

## SUMMARY OF CHANGES

To better assist local government agencies in the retention, destruction, and transfer of their public records, Washington State Archives is continuing to implement improvements to records retention schedules.

This Revision Guide summarizes the changes that occurred during the **complete revision** from Version 1.0 to Version 2.0.

- 47 series discontinued in order to simplify and streamline the records retention schedule. (10 series were obsolete HUD forms.)
- 7 records series updated and consolidated in order to reorganize and modernize. Series now describe the *agency's activities or business being transacted* rather than HUD form numbers.
- 8 series added to provide specific, clear disposition authority for certain records.

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**Note: The following abbreviations are used throughout this guide:**

**WSA** = Washington State Archives

**SAO** = Office of the State Auditor

**CORE** = Local Government Common Records Retention Schedule

**NEW RECORDS SERIES**

Activity	Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Tenant/ Participant Mgmt: Administration	<b>Application (Tenant/Participant) –Ineligible Due to Immigration Status (Appealed)</b>	HA2014-001 p. 6	Retain for 5 years after resolution of informal hearing or USCIS appeal <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides specific disposition authority for these records.  <i>Reference <a href="#">24 CFR § 5.514(h)</a>: Retention of documents. The responsible entity shall retain for a minimum of 5 years the following documents that may have been submitted to the responsible entity by the family, or provided to the responsible entity as part of the INS appeal or the informal hearing process..."</i>
Tenant/ Participant Mgmt: Programs	<b>Family Self-Sufficiency (FSS) Programs</b>	HA2014-002 p. 11	Retain for 6 years after completion, termination, or expiration of contract of participation <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides specific disposition authority for records relating to Family Self-Sufficiency Programs administered in accordance with <a href="#">24 CFR § 984</a> .
Tenant/ Participant Mgmt: Programs	<b>Housing Counseling Services</b>	HA2014-003 p. 12	Retain for 3 years after completion/ termination of counseling services or terms of grant agreement, <i>whichever is later then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	<i>Reference the <a href="#">HUD Housing Counseling Program Handbook (7610.1)</a>: 5-4 "Financial records, supporting documents, statistical records and all other pertinent records, both electronic and paper, shall be retained for a period of three (3) years from the date the case file was terminated for housing counseling."</i>
Tenant/ Participant Mgmt: Reporting	<b>Reporting (Applicant/Tenant/ Participant-Specific) – Mandatory</b>	HA2014-004 p. 13	Retain for 3 years after submission of report and until completion of SAO examination report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	<i><a href="#">Section 404 of the Welfare Reform Act requires certain Federal and State entities, including Public Housing Agencies (PHAs), to notify the Immigration and Naturalization Service (INS) of any alien the entity "knows" is not lawfully present in the United States.</a> <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/publications/fedreg/section_404">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/publications/fedreg/section_404</a></i>

