or “Permanent”) must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with [chapter 42.56 RCW](#). Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

### **Revocation of previously issued records retention schedules**

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

### **Authority**

This records retention schedule was approved by the Local Records Committee in accordance with [RCW 40.14.070](#) on January 30, 2014.

# LRC DRAFT



## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "HA" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .
2.0	January 30, 2014	Complete revision. All records series consolidated, updated, and written to specify agency business being transacted (rather than HUD form numbers). Tenant and participant files combined for retention simplicity; guidance provided for <i>current</i> records and <i>current</i> legal requirements. New section added for records pertaining to Low Income Housing Tax Credit (LIHTC) properties. 8 new series, 7 revised series, and 47 discontinued series. ESSENTIAL designation given to 4 series (see index, page 18.) (All changes are detailed in the Revision Guide.)

# LRC DRAFT



## TABLE OF CONTENTS

<b>1.</b>	<b>TENANT/PARTICIPANT MANAGEMENT .....</b>	<b>4</b>
1.1	ADMINISTRATION .....	4
1.2	PROGRAMS .....	10
1.3	REPORTING.....	13
<b>2.</b>	<b>FINANCIAL MANAGEMENT .....</b>	<b>14</b>
2.1	LOW INCOME HOUSING TAX CREDIT (LIHTC) .....	14
2.2	PLANNING .....	17
	<b>INDEXES .....</b>	<b>18</b>

## 1. TENANT/PARTICIPANT MANAGEMENT

The function of managing public housing and tenant-based subsidy housing programs pursuant to [Title 24 CFR](#) and/or other federally-subsidized public housing program. Also includes unsubsidized residential housing on agency-owned property.

### 1.1 ADMINISTRATION

*The activity of identifying qualified families and providing public housing and/or low-income housing subsidies pursuant to [Title 24 CFR](#) and/or other federally-subsidized public housing program. Also includes unsubsidized residential housing on agency-owned property.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-09-49 Rev. 1	<p><b><i>Application (Tenant/Participant) – Criminal Conviction Records/Sex Offender Registry</i></b> Criminal conviction records obtained from law enforcement agencies by the housing authority for use in screening applicants for admission to housing programs and/or for lease enforcement or eviction of families residing in public housing or subsidized housing pursuant to <a href="#">24 CFR Part 5 Subpart J</a>. Also includes applicants for unsubsidized residential housing on agency-owned property.</p> <p>Also includes sex offender registration information obtained from any state or local agency responsible for the collection or maintenance of the state sex offender registration program pursuant to <a href="#">24 CFR §5.905</a>.</p> <p><i>Note: If litigation commences, these records become part of the litigation case file and are covered by CORE series GS53-02-04.</i></p>	<p><b>Retain</b> until purpose(s) for which the record was requested has/have been accomplished <i>and</i> expiration of period for filing a challenge to the housing authority action <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 1.1 ADMINISTRATION

*The activity of identifying qualified families and providing public housing and/or low-income housing subsidies pursuant to Title 24 CFR and/or other federally-subsidized public housing program. Also includes unsubsidized residential housing on agency-owned property.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-51 Rev. 1	<p><b><i>Application (Tenant/Participant) – Ineligible or Withdrawn</i></b></p> <p>Records relating to the application process for public housing or subsidy assistance where the applicant is determined to be ineligible, or where the application is withdrawn by the applicant. Also includes applicants for unsubsidized residential housing provided by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application (and supporting data);</li> <li>• Social Security Number disclosure consent, documentation, verification, discrepancy, investigation and resolution;</li> <li>• Eligibility verification documentation (consent forms, wage &amp; claim information, etc.);</li> <li>• Correspondence and notifications to applicant;</li> <li>• Racial, ethnic, gender, and place of previous residency data;</li> <li>• Applicant appeal/hearing records.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Ineligibility appeals based on <b>immigration status</b>, which are covered by HA2014-001;</li> <li>• Appeals filed by <b>existing tenants/participants</b>, which are covered by HA60-01-52.</li> </ul> <p><i>Note: If litigation commences, these records become part of a litigation case file covered by CORE series GS53-02-04.</i></p>	<p><b>Retain</b> for 3 years after application withdrawn or applicant determined ineligible <i>and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 1.1 ADMINISTRATION

*The activity of identifying qualified families and providing public housing and/or low-income housing subsidies pursuant to Title 24 CFR and/or other federally-subsidized public housing program. Also includes unsubsidized residential housing on agency-owned property.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA2014-001 Rev. 0	<p><b>Application (Tenant/Participant) – Ineligible Due to Immigration Status (Appealed)</b> Records relating to the denial of public housing or subsidy assistance to applicants <b>based on immigration status</b> where the decision is appealed to U.S. Citizenship and Immigration Services (USCIS) (<i>formerly Immigration and Naturalization Service (INS)</i>) or through an informal hearing process pursuant to <a href="#">24 CFR § 5.514</a>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Correspondence and notifications to and from applicant;</li> <li>• Application for financial assistance;</li> <li>• Photocopies of any original documents (front and back), including original USCIS documents;</li> <li>• Signed verification consent forms;</li> <li>• USCIS verification results;</li> <li>• Request(s) for USCIS appeal and/or informal hearing;</li> <li>• Final USCIS determination and/or informal hearing decision(s).</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Denials that are <u>not</u> appealed, which are covered by HA60-01-51;</li> <li>• Termination of assistance to existing tenants/participants covered by HA60-01-52.</li> </ul> <p><i>Note: If litigation commences, these records become part of a litigation case file covered by CORE series GS53-02-04.</i></p>	<p><b>Retain</b> for 5 years after resolution of informal hearing or USCIS appeal <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-35 Rev. 1	<p><b>Police Reports</b> Informational notifications received from law enforcement agencies relating to incidents occurring within the jurisdiction of the housing authority.</p>	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 1.1 ADMINISTRATION

*The activity of identifying qualified families and providing public housing and/or low-income housing subsidies pursuant to [Title 24 CFR](#) and/or other federally-subsidized public housing program. Also includes unsubsidized residential housing on agency-owned property.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-52 Rev. 1	<p><b>Tenant/Participant Files</b> Records relating to tenants and/or participants who participate in a federally-subsidized housing program administered by public housing agencies. Also includes tenants of unsubsidized residential housing on agency-owned property.</p> <p><b>Programs include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>• Public Housing (<a href="#">Title 24 CFR</a>);</li> <li>• Housing Choice Voucher (Section 8) (<a href="#">Title 24 CFR</a>);</li> <li>• HOME Investment Partnerships (tenant-based rental assistance, etc.) pursuant to <a href="#">Title II of the Cranston-Gonzalez National Affordable Housing Act (24 CFR Part 92)</a>;</li> <li>• <a href="#">Rural Housing Stability Assistance</a> pursuant to Subtitle D of Title IV of the <i>McKinney-Vento Homeless Assistance Act (42 USC § 11408)</i>;</li> <li>• <a href="#">Rental Assistance (Rural and/or Farm Labor)</a> pursuant to <a href="#">7 CFR Chapter XVIII</a> (regulated by the United States Department of Agriculture (USDA)).</li> </ul> <p><b>Records include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>• Application (and supporting data) from the family;</li> <li>• Eligibility verification documentation (consent forms, wage &amp; claim information, Social Security Number discrepancy/investigation/resolution, <i>copies</i> of original documents of eligible immigration status (<a href="#">24 CFR § 5.510</a>), etc.);</li> <li>• Family income/composition reexaminations (HUD Family Report <a href="#">Form 50058</a>, Landlord's Record of Certification <a href="#">Form 50059</a>, Enterprise Income Verification (EIV) reports, etc.) conducted pursuant to <a href="#">24 CFR § 960.257</a>, <a href="#">24 CFR § 5.657</a>, <a href="#">24 CFR § 884.218</a>, etc.;</li> <li>• Executed lease;</li> <li>• Housing Assistance Payments (HAP) contract (<a href="#">HUD forms</a> 52641, Tenancy Addendum 52641-A, etc.);</li> </ul> <p style="text-align: right;"><i>Continued next page</i></p>	<p><b>Retain</b> for 6 years after termination of lease or subsidy, <i>whichever is later</i> <i>and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> <b>Destroy.</b></p> <p style="text-align: right;"><i>Continued next page</i></p>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR

