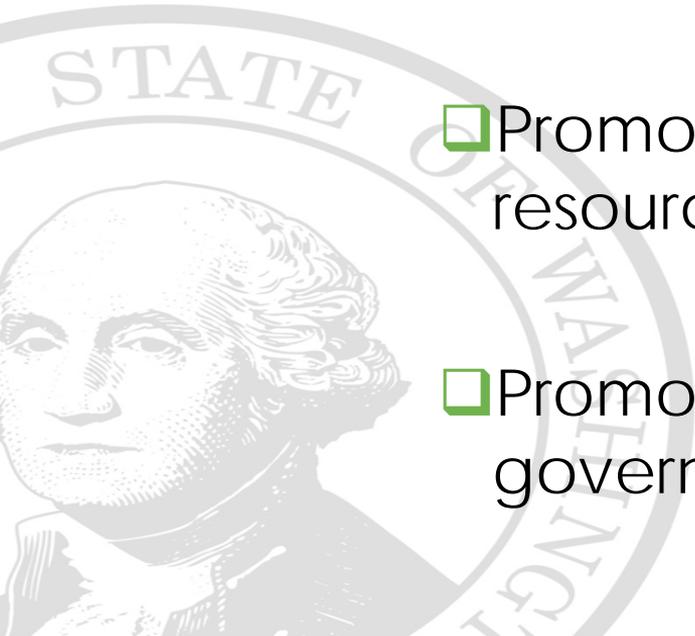


Basics of Managing *Housing Authority* Records

Washington State Archives
recordsmanagement@sos.wa.gov
(360) 586-4901

Benefits of Managing Records

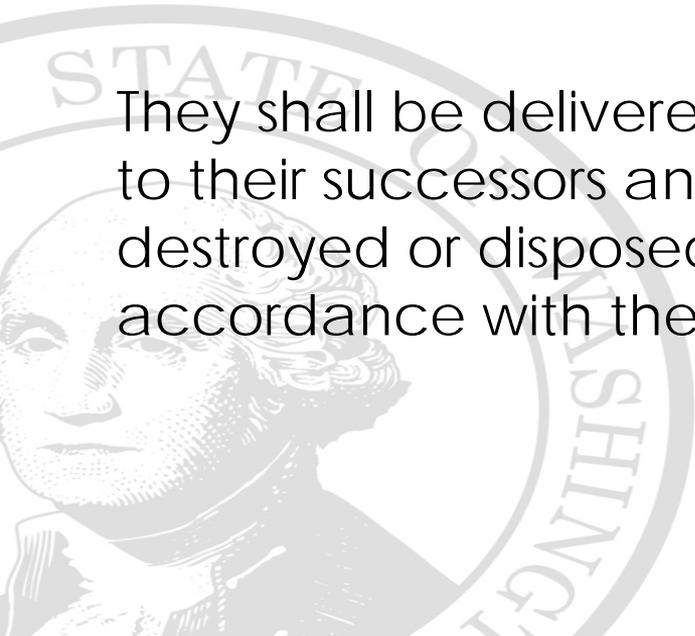
- ❑ Enables the agency to fulfill its mission
- ❑ Promotes cost-effective use of agency resources
- ❑ Promotes open and accountable government



Chapter 40.14 RCW

All public records shall be and remain the property of the state of Washington. (RCW 40.14.020)

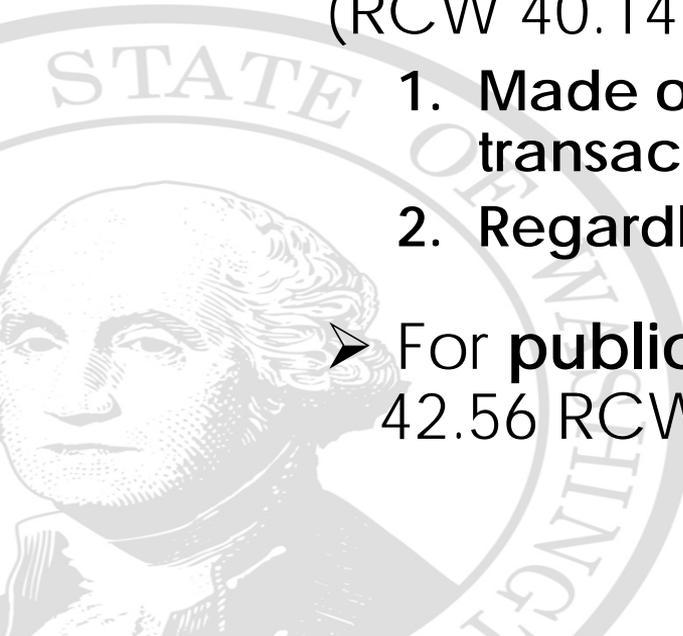
They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed, only in accordance with the provisions of this chapter.



