

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 900-009
VIRGINIA HOUSING DEVELOPMENT AUTHORITY
MULTIFAMILY DIVISION- REACH

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

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY

STATE RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE APR 27 2016

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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.



LIBRARY OF VIRGINIA

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

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EFFECTIVE SCHEDULE DATE APR 27 2010

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| RECORDS SERIES AND DESCRIPTION | SERIES NUMBER | SCHEDULED RETENTION AND DISPOSITION |
|--|---------------|---|
| <p><u>MUMI Planning Grant</u></p> <p>This series consists of local government and redevelopment housing authorities applications submitted to VHDA for grant funds under the mixed-use/mixed income planning grant program(MUMI). This series may include, but is not limited to: copies of grant applications, planning grant agreements signed by both parties, copies of checks issued for the grants, deliverables required by the agreement, and correspondence.</p> | 000390 | Retain 5 years after closeout and completion of audit then destroy in compliance with No.8 on schedule cover page. |
| <p><u>MUMI Seed Financing</u></p> <p>This series consists of developer's requests submitted to the VHDA loan review committee for access to lower interest rates for specific mixed-use/mixed income(MUMI)projects in revitalization areas.</p> | 000391 | Retain 5 years after closeout and completion of audit then destroy in compliance with No.8 on schedule cover page. |
| <p><u>Planning Grant:Faith- Based CDCs</u></p> <p>This series consists of grants allocated to faith-based non-profit community development corporations(CDCs), urban neighborhoods, and rural areas owning developable land, that are engaged in affordable housing development projects. This series may include, but is not limited to: planning grant applications, plans, specs, plots, status reports, and support documentation.</p> | 000392 | Retain 3 years after completion of the project then destroy. |
| <p><u>Rental Unit Accessible Modification Grant</u></p> <p>This series documents the funding used for rental unit modifications that are provided for individuals with disabilities. This series may include, but is not limited to:application of request for funds, proof of current year income, contractor's estimate, agent agreement, final invoice, valid rental agreement, copy of building permit, before and after photographs of specific work, copies of contractor's W-9, and drawings.</p> | 000393 | Retain 5 years after completion of individual projects then destroy in compliance with No.8 on schedule cover page. |



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|---|---------------|---|
| <p><u>Single Family SPARC Program Records:Round 7</u> This series documents SPARC(Sponsoring Partnership and Revitalizing Communities) funding which is intended to assist housing advocates in addressing critical housing needs faced in their communities.</p> | 000394 | Retain 3 years after initial allocation then destroy. |
| <p><u>Strategic Housing Support: Non-Profit</u> This series consists of written requests for financial support provided by VHDA for housing related organizations, forums, workshops, and conferences that have a significant housing component and outreach to underserved markets. This series may include, but is not limited to:accepted and rejected requests, internal approval forms and check request forms.</p> | 000395 | Retain 3 years after completion of audit then destroy. |
| <p><u>Universal Design Training</u> This series documents the registration of continuing professional education seminars offered to design professionals, developers, builders, and all other persons involved in the built environment process. This series may include, but is not limited to:universal design seminar registrations form, copies of checks, check delivery confirmations, evaluations of speakers, attendance records, and American Institute of Architects(AIA) documentation.</p> | 000396 | Retain 6 years after date the seminar is registered then destroy. |