**NEW RECORDS SERIES**

Activity	Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Financial Mgmt: Low Income Housing Tax Credit (LIHTC)	<b>Administrative Files - Low Income Housing Tax Credit (LIHTC) Property</b>	HA2014-005 p. 14	Retain for 21 years after the first year of the credit period <i>and</i> 6 years after federal tax return filed (including extensions) for the last year of the compliance period of the building <i>then</i> Destroy.	NON-ARCHIVAL <b>ESSENTIAL</b> OPR	<p><b>For agencies with Low Income Housing Tax Credit (LIHTC) properties, retaining these records is vital in order to comply with IRS regulations. These records have been designated as ESSENTIAL.</b></p> <p>All three series were reviewed and cleared by the Washington State Housing Finance Commission.</p> <p><a href="#">CFR §1.42-5(b)(2)</a> Record retention provision. Under the record retention provision, the owner of a low-income housing project must be required to retain the records described in paragraph (b)(1) of this section for at least 6 years after the due date (with extensions) for filing the federal income tax return for that year. The records for the first year of the credit period, however, must be retained for at least 6 years beyond the due date (with extensions) for filing the federal income tax return for the last year of the compliance period of the building.</p>
Financial Mgmt: Low Income Housing Tax Credit (LIHTC)	<b>Tenant Files - Low Income Housing Tax Credit (LIHTC) Property (Year #1)</b>	HA2014-006 p. 15	Retain for 21 years after the first year of the credit period <i>and</i> 6 years after federal tax return filed (including extensions) for the last year of the compliance period of the building <i>and</i> 6 years after termination of lease/subsidy <i>then</i> Destroy.	NON-ARCHIVAL <b>ESSENTIAL</b> OPR	
Financial Mgmt: Low Income Housing Tax Credit (LIHTC)	<b>Tenant Files - Low Income Housing Tax Credit (LIHTC) Properties (Year #2 Forward)</b>	HA2014-007 p. 16	Retain for 6 years after federal tax return filed (with extensions) <i>and</i> 6 years after termination of lease/subsidy <i>then</i> Destroy.	NON-ARCHIVAL <b>ESSENTIAL</b> OPR	
Financial Mgmt: Planning	<b>Rents – Rate Setting</b>	HA2014-008 p. 17	Retain for 4 years after rates superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	

**REVISED RECORDS SERIES**

The records series listed below have been revised; changes and rationale are provided. (Series are listed in Version 1.0 order.)

DAN	Version 1.0 Title	Version 1.0 Retention	Version 2.0 Title (If different)	Version 2.0 Retention (If Different)	Version 2.0 Change and/or rationale
HA60-01-08 Ver. 1 p. 4 Ver. 2 p. 10	COMMUNITY FILES	3 years ARCHIVAL (Appraisal Required)	<b>Resident Councils/ Resident Advisory Boards (RABs)</b>	Retain for 6 calendar years <i>then</i> Destroy.	Title and description clarified. Designation changed to NON-ARCHIVAL, as determined by the State Archivist.
HA60-01-35 Ver. 1 p. 7 Ver. 2 p. 6	POLICE REPORTS	Law enforcement agency keeps primary copy 6 years past statute of limitations period	<b>Police Reports</b>	Retain until no longer needed for agency business <i>then</i> Destroy.	This notification is simply an “FYI” for the housing agency. (Although this is a record with minimal retention value covered by <i>CORE</i> , Housing Authority representatives advised retaining this series in order to reduce end-user uncertainty.) If used to support legal action, retain with legal case file.
HA60-01-47 Ver. 1 p. 9 Ver. 2 p. 17	SCHEDULES OF MAXIMUM INCOME LIMITS	1 year after schedule suspended (Archival)	<b>Income Limits/Median Family Income Documentation</b>	Retain until no longer needed for agency business <i>then</i> Destroy.	Income limits are set by HUD, and data dating back to 1990 is available on HUD’s website at <a href="http://www.huduser.org/portal/datasets/il.html">www.huduser.org/portal/datasets/il.html</a> , which is sufficient for audit purposes per the State Auditor’s Office. Designation changed to Non-Archival because rates are retained by HUD.
HA60-01-51 Ver. 1 p. 10 Ver. 2 p. 5	TENANT APPLICATION FILES (INELIGIBLE OR WITHDRAWN)	Application withdrawn or determined ineligible plus 3 years	<b>Application (Tenant/ Participant) – Ineligible or Withdrawn</b>	Retain for 3 years after application withdrawn or applicant determined ineligible <i>and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Title and description clarified to include Section 8 applications. Retention cut-off revised to include appeals.