What Is a Public Record?

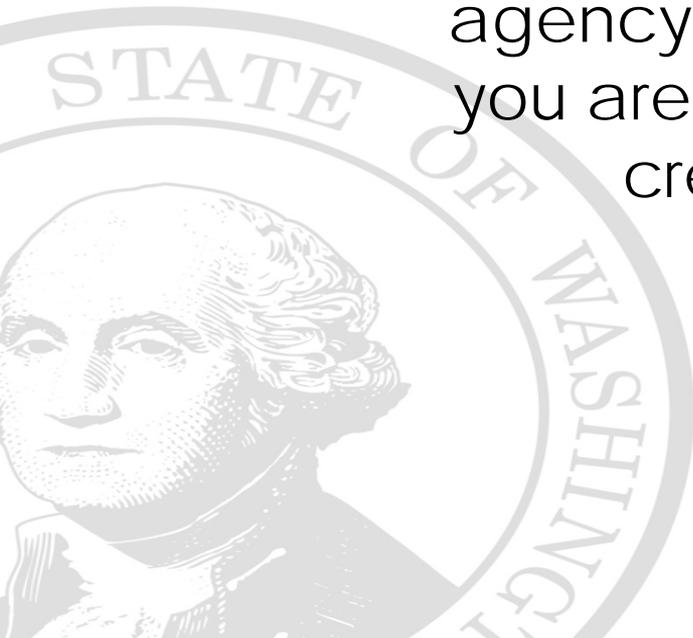
For the purposes of **retention and destruction**, two criteria (RCW 40.14.010):

1. Made or received in connection with the transaction of public business
 2. Regardless of format
- For **public disclosure**, refer to chapter 42.56 RCW.



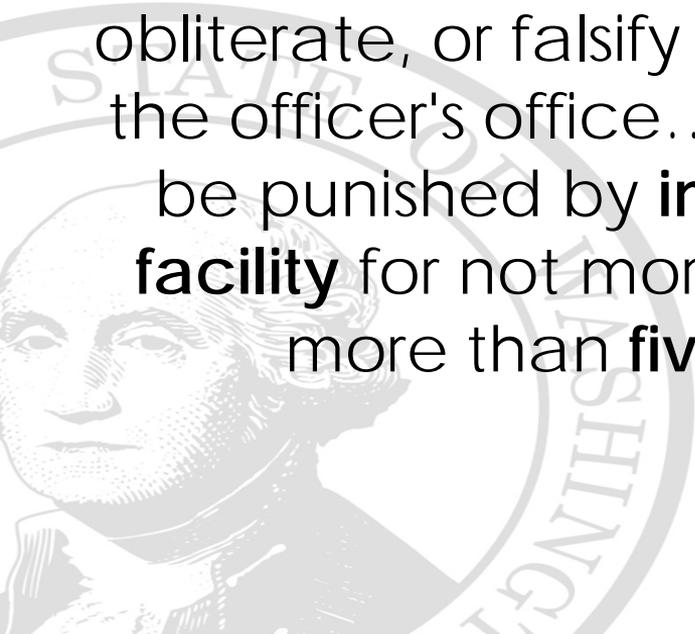
My device/account = my records?

It may be your personal device or account, but if it's being used for agency business, keep in mind that you are accessing (and sometimes creating) public records



RCW 40.16.020 – Injury to and Misappropriation of Record

Every officer who shall mutilate, destroy, conceal, erase, obliterate, or falsify any record or paper appertaining to the officer's office...is guilty of a **class B felony** and shall be punished by **imprisonment in a state correctional facility** for not more than ten years, or by a fine of not more than **five thousand dollars**, or by both.



