



LIBRARY OF VIRGINIA

Government Records Services
800 E. Broad St., Richmond VA 23219
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-32

COUNTY AND MUNICIPAL GOVERNMENTS

Redevelopment and Housing Authority

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

APPROVED:

Kathleen Sporden

EFFECTIVE SCHEDULE DATE: 6/9/2022

POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A completed RM-3 Form must be approved by an agency-designated records officer before records can be destroyed.
4. Any records created prior to 1912 must be offered, in writing, to the Library of Virginia (LVA) before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA.
5. All known audits, requests for records pursuant to the Virginia Freedom of Information Act, § 2.2-3700, et seq., and retention schedule renegotiations regarding the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal and/or operational reformatting processes until all issues are resolved.
6. The retentions and dispositions listed on the attached page(s) apply regardless of format, e.g., paper, microfilm, electronic image, etc. Unless prohibited by law, records may be reformatted at the agency's discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of

- the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency to do so.
7. Records custodians must ensure that confidential or privacy-protected information contained in records and non-records is ultimately destroyed to prevent unauthorized disclosure. Confidential destruction of paper is accomplished only through shredding, pulping, or burning. For electronic information, it is accomplished by overwriting the data or physically destroying the media. Merely deleting confidential or privacy-protected information is not sufficient. Documents containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
8. Under the Virginia Public Records Act, § 42.1-79, the Library of Virginia is the official custodian and trustee of all state-agency records transferred to the State Archives, which may purge select records in accordance with professional archival practices in order to ensure efficient preservation and access.
9. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year, as appropriate. Retention periods start at that time. Other event-based filing cutoffs (e.g., "after last action") must be defined and consistently applied by the agency.



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<u>Affordable Dwelling Unit (ADU) Program - Client Purchase Records</u> This series documents an Authority's program to provide affordable housing to qualified citizens. This series may include, but is not limited to: records of contacts with clients in regards to the purchase program, financial records, and supporting documentation.	005589	10 Years after last action	Confidential Destruction
<u>Affordable Dwelling Unit (ADU) Program - Client Records - Incomplete</u> This series documents an Authority's program to provide affordable housing to qualified citizens. This series may include, but is not limited to: records of contacts with clients in regards to the program when no rental assistance or purchase assistance was finalized; applications, personal and financial information; and other supporting documentation.	005590	3 Years after last action	Confidential Destruction
<u>Affordable Dwelling Unit (ADU) Program - Client Rental Records</u> This series documents an Authority's program to provide affordable housing to qualified citizens. This series may include, but is not limited to: records of contacts with contractors in regards to rental assistance program, financial records, and supporting documentation.	005591	3 Years after expiration	Confidential Destruction
<u>Affordable Dwelling Unit (ADU) Program - Contractor/Program Administration Records</u> This series documents an Authority's program to provide affordable housing to qualified citizens. This series may include, but is not limited to: records of contacts with contractors in regards to program development and administration. Records must be kept for 10 years after last contact.	005592	10 Years after last action	Confidential Destruction



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<u>Applications for Housing - Active Clients</u> This series consists of approved applications for the subsidized housing program. This series includes but is not limited to: applications, approvals, financial data, correspondence, SAVE (Systematic Alien Verification of Entitlements) reports, and other supporting documentation. 24CFR901 thru 1699	009107	3 Years after last action	Confidential Destruction
<u>Applications for Housing - Denied, Incomplete, or Withdrawn</u> This series consists of denied, incomplete, or withdrawn applications for the subsidized housing program. This series includes but is not limited to: incomplete applications, financial data, correspondence, and supporting documentation. 24CFR901 thru 1699	009108	3 Years after decision	Confidential Destruction
<u>Criminal History Reports</u> This series consists of criminal history reports which may cause an applicant to be denied eligibility for housing. Reports are not included in related applicant files. This series may include, but is not limited to: requests for background checks, and other criminal history reports. 24CFR901 thru 1699	009109	0 Years after decision	Confidential Destruction
<u>Financial Transaction Records</u> This series documents Redevelopment and Housing Authority financial transaction records related to procuring goods and services, paying bills, collecting debts. This series may include, but is not limited to: contracts; requisitions; purchase orders; solicitations/requests for bids; proposals, quotations, and bids; credit card/purchase card/charge card statements and supporting documentation; invoices; and leases.	200740	6 Years after final payment	Confidential Destruction



