

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Housing Finance Commission, Washington - Office#	Annual Application / Allocation Process Application packet, including Qualified Allocation Plan, Rules, policies, and Program Guidelines, as applicable.	99-05-59107 Rev.0	CALENDAR YEAR	72 Months	528 Months	50 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office#	Bond Transcripts Hard bound record of bond documents including official statement, trust indenture, financing and regulatory agreements, letter of credit, deