

# **URBAN DEVELOPMENT**

## **BOND DOCUMENTS**

(Ordinances, Letters of Intent, agenda reports, public hearing notices, etc)

Active: Permanent

Disposition: Retain

## **BOND TRANSCRIPTS**

(Records of bonds issued and redeemed including the resolution, incumbency certificate, legal opinions, interest exempt from federal income tax, payment in lieu of taxes (PILOT) agreement, bond origination fee agreement, bond placement agreement, administrative service fee agreement, trust indenture, leases, CEDBR/WSU firm data sheet, and public hearing notices)

Active: Maturity plus 5 years; evaluate for historical significance

Disposition: Retain

## **ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTIONS**

Active: 5 years after tax exemption expires

Disposition: Retain

## **ECONOMIC DEVELOPMENT EXEMPTION (EDX) DOCUMENTS**

(Ordinances, LOIs, Agenda Reports, Public Hearing notices, Incentive Agreements, abatement calculation table, abatement Performa, CEDBR/WSU firm data sheet, governing body notices, governing body notice receipts, and Letter of Intent request letters)

Active: Abatement period plus 5 years

Disposition: Retain

## **FORGIVABLE LOANS**

(Agenda reports, GWEDC questionnaire, CEDBR/WSU firm data sheet, loan agreement and promissory note, vendor registration form, ACH form, and invoices showing loan proceeds used for prescribed uses)

Active: 5 years after loan is fully forgiven or repaid

Disposition: Retain

## **GRANTS-IN-AID-COORDINATION**

(Projects funded through CDBG)

Active: 4 years (Required by Federal regulations) or retained indefinitely if of complex nature

Disposition: Retain

## **INDUSTRIAL REVENUE BOND FILES**

Active: 5 years after bonds mature, are called or deeded back

Disposition: Retain

## **NEIGHBORHOOD REBATE**

Active: 5 years after rebate term ends

Disposition: Retain

**PUBLIC BUILDING COMMISSION RECORDS**

Active: Retirement/bond call plus 7 years

Disposition: Retain