**REVISED RECORDS SERIES**

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DAN	Version 1.0 Title	Version 1.0 Retention	Version 2.0 Title (If different)	Version 2.0 Retention (If Different)	Version 2.0 Change and/or rationale
HA60-01-52 Ver. 1 p. 10 Ver. 2 p. 7	TENANT FILES	Termination of lease plus 3 years	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease or subsidy, <i>whichever is later and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Broadened scope to cover all programs, including Section 8 (Housing Choice Voucher Program). Updated and enhanced title, description, retention and disposition. <b>These vital records have been designated as ESSENTIAL.</b>  <i>“LIPH tenant files and Section 8 participant files both contain written contracts. The statute of limitations for written contracts is six years. The retention period for both...should be at least six years. Documents in the file that may be relevant to any claim that may arise under the lease or HCV contract should be retained as well.” James Fearn, General Counsel, Seattle Housing Authority.</i>
HA60-01-61 Ver. 1 p. 10 Ver. 2 p. 9	TENANT WAITING LIST PUBLIC HOUSING	Fiscal year plus 3 years	<b>Waiting Lists (Tenant/ Participant)</b>	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	Title and description clarified to include Section 8 applications.
HA60-09-49 Ver. 1 p. 9 Ver. 2 p. 4	TENANT APPLICATION CRIMINAL RECORD CHECKS	Destroy upon completion of background check, challenge, or resulting litigation, whichever is longest	<b>Application (Tenant/ Participant) – Criminal Conviction Records/Sex Offender Registry</b>	Retain until purpose(s) for which the record was requested has/have been accomplished <i>and</i> expiration of period for filing a challenge to the housing authority action <i>then</i> Destroy.	Series scope enhanced to include sex offender registry checks. Per <a href="#">24 CFR 5.903(g)(3)</a> (Criminal record check) and <a href="#">24 CFR 5.905(c)(iii)</a> (Sex offender registration information), these records must 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.”

### DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)

*Version 1.0* records series listed on the left have been discontinued. Current approved DANDs that cover the records are on the right.

Discontinued DAN Ver 1.0	Version 1.0 Title	Version 1.0 Retention	Function: Activity	Version 2.0 (or CORE) DAN	Version 2.0 (or CORE) Title	Version 2.0 (or CORE) Retention and Disposition	Rationale
HA60-01-01 Ver. 1 p. 4	ACCESS CARD CARDEX	6 years	Asset Mgmt: Security	CORE 3.0 GS2010-002 p. 81	<b>Authorization – Employee Access</b>	Retain for 6 years after termination of user’s access <i>or</i> 6 years after system or asset no longer in use, <i>whichever is sooner then</i> Destroy.	Consolidation. Covered by CORE.
HA60-01-02 Ver. 1 p. 4	ALLOCATIONS	3 years	CORE Financial Mgmt: Budget	CORE 3.0 GS50-03D-06 p. 97	<b>Budget Status Report</b>	Retain for 3 years <i>or</i> until completion of SAO examination report.	Consolidation. Covered by CORE.
HA60-01-03 Ver. 1 p. 4	APARTMENT INVENTORY AND <a href="#">INSPECTION REPORT</a>	3 years after vacation	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease or subsidy, <i>whichever is later and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Inspection records are retained in the tenant/participant files.  <i>Per 24 CFR 982.158(f)(3), unit inspection reports must be kept for at least 3 years. (HCVP/Section 8)</i>
HA60-01-09 Ver. 1 p. 4	DETAILED CONSTRUCTION ANALYSIS FILES	Completion of project plus 10 years (Archival AR)	CORE Asset Mgmt: Construction	CORE 3.0 GS50-18-10 p. 58	<b>Construction Project Files</b>	Retain for 6 years after completion of project or terms of grant agreement, <i>whichever is later then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE.
HA60-01-10 Ver. 1 p. 4	DEVELOPMENT CONTRACT REGISTER	2 years after audit of development costs	CORE Asset Mgmt: Acquisition/ Ownership	CORE 3.0 GS55-05A-06 p. 52	<b>Capital Assets (Real Property)</b>	Retain for 10 years after disposition of real property <i>and</i> 10 years after completion of transaction <i>or</i> termination/expiration of instrument <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE.

