



This schedule applies to: Public Housing Authorities

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of all agencies relating to function of providing low-income housing in accordance with chapter 35.82 RCW. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies. *CORE* can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on November 29, 2012.

For the State Auditor: Cindy Evans

For the Attorney General: Sharon Payant

The State Archivist: Jerry Handfield



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGGRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "HA" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .

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For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.



1. HOUSING AUTHORITIES

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-01 Rev. 0	ACCESS CARD CARDEX Record of entry cards issued. Includes completed access forms and shows level of access issued.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-02 Rev. 0	ALLOCATIONS Allocation plans for each fiscal year, overhead and distributed costs for funds.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-03 Rev. 0	APARTMENT INVENTORY AND INSPECTION REPORT	3 years after vacation	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-08 Rev. 0	COMMUNITY FILES Correspondence, resident organization by-laws, invoices, records of payment, and legal classification folders. Accounting has original invoices and payments.	3 years	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
HA60-01-09 Rev. 0	DETAILED CONSTRUCTION ANALYSIS FILES	Completion of project plus 10 years	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
HA60-01-10 Rev. 0	DEVELOPMENT CONTRACT REGISTER	2 years after audit of development costs	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-11 Rev. 0	DISPOSITION RECORDS OF PERSONAL PROPERTY	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-13 Rev. 0	EQUIPMENT LOAN AGREEMENTS Traces location of loaned equipment within the agency. Includes types of equipment, serial number, dates loaned, and dates returned.	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-14 Rev. 0	HOUSING GRIEVANCE HEARING COORDINATOR ARBITRATION FILES Arbitration files/grievance hearings.	Termination of lease agreement plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-27 Rev. 0	HUD 50058 PUBLIC HOUSING REPORTS Tenant status records that are electronically sent to HUD monthly.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-28 Rev. 0	HUD 50059 SECTION 8 REPORTS Tenant status records that are electronically sent to HUD monthly.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-31 Rev. 0	HUD 51245 REPORT Regular reexamination of families in low-income public housing.	4 years after completion of audit	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-15 Rev. 0	HUD 52267 Computation of payments in lieu of taxes.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-16 Rev. 0	HUD 52295 Delinquency report statement of tenants accounts receivable.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-17 Rev. 0	HUD 52598 Analysis of non-routine expenditures.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-18 Rev. 0	HUD 52599 Statement of operating receipts and expenditures (SORE).	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-19 Rev. 0	HUD 52601 Balance sheet preliminary loan period.	10 years after completion of audit	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-20 Rev. 0	HUD 52602 Statement of preliminary planning cost.	10 years after completion of audit	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-21 Rev. 0	HUD 52603 Statement of initial operating income and expenses.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-22 Rev. 0	HUD 52681 Voucher for payment of annual contributions for HAP (Housing Assistance Program).	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-23 Rev. 0	HUD 52682 Operating statement - Housing assistance payments program.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-24 Rev. 0	HUD 52981 Statement and voucher for basic annual contributions.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-25 Rev. 0	HUD 52982 Statement and voucher for contributions for special subsidy families leased housing.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-26 Rev. 0	HUD 52993 Statement of modernization cost.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-60 Rev. 0	HUD 53001 Actual modernization cost certificate.	End of fiscal year plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-29 Rev. 0	HUD COMPLAINT LOG	6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-30 Rev. 0	HUD SUBSIDIES LOG & SPREADSHEETS Cash worksheets, master control worksheets, and supporting documents.	10 years after expiration of grant	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-32 Rev. 0	MASTER PLANNING FILES FOR REDEVELOPMENT Annual plan concept documents, materials work-up, financial reports, and working papers.	Destroy when obsolete or superseded Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
HA60-01-34 Rev. 0	PFS OPERATING SUBSIDY REQUEST Revisions and HUD approval request for operating funds for the Public Housing Program, mid-year revisions, HUD approval. Includes HUD forms 52723, 52721, 52722-A, etc.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-35 Rev. 0	POLICE REPORTS Police department incident reports, evidence for evictions.	Law enforcement agency keeps primary copy 6 years past statute of limitations period	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-36 Rev. 0	POPULATION REPORT STATISTICS	PERMANENT. 1 copy archival	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