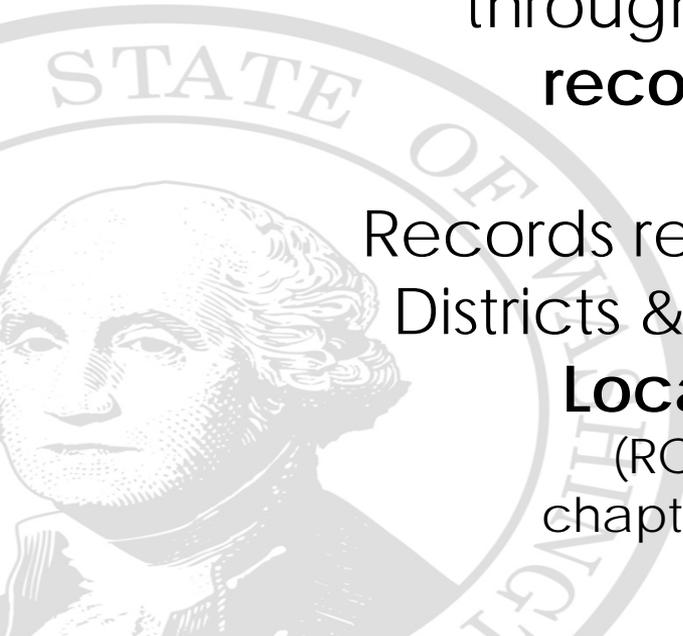
How Do I Know What to Keep?

Districts are granted *ongoing legal authority* to disposition (get rid of records) through legal documents called **records retention schedules**

Records retention schedules for School Districts & ESD's are approved by the

Local Records Committee

(RCW 40.14.060 and 40.14.070;
chapters 434-624 and 434-630 WAC)



Which Schedule Do I Use?

Visit sos.wa.gov/Archives >> Go to “Local Governments Tab” >>
Select “***Housing Authorities***”

Local Government Common Records Retention Schedule (CORE)

For records that are commonly created/received by most government agencies, i.e. -

- Board meetings
- Contracts and agreements
- Facilities management

Housing Authorities Records Retention Schedule

For records that are specific or unique to housing authorities, i.e. -

- Tenant Files
- Low Income Housing Tax Credit
- Housing Counseling Services
- Family Self-Sufficiency Programs

Records Retention Schedule

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>Waiting Lists (Tenant/Participant) 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">• Opening and closing of waiting lists (public notices, etc.);• Correspondence to and from applicants relating to the waiting list (update notifications, recertification, change in preference status, interview notification, etc.);• Removal of applicants from waiting list (non-response, change of circumstances, etc.).	<p>Retain for 3 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

Rule of Thumb: Never destroy a record unless you can point to a "DAN" authorizing you to do so.

KEEP **PUBLIC RECORDS** for
MINIMUM RETENTION

then

DESTROY

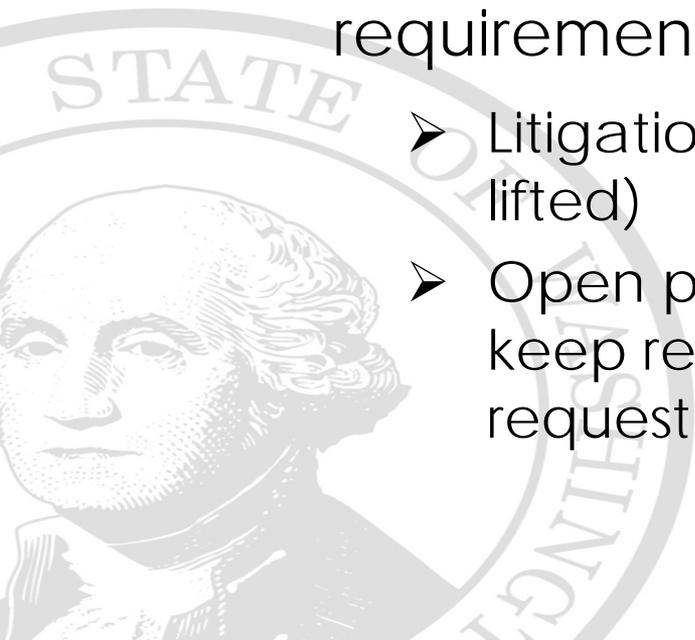
TRANSFER

HOLD IT!