## 1.1 ADMINISTRATION

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<p><i>Continued from previous page</i></p> <p>HA60-01-52 Rev. 1</p>	<p><b>Tenant/Participant Files</b> <span style="float: right;"><i>Continued from previous page</i></span></p> <ul style="list-style-type: none"> <li>• Basis for determining (reasonable) rent pursuant to <a href="#">24 CFR 982.158(f)(7)</a>;</li> <li>• Family Portability Information (HUD-52665);</li> <li>• Request for tenancy approval (<a href="#">HUD-52517</a>);</li> <li>• Special admission documentation (such as non-waiting list, HUD-targeted assistance provided in accordance with <a href="#">24 CFR § 982.203</a>);</li> <li>• Lead-based paint records required by <a href="#">24 CFR Part 35, Subpart B</a> (<b>IMPORTANT: See exclusion, below</b>);</li> <li>• Move-in/move-out inspection reports (<a href="#">FORM HUD-90106</a>, etc.);</li> <li>• Disposition of tenant/participant personal property;</li> <li>• Termination of subsidy;</li> <li>• Grievance/informal hearing procedures;</li> <li>• Correspondence with tenants/participants (including notifications, complaints and responses, notices of entry of dwelling unit during tenancy, etc.).</li> </ul> <p>Excludes records covered more specifically in this retention schedule or the <a href="#">Local Government Common Records Retention Schedule (CORE)</a> including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Low Income Housing Tax Credit (LIHTC) records covered by HA2014-006 and HA2014-007;</li> <li>• Lead-based paint abatement/remediation <u>on agency-owned property</u>, which is covered by CORE series GS50-19-15;</li> <li>• Criminal records checks covered by HA60-09-49;</li> <li>• Damage claims and collections covered by CORE series GS50-01-10 and GS50-03B-14.</li> </ul> <p><i>Note: If litigation commences, these records become part of a litigation case file covered by CORE series GS53-02-04.</i></p>	<p><i>Continued from previous page</i></p>	

## 1.1 ADMINISTRATION

*The activity of identifying qualified families and providing public housing and/or low-income housing subsidies pursuant to Title 24 CFR and/or other federally-subsidized public housing program. Also includes unsubsidized residential housing on agency-owned property.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-61 Rev. 1	<p><b><i>Waiting Lists (Tenant/Participant)</i></b> Records relating to the creation, monitoring, closing, and opening of waiting lists for any/all programs offered by the housing authority.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Opening and closing of waiting lists (public notices, etc.);</li> <li>• Correspondence to and from applicants relating to the waiting list (update notifications, recertification, change in preference status, interview notification, etc.);</li> <li>• Removal of applicants from waiting list (non-response, change of circumstances, etc.).</li> </ul>	<p><b>Retain</b> for 3 years after end of fiscal year <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 1.2 PROGRAMS

*The activity of providing programs and services to tenants, participants, and homeowners.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-08 Rev. 1	<p><b><i>Resident Councils/Resident Advisory Boards (RABs)</i></b> Records relating to formation, activities, and meetings of Resident Councils formed pursuant to <a href="#">24 CFR § 964 Subpart B</a> and <a href="#">Resident Advisory Boards (RAB)</a> formed as part of the housing authority's Annual Plan process pursuant to Section 511 of the <i>United States Housing Act</i> and <a href="#">24 CFR § 903.13</a>. Also includes <a href="#">Section 8 RABs</a>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Bylaws, policies, minutes, resolutions, meeting packets, etc.;</li> <li>• Information distributed to residents/participants (purpose and role of the RAB, etc.);</li> <li>• Member elections, appointments, notifications, correspondence, etc.;</li> <li>• Memoranda of understanding pursuant to <a href="#">24 CFR § 964.18 (10)</a>;</li> <li>• Appeals filed with HUD pursuant to <a href="#">24 CFR § 964.18 (6)</a>;</li> <li>• Resident participation fund expenditure decision-making.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Financial records covered by <i>CORE</i> series GS2011-184, <i>Financial Transactions – General</i>;</li> <li>• Plans and reports submitted to HUD which are covered by <i>CORE</i> series GS2012-028, <i>Reporting/Filing (Mandatory) – Agency Management</i>.</li> </ul>	<p>Retain for 6 calendar years <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 1.2 PROGRAMS

*The activity of providing programs and services to tenants, participants, and homeowners.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA2014-002 Rev. 0	<p><b><i>Family Self-Sufficiency (FSS) Programs</i></b></p> <p>Records relating to participation in a Family Self-Sufficiency (FSS) Program in accordance with <a href="#">24 CFR § 984</a> by families receiving public housing and/or low-income housing subsidies pursuant to <a href="#">Title 24 CFR</a>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• FSS contract of participation (<a href="#">FORM HUD-52650</a>, etc.);</li> <li>• Escrow account credit worksheet (<a href="#">FORM HUD-52652</a>, etc.);</li> <li>• Records documenting family responsibility fulfillment (training and services, welfare assistance certification, etc.);</li> <li>• Escrow account reports;</li> <li>• Termination of family’s participation (for any reason, including successful completion of program, non-compliance, etc.).</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• <i>Tenant/Participant Files</i> covered by HA60-01-52;</li> <li>• Financial records, which are covered in <i>CORE</i> – Financial Management.</li> </ul>	<p><b>Retain</b> for 6 years after completion, termination, or expiration of contract of participation <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 1.2 PROGRAMS

*The activity of providing programs and services to tenants, participants, and homeowners.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA2014-003 Rev. 0	<p><b><i>Housing Counseling Services</i></b> Records documenting the provision of housing counseling services to homeowners and tenants in accordance with <a href="#">24 CFR § Part 214</a>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Client files (action plans, race/ethnicity/income data, credit reports, documentation of services provided, etc.);</li> <li>• Group education files (participant lists and race/ethnicity/income data; course title, outline, instructors, dates, etc.);</li> <li>• Other records retained pursuant to <a href="#">24 CFR § 214.315</a>.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• <i>Tenant/Participant Files</i> covered by HA60-01-52;</li> <li>• Counseling program administration records, which are covered by <i>CORE</i> series GS2011-183, <i>Financial Transactions – Bond, Grant and Levy Projects</i>.</li> </ul>	<p><b>Retain</b> for 3 years after completion/termination of counseling services</p> <p style="text-align: center;"><i>or</i></p> <p>terms of grant agreement, <i>whichever is later</i></p> <p style="text-align: center;"><i>then</i></p> <p><b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

## 1.3 REPORTING

*The activity of providing information as required by regulating authorities, where not covered by CORE.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA2014-004 Rev. 0	<p><b>Reporting (Applicant/Tenant/Participant-Specific) – Mandatory</b></p> <p>Records relating to reports pertaining to <b>specific applicants, tenants, and/or participants</b> which are <b>required</b> to be submitted to a regulatory agency in accordance with <a href="#">Title 24 CFR</a>, <b>where not covered by a more specific records series.</b></p> <p>Regulatory agencies may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• United States Department of Housing and Urban Development (HUD);</li> <li>• Department of Homeland Security (DHS);</li> <li>• United States Department of Agriculture (USDA);</li> <li>• U.S. Citizenship and Immigration Services (USCIS).</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Reports and supporting documentation;</li> <li>• Confirmation of submission, revisions, corrections, etc.;</li> <li>• Correspondence, inquiries, etc.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Notification</a> to U.S. Citizenship and Immigration Services (USCIS) of aliens not lawfully present in the United States pursuant to section 404 of the <i>Welfare Reform Act</i>.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Reporting which is <b>NOT</b> specific to <b>individual</b> applicants, tenants or participants;</li> <li>• Reporting relating to <b>finances</b>, which is covered by CORE series GS2011-189, <i>Reporting/Filing (Mandatory) – Financial Management</i>;</li> <li>• Records covered in the Low Income Housing Tax Credit (LIHTC) section of this records retention schedule.</li> </ul>	<p>Retain for 3 years after submission of report <i>and</i> until completion of State Auditor’s examination report <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 2. FINANCIAL MANAGEMENT