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<u>Home Investment Partnership Program Records - Administrative Records</u> This series documents the administration of the Home Investment Partnerships Program. This series may include, but is not limited to: grant agreements, financial records, program administration records, federal compliance records, and reports. 24CFR92.1 thru 552	005479	5 Years after end of state fiscal year	Confidential Destruction
<u>Home Investment Partnerships Program Records - Project Records</u> This series consists of records of funds allocated to Community Housing Development Organizations (CHDO), or sub-recipients of home funds, for participation in projects in specific neighborhoods. This series may include, but is not limited to: applications for funding, grant records, loan documents, reports, inspections, project records, and other supporting documentation. 24CFR92.1 thru 552	009530	35 Years after project completion	Confidential Destruction
<u>Home Ownership Programs - Program Administration Records</u> This series consists of the records of an Authority's program to provide affordable housing to qualified citizens. Includes Down Payment Closing Cost, Home Start, LHOP, Home Stretch and other supporting documentation.	005595	10 Years after last action	Confidential Destruction
<u>Homeless Intervention Program (HIP) - Clients Denied/Incomplete</u> This series consists of the records of the state funded Homeless Intervention Program for financial assistance and/or case management to home owning families facing foreclosure because of a temporary loss of income and to assist homeless persons with start up funds. Includes contacts with clients when no assistance was provided or finalized. COV 36-141 to 151	005594	5 Years after last action	Confidential Destruction



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<u>Homeless Intervention Program (HIP) Clients Served</u> This series documents the state funded Homeless Intervention Program for financial assistance and/or case management to home owning families facing foreclosure because of a temporary loss of income, and to assist homeless persons with start up funds. This series may include: applications, case reviews, and client correspondence. COV 36-141 to 151	005593	5 Years after last action	Confidential Destruction
<u>Homeowners Assistance Program Records - Approved</u> This series documents the educational and/or financial assistance provided to low-income, first time home buyers. This series may include, but is not limited to: requests for assistance, loan documents, personal and financial information, deeds of trust, and other supporting documentation. Records must be kept for 32 years after close of sale. 24CFR92.1 thru 552	005476	32 Years after closed	Confidential Destruction
<u>Homeowners Assistance Program Records - Denied or Terminated</u> This series documents applications for the homeownership assistance program that were denied or terminated. This series may include, but is not limited to: applications, personal and financial data, and other supporting documentation. 24CFR92.1 thru 552	005477	5 Years after decision	Confidential Destruction
<u>Housing Choice Voucher Program - Client Records</u> This series consists of records of housing choice voucher assistance provided to qualified clients, including low-income families, elderly persons with disabilities, and Housing Opportunities for Persons with AIDS (HOPWA) patients with HIV or AIDS. Includes personal and financial information, contracts, leases, mandatory reporting, and other supporting documentation. 24CFR811 thru 866; 24CFR982.158	005596	3 Years after last action	Confidential Destruction



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<u>Housing Choice Voucher Program - Family Self-Sufficiency Case Records</u> This series documents the office's participation in a federally funded program to provide families opportunity to achieve economic independence over a five-year period. This series may include, but is not limited to: personal and financial records, case manager's notes, mandatory reporting, and other supporting documentation. 24CFR811 thru 866; 24CFR982.158	005597	3 Years after last action	Confidential Destruction
<u>Housing Choice Voucher Program - Legal Claims, Clients</u> This series documents claims against an Authority by present and/or former clients of the Housing Choice Voucher Program which provides assistance to qualified clients, including low-income families, elderly persons with disabilities, and HOPWA patients with HIV or AIDS. This series may include, but is not limited to: personal and financial records, case manager's notes, mandatory reporting, and other supporting documentation. Records are kept for 10 years after resolution. 24CFR811 thru 866; 24CFR982.158	005598	10 Years after event	Confidential Destruction
<u>Housing Choice Voucher Program - Legal Claims, Landlords/Owners</u> This series documents claims against the Authority by landlords or owners for client damage or unpaid rent on leased property as part of the Housing Choice Voucher Program, which provides assistance to qualified clients, including low-income families, elderly persons with disabilities, and HOPWA patients with HIV or AIDS. This series may include, but is not limited to: personal and financial records, case manager's notes, mandatory reporting, and other supporting documentation. Records are kept for 10 years after resolution. 24CFR811 thru 866	005599	10 Years after event	Confidential Destruction