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HA60-01-11 Ver. 1 p. 4	DISPOSITION RECORDS OF PERSONAL PROPERTY	6 years	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease or subsidy, <i>whichever is later and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Disposition of personal property records are retained in the tenant/participant files – and kept for 6 years.
HA60-01-13 Ver. 1 p. 5	EQUIPMENT LOAN AGREEMENTS	1 year	CORE Asset Mgmt: Usage	CORE 3.0 GS2012-045 p. 86	<b>Usage and Dispersal (Assets)</b>	Retain for 4 years after end of fiscal year <i>or</i> until completion of SAO examination report, <i>whichever is sooner then</i> Destroy.	Consolidation. Covered by CORE.
HA60-01-14 Ver. 1 p. 5	HOUSING GRIEVANCE HEARING COORDINATOR ARBITRATION FILES	Termination of lease agreement plus 6 years	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>  OR	Retain for 6 years after termination of lease or subsidy, <i>whichever is later and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Arbitration files/grievance hearings records are retained with tenant/participant files <u>or</u> application files (ineligible or withdrawn).
				HA60-01-51 p. 5	<b>Application (Tenant/ Participant) – Ineligible or Withdrawn</b>  OR	Retain for 3 years after application withdrawn or applicant determined ineligible <i>and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	
			CORE Agency Mgmt: Legal Affairs	CORE 3.0 GS53-02-04 p. 32	<b>Litigation Case Files</b>  OR	Retain for 10 years after case closed <i>then</i> Transfer to WSA for appraisal and selective retention.	
			CORE Agency Mgmt: Meetings and Hearings	CORE 3.0 GS2011-173 p. 34	<b>Appeals Hearings – Local Decision-Making Bodies (General)</b>	Retain for 6 years after final disposition of case <i>then</i> Transfer to WSA for appraisal and selective retention.	

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HA60-01-15 Ver. 1 p. 5	<a href="#">HUD 52267</a>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	Consolidation. Covered by CORE.
HA60-01-16 Ver. 1 p. 5	HUD 52295 <i>(form obsolete)</i>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	OBSOLETE HUD FORM: <i>Delinquency Report Statement Of Tenants Accounts Receivable</i> Covered by CORE.
HA60-01-17 Ver. 1 p. 5	HUD 52598 <i>(form obsolete)</i>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	OBSOLETE HUD FORM: <i>Analysis Of Non-Routine Expenditures</i> Covered by CORE.
HA60-01-18 Ver. 1 p. 5	HUD 52599 <i>(form obsolete)</i>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS50-03A-15 p. 92	<b>General and Subsidiary Ledgers</b>	Retain for 6 years after end of fiscal year <i>or</i> 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	OBSOLETE HUD FORM: <i>Statement Of Operating Receipts and Expenditures</i> Covered by CORE.
HA60-01-27 Ver. 1 p. 5	HUD 50058 PUBLIC HOUSING REPORTS	3 years	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease <i>or</i> subsidy, <i>whichever is later and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Consolidation. Covered by HA60-01-52.
HA60-01-28 Ver. 1 p. 5	HUD 50059 SECTION 8 REPORTS	3 years	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease <i>or</i> subsidy, <i>whichever is later and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Consolidation. Covered by HA60-01-52. Reference <a href="#">Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures</a> .