The function of managing the local government agency's financial resources, obligations and monetary infrastructure, **where not covered by CORE.**

### 2.1 LOW INCOME HOUSING TAX CREDIT (LIHTC)

*The activity of receiving indirect federal subsidy through tax credits for financing the development of affordable rental housing for low-income households.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA2014-005 Ver. 0	<p><b>Administrative Files - Low Income Housing Tax Credit (LIHTC) Property</b> Administrative records <b>required to be retained</b> in order to document compliance with <a href="#">26 USC § 42</a> of the Internal Revenue Code and that relate to <b>agency-owned</b> property that has been <b>placed in service as a <a href="#">Low-Income Housing Tax Credit (LIHTC) property.</a></b></p> <p><b>Administrative</b> records include, <b>but are not limited to:</b></p> <ul style="list-style-type: none"> <li>• 8609's – Agency and Owner-completed (2 sets);</li> <li>• Certificates of Occupancy or Approval;</li> <li>• Allocation Documents;</li> <li>• Partnership Agreement;</li> <li>• Extended Use Provision;</li> <li>• Utility Allowance;</li> <li>• Minimum Set-Aside Compliance;</li> <li>• Income Limits for each year of compliance.</li> </ul> <p>Excludes LIHTC tenant files covered by HA2014-006 and/or HA2014-007.</p> <p><i>Note: Please consult with a qualified tax attorney for specific information on rules and regulations and how they apply to your agency. If you placed the property in service prior to the first tax credit year, consult a qualified tax attorney.</i></p>	<p><b>Retain</b> for 21 years after the first year of the credit period <i>and</i> 6 years after federal tax return filed (including extensions) for the last year of the compliance period of the building <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR

# LRC DRAFT



## 2.1 LOW INCOME HOUSING TAX CREDIT (LIHTC)

*The activity of receiving indirect federal subsidy through tax credits for financing the development of affordable rental housing for low-income households.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA2014-006 Ver. 0	<p><b>Tenant Files - Low Income Housing Tax Credit (LIHTC) Property (Year #1)</b></p> <p>Records that are <b>required to be retained</b> in order to document compliance with <a href="#">26 USC § 42</a> of the Internal Revenue Code <u>and</u> that relate to tenant participation in a public housing program within an <b>agency-owned property</b> the year it is <b>placed in service as a <a href="#">Low-Income Housing Tax Credit (LIHTC) property</a></b>.</p> <p>Records include, <i>but are not limited to</i>:</p> <ul style="list-style-type: none"> <li>• Original Tenant Application;</li> <li>• HUD <a href="#">Form 50058</a> or <a href="#">50059</a>;</li> <li>• Move-In Certification;</li> <li>• Third Party Income Verifications (EIV paperwork cannot be included in LIHTC file);</li> <li>• Verifications of assets or the Sworn Statement of Net Household Assets;</li> <li>• Student Certification;</li> <li>• Specials needs set-asides forms for homeless, farm worker, or disabled units;</li> <li>• Proof of Age (elderly properties only);</li> <li>• Tax Credit Lease Rider;</li> <li>• Initial Lease;</li> <li>• Unit Inspection Form;</li> <li>• Utility Allowance;</li> <li>• All other records required by <a href="#">26 CFR §1.42-5</a>.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Administrative LIHTC records covered by HA2014-005;</li> <li>• Year #2 forward LIHTC tenant files covered by HA2014-007.</li> </ul> <p><i>Note: Please consult with a qualified tax attorney for specific information on rules and regulations and how they apply to your agency. If you placed the property in service prior to the first tax credit year, consult a qualified tax attorney.</i></p>	<p><b>Retain</b> for 21 years after the first year of the credit period  <i>and</i>                      6 years after federal tax return filed (including extensions) for the last year of the compliance period of the building  <i>and</i>                      6 years after termination of lease/subsidy  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR

# LRC DRAFT



## 2.1 LOW INCOME HOUSING TAX CREDIT (LIHTC)

*The activity of receiving indirect federal subsidy through tax credits for financing the development of affordable rental housing for low-income households.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA2014-007 Ver. 0	<p><b>Tenant Files - Low Income Housing Tax Credit (LIHTC) Properties (Year #2 Forward)</b></p> <p>Records that are <b>required to be retained</b> in order to document compliance with <a href="#">26 USC § 42</a> of the Internal Revenue Code <u>and</u> that relate to tenant participation in a public housing program within an <b>agency-owned property</b> that has been <b>claimed in a previous year as a <a href="#">Low-Income Housing Tax Credit (LIHTC) property</a></b>.</p> <p>Records include, <i>but are not limited to</i>:</p> <ul style="list-style-type: none"> <li>• Original Tenant Application;</li> <li>• HUD <a href="#">Form 50058</a> or <a href="#">50059</a>;</li> <li>• Move-In Certification;</li> <li>• Third Party Income Verifications (EIV paperwork cannot be included in LIHTC file);</li> <li>• Verifications of assets or the Sworn Statement of Net Household Assets;</li> <li>• Student Certification;</li> <li>• Specials needs set-asides forms for homeless, farm worker, or disabled units;</li> <li>• Proof of Age (elderly properties only);</li> <li>• Tax Credit Lease Rider;</li> <li>• Annual Recertifications;</li> <li>• Initial Lease;</li> <li>• Unit Inspection Form;</li> <li>• Utility Allowance;</li> <li>• All other records required by <a href="#">26 CFR §1.42-5</a>.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Year #1 LIHTC tenant files covered by HA2014-006;</li> <li>• Administrative LIHTC records covered by HA2014-005.</li> </ul> <p><i>Note: Please consult with a qualified tax attorney for specific information on rules and regulations and how they apply to your agency.</i></p>	<p>Retain for 6 years after federal tax return filed (with extensions) <i>and</i> 6 years after termination of lease/subsidy <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR

# LRC DRAFT



## 2.2 PLANNING

*The activity of determining financial strategies and processes in regard to revenues and expenditures, where not covered by CORE.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA2014-008 Rev. 0	<p><b>Rents – Rate Setting</b>                      Records relating to the setting of rent rates for any/all programs administered by the public housing agency.                      Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Flat rates for families receiving public housing assistance pursuant to <a href="#">24 CFR § 960.253(b)(2)</a>;</li> <li>• Rent/lease rates for properties owned by the housing agency (rent comparability studies, etc.).</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Individual/family rent determination records retained in tenant/participant file;</li> <li>• Records covered in the Low Income Housing Tax Credit (LIHTC) section of this records retention schedule;</li> <li>• Financial reports required to be submitted to HUD which are covered in <i>CORE</i>.</li> </ul>	<p><b>Retain</b> for 4 years after rates superseded  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-47 Rev. 1	<p><b>Income Limits/Median Family Income Documentation</b>                      Income limits and median family income documentation issued by the U.S. Department of Housing and Urban Development (HUD) for use in determining housing assistance eligibility.  <i>Note: Income limits available online at <a href="http://www.huduser.org/portal/datasets/il.html">http://www.huduser.org/portal/datasets/il.html</a></i></p>	<p><b>Retain</b> until no longer needed for agency business  <i>then</i>  <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

# LRC DRAFT



## INDEX: ARCHIVAL RECORDS

There are no records designated as “Archival” in the *Housing Authorities Records Retention Schedule*.

