

HOUSING DEPARTMENT

ADMINISTRATION

GENERAL PROGRAM INFORMATION FILES

Active: Permanent

Disposition: Retain

HOMELESS GENERAL FILES

Active: Permanent

Disposition: Retain

HOMELESS GRANT FILES

Active: 3 years after final audit

Disposition: Retain

PERSONNEL FILES

Active: Duration of employment

Disposition: Permanent

SECTION 8 GRANT FILES

Active: 3 years after final audit

Disposition: Retain

COMMUNITY DEVELOPMENT BLOCK GRANT AND NEIGHBORHOOD IMPROVEMENT SERVICES

LEAD REPORTS

(Initial and clearance)

Active: 3 years

Disposition: Destroy

LOAN AGREEMENTS

(Conditions of loan)

Active: Permanent

Disposition: Retain

LOAN APPLICATIONS

(Qualifying documents)

Active: 3 years

Disposition: Destroy in secure area

MONTHLY REPORTS

Active: 3 years
Disposition: Destroy

MORTGAGES

(Recorded NIS Loans)
Active: Permanent
Disposition: Retain

M OF U CONTRACTS

(Program descriptions)
Active: 3 years
Disposition: Destroy

PAYMENT VOUCHERS

Active: 3 years
Disposition: Destroy

EMERGENCY SHELTER GRANT

REPORTS

(Pay requests and performance)
Active: 4 years
Disposition: Destroy

FISCAL FILES

ACCOUNTING RECORDS

Active: 3 years after audit
Disposition: Retain

CITY BUDGET FILES

Active: 5-6 years
Disposition: Destroy

DEVELOPMENT AND MODERNIZATION CAPITAL FUND GRANT RECORDS

Active: Permanent
Disposition: Retain

HUD FINANCIAL REPORTS

Active: Permanent
Disposition: Retain

REAL PROPERTY AND EQUIPMENT

Active: Retain
Disposition: Permanent

HOME PROGRAM FILES

AGREEMENTS

Active: 5 years after affordability period

Disposition: Destroy

CHDO HOUSING DEVELOPMENT PROJECT FILES

Active: Retain 5 years following expiration of the HUD affordability period (HUD requirement)

Disposition: Retain

CHDO OPENING FUNDS

Active: 5 years following last financial transaction or expiration of contract

Disposition: Retain

CLIENT RECORDS

Active: 5 years after affordability period

Disposition: Destroy in secure area

CLOSED HOMEOWNERSHIP LOAN FILES

Active: 5 years following expiration of the HUD affordability period or payoff (HUD requirement)

Disposition: Retain

FILES CONTAINING COMMITMENTS OF HOMEOWNERSHIP

Active: 12 months following issuance of commitment, or renewal of income verification

Disposition: Retain

INVOICES

Active: 5 years after affordability period

Disposition: Destroy

OTHER NON-PROFIT/FOR PROFIT HOUSING DEVELOPMENT PROJECT FILES

Active: 5 years following expiration of the HUD affordability period (HUD requirement)

Disposition: Retain

TURNED DOWN HOMEOWNERSHIP

Active: 2 years following issuance of declination letter

Disposition: Retain file 1 year following issuance of declination

NEIGHBORHOOD IMPROVEMENT FILES

ADMINISTRATION GRANT

Active: 3 years

Disposition: Scan/Destroy

ENERGY LOANS

Active: 4 years after audit

Disposition: Scan/Destroy

FIDELITY REPORTS

Active: 4 years after audit

Disposition: Scan/Destroy

LEGAL DOCUMENTS

Active: Permanent

Disposition: Retain

MEMORANDUM OF UNDERSTANDING

Active: 3-4 years

Disposition: Scan/Destroy

MONTHLY REPORTS

Active: 2-3 years

Disposition: Destroy

PAINT GRANT

Active: 4 years after audit

Disposition: Scan/Destroy

PROJECT FILES

Active: 5 years after audit

Disposition: Scan/Destroy

PUBLIC HOUSING AND SECTION 8

ACCOUNTS PAYABLE

Active: 7 years after payment

Disposition: Destroy

ADVISORY BOARD MEETING RECORDS

Active: Permanent

Disposition: Retain

APPLICANT FILES

Active: 5 years

Disposition: Scan/Destroy

APPLICATION WAITING LISTS

Active: 5 years

Disposition: Destroy

CLIENT FILES (ACTIVE OR INACTIVE)

Active: 5 years

Disposition: Scan/Destroy

FINANCIAL REPORTS

(HUD mandated reports with trail)

Active: 3 years

Disposition: Destroy

HOUSING ASSISTANCE PAYMENT

Active: 5 years

Disposition: Scan/Destroy

HOUSED CLIENT FILES

Active: Retain while housed

Disposition: Destroy

HUD REPORTS

Active: Permanent

Disposition: Retain

MODERNIZATION PROJECT CONTRACTS

Active: Permanent

Disposition: Retain

PAYMENT RECORDS

Active: 5 years

Disposition: Scan/Destroy

PAYROLL RECORDS

Active: 7 years after grant closure

Disposition: Destroy

PUBLIC HOUSING APPLICANT FILES

Active: 5 years after purged

Disposition: Destroy

TENANT RECORDS

Active: 3 years

Disposition: Destroy in secure area

TENANTS ACCOUNT RECEIVABLE

Active: Permanent

Disposition: Retain

UNIT INSPECTION

Active: 5 years

Disposition: Scan/Destroy

VACATED CLIENT FILES

Active: 5 years after moved out

Disposition: Destroy