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HA60-01-31 Ver. 1 p. 5	HUD 51245 REPORT <i>(form obsolete)</i>	4 years after completion of audit	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease or subsidy, <i>whichever is later</i> and expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	OBSOLETE HUD FORM: <i>Regular Reexamination of Families In Low-Income Public Housing</i> Covered by HA60-01-52.
HA60-01-19 Ver. 1 p. 6	HUD 52601 <i>(form obsolete)</i>	10 years after completion of audit	Financial Mgmt: Accounting	CORE 3.0 GS50-03A-15 p. 92	<b>General and Subsidiary Ledgers</b>	Retain for 6 years after end of fiscal year <i>or</i> 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	OBSOLETE HUD FORM: <i>Balance Sheet Preliminary Loan Period</i> Covered by CORE.
HA60-01-20 Ver. 1 p. 6	HUD 52602 <i>(form obsolete)</i>	10 years after completion of audit	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-183 p. 89	<b>Financial Transactions – Bond, Grant and Levy Projects</b>	Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	OBSOLETE HUD FORM: <i>Statement Of Preliminary Planning Cost</i> Covered by CORE.
HA60-01-21 Ver. 1 p. 6	HUD 52603 <i>(form obsolete)</i>	6 years	Financial Mgmt: Accounting	CORE 3.0 GS50-03A-15 p. 92	<b>General and Subsidiary Ledgers</b>	Retain for 6 years after end of fiscal year <i>or</i> 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	OBSOLETE HUD FORM: <i>Statement Of Initial Operating Income And Expenses</i> Covered by CORE.
HA60-01-22 Ver. 1 p. 6	<a href="#">HUD 52681</a>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	HUD FORM 52681: <i>Voucher For Payment Of Annual Contributions For HAP [Housing Assistance Program]</i> Consolidation. Covered by CORE.

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HA60-01-23 Ver. 1 p. 6	<a href="#">HUD 52682</a>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	HUD FORM 52682: <i>Operating Statement - Housing Assistance Payments Program</i> Consolidation. Covered by CORE.
HA60-01-24 Ver. 1 p. 6	HUD 52981 <i>(form obsolete)</i>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	OBSOLETE HUD FORM: <i>Statement And Voucher For Basic Annual Contributions</i> Covered by CORE.
HA60-01-25 Ver. 1 p. 6	HUD 52982 <i>(form obsolete)</i>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	OBSOLETE HUD FORM: <i>Statement And <a href="#">Voucher</a> For Contributions For Special Subsidy Families Leased Housing</i> Covered by CORE.
HA60-01-26 Ver. 1 p. 6	HUD 52993 <i>(form obsolete)</i>	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	OBSOLETE HUD FORM: <i>Statement of modernization cost</i> Covered by CORE.
HA60-01-60 Ver. 1 p. 6	<a href="#">HUD 53001</a>	End of fiscal year plus 6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-183 p. 90	<b>Financial Transactions – Bond, Grant and Levy Projects</b>	Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	HUD FORM 53001: <i>Actual Modernization Cost Certificate</i> Consolidation. Covered by CORE.

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HA60-01-29 Ver. 1 p. 7	HUD COMPLAINT LOG	6 years	CORE Agency Mgmt: Community Relations	CORE 3.0 GS50-01-09 p. 14	<b>Citizen Complaints/ Requests</b>	Retain for 3 years after matter closed <i>then</i> Destroy.	Consolidation. Covered by CORE. This series covers complaint logs of a <i>general or routine</i> nature. <i>Specific</i> tenant/ participant complaints are retained with the associated tenant/participant file.
HA60-01-30 Ver. 1 p. 7	HUD SUBSIDIES LOG & SPREADSHEETS	10 years after expiration of grant	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-183 p. 90	<b>Financial Transactions – Bond, Grant and Levy Projects</b>	Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	Consolidation. Covered by CORE.
HA60-01-32 Ver. 1 p. 7	MASTER PLANNING FILES FOR REDEVELOPMENT	Destroy when obsolete or superseded Potential archival value	CORE Asset Mgmt: Planning	CORE 3.0 GS51-07-15 p. 79	<b>Long-Range Asset Plans (Final Version)</b> OR	Retain until superseded <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE.
			CORE Asset Mgmt: Planning	CORE 3.0 GS2012-041 p. 77	<b>Capital Construction Projects – Preliminary Plans (Project Not Completed)</b> OR	Retain for 6 years after decision not to proceed <i>then</i> Transfer to WSA for appraisal and selective retention.	
			CORE Asset Mgmt: Construction	CORE 3.0 GS50-18-10 p. 58	<b>Construction Project Files</b>	Retain for 6 years after completion of project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Transfer to WSA for appraisal and selective retention.	