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<u>Housing Choice Voucher Program – Program Administration/ Contract with U.S. Department of Housing and Urban Development (HUD)</u> This series documents the Authority's program to provide affordable housing to qualified citizens. This series may include, but is not limited to: applications for funding, grant records, reports, inspections, and other supporting documentation. Records are kept for 10 years after final action or audit.	005600	10 Years after end of state fiscal year	Confidential Destruction
<u>Housing Choice Voucher Program: Unserved Client Records</u> This series documents contacts with clients who were not qualified, declined assistance, or found alternative housing while on the waiting list for services from the Housing Choice Voucher Program which provides assistance to qualified clients, including low-income families, elderly persons with disabilities, and patients with HIV or AIDS. This series may include, but is not limited to: applications for funding, grant records, reports, inspections and other supporting documentation. Records are kept for 3 years after last contact. 24CFR811 thru 866; 24CFR982.158	005601	3 Years after last action	Confidential Destruction
<u>Housing Modification/Rehabilitation (ModRehab) Program Records</u> This series documents requests for home modification or rehabilitation financial assistance. This series may include, but is not limited to: applications, personal and financial information, approvals, and other supporting documentation. 24CFR511.1 thru 82	005602	10 Years after final payment	Confidential Destruction



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<u>Neighborhood Housing Rehabilitation Program Records - Community Based Development Organizations (CBDO)</u> This series documents funds allocated to Community Based Development Organizations for participation in rehabilitation projects in specific neighborhoods. This series may include, but is not limited to: applications for funding, grant records, reports, inspections, and other supporting documentation. Records must be kept for 3 years after HUD closeout notification. 24CFR570.204	005480	3 Years after decision	Confidential Destruction
<u>Neighborhood Housing Rehabilitation Program Records - Contractor Records</u> This series documents contracts for rehabilitation work on homes of low income families. This series may include, but is not limited to: requests for assistance, contacts, inspections, payments, and other supporting documentation. Records must be kept for 3 years after HUD closeout notification. 24CFR570.1 thru 913	005481	3 Years after decision	Confidential Destruction
<u>Neighborhood Housing Rehabilitation Program Records - Loan Records - Under \$8000</u> This series documents requests for home rehabilitation financial assistance less than \$8000. This series may include, but is not limited to: applications, personal and financial information, approvals, and other supporting documentation. Records must be kept for 7 yrs after loan approval & signature or audit	005482	7 Years after decision	Confidential Destruction
<u>Neighborhood Housing Rehabilitation Proram Records - Loan Records - \$8000 and Over</u> This series consists of records of requests for rehabilitation financial assistance for \$8000 or more. Includes applications, personal and financial information, approvals and other supporting documentation.	005483	17 Years after decision	Confidential Destruction



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<u>Operation Match Records - Clients Served</u> This series documents the Operation Match Program that allows individuals to share homes due to economic or companionship needs. This series may include, but is not limited to: personal and financial data, agreements, and other supporting documentation.	005603	5 Years after last action	Confidential Destruction
<u>Operation Match Records - Clients, Incomplete</u> This series documents contacts with clients when no assistance was provided or finalized as part of the Operation Match Program that allows individuals to share homes due to economic or companionship needs. This series may include, but is not limited to: personal and financial data, agreements, correspondence, and other supporting documentation.	005604	5 Years after last action	Confidential Destruction
<u>Real Property Files - Non RHA Property</u> This series consists of the records of real estate transactions supported and processed by RHA within its Community Development program, including original acquisition paperwork, deeds, dispositions, and relocations. This series may include, but is not limited to, owner data, deeds, contracts, appraisals, property development documentation (blueprints, development plan, permits, contractor, etc.), purchase orders, financial data, notes, correspondence, and supporting documentation. 24CFR92.1 thru 552	009060	50 Years after project completion	Non-confidential Destruction



