



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL SCHEDULE NO. 32

### REDEVELOPMENT AND HOUSING AUTHORITY RECORDS

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

APPROVED: \_\_\_\_\_

*Conly A. Edwards*

EFFECTIVE SCHEDULE DATE

JUL 30 2007

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#### CONDITIONS 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 Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the 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. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving 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 or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and 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 in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. 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 Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.


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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p>This General Schedule supersedes all previous Specific Redevelopment and Housing Authority Schedules pertaining to any local Authority.</p>		
<p><u>Affordable Dwelling Unit (ADU) Program – Client Purchase Records</u> This series consists of the records of an Authority’s program to provide affordable housing to qualified citizens. Includes records of contacts with clients in regards to the purchase program, financial records, and supporting documentation.</p>	005589	Retain 10 years after final payoff or foreclosure and completion of audit, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Affordable Dwelling Unit (ADU) Program – Client Records - Incomplete</u> This series consists of the records of an Authority’s program to provide affordable housing to qualified citizens. Includes 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.</p>	005590	Retain 3 years after last contact, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Affordable Dwelling Unit (ADU) Program – Client Rental Records</u> This series consists of the records of an Authority’s program to provide affordable housing to qualified citizens. Includes records of contacts with clients in regards to the rental assistance program, financial records, and supporting documentation.</p>	005591	Retain 3 years after expiration of lease and/or participant no longer active in program, settlement of all claims, and completion of audit; then destroy in compliance with No. 8 on schedule cover page.
<p><u>Affordable Dwelling Unit (ADU) Program – Contractor/Program Administration Records</u> This series consists of the records of an Authority’s program to provide affordable housing to qualified citizens. Includes records of contacts with contractors in regards to program development and administration.</p>	005592	Retain 10 years after last contact, then destroy in compliance with No. 8 on schedule cover page.



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<p><u>Applications for Housing – Active Clients</u> This series consists of approved applications for the subsidized housing program. Includes applications, approvals, financial data, correspondence, SAVE (Systematic Alien Verification of Entitlements) reports, and other supporting documentation. Refer to 24CFR901 through 1699.</p>	009107	Retain 3 years after last contact, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Applications for Housing – Denied, Incomplete, or Withdrawn</u> This series consists of denied, incomplete, or withdrawn applications for the subsidized housing program. Includes applications, financial data, correspondence, and supporting documentation. Refer to 24CFR901 through 1699.</p>	009108	Retain 3 years after date of denial or withdrawal, then destroy in compliance with No. 8 on schedule cover page.
<p><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. Includes requests for background checks and criminal history reports. Refer to 24CFR901 through 1699.</p>	009109	Retain until decision is made regarding application. Once decision is made, then destroy immediately in compliance with No. 8 on schedule cover page.
<p><u>Home Investment Partnership Program Records – Administrative Records</u> This series consists of records pertinent to the administration of the Home Investment Partnerships Program such as grant agreements, financial records, program administration records, federal compliance records, and reports. Refer to 24CFR92.1 through 552.</p>	005479	Retain 5 years after end of calendar year or until audit, whichever is longer, then destroy in compliance with No. 8 on schedule cover page.


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<p><u>Home Investment Partnerships Program Records – Project Records</u></p> <p>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. Includes applications for funding, grant records, loan documents, reports, inspections, project records, and other supporting documentation. Refer to 24CFR92.1 through 552.</p>	009530	Retain 35 years after project completion date, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Home Ownership Programs – Program Administration Records</u></p> <p>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.</p>	005595	Retain 10 years after last contact, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Homeless Intervention Program (HIP) – Clients Denied/Incomplete</u></p> <p>This series consists of the records of the state funded Homeless Intervention Program for financial assistance and/or case management to homeowners facing foreclosure because of a temporary loss of income and to assist homeless persons with start up funds when no assistance was provided or finalized. Refer to <i>Code of Virginia</i>, §§ 36-141- to 151.</p>	005594	Retain 5 years after last contact, then destroy in compliance with No. 8 on schedule cover page.