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HA60-01-34 Ver. 1 p. 7	PFS OPERATING SUBSIDY REQUEST	6 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	Consolidation. Covered by CORE.
HA60-01-36 Ver. 1 p. 7	POPULATION REPORT STATISTICS	PERMANENT 1 copy archival	CORE Agency Mgmt: Reporting	CORE 3.0 GS2012-028 p.42	<b>Reporting/ Filing (Mandatory) – Agency Management</b>	Retain for 6 years after report or document submitted <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE.
HA60-01-37 Ver. 1 p. 7	PRELIMINARY LOAN NOTES	6 years after audit and payment of note	CORE Agency Mgmt: Contracts/ Agreements	CORE 3.0 GS50-01-11 p. 19 <b>OR</b>	<b>Contracts and Agreements – General</b>	Retain for 6 years after completion of transaction or termination/expiration of instrument	Consolidation. Covered by CORE.
			CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-183 p. 90	<b>Financial Transactions – Bond, Grant and Levy Projects</b>	Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	

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Discontinued DAN Ver 1.0	Version 1.0 Title	Version 1.0 Retention	Function: Activity	Version 2.0 (or CORE) DAN	Version 2.0 (or CORE) Title	Version 2.0 (or CORE) Retention and Disposition	Rationale
HA60-01-38 Ver. 1 p. 7	PROGRAMS NOT APPROVED OR NON-GRANT PROGRAMS DEVELOPED BY DEPARTMENT	3 years	CORE Financial Mgmt: Accounting	CORE 3.0 GS50-03C-07 p. 92	<b>Grant/Scholarship Applications – Not Approved</b>	Retain for 1 year after notification of denial received or sent <i>then</i> Destroy.	Consolidation. Unsuccessful grant applications covered by CORE series GS50-03C-07. <b>Please search CORE</b> for a specific series to cover your agency's records. There are multiple series for planning activities, depending on whether the project relates to assets, finances, agency-wide strategic planning, etc.
HA60-01-39 Ver. 1 p. 8	PROPERTY HISTORY FILES	Sale of property plus 10 years Potential archival value	CORE Asset Mgmt: Acquisition/ Ownership	CORE 3.0 GS55-05A-06 p. 52  OR	<b>Capital Assets (Real Property)</b>	Retain for 10 years after disposition of real property <i>and</i> 10 years after completion of transaction <i>or</i> termination/expiration of instrument <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE.  <i>Note: Per <a href="#">RCW 4.16.020</a>, the statute of limitations for the commencement of actions for the recovery of real property is 10 years.</i>  <i>Note: Records documenting lead-based paint abatement/ remediation are covered by CORE series GS50-19-15.</i>
			CORE Asset Mgmt: Hazardous Materials Mgmt	CORE 3.0 GS50-19-15 p. 66	<b>Hazardous Materials/ Dangerous Waste – Abatement and Remediation</b>	Retain for 10 years after completion of project <i>or</i> 10 years after terms of grant agreement, <i>whichever is later then</i> Transfer to WSA for appraisal and selective retention <i>and</i> Retain records <i>not</i> selected for permanent preservation for 50 years pursuant to <a href="#">42 USC § 9603(d)(2)</a> .	