All ARCHIVAL records made and received by the Housing Authority are covered in the [Local Government Common Records Retention Schedule \(CORE\)](#)

## INDEX: ESSENTIAL RECORDS

### FINANCIAL MANAGEMENT

Administrative Files - Low Income Housing Tax Credit (LIHTC) Property .....	14
Tenant Files - Low Income Housing Tax Credit (LIHTC) Property (Year #1) .....	15
Tenant Files - Low Income Housing Tax Credit (LIHTC) Property (Year #2 Forward) .....	16

### TENANT/PARTICIPANT MANAGEMENT

Administration	
Tenant/Participant Files .....	7

Additional ESSENTIAL records made and received by the Housing Authority are covered in the [Local Government Common Records Retention Schedule \(CORE\)](#)

## INDEX: DISPOSITION AUTHORITY NUMBERS (DANs)

HA2014-001 .....	6	HA2014-005 .....	14	HA60-01-08 .....	10	HA60-01-52 .....	7
HA2014-002 .....	11	HA2014-006 .....	15	HA60-01-35 .....	6	HA60-01-61 .....	9
HA2014-003 .....	12	HA2014-007 .....	16	HA60-01-47 .....	17	HA60-09-49 .....	4
HA2014-004 .....	13	HA2014-008 .....	17	HA60-01-51 .....	5		

## INDEX: SUBJECTS

**NOTE:** "CORE" refers to the Local Government Common Records Retention Schedule.

### A

abatement (lead-based paint) ..... *see CORE*  
accounting..... *see CORE*  
appeals  
    applicant ineligible..... 5  
    ineligible due to immigration status..... 6  
    resident council ..... 10  
    tenants/participants ..... 7  
applications..... *see also Tenant/Participant Files*  
    criminal conviction/sex offender screening ..... 4  
    ineligible due to immigration status ..... 6  
    ineligible/withdrawn ..... 5  
asset management..... *see CORE*

### B

background checks  
    employee ..... *see CORE*  
    tenant/participant ..... 4, 5, 6, 7  
benefits (human resources) ..... *see CORE*  
billing..... *see CORE*  
block grants..... *see CORE*  
board minutes..... *see CORE*  
boards/councils/committees ..... *see CORE*  
bond projects ..... *see CORE*

### C

collections ..... *see CORE*  
community relations ..... *see CORE*  
construction ..... *see CORE*  
contracts ..... *see also CORE*  
    Family Self Sufficiency (FSS)..... 11  
    HAP ..... 7  
    residential leases ..... 7  
counseling  
    Family Self Sufficiency Program (FSS)..... 11  
    Housing Counseling Services ..... 12  
criminal conviction/sex offender screening..... 4

### D

damage claims ..... *see CORE*  
design/construction ..... *see CORE*  
disposal (tenant/participant personal property) ..... 7

### E

electronic information systems ..... *see CORE*  
executive communications ..... *see CORE*

### F

Family Self Sufficiency Program (FSS) ..... 11  
financial management ..... *see CORE*  
fleet/motor pool ..... *see CORE*

### G

glossary of terms..... *see CORE*  
governing bodies..... *see CORE*  
grants ..... *see CORE*

### H

HAP contracts ..... 7  
Housing Counseling Services..... 12  
human resources ..... *see CORE*

### I

immigration status (ineligibility) ..... 6  
income limits (HUD) ..... 17  
INS reporting (*Welfare Reform Act*) ..... 13  
inventories ..... *see CORE*

## L

law enforcement reports/notifications .....	6
lead-based paint	
abatement .....	<i>see CORE</i>
testing .....	7
legal (advice, litigation, legal affairs) .....	<i>see CORE</i>
litigation .....	<i>see CORE, Legal Affairs</i>
Low Income Housing Tax Credit (LIHTC)	
administrative files .....	14
tenant files .....	15, 16

## M

mail/delivery .....	<i>see CORE</i>
maintenance .....	<i>see CORE</i>
maximum income limits .....	17
median income limits (HUD) .....	17
meetings .....	<i>see CORE</i>
minutes .....	<i>see CORE</i>
mortgage (debt financing) .....	<i>see CORE, Financial Management</i>

## P

participant files .....	7
applications	
ineligible due to immigration status .....	6
ineligible/withdrawn .....	5
background checks .....	4, 5, 6, 7
collections/damage claims .....	<i>see CORE</i>

criminal conviction/sex offender screening .....	4
Family Self Sufficiency Program (FSS) .....	11
files .....	7
Housing Counseling Services .....	12
personal property (disposition) .....	7
waiting lists .....	9
payroll .....	<i>see CORE</i>
personal property disposition .....	7
pesticide application .....	<i>see CORE</i>
police reports/notifications .....	6
property management .....	<i>see CORE</i>
public disclosure .....	<i>see CORE</i>

## R

RAB (resident advisory board) .....	10
rate setting (rents) .....	17
recordings (entry/exit) .....	<i>see CORE</i>
records management .....	<i>see CORE</i>
rent comparability studies	
for planning purposes .....	<i>see CORE, Financial Management - Planning</i>
Section 8 contract renewals .....	<i>see CORE, Financial Management - Reporting</i>
rents (rate setting) .....	17
reporting .....	<i>see also CORE</i>
USCIS ( <i>Welfare Reform Act</i> ) .....	13
resident council/advisory board .....	10

## S

screening (criminal conviction/sex offender) .....	4
--	---

security .....	<i>see CORE</i>
sex offender/criminal conviction screening .....	4
staff records .....	<i>see CORE</i>

## T

tenant files .....	7
applications	
ineligible due to immigration status .....	6
ineligible/withdrawn .....	5
background checks .....	4, 5, 6, 7
collections/damage claims .....	<i>see CORE</i>
criminal conviction/sex offender screening .....	4
Family Self Sufficiency Program (FSS) .....	11
Housing Counseling Services .....	12
personal property (disposition) .....	7
waiting lists .....	9

## U

USCIS reporting ( <i>Welfare Reform Act</i> ) .....	13
---	----

## V

video recordings (entry/exit) .....	<i>see CORE</i>
-------------------------------------	-----------------

## W

waiting lists (tenant/participant) .....	9
<i>Welfare Reform Act</i> (USCIS reporting) .....	13

## SUMMARY OF CHANGES

To better assist local government agencies in the retention, destruction, and transfer of their public records, Washington State Archives is continuing to implement improvements to records retention schedules.

This Revision Guide summarizes the changes that occurred during the **complete revision** from Version 1.0 to Version 2.0.

- 47 series discontinued in order to simplify and streamline the records retention schedule. (10 series were obsolete HUD forms.)
- 7 records series updated and consolidated in order to reorganize and modernize. Series now describe the *agency's activities or business being transacted* rather than HUD form numbers.
- 8 series added to provide specific, clear disposition authority for certain records.

## TABLE OF CONTENTS

1. NEW RECORDS SERIES .....	2
2. REVISED RECORDS SERIES.....	4
3. DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS) .....	6

**Note: The following abbreviations are used throughout this guide:**

**WSA** = Washington State Archives

**SAO** = Office of the State Auditor

**CORE** = Local Government Common Records Retention Schedule

# Final Draft



## Revision Guide Housing Authorities Records Retention Schedule (Version 2.0) Changes from Version 1.0 to Version 2.0 (January 2014)

### NEW RECORDS SERIES

Activity	Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Tenant/ Participant Mgmt: Administration	<b>Application (Tenant/Participant) –Ineligible Due to Immigration Status (Appealed)</b>	HA2014-001 p. 6	Retain for 5 years after resolution of informal hearing or USCIS appeal <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides specific disposition authority for these records.  <i>Reference <a href="#">24 CFR § 5.514(h)</a>: Retention of documents. The responsible entity shall retain for a minimum of 5 years the following documents that may have been submitted to the responsible entity by the family, or provided to the responsible entity as part of the INS appeal or the informal hearing process..."</i>
Tenant/ Participant Mgmt: Programs	<b>Family Self-Sufficiency (FSS) Programs</b>	HA2014-002 p. 11	Retain for 6 years after completion, termination, or expiration of contract of participation <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides specific disposition authority for records relating to Family Self-Sufficiency Programs administered in accordance with <a href="#">24 CFR § 984</a> .
Tenant/ Participant Mgmt: Programs	<b>Housing Counseling Services</b>	HA2014-003 p. 12	Retain for 3 years after completion/ termination of counseling services or terms of grant agreement, <i>whichever is later then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	<i>Reference the <a href="#">HUD Housing Counseling Program Handbook (7610.1)</a>: 5-4 "Financial records, supporting documents, statistical records and all other pertinent records, both electronic and paper, shall be retained for a period of three (3) years from the date the case file was terminated for housing counseling."</i>
Tenant/ Participant Mgmt: Reporting	<b>Reporting (Applicant/Tenant/ Participant-Specific) – Mandatory</b>	HA2014-004 p. 13	Retain for 3 years after submission of report and until completion of SAO examination report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	<i><a href="#">Section 404 of the Welfare Reform Act requires certain Federal and State entities, including Public Housing Agencies (PHAs), to notify the Immigration and Naturalization Service (INS) of any alien the entity "knows" is not lawfully present in the United States.</a>  <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/publications/fedreg/section_404">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/publications/fedreg/section_404</a></i>

