



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 900-012
Housing Development Authority, Virginia
Rental Housing
Program Compliance

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

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

AGENCY RECORDS OFFICER

Susan Dewey
Jina McKinney

STATE APPROVAL

STATE ARCHIVIST

COMPTROLLER OR DEPUTY

Sandra G. Trudway

EFFECTIVE SCHEDULE DATE: **MAR 05 2014**

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 signed RM-3 Form 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 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to 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, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality 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 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. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA 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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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Audit Files: Section 8</u> This series documents the audits of properties that have Virginia Housing Development Authority (VHDA) or Department of Housing and Urban Development (HUD) loan financing. This series may include but is not limited to: Management Occupancy Reviews, audit findings and correspondence.	200007	6 Years after final payment	Confidential Destruction
<u>Audit Files: Tax Credit Properties with Extended-Use Period</u> This series documents the audits of tax credit and Extended-Use agreement requirements. This series may include, but is not limited to: audit findings and correspondence.	200008	5 Years after event	Confidential Destruction
<u>Audit Files: Tax Credit Properties with VHDA Loan and Extended-Use Period</u> This series documents the audits for properties with tax credits and VHDA loan financing with and Extended-Use agreement. This series may include, but is not limited to: audit findings and correspondence.	200011	6 Years after final payment	Confidential Destruction
<u>Audit Files: Tax Credit Properties with VHDA Loan- No Extended-Use Period</u> This series documents the audits for properties with tax credits and VHDA loan financing without an Extended-Use agreement. This series may include, but is not limited to: audit findings and correspondence.	200012	6 Years after final payment	Confidential Destruction
<u>Audit Files: Tax Credit Properties without Extended-Use Period</u> This series documents the audits for properties that have tax credits, but not having an Extended-Use agreement. This series may include, but is not limited to: audit findings and correspondence.	200010	5 Years after event	Confidential Destruction



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<u>Audit Files: VHDA Loan Finance- Non Tax Credit</u> This series documents program compliance audits of properties that have VHDA-loan financing. This series may include, but is not limited to: audit findings and correspondence.	200013	6 Years after final payment	Confidential Destruction
<u>Compliance Files: Monitoring Expired</u> This series documents the expiration of credit monitoring for tax credit properties where audits are no longer required by VHDA. This series may include, but is not limited to: compliance files for tax credit properties.	200014	15 Years after expiration	Confidential Destruction
<u>Compliance Files: Tax Credit Properties with Extended-Use Period</u> This series documents the requirements of the extended-use regulatory agreement that property owner's must adhere to following the tax credit compliance period. This series may include but is not limited to: Recorded Extended Use Agreements, Tax Credit applications, 8609s, 8823's, audit findings and correspondence.	200015	30 Years after event	Confidential Destruction
<u>Compliance Files: Tax Credit Properties with VHDA Loan and Extended Use Period</u> This series documents the requirements within the extended-use regulatory agreement that property owner's must adhere to after completing the tax credit compliance period and requirements of VHDA loan financing. This series may include but is not limited to: Recorded Extended Use Agreements, Tax Credit applications, 8609s, 8823's, VHDA loan regulatory documents, audit findings and correspondence .	200017	6 Years after final payment	Confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Compliance Files: Tax Credit Properties with VHDA Loan- No Extended-Use Period</u> This series documents the requirements for properties that have tax credits and VHDA loan financing without having an Extended-Use agreement. This series may include but is not limited to: Recorded Extended Use Agreements, Tax Credit applications, 8609s, 8823's, VHDA loan regulatory documents, audit findings and correspondence.	200018	6 Years after final payment	Confidential Destruction
<u>Compliance Files: Tax Credit Properties without Extended-Use Period</u> This series documents VHDA's requirement to monitor properties that have rent-restricted units, and owners of properties that elect to claim credits in accordance with section 42 of the IRS code. This series may include but is not limited to: Recorded Extended Use Agreements, Tax Credit applications, 8609s, 8823's, audit findings, and correspondence.	200016	21 Years after event	Confidential Destruction
<u>Section 8 Housing Assistance Payment (HAP) Files</u> This series documents housing owner certifications for housing assistance payments submitted by properties that have VHDA or HUD loan financing. This series may include, but is not limited to: applications and payment information.	200019	5 Years after submission	Confidential Destruction