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HA60-01-40 Ver. 1 p. 8	PUBLIC HOUSING ASSESSMENT PROGRAMS	6 years. Potential archival value	CORE Agency Mgmt: Reporting	CORE 3.0 GS2012-028 p.42	<b>Reporting/ Filing (Mandatory) – Agency Management</b>	Retain for 6 years after report or document submitted <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE.
HA60-01-41 Ver. 1 p. 8	PUBLIC HOUSING REDEVELOPMENT FILES	10 years. Potential archival value	CORE Asset Mgmt: Acquisition/ Ownership	CORE 3.0 GS55-05A-06 p. 52	<b>Capital Assets (Real Property)</b>	Retain for 10 years after disposition of real property <i>and</i> 10 years after completion of transaction or termination/expiration of instrument <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE.
HA60-01-43 Ver. 1 p. 9	RELOCATION CHECK REQUEST COPIES	10 years after grant expiration	CORE Financial Mgmt: Accounting	CORE 3.0 GS2011-183 p. 90	<b>Financial Transactions – Bond, Grant and Levy Projects</b>	Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	Consolidation. Covered by CORE.  <i>Reference <a href="#">24 CFR 972.215</a> Applicability of Uniform Relocation Act.</i>
HA60-01-44 Ver. 1 p. 9	RENT ROLL CONTROL AND ANALYSIS FILE	6 years after completion of audit (Archival AR)	CORE Agency Mgmt: Reporting	CORE 3.0 GS2012-028 p.42	<b>Reporting/ Filing (Mandatory) – Agency Management</b>	Retain for 6 years after report or document submitted <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by CORE.
HA60-01-45 Ver. 1 p. 9	REQUEST FOR REFUND OF SECURITY DEPOSIT & UNEARNED RENT	6 years after vacation. If delinquent, 7 years after vacation.	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease or subsidy, <i>whichever is later and</i> expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Consolidation. Covered by HA60-01-52.

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HA60-01-46 Ver. 1 p. 9	SALE OF PROPERTY DOCUMENTS	6 years after final payment	CORE Financial Mgmt: Accounting	CORE 3.0 GS55-05A-06 p. 52	<b>Capital Assets (Real Property)</b>  OR	Retain for 10 years after disposition of real property <i>and</i> 10 years after completion of transaction or termination/ expiration of instrument <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation.  Records documenting the sale of property are covered by one or more of these CORE series.  Minimum retentions vary depending on specific details such as whether the property is grant/bond/levy-funded, a capital asset, real property or non-real property, etc.
				CORE 3.0 GS2011-183 p. 89	<b>Financial Transactions – Bond, Grant and Levy Projects</b>  OR	Retain for 6 years after final bond payment <i>or</i> 6 years after completion of levy/grant project <i>or</i> terms of grant agreement, <i>whichever is later then</i> Destroy.	
				CORE 3.0 GS2011-184 p. 91	<b>Financial Transactions – General</b>  OR	6 years after end of fiscal year <i>then</i> Destroy.	
				CORE 3.0 GS2011-169 p. 18	<b>Contracts and Agreements – Capital Assets (Non-Real Property)</b>  OR	6 years after completion of transaction <i>or</i> 6 years after termination/expiration of instrument <i>or</i> 6 years after disposition of asset (if asset owned by agency), <i>whichever is later then</i> Destroy.	
				CORE 3.0 GS50-01-11 p. 19	<b>Contracts and Agreements – General</b>	Retain for 6 years after completion of transaction <i>or</i> termination/expiration of instrument <i>then</i> Destroy.	

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HA60-01-50 Ver. 1 p. 9	TENANT APPLICATION FILES (ELIGIBLE)	Termination of lease plus 3 years	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease or subsidy, <i>whichever is later</i> and expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Consolidation. Covered by HA60-01-52.
HA60-01-53 Ver. 1 p. 10	TENANT FILES SECTION 8	Termination of lease plus 6 years	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>	Retain for 6 years after termination of lease or subsidy, <i>whichever is later</i> and expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Consolidation. Covered by HA60-01-52.
HA60-01-54 Ver. 1 p. 10	TENANT GRIEVANCE FILES	Termination of lease agreement plus 6 years	Tenant/ Participant Admin.	HA60-01-52 p. 7	<b>Tenant/ Participant Files</b>  OR	Retain for 6 years after termination of lease or subsidy, <i>whichever is later</i> and expiration of appeal period <i>and</i> conclusion of appeal, <i>if filed then</i> Destroy.	Consolidation.  Records pertaining to grievances are part of the <b>Tenant/Participant File</b> .  <i>Note: If a LIHTC property is involved, please consult a qualified tax attorney for specific information on rules and regulations and how they apply to your agency.</i>
				HA2014-006 p. 15	<b>Tenant Files - Low Income Housing Tax Credit (LIHTC) Property (Year #1)</b>  OR	Retain for 21 years after the first year of the credit period <i>and</i> 6 years after federal tax return filed (including extensions) for the last year of the compliance period of the building <i>and</i> 6 years after termination of lease/subsidy <i>then</i> Destroy.	
				HA2014-007 p. 16	<b>Tenant Files - Low Income Housing Tax Credit (LIHTC) Property (Year #2 Forward)</b>	Retain for 6 years after federal tax return filed (with extensions) <i>and</i> 6 years after termination of lease/ subsidy <i>then</i> Destroy.	