# Final Draft



**Revision Guide**  
**Housing Authorities Records Retention Schedule (Version 2.0)**  
*Changes from Version 1.0 to Version 2.0 (January 2014)*

## NEW RECORDS SERIES

Activity	Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Financial Mgmt: Low Income Housing Tax Credit (LIHTC)	<b>Administrative Files - Low Income Housing Tax Credit (LIHTC) Property</b>	HA2014-005 p. 14	Retain for 21 years after the first year of the credit period <i>and</i> 6 years after federal tax return filed (including extensions) for the last year of the compliance period of the building <i>then</i> Destroy.	NON-ARCHIVAL <b>ESSENTIAL</b> OPR	<p><b>For agencies with Low Income Housing Tax Credit (LIHTC) properties, retaining these records is vital in order to comply with IRS regulations. These records have been designated as ESSENTIAL.</b></p> <p>All three series were reviewed and cleared by the Washington State Housing Finance Commission.</p> <p><a href="#"><u>CFR §1.42-5(b)(2)</u></a> Record retention provision. Under the record retention provision, the owner of a low-income housing project must be required to retain the records described in paragraph (b)(1) of this section for at least 6 years after the due date (with extensions) for filing the federal income tax return for that year. The records for the first year of the credit period, however, must be retained for at least 6 years beyond the due date (with extensions) for filing the federal income tax return for the last year of the compliance period of the building.</p>
Financial Mgmt: Low Income Housing Tax Credit (LIHTC)	<b>Tenant Files - Low Income Housing Tax Credit (LIHTC) Property (Year #1)</b>	HA2014-006 p. 15	Retain for 21 years after the first year of the credit period <i>and</i> 6 years after federal tax return filed (including extensions) for the last year of the compliance period of the building <i>and</i> 6 years after termination of lease/subsidy <i>then</i> Destroy.	NON-ARCHIVAL <b>ESSENTIAL</b> OPR	
Financial Mgmt: Low Income Housing Tax Credit (LIHTC)	<b>Tenant Files - Low Income Housing Tax Credit (LIHTC) Properties (Year #2 Forward)</b>	HA2014-007 p. 16	Retain for 6 years after federal tax return filed (with extensions) <i>and</i> 6 years after termination of lease/subsidy <i>then</i> Destroy.	NON-ARCHIVAL <b>ESSENTIAL</b> OPR	
Financial Mgmt: Planning	<b>Rents – Rate Setting</b>	HA2014-008 p. 17	Retain for 4 years after rates superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	

## REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (Series are listed in Version 1.0 order.)

DAN	Version 1.0 Title	Version 1.0 Retention	Version 2.0 Title (If different)	Version 2.0 Retention (If Different)	Version 2.0 Change and/or rationale
HA60-01-08 Ver. 1 p. 4 Ver. 2 p. 10	COMMUNITY FILES	3 years ARCHIVAL (Appraisal Required)	<b>Resident Councils/ Resident Advisory Boards (RABs)</b>	Retain for 6 calendar years <i>then</i> Destroy.	Title and description clarified. Designation changed to NON-ARCHIVAL, as determined by the State Archivist.
HA60-01-35 Ver. 1 p. 7 Ver. 2 p. 6	POLICE REPORTS	Law enforcement agency keeps primary copy 6 years past statute of limitations period	<b>Police Reports</b>	Retain until no longer needed for agency business <i>then</i> Destroy.	This notification is simply an “FYI” for the housing agency. (Although this is a record with minimal retention value covered by <i>CORE</i> , Housing Authority representatives advised retaining this series in order to reduce end-user uncertainty.) If used to support legal action, retain with legal case file.
HA60-01-47 Ver. 1 p. 9 Ver. 2 p. 17	SCHEDULES OF MAXIMUM INCOME LIMITS	1 year after schedule suspended (Archival)	<b>Income Limits/Median Family Income Documentation</b>	Retain until no longer needed for agency business <i>then</i> Destroy.	Income limits are set by HUD, and data dating back to 1990 is available on HUD’s website at <a href="http://www.huduser.org/portal/datasets/il.html">www.huduser.org/portal/datasets/il.html</a> , which is sufficient for audit purposes per the State Auditor’s Office. Designation changed to Non-Archival because rates are retained by HUD.
HA60-01-51 Ver. 1 p. 10 Ver. 2 p. 5	TENANT APPLICATION FILES (INELIGIBLE OR WITHDRAWN)	Application withdrawn or determined ineligible plus 3 years	<b>Application (Tenant/ Participant) – Ineligible or Withdrawn</b>	Retain for 3 years after application withdrawn or applicant determined ineligible <i>and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Title and description clarified to include Section 8 applications. Retention cut-off revised to include appeals.

## REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (Series are listed in Version 1.0 order.)

DAN	Version 1.0 Title	Version 1.0 Retention	Version 2.0 Title (If different)	Version 2.0 Retention (If Different)	Version 2.0 Change and/or rationale
HA60-01-52 Ver. 1 p. 10 Ver. 2 p. 7	TENANT FILES	Termination of lease plus 3 years	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease or subsidy, <i>whichever is later and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Broadened scope to cover all programs, including Section 8 (Housing Choice Voucher Program). Updated and enhanced title, description, retention and disposition. <b>These vital records have been designated as ESSENTIAL.</b>  <i>“LIPH tenant files and Section 8 participant files both contain written contracts. The statute of limitations for written contracts is six years. The retention period for both...should be at least six years. Documents in the file that may be relevant to any claim that may arise under the lease or HCV contract should be retained as well.” James Fearn, General Counsel, Seattle Housing Authority.</i>
HA60-01-61 Ver. 1 p. 10 Ver. 2 p. 9	TENANT WAITING LIST PUBLIC HOUSING	Fiscal year plus 3 years	<b>Waiting Lists (Tenant/ Participant)</b>	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	Title and description clarified to include Section 8 applications.
HA60-09-49 Ver. 1 p. 9 Ver. 2 p. 4	TENANT APPLICATION CRIMINAL RECORD CHECKS	Destroy upon completion of background check, challenge, or resulting litigation, whichever is longest	<b>Application (Tenant/ Participant) – Criminal Conviction Records/Sex Offender Registry</b>	Retain until purpose(s) for which the record was requested has/have been accomplished <i>and</i> expiration of period for filing a challenge to the housing authority action <i>then</i> Destroy.	Series scope enhanced to include sex offender registry checks. Per <a href="#">24 CFR 5.903(g)(3)</a> (Criminal record check) and <a href="#">24 CFR 5.905(c)(iii)</a> (Sex offender registration information), these records must be “Destroyed once the purpose(s) for which the record was requested has been accomplished, including expiration of the period for filing a challenge to the PHA action without institution of a challenge or final disposition of any such litigation.”

## DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)

*Version 1.0* records series listed on the left have been discontinued. Current approved DANDs that cover the records are on the right.