There are times when you must hang on to records even if their retention requirements have been met:

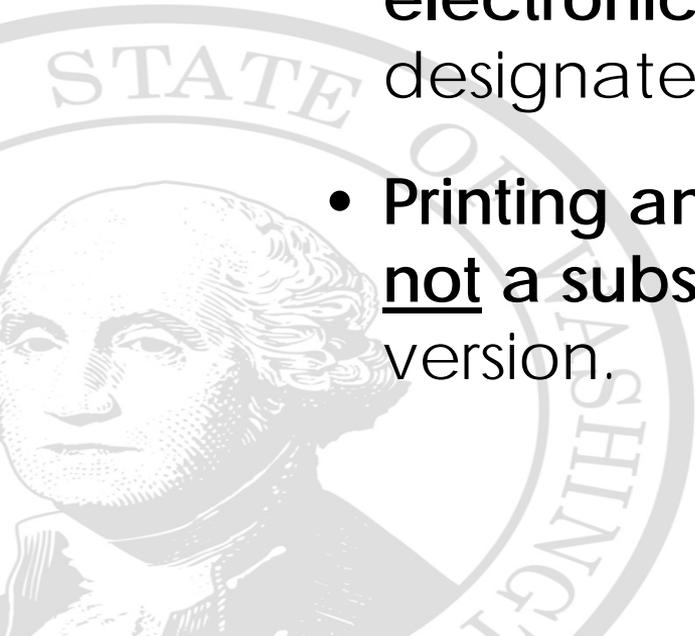
- Litigation holds (must keep until hold lifted)
- Open public records requests (must keep related responsive documents until request fulfilled/closed)



"Born Digital" Records

- **Electronic records must be retained in electronic format...**for the length of the designated retention period.
- **Printing and retaining a hard copy is not a substitute** for the electronic version.

[\(WAC 434-662-040\)](#)



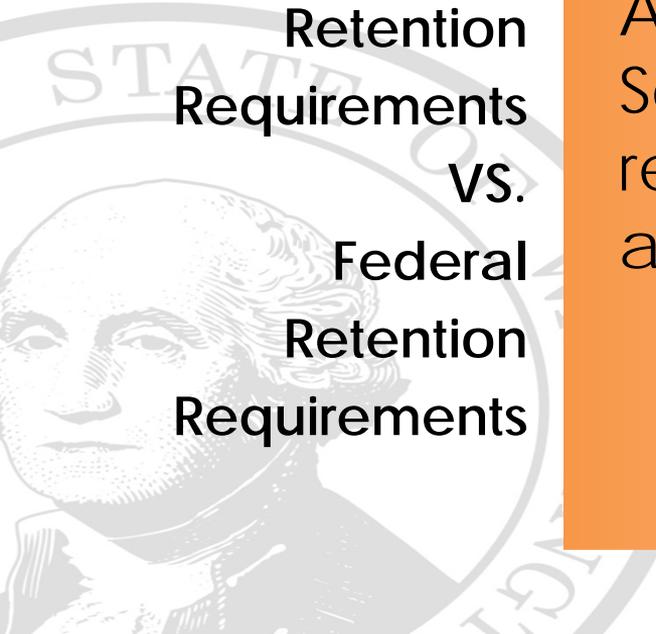
Housing Authority Records FAQ's

Note these
"Big Bucket"
DAN's in the
Housing
Authorities
Schedule. You
will probably
use these often.

- ***Tenant/Participant Files***, DAN HA60-01-52
- ***Housing Counseling Services***, DAN HA2014-003
- ***Reporting (Applicant/Tenant /Participant-Specific) – Mandatory***, DAN HA2014-004

Housing Authority Records FAQ's

State
Retention
Requirements
vs.
Federal
Retention
Requirements



Retention periods in the Housing Authorities Records Retention Schedule should match requirements from federal regulating agencies.

If not, please let us know!

Records Management Resources

Association of Washington Housing Authorities

Records Management Group?

<https://www.awha.org/>



Records Management Resources

- Website: sos.wa.gov/archives
 - Training – online and in-person
 - How-to videos
 - Retention schedules
 - Advice sheets



FREE CONSULTATION, TRAINING, AND ADVICE

Washington State Archives

recordsmanagement@sos.wa.gov

www.sos.wa.gov/archives

Phone: (360) 586-4901