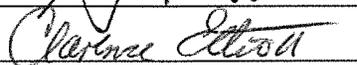


**RECORDS RETENTION AND DISPOSITION SCHEDULE  
SPECIFIC SCHEDULE NO. 900-006  
VIRGINIA HOUSING DEVELOPMENT AUTHORITY  
FINANCE DIVISION**

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

<u>AGENCY APPROVAL</u>	<u>STATE APPROVAL</u>
AGENCY HEAD OR DEPUTY 	STATE RECORDS ADMINISTRATOR 
AGENCY RECORDS OFFICER 	COMPROLLER OR DEPUTY 

EFFECTIVE SCHEDULE DATE JAN 20 2010

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**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.



**RECORDS RETENTION AND DISPOSITION SCHEDULE  
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EFFECTIVE SCHEDULE DATE January 20, 2010

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
This schedule supersedes 900-006 dated October 7, 2009.		
<p><u>Financial Statement Working Papers</u>            This series consists of monthly, quarterly, and annual workpapers used in the preparation of the financial statements for Virginia Housing Development Authority (VHDA). This series may include, but is not limited to: Crystal reports, system reports of various departments, and other financial statement support documentation.</p>	000349	Retain 5 years after the end of the fiscal year then destroy.
<p><u>Fixed Asset Reconciliation Records</u>            This series documents the purchase, depreciation, disposal, and reconciliation of fixed assets.</p>	000350	Retain 3 years after completion of audit then destroy.
<p><u>General Ledger Account Reconciliations</u>            This series consists of workpapers and backups that pertain to specific monthly and quarterly account reconciliations. This series may include, but is not limited to: system reports, trial balances, and Excel spreadsheets.</p>	000351	Retain 3 years after completion of audit year then destroy.
<p><u>Investment Records</u>            This series consists of documentation supporting the work processes of the Investment department. This series may include, but is not limited to: daily worksheets, Ullman rebate calculations, investment reports, wire request forms, and Multi-family (MUT) letters.</p>	000467	Retain 7 years after the final maturity of bond or last call of bond, whichever is later, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Legal Partnerships and Other Entities</u>            This series consist of monthly, quarterly, and annual workpapers for legal entities and partnerships of VHDA. This series may include, but is not limited to: Crystal reports and tax returns.</p>	000352	Retain 3 years after dissolution of entity then destroy in compliance with No. 8 on schedule cover page.



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EFFECTIVE SCHEDULE DATE January 20, 2010

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RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

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This schedule supersedes 900-006 dated October 7, 2009.

Owned Property and Real Estate Owned (REO) Records

000353

Retain 3 years after completion of audit then destroy in compliance with No. 8 on schedule cover page.

This series documents the purchase, operations, depreciation, sale, and reconciliation of owned properties and REOs that are created by foreclosure.