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<u>Real Property Files - RHA Owned Property</u> This series consists of real estate transactions supported and processed by RHA within its Community Development program, including acquisition, deeds, dispositions, and relocations. This series may include, but is not limited to: owner data, deeds, contracts, appraisals, property development documentation (blueprints, development plan, permits, contractor, etc.), purchase orders, financial data, notes, correspondence, and supporting documentation. RETENTION AND DISPOSITION: Transfer sold property files to series 009060. For files that are inactive but RHA still owns an interest, transfer to State Records Center for 99 years. After 99 years, return to RHA for review.	009061	99 Years after no longer administratively useful	Non-confidential Destruction
<u>Referrals, Zoning/Comprehensive Planning - Board of Supervisors</u> This series documents legislative and ministerial land referrals related to zoning and/or comprehensive land planning when Board of Supervisor approval is required and/or desirable. This series may include, but is not limited to: Board of Supervisors approval or disapproval, plans, and correspondence.	005605	10 Years after last action	Non-confidential Destruction
<u>Referrals, Zoning/Comprehensive Planning - Others</u> This series documents legislative and ministerial land referrals related to zoning and/or comprehensive land planning when Board of Supervisor approval is not required. This series may include, but is not limited to: plans and correspondence.	005606	10 Years after last action	Non-confidential Destruction
<u>Rental Assistance Program - Client Records</u> This series documents applications for rental assistance under the Housing Choice Voucher Program. This series may include, but is not limited to: applications for assistance, personal and financial information, leases, agreements, and other supporting documentation. 24CFR982.1 thru 643	005486	4 Years after termination	Confidential Destruction



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<u>Tenant File Purges</u> This series consist of outdated, inactive or no longer useful information purged from records series 009104, "Tenant Files - Active". This series includes but is not limited to: purged eligibility documents, occupancy data, inspection records, maintenance records, correspondence and other supporting documentation. 24CFR245.5 thru 435	009106	5 Years after end of calendar year	Confidential Destruction
<u>Tenant Files - Active</u> This series documents current history of a tenant actively occupying RHA owned or controlled property. This series include but is not limited to: eligibility documents, occupancy data, inspection records, maintenance records, correspondence, and other supporting documentation. Every 5 years, files are purged of outdated, inactive or no longer useful information. See series 009106, "Tenant File Purges". 24CFR245.5 thru 435	009104	0 Years after equipment, facility, or property sold or no longer in use	Confidential Destruction
<u>Tenant Files - Vacated</u> This series consists of Tenant Files of tenants no longer occupying RHA owned or controlled property. This series may include, but is not limited to: the terms of termination agreement, damage penalties, and other written notices. 24CFR245.5 thru 435	009105	7 Years after last action	Confidential Destruction
<u>Transitional Housing Program - Administrative Records</u> This series consists of records related to the administration of the Transitional Housing Program. This series contains grant agreements and financial documents related to federal and state grants supporting the program.	005485	3 Years after end of state fiscal year	Confidential Destruction



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<u>Transitional Housing Program - Client Records</u> This series consists of records of transitional housing provided to homeless families. This series may include, but is not limited to: requests for assistance, personal and financial documents, agreements, leases, and other supporting documentation.	009531	3 Years after event	Confidential Destruction
<u>Water and Sewer Financing Program - Client Records</u> This series documents contacts with clients concerning the Water and Sewer Financing Program which provides homeowners low interest loans or grants to repair, service, or replace failing water and/or sewer systems, or to connect to city or county systems. This series may include, but is not limited to: applications, grant records, reports, inspections, and correspondence. 24CFR570.500 to 513	005607	5 Years after final payment	Confidential Destruction
<u>Water and Sewer Financing Program - Program Administration Records</u> This series documents homeowners' low interest loans or grants to repair, service, or replace failing water and/or sewer systems, or to connect to county systems. This series may include, but is not limited to: applications, grant records, reports, inspections, and correspondence. 24CFR570.500 to 513	005608	5 Years after end of calendar year	Confidential Destruction