Discontinued DAN Ver 1.0	Version 1.0 Title	Version 1.0 Retention	Function: Activity	Version 2.0 (or CORE) DAN	Version 2.0 (or CORE) Title	Version 2.0 (or CORE) Retention and Disposition	Rationale
HA60-01-01 Ver. 1 p. 4	ACCESS CARD CARDEX	6 years	Asset Mgmt: Security	CORE 3.0 GS2010-002 p. 81	<b>Authorization – Employee Access</b>	Retain for 6 years after termination of user’s access or 6 years after system or asset no longer in use, <i>whichever is sooner then</i> Destroy.	Consolidation. Covered by CORE.
HA60-01-02 Ver. 1 p. 4	ALLOCATIONS	3 years	CORE Financial Mgmt: Budget	CORE 3.0 GS50-03D-06 p. 97	<b>Budget Status Report</b>	Retain for 3 years or until completion of SAO examination report.	Consolidation. Covered by CORE.
HA60-01-03 Ver. 1 p. 4	APARTMENT INVENTORY AND <a href="#">INSPECTION REPORT</a>	3 years after vacation	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease or subsidy, <i>whichever is later and</i> expiration of appeal period and conclusion of appeal, <i>if filed then</i> Destroy.	Inspection records are retained in the tenant/participant files. <i>Per 24 CFR 982.158(f)(3), unit inspection reports must be kept for at least 3 years. (HCVP/Section 8)</i>
HA60-01-09 Ver. 1 p. 4	DETAILED CONSTRUCTION ANALYSIS FILES	Completion of project plus 10 years (Archival AR)	CORE Asset Mgmt: Construction	CORE 3.0 GS50-18-10 p. 58	<b>Construction Project Files</b>	Retain for 6 years after completion of project or terms of grant agreement, <i>whichever is later then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE.
HA60-01-10 Ver. 1 p. 4	DEVELOPMENT CONTRACT REGISTER	2 years after audit of development costs	CORE Asset Mgmt: Acquisition/ Ownership	CORE 3.0 GS55-05A-06 p. 52	<b>Capital Assets (Real Property)</b>	Retain for 10 years after disposition of real property and 10 years after completion of transaction or termination/expiration of instrument <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE.

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HA60-01-11 Ver. 1 p. 4	DISPOSITION RECORDS OF PERSONAL PROPERTY	6 years	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease or subsidy, <i>whichever is later and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Disposition of personal property records are retained in the tenant/participant files – and kept for 6 years.
HA60-01-13 Ver. 1 p. 5	EQUIPMENT LOAN AGREEMENTS	1 year	CORE Asset Mgmt: Usage	CORE 3.0 GS2012-045 p. 86	<b>Usage and Dispersal (Assets)</b>	Retain for 4 years after end of fiscal year <i>or</i> until completion of SAO examination report, <i>whichever is sooner then</i> Destroy.	Consolidation. Covered by CORE.
HA60-01-14 Ver. 1 p. 5	HOUSING GRIEVANCE HEARING COORDINATOR ARBITRATION FILES	Termination of lease agreement plus 6 years	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>  OR	Retain for 6 years after termination of lease or subsidy, <i>whichever is later and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Arbitration files/grievance hearings records are retained with tenant/participant files <u>or</u> application files (ineligible or withdrawn).
				HA60-01-51 p. 5	<b>Application (Tenant/ Participant) – Ineligible or Withdrawn</b>  OR	Retain for 3 years after application withdrawn or applicant determined ineligible <i>and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	
			CORE Agency Mgmt: Legal Affairs	CORE 3.0 GS53-02-04 p. 32	<b>Litigation Case Files</b>  OR	Retain for 10 years after case closed <i>then</i> Transfer to WSA for appraisal and selective retention.	
			CORE Agency Mgmt: Meetings and Hearings	CORE 3.0 GS2011-173 p. 34	<b>Appeals Hearings – Local Decision-Making Bodies (General)</b>	Retain for 6 years after final disposition of case <i>then</i> Transfer to WSA for appraisal and selective retention.	

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HA60-01-15 Ver. 1 p. 5	<a href="#">HUD 52267</a>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	Consolidation. Covered by CORE.
HA60-01-16 Ver. 1 p. 5	HUD 52295 <i>(form obsolete)</i>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	OBSOLETE HUD FORM: <i>Delinquency Report Statement Of Tenants Accounts Receivable</i> Covered by CORE.
HA60-01-17 Ver. 1 p. 5	HUD 52598 <i>(form obsolete)</i>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	OBSOLETE HUD FORM: <i>Analysis Of Non-Routine Expenditures</i> Covered by CORE.
HA60-01-18 Ver. 1 p. 5	HUD 52599 <i>(form obsolete)</i>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS50-03A-15 p. 92	<b>General and Subsidiary Ledgers</b>	Retain for 6 years after end of fiscal year <i>or</i> 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	OBSOLETE HUD FORM: <i>Statement Of Operating Receipts and Expenditures</i> Covered by CORE.
HA60-01-27 Ver. 1 p. 5	HUD 50058 PUBLIC HOUSING REPORTS	3 years	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease <i>or</i> subsidy, <i>whichever is later and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Consolidation. Covered by HA60-01-52.
HA60-01-28 Ver. 1 p. 5	HUD 50059 SECTION 8 REPORTS	3 years	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease <i>or</i> subsidy, <i>whichever is later and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Consolidation. Covered by HA60-01-52. Reference <a href="#">Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures.</a>

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HA60-01-31 Ver. 1 p. 5	HUD 51245 REPORT <i>(form obsolete)</i>	4 years after completion of audit	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease or subsidy, <i>whichever is later</i> and expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	OBSOLETE HUD FORM: <i>Regular Reexamination of Families In Low-Income Public Housing</i> Covered by HA60-01-52.
HA60-01-19 Ver. 1 p. 6	HUD 52601 <i>(form obsolete)</i>	10 years after completion of audit	Financial Mgmt: Accounting	CORE 3.0 GS50-03A-15 p. 92	<b>General and Subsidiary Ledgers</b>	Retain for 6 years after end of fiscal year <i>or</i> 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	OBSOLETE HUD FORM: <i>Balance Sheet Preliminary Loan Period</i> Covered by CORE.
HA60-01-20 Ver. 1 p. 6	HUD 52602 <i>(form obsolete)</i>	10 years after completion of audit	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-183 p. 89	<b>Financial Transactions – Bond, Grant and Levy Projects</b>	Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	OBSOLETE HUD FORM: <i>Statement Of Preliminary Planning Cost</i> Covered by CORE.
HA60-01-21 Ver. 1 p. 6	HUD 52603 <i>(form obsolete)</i>	6 years	Financial Mgmt: Accounting	CORE 3.0 GS50-03A-15 p. 92	<b>General and Subsidiary Ledgers</b>	Retain for 6 years after end of fiscal year <i>or</i> 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	OBSOLETE HUD FORM: <i>Statement Of Initial Operating Income And Expenses</i> Covered by CORE.
HA60-01-22 Ver. 1 p. 6	<a href="#">HUD 52681</a>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	HUD FORM 52681: <i>Voucher For Payment Of Annual Contributions For HAP [Housing Assistance Program]</i> Consolidation. Covered by CORE.

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HA60-01-23 Ver. 1 p. 6	<a href="#">HUD 52682</a>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	HUD FORM 52682: <i>Operating Statement - Housing Assistance Payments Program</i>  Consolidation. Covered by CORE.
HA60-01-24 Ver. 1 p. 6	HUD 52981 <i>(form obsolete)</i>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	OBSOLETE HUD FORM: <i>Statement And Voucher For Basic Annual Contributions</i>  Covered by CORE.
HA60-01-25 Ver. 1 p. 6	HUD 52982 <i>(form obsolete)</i>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	OBSOLETE HUD FORM: <i>Statement And <a href="#">Voucher</a> For Contributions For Special Subsidy Families Leased Housing</i>  Covered by CORE.
HA60-01-26 Ver. 1 p. 6	HUD 52993 <i>(form obsolete)</i>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	OBSOLETE HUD FORM: <i>Statement of modernization cost</i>  Covered by CORE.
HA60-01-60 Ver. 1 p. 6	<a href="#">HUD 53001</a>	End of fiscal year plus 6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-183 p. 90	<b>Financial Transactions – Bond, Grant and Levy Projects</b>	Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	HUD FORM 53001: <i>Actual Modernization Cost Certificate</i>  Consolidation. Covered by CORE.