HA60-01-37 Rev. 0	PRELIMINARY LOAN NOTES Modern Rehabilitation Loans, preliminary loan notes, including related documents and correspondence, and preliminary planning cost ledger.	6 years after audit and payment of note	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-38 Rev. 0	PROGRAMS NOT APPROVED OR NON-GRANT PROGRAMS DEVELOPED BY THE DEPARTMENT	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-39 Rev. 0	<p>PROPERTY HISTORY FILES Includes:</p> <ol style="list-style-type: none"> 1. Miscellaneous information that includes site maps; racial composition maps. 2. Acquisition documents, appraisal, declaration of trust, residential purchase and sale agreement, HUD approval of purchase, warranty deed, HUD settlement statements. 3. Property use documents, including preliminary title, supplementary title reports, easement and other legal descriptions. 4. CDBG (funding of purchase documents). 5. Survey information. Note these files are transferred to legal counsel. 6. Real property file containing copy of warranty deed, copy of title reports, site maps and related documents and correspondence. 7. Survey files containing copy of survey and related information. 8. Risk assessment and lead file containing copy of original lead-based paint test results and copy of abatement and enclosure summary, and related correspondence. 9. Needs assessment files, continuing needs assessment surveys and related information. <p><i>Note: Per RCW 4.16.020, the statute of limitations for the commencement of actions for the recovery of real property is 10 years.</i></p>	Sale of property plus 10 years Potential archival value	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>
HA60-01-40 Rev. 0	<p>PUBLIC HOUSING ASSESSMENT PROGRAMS Includes but is not limited to Public Housing Management Assessment Program (PHMAP), Public Housing Assessment (PHA), Section 8 Assessment.</p>	6 years. Potential archival value	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
HA60-01-41 Rev. 0	<p>PUBLIC HOUSING REDEVELOPMENT FILES Working files for redevelopment projects.</p>	10 years. Potential archival value	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-43 Rev. 0	RELOCATION CHECK REQUEST COPIES	10 years after grant expiration	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-44 Rev. 0	RENT ROLL CONTROL AND ANALYSIS FILE Rent roll control and analysis of dwelling rent charges (filed in tenant files).	6 years after completion of audit.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
HA60-01-45 Rev. 0	REQUEST FOR REFUND OF SECURITY DEPOSIT AND UNEARNED RENT Filed with tenant files.	6 years after vacation. If delinquent, 7 years after vacation.	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-46 Rev. 0	SALE OF PROPERTY DOCUMENTS Bid and contract forms, bills of sale, and other documents evidencing sale. Transactions; 1) \$1,000 or less, 2) \$1,001 to \$25,000, 3) \$25,000 plus; includes surplus property inventory.	6 years after final payment	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-47 Rev. 0	SCHEDULES OF MAXIMUM INCOME LIMITS Includes related materials (filed in tenant files).	1 year after schedule suspended.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
HA60-09-49 Rev. 0	TENANT APPLICATION CRIMINAL RECORD CHECKS Includes criminal conviction records removed from approved file. <i>Remarks: 24 CFR 5.903(g) The criminal record check should be 'Destroyed, once the purpose(s) for which the record was requested has been accomplished, including expiration of the period for filing a challenge to the PHA action without institution of a challenge or final disposition of any such litigation'.</i>	Destroy upon completion of background check, challenge, or resulting litigation, whichever is longest	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-50 Rev. 0	TENANT APPLICATION FILES (ELIGIBLE) Remarks: Reference 24 CFR 982.158(f)(1-8), 24 CFR 84.53(b), and 24 CFR 901.155.	Termination of lease plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-51 Rev. 0	TENANT APPLICATION FILES (INELIGIBLE OR WITHDRAWN) <i>Remarks: Reference 24 CFR 982.158(f)(1-8), 24 CFR 84.53(b), and 24 CFR 901.155.</i>	Application withdrawn or determined ineligible plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-52 Rev. 0	TENANT FILES <i>Remarks: Reference 24 CFR 982.158(f)(1-8), 24 CFR 84.53(b), and 24 CFR 901.155.</i>	Termination of lease plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-53 Rev. 0	TENANT FILES SECTION 8 Damage claim files, money owing, no money owing.	Termination of lease plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-54 Rev. 0	TENANT GRIEVANCE FILES	Termination of lease agreement plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-55 Rev. 0	TENANT HOUSING SURVEYS AND CENSUS TABULATIONS	Destroy when obsolete or superseded. Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
HA60-01-56 Rev. 0	TENANT LEASED HOUSING OWNER'S RECORDS Includes leases, amendments and renewals, notices, correspondence, property change form (owner's folder copy and ED copy)	Termination of lease plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-61 Rev. 0	TENANT WAITING LIST PUBLIC HOUSING	Fiscal year plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
HA60-01-62 Rev. 0	TENANT WAITING LIST SECTION 8 HOUSING	Fiscal year plus 3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-57 Rev. 0	UTILITIES REVIEW FILES	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
HA60-01-58 Rev. 0	UTILIZATION REPORTS	3 years. Potential archival value	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
HA60-01-59 Rev. 0	VAN LOADERS MANIFESTS HOUSING AUTHORITIES Van loaders manifest for material taken from inventory to sites for repairs/maintenance, including adjustment sheets.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

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