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HA60-01-55 Ver. 1 p. 10	TENANT HOUSING SURVEYS AND CENSUS TABULATIONS	Destroy when obsolete or superseded. Potential archival value	<i>CORE</i> Agency Mgmt: Reporting	<i>CORE</i> 3.0 GS2012-028 p.42	<b>Reporting/ Filing (Mandatory) – Agency Management</b>	Retain for 6 years after report or document submitted <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by <i>CORE</i> .
HA60-01-56 Ver. 1 p. 10	TENANT LEASED HOUSING OWNER'S RECORDS	Termination of lease plus 6 years	<i>CORE</i> Agency Mgmt: Contracts/ Agreements	<i>CORE</i> 3.0 GS50-01-11 p. 19	<b>Contracts and Agreements – General</b>	Retain for 6 years after completion of transaction or termination/expiration of instrument <i>then</i> Destroy.	Consolidation. Covered by <i>CORE</i> .
HA60-01-62 Ver. 1 p. 10	TENANT WAITING LIST SECTION 8 HOUSING	Fiscal year plus 3 years	Tenant/ Participant Mgmt: Admin.	HA60-01-61 p. 9	<b>Waiting Lists (Tenant/ Participant)</b>	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	Consolidation. HA60-01-61 covers all waiting lists for all housing programs.
HA60-01-57 Ver. 1 p. 11	UTILITIES REVIEW FILES	6 years	<i>CORE</i> Financial Mgmt: Accounting	<i>CORE</i> 3.0 GS2011-184 p. 91	<b>Financial Transactions - General</b>	6 years after end of fiscal year <i>then</i> Destroy.	Consolidation. Covered by <i>CORE</i> .
HA60-01-58 Ver. 1 p. 11	UTILIZATION REPORTS	3 years. Potential archival value	<i>CORE</i> Agency Mgmt: Reporting	<i>CORE</i> 3.0 GS2012-028 p.42	<b>Reporting/ Filing (Mandatory) – Agency Management</b>	Retain for 6 years after report or document submitted <i>then</i> Transfer to WSA for appraisal and selective retention.	Consolidation. Covered by <i>CORE</i> . This record <i>may</i> be a report required for an <a href="http://www.huduser.org/publications/pubasst/cost_util_voucher.html">HCVP study conducted by HUD in 2003</a> . <a href="http://www.huduser.org/publications/pubasst/cost_util_voucher.html">http://www.huduser.org/publications/pubasst/cost_util_voucher.html</a>
HA60-01-59 Ver. 1 p. 11	VAN LOADERS MANIFESTS HOUSING AUTHORITIES	3 years	Asset Mgmt: Usage and Operations	<i>CORE</i> 3.0 GS2012-045 p. 86	<b>Usage and Dispersal (Assets)</b>	Retain for 4 years after end of fiscal year <i>or</i> until completion of SAO examination report, <i>whichever is sooner then</i> Destroy.	Consolidation. Covered by <i>CORE</i> .

For assistance and advice in applying records retention schedules,  
please contact Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

or contact your Regional Archivist