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:

- [www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)
- recordsmanagement@sos.wa.gov