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HA60-01-29 Ver. 1 p. 7	HUD COMPLAINT LOG	6 years	CORE Agency Mgmt: Community Relations	CORE 3.0 GS50-01-09 p. 14	<b>Citizen Complaints/ Requests</b>	Retain for 3 years after matter closed <i>then</i> Destroy.	Consolidation. Covered by CORE. This series covers complaint logs of a <i>general or routine</i> nature. <i>Specific</i> tenant/ participant complaints are retained with the associated tenant/participant file.
HA60-01-30 Ver. 1 p. 7	HUD SUBSIDIES LOG & SPREADSHEETS	10 years after expiration of grant	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-183 p. 90	<b>Financial Transactions – Bond, Grant and Levy Projects</b>	Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	Consolidation. Covered by CORE.
HA60-01-32 Ver. 1 p. 7	MASTER PLANNING FILES FOR REDEVELOPMENT	Destroy when obsolete or superseded Potential archival value	CORE Asset Mgmt: Planning	CORE 3.0 GS51-07-15 p. 79	<b>Long-Range Asset Plans (Final Version)</b> OR	Retain until superseded <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE.
			CORE Asset Mgmt: Planning	CORE 3.0 GS2012-041 p. 77	<b>Capital Construction Projects – Preliminary Plans (Project Not Completed)</b> OR	Retain for 6 years after decision not to proceed <i>then</i> Transfer to WSA for appraisal and selective retention.	
			CORE Asset Mgmt: Construction	CORE 3.0 GS50-18-10 p. 58	<b>Construction Project Files</b>	Retain for 6 years after completion of project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Transfer to WSA for appraisal and selective retention.	

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HA60-01-34 Ver. 1 p. 7	PFS OPERATING SUBSIDY REQUEST	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	Consolidation. Covered by CORE.
HA60-01-36 Ver. 1 p. 7	POPULATION REPORT STATISTICS	PERMANENT 1 copy archival	CORE Agency Mgmt: Reporting	CORE 3.0 GS2012-028 p.42	<b>Reporting/ Filing (Mandatory) – Agency Management</b>	Retain for 6 years after report or document submitted <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE.
HA60-01-37 Ver. 1 p. 7	PRELIMINARY LOAN NOTES	6 years after audit and payment of note	CORE Agency Mgmt: Contracts/ Agreements	CORE 3.0 GS50-01-11 p. 19 <b>OR</b>	<b>Contracts and Agreements – General</b>	Retain for 6 years after completion of transaction or termination/expiration of instrument	Consolidation. Covered by CORE.
			CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-183 p. 90	<b>Financial Transactions – Bond, Grant and Levy Projects</b>	Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	

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HA60-01-38 Ver. 1 p. 7	PROGRAMS NOT APPROVED OR NON-GRANT PROGRAMS DEVELOPED BY DEPARTMENT	3 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS50-03C-07 p. 92	<b>Grant/Scholarship Applications – Not Approved</b>	Retain for 1 year after notification of denial received or sent <i>then</i> Destroy.	Consolidation. Unsuccessful grant applications covered by CORE series GS50-03C-07. <b>Please search CORE</b> for a specific series to cover your agency’s records. There are multiple series for planning activities, depending on whether the project relates to assets, finances, agency-wide strategic planning, etc.
HA60-01-39 Ver. 1 p. 8	PROPERTY HISTORY FILES	Sale of property plus 10 years Potential archival value	CORE Asset Mgmt: Acquisition/ Ownership	CORE 3.0 GS55-05A-06 p. 52  OR	<b>Capital Assets (Real Property)</b>	Retain for 10 years after disposition of real property <i>and</i> 10 years after completion of transaction <i>or</i> termination/expiration of instrument <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE.  <i>Note: Per <a href="#">RCW 4.16.020</a>, the statute of limitations for the commencement of actions for the recovery of real property is 10 years.</i>  <i>Note: Records documenting lead-based paint abatement/ remediation are covered by CORE series GS50-19-15.</i>
			CORE Asset Mgmt: Hazardous Materials Mgmt	CORE 3.0 GS50-19-15 p. 66	<b>Hazardous Materials/ Dangerous Waste – Abatement and Remediation</b>	Retain for 10 years after completion of project <i>or</i> 10 years after terms of grant agreement, <i>whichever is later then</i> Transfer to WSA for appraisal and selective retention <i>and</i> Retain records <i>not</i> selected for permanent preservation for 50 years pursuant to <a href="#">42 USC § 9603(d)(2)</a> .	

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HA60-01-40 Ver. 1 p. 8	PUBLIC HOUSING ASSESSMENT PROGRAMS	6 years. Potential archival value	CORE Agency Mgmt: Reporting	CORE 3.0 GS2012-028 p.42	<b>Reporting/ Filing (Mandatory) – Agency Management</b>	Retain for 6 years after report or document submitted <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE.
HA60-01-41 Ver. 1 p. 8	PUBLIC HOUSING REDEVELOPMENT FILES	10 years. Potential archival value	CORE Asset Mgmt: Acquisition/ Ownership	CORE 3.0 GS55-05A-06 p. 52	<b>Capital Assets (Real Property)</b>	Retain for 10 years after disposition of real property <i>and</i> 10 years after completion of transaction or termination/expiration of instrument <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE.
HA60-01-43 Ver. 1 p. 9	RELOCATION CHECK REQUEST COPIES	10 years after grant expiration	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-183 p. 90	<b>Financial Transactions – Bond, Grant and Levy Projects</b>	Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	Consolidation. Covered by CORE.  <i>Reference <a href="#">24 CFR 972.215</a> Applicability of Uniform Relocation Act.</i>
HA60-01-44 Ver. 1 p. 9	RENT ROLL CONTROL AND ANALYSIS FILE	6 years after completion of audit (Archival AR)	CORE Agency Mgmt: Reporting	CORE 3.0 GS2012-028 p.42	<b>Reporting/ Filing (Mandatory) – Agency Management</b>	Retain for 6 years after report or document submitted <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE.
HA60-01-45 Ver. 1 p. 9	REQUEST FOR REFUND OF SECURITY DEPOSIT & UNEARNED RENT	6 years after vacation. If delinquent, 7 years after vacation.	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease or subsidy, <i>whichever is later and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Consolidation. Covered by HA60-01-52.

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HA60-01-46 Ver. 1 p. 9	SALE OF PROPERTY DOCUMENTS	6 years after final payment	CORE Financial Mgmt: Accounting	CORE 3.0 GS55-05A-06 p. 52	<b>Capital Assets (Real Property)</b>  OR	Retain for 10 years after disposition of real property <i>and</i> 10 years after completion of transaction or termination/ expiration of instrument <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation.  Records documenting the sale of property are covered by one or more of these CORE series.  Minimum retentions vary depending on specific details such as whether the property is grant/bond/levy-funded, a capital asset, real property or non-real property, etc.
				CORE 3.0 GS2011-183 p. 89	<b>Financial Transactions – Bond, Grant and Levy Projects</b>  OR	Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	
				CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions – General</b>  OR	6 years after end of fiscal year <i>then</i> Destroy.	
				CORE 3.0 GS2011-169 p. 18	<b>Contracts and Agreements – Capital Assets (Non-Real Property)</b>  OR	6 years after completion of transaction <i>or</i> 6 years after termination/expiration of instrument <i>or</i> 6 years after disposition of asset (if asset owned by agency), <i>whichever is later then</i> Destroy.	
				CORE 3.0 GS50-01-11 p. 19	<b>Contracts and Agreements – General</b>	Retain for 6 years after completion of transaction <i>or</i> termination/expiration of instrument <i>then</i> Destroy.	

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HA60-01-50 Ver. 1 p. 9	TENANT APPLICATION FILES (ELIGIBLE)	Termination of lease plus 3 years	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease or subsidy, <i>whichever is later and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Consolidation. Covered by HA60-01-52.
HA60-01-53 Ver. 1 p. 10	TENANT FILES SECTION 8	Termination of lease plus 6 years	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease or subsidy, <i>whichever is later and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Consolidation. Covered by HA60-01-52.
HA60-01-54 Ver. 1 p. 10	TENANT GRIEVANCE FILES	Termination of lease agreement plus 6 years	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>  OR	Retain for 6 years after termination of lease or subsidy, <i>whichever is later and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Consolidation.  Records pertaining to grievances are part of the <b>Tenant/Participant File</b> .  <i>Note: If a LIHTC property is involved, please consult a qualified tax attorney for specific information on rules and regulations and how they apply to your agency.</i>
				HA2014-006 p. 15	<b>Tenant Files - Low Income Housing Tax Credit (LIHTC) Property (Year #1)</b>  OR	Retain for 21 years after the first year of the credit period <i>and</i> 6 years after federal tax return filed (including extensions) for the last year of the compliance period of the building <i>and</i> 6 years after termination of lease/subsidy <i>then</i> Destroy.	
				HA2014-007 p. 16	<b>Tenant Files - Low Income Housing Tax Credit (LIHTC) Property (Year #2 Forward)</b>	Retain for 6 years after federal tax return filed (with extensions) <i>and</i> 6 years after termination of lease/ subsidy <i>then</i> Destroy.	

