



Using Records Retention Schedules: Which Retention Schedules Do Housing Authorities Use?

Purpose: Provide guidance to housing authorities on which records retention schedules to use.

Housing authorities need to use the following records retention schedules:

1. Local Government Common Records Retention Schedule (CORE)

This schedule covers records that are commonly created/received by most government agencies (including housing authorities), such as records relating to:

- Board meetings
- Contracts and agreements
- Facilities management
- Financial transactions and accounting
- Grants/bonds
- Human resources
- Information systems/technology
- Legal affairs
- Media coverage
- Payroll
- Policies and procedures
- Public records requests

Records with minimal retention value (transitory records) are also covered in the *Local Government Common Records Retention Schedule (CORE)*.

2. Housing Authorities Records Retention Schedule

This schedule covers records relating to the function of administering low-income and/or tenant-based subsidy housing programs by public housing authorities, such as:

- Client accidents/incidents
- Family self-sufficiency programs
- Housing counseling services
- Income limits/median family income documentation
- Low income housing tax credit
- Resident councils/advisory boards
- Rents – rate setting
- Reporting
- Tenant/participant files
- Waiting lists (tenant/participant)

**Additional advice regarding the management of public records is available from
Washington State Archives:**