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<p><u>Homeless Intervention Program (HIP) – Clients Served</u> This series consists of the records of the state funded Homeless Intervention Program for financial assistance and/or case management to homeowners facing foreclosure because of a temporary loss of income and to assist homeless persons with start up funds. Refer to <i>Code of Virginia</i>, §§ 36-141- 151.</p>	005593	Retain 5 years after last contact and completion of audit, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Homeowner Assistance Program Records – Approved</u> This series consists of the records of educational and/or financial assistance provided to low-income, first-time home buyers. Includes requests for assistance, loan documents, personal and financial information, deeds of trust, and other supporting documentation. Refer to 24CFR92.1 through 552.</p>	005476	Retain 32 years after close of sale, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Homeowner Assistance Program Records – Denied or Terminated</u> This series consists of applications for the homeownership assistance program that were denied or terminated. Includes applications, personal and financial data and other supporting documentation. Refer to 24CFR92.1 through 552.</p>	005477	Retain 5 years after denial or termination, destroy in compliance with No. 8 on schedule cover page.
<p><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. Refer to 24CFR811 through 886 and 24CFR982.158.</p>	005596	Retain 3 years after last Housing Assistance Payment (HAP) and/or lease expiration; then destroy in compliance with No. 8 on schedule cover page.


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<p><u>Housing Choice Voucher Program – Family Self-Sufficiency Case Records</u></p> <p>This series documents the office's participation in a federally funded program to provide families the opportunity to achieve economic independence over a five-year period. Includes personal and financial records, case manager's notes, mandatory reporting, and other supporting documentation. Refer to 24CFR811 through 886 and 24CFR982.158.</p>	005597	Retain 3 years after last contact, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Housing Choice Voucher Program – Legal Claims, Clients</u></p> <p>This series consists of 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. Refer to 24CFR811 through 886 and 24CFR982.158.</p>	005598	Retain 10 years after legal action or claim resolution, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Housing Choice Voucher Program – Legal Claims, Landlord/Owners</u></p> <p>This series consists of claims against the Authority 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. Refer to 24CFR811 through 886.</p>	005599	Retain 10 years after legal action or claim resolution, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Housing Choice Voucher Program – Program Administration/ Contract with U.S. Department of Housing and Urban Development (HUD)</u></p> <p>This series consists of the records of the Authority's program to provide affordable housing to qualified citizens.</p>	005600	Retain 10 years after final action or HUD audit, whichever is longer, then destroy in compliance with No. 8 on schedule cover page.


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<p><u>Housing Choice Voucher Program – Unserved Client Records</u> This series consists of 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. Refer to 24CFR811 through 886 and 24CFR982.158.</p>	005601	Retain 3 years after last contact, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Housing Modification/Rehabilitation (ModRehab) Program Records</u> This series consists of requests for home modification or rehabilitation financial assistance. Includes applications, personal and financial information, approvals, and other supporting documentation. Refer to 24CFR511.1 through 82.</p>	005602	Retain 10 years after loan repayment, foreclosure, forgiveness, final case action, or grant closure; then destroy in compliance with No. 8 on schedule cover page.
<p><u>Neighborhood Housing Rehabilitation Program Records – Community Based Development Organizations (CBDO)</u> This series consists of records of funds allocated to Community Based Development Organizations for participation in rehabilitation projects in specific neighborhoods. Includes applications for funding, grant records, reports, inspections and other supporting documentation. Refer to 24CFR570.204.</p>	005480	Retain 3 years after HUD closeout notification obtained, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Neighborhood Housing Rehabilitation Program Records – Contractor Records</u> This series consists of contracts for rehabilitation work on homes of low income families. Includes requests for assistance, contracts, inspections, payments, and other supporting documentation. Refer to 24CFR570.1 through 913.</p>	005481	Retain 3 years HUD closeout notification obtained, then destroy in compliance with No. 8 on schedule cover page. 24CFR570.490.