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Discontinued DAN Ver 1.0	Version 1.0 Title	Version 1.0 Retention	Function: Activity	Version 2.0 (or CORE) DAN	Version 2.0 (or CORE) Title	Version 2.0 (or CORE) Retention and Disposition	Rationale
HA60-01-55 Ver. 1 p. 10	TENANT HOUSING SURVEYS AND CENSUS TABULATIONS	Destroy when obsolete or superseded. Potential archival value	CORE Agency Mgmt: Reporting	CORE 3.0 GS2012-028 p.42	<b>Reporting/ Filing (Mandatory) – Agency Management</b>	Retain for 6 years after report or document submitted <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE.
HA60-01-56 Ver. 1 p. 10	TENANT LEASED HOUSING OWNER'S RECORDS	Termination of lease plus 6 years	CORE Agency Mgmt: Contracts/ Agreements	CORE 3.0 GS50-01-11 p. 19	<b>Contracts and Agreements – General</b>	Retain for 6 years after completion of transaction or termination/expiration of instrument <i>then</i> Destroy.	Consolidation. Covered by CORE.
HA60-01-62 Ver. 1 p. 10	TENANT WAITING LIST SECTION 8 HOUSING	Fiscal year plus 3 years	Tenant/ Participant Mgmt: Admin.	HA60-01-61 p. 9	<b>Waiting Lists (Tenant/ Participant)</b>	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	Consolidation. HA60-01-61 covers all waiting lists for all housing programs.
HA60-01-57 Ver. 1 p. 11	UTILITIES REVIEW FILES	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	Consolidation. Covered by CORE.
HA60-01-58 Ver. 1 p. 11	UTILIZATION REPORTS	3 years. Potential archival value	CORE Agency Mgmt: Reporting	CORE 3.0 GS2012-028 p.42	<b>Reporting/ Filing (Mandatory) – Agency Management</b>	Retain for 6 years after report or document submitted <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE. This record <i>may</i> be a report required for an <a href="http://www.huduser.org/publications/pubasst/cost_util_voucher.html">HCVP study conducted by HUD in 2003</a> . <a href="http://www.huduser.org/publications/pubasst/cost_util_voucher.html">http://www.huduser.org/publications/pubasst/cost_util_voucher.html</a>
HA60-01-59 Ver. 1 p. 11	VAN LOADERS MANIFESTS HOUSING AUTHORITIES	3 years	Asset Mgmt: Usage and Operations	CORE 3.0 GS2012-045 p. 86	<b>Usage and Dispersal (Assets)</b>	Retain for 4 years after end of fiscal year <i>or</i> until completion of SAO examination report, <i>whichever is sooner then</i> Destroy.	Consolidation. Covered by CORE.

For assistance and advice in applying records retention schedules,  
please contact Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

or contact your Regional Archivist

## FEEDBACK RECEIVED FROM STAKEHOLDERS

### *Housing Authorities Records Retention Schedule (Version 2.0)*

Local Records Committee · January 30, 2014

The final draft of the *Housing Authorities Records Retention Schedule (Version 2.0)* was distributed for review and comment as follows:

- 36 Housing Authority Association of Washington member agencies on December 27, 2013 (10 of which have Reference Group representation)
- 2,592 Local Government Listserv subscribers on December 30, 2013
- Reminder sent to 2,593 Local Government Listserv subscribers on January 7, 2014

Received from:	Comments
Lisa Richwine Housing Authority of the City of Pasco & Franklin County <i>(Reference group member)</i>	Julie, everything looks great to me. It's been great working with you on this! Just a note to let you know that I still believe a 6-year retention for all tenant/participant files is the wisest choice in our litigious society. It's also much cleaner to have one retention period rather than a 3 year retention for some files and a 6 year for others. Hanging on to all tenant files for a minimum 6 years is a nice fix.
Andi Reed Bremerton Housing Authority <i>(Reference group member)</i>	Hi, Julie. This looks great. I will work on getting a letter to you from our agency next week.  Happy Holidays!!!!!!
Sandy Byrd Renton Housing Authority <i>(Reference group member)</i>	Hi Julie- I concur with your additional Essential Record designation and will insert this into the Renton Housing Authority Record Retention Policy draft for further review. With the looming earthquake scenario as well as rain caused damage and floods, it is important to have a plan for such catastrophic occurrences.  The Record Retention Policy and CORE rewrite will ensure that we administer and adapt the State of Washington's policies to all Housing Authorities.  I have enjoyed the sessions and classes and meeting you and Mike and appreciate the time that the Archive Department gave for this project. We are also impressed with the Archive service and Mike who came to our office to pick 70+ years of board meeting documents for storage at the Bellevue Archives.  Awesome job to all-
Mary Jane Brell Vujovic Division Manager Snohomish County Division of Housing and Community Services	Thank you for providing this opportunity to comment on the <b>CORE</b> . We can definitely work with this schedule! (Note: All County records covered by <i>CORE</i> .)



# HOUSING AUTHORITY OF THE CITY OF PASCO & FRANKLIN CO.

2505 W. LEWIS STREET • PASCO, WASHINGTON 99301 • (509) 547-3581  
WASHINGTON RELAY SERVICE: 7-1-1 OR 1-800-833-6384 • FAX: (509) 547-4997  
info@hacpfc.org



## Board of Commissioners:

Dori Clark  
Linda Dukelow  
Greg Garcia  
Mark Kuffel  
Isabell Quintanilla

January 9, 2014

Cindy Evans, Chair  
Local Records Committee Chair  
Washington Secretary of State Archives  
[lrc@sos.wa.gov](mailto:lrc@sos.wa.gov)

Ms. Evans:

This letters serves as confirmation of my support for the updated Housing Authority records retention schedule. I have been kept apprised of the revision process from July – December 2013, and added input along the way through our agency's Administrative Assistant, Lisa Richwine, who participated as a Housing Authorities Records Retention Reference Group Review member.

I believe this updated retention schedule has answered many questions previously posed by our staff over the years and by condensing and clarifying types of documents to be retained, as well as standardizing retention dates, this updated schedule will be nothing less than a welcome change.

I provide full and unqualified support for the Housing Authorities Records Retention Schedule presented to your committee for adoption consideration at your January 30, 2014 meeting.

Sincerely,



F. J. Anderson, PHM  
Executive Director



600 Park Avenue  
Bremerton WA 98337  
(p) 360-479-3694  
(f) 360-616-2927  
[www.bremertonhousing.org](http://www.bremertonhousing.org)

January 13, 2014

Local Records Committee  
Office of the Secretary of State  
Washington State Archives  
1129 Washington Street SE  
Olympia, WA 98504

Subject: Letter of Support  
Revised Housing Authority Retention Schedule

Dear Members of the Local Records Committee:

I would like to offer this letter as support for the recommended revisions to the Housing Authority Records Retention Schedule.

The Bremerton Housing Authority (BHA) is committed to document management and retention as determined by the Washington State Archives. To demonstrate this commitment, our Contracts Manager, Andi Reed, has invested significant amounts of time and energy to participate on the committee that recommended the revisions. The process the committee used was comprehensive. When appropriate, other BHA staff members were consulted for input and feedback. The committee reviewed each item extensively, and the discussions revealed additional areas that needed to be covered in the schedule. My understanding is that the resulting recommendations have streamlined the requirements and eliminated obsolete references. The revised schedule should clarify retention requirements and addresses the documentation challenges faced by Washington State housing authorities today.

Sincerely,

Kurt G. Wiest  
Executive Director

cc: File



Bremerton Housing Authority does not discriminate on the basis of race, color, creed, national origin, religion, disability, sex, sexual orientation, gender identity, age (over 40), military status, whistleblower retaliation, or familial status in admission or access to its programs.  
Equal Opportunity Employer.

If you need to request a reasonable accommodation, contact the BHA Section 504 Coordinator at (360) 616-7122. TTY: (360) 377-8606