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<p><u>Neighborhood Housing Rehabilitation Program Records – Loan Records – Under \$8000</u></p> <p>This series consists of requests for home rehabilitation financial assistance less than \$8000. Includes applications, personal and financial information, loan approvals, contracts, and other supporting documentation.</p>	005482	Retain for 7 years after loan approval and signature or until all audits are complete, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Neighborhood Housing Rehabilitation Program Records – Loan Records – \$8000 and Over</u></p> <p>This series consists of requests for rehabilitation financial assistance for \$8000 or more. Includes applications, personal and financial information, loan approvals, contracts, and other supporting documentation.</p>	005483	Retain for 17 years after loan approval and signature or until all audits are complete, whichever is greater, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Operation Match Records – Clients Served</u></p> <p>This series consists of the records of the Operation Match Program that allows individuals to share homes due to economic or companionship needs. Includes personal and financial data, agreements, correspondence, and other supporting documentation.</p>	005603	Retain 5 years after last contact, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Operation Match Records – Clients, Incomplete</u></p> <p>This series consists of 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. Includes personal and financial data, agreements, correspondence, and other supporting documentation.</p>	005604	Retain 5 years after last contact, then destroy in compliance with No. 8 on schedule cover page.




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<p><u>Planning/Development/Land Use/Zoning Records</u> This series consists of records created in the development or construction of properties.</p>		<p>Refer to <i>General Records Retention and Disposition Schedule No. GS-6, Land Use and Public Works Records and GS-16, General Services Records</i> for retention guidelines.</p>
<p><u>Real Property Files – Non-RHA Property</u> This series consists of real estate transactions supported and processed by RHA within its Community Development program, including original acquisition paperwork, deeds, dispositions, and relocations. Includes, 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. Refer to 24CFR92.1 through 552.</p>	009060	<p>Destroy 50 years after completion of disposition and/or relocation.</p>
<p><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 acquisitions, deeds, dispositions, and relocations. Includes, 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. Refer to 24CFR92.1 through 552.</p>	009061	<p>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.</p>
<p><u>Referrals, Zoning/Comprehensive Planning – Board of Supervisors</u> This series consists of legislative and ministerial land referrals related to zoning and/or comprehensive land planning when Board of Supervisor approval is required and/or desirable.</p>	005605	<p>Retain 10 years after final board action, then destroy.</p>


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<u>Referrals, Zoning/Comprehensive Planning – Others</u> This series consists of legislative and ministerial land referrals related to zoning and/or comprehensive land planning when Board of Supervisor approval is not required.	005606	Retain 10 years after last action, then destroy.
<u>Rental Assistance Program – Client Records</u> This series consists of applications for rental assistance under the Housing Choice Voucher Program. Includes applications for assistance, personal and financial information, leases, agreements, and other supporting documentation. Refer to 24CFR982.1 through 643.	005486	Retain 4 years after termination in program, then destroy in compliance with No. 8 on schedule cover page.
<u>Tenant Files – Active</u> This series documents current history of a tenant actively occupying RHA owned or controlled property. Includes 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”. Refer to 24CFR245.5 through 435.	009104	Retain until tenant vacates property, then remove from active files area and transfer to records series 009105, “Tenant Files – Vacated.”
<u>Tenant Files – Vacated</u> This series consists of Tenant Files of tenants no longer occupying RHA owned or controlled property. Refer to 24CFR245.5 through 435.	009105	Retain 7 years after last occupancy, then destroy in compliance with No. 8 on schedule cover page.
<u>Tenant File Purges</u> This series consist of outdated, inactive, or information deemed no longer useful purged from records series 009104, “Tenant Files – Active”. Refer to 24CFR245.5 through 435.	009106	Retain 5 years after purge date, then destroy in compliance with No. 8 on schedule cover page.


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<p><u>Transitional Housing Program – Administrative Records</u> This series consists of records related to the administration of the Transitional Housing Program. Includes grant agreements and financial documents related to federal and state grants supporting the program.</p>	005485	Retain 3 years after end of fiscal year or until audit, whichever is longer, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Transitional Housing Program – Client Records</u> This series consists of records of transitional housing provided to homeless families. Includes requests for assistance, personal and financial documents, agreements, leases, and other supporting documentation.</p>	009531	Retain 3 years after family no longer participates in program, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Water and Sewer Financing Program – Client Records</u> This series consists of 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. Refer to 24CFR570.500 through 513.</p>	005607	Retain 5 years after loan repayment, write-off or forgiveness and completion of audit; then destroy in compliance with No. 8 on schedule cover page.
<p><u>Water and Sewer Financing Program – Program Administration Records</u> This series consists of records that provide 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. Refer to 24CFR570.500 through 513.</p>	005608	Retain 5 years, then destroy in compliance with No. 8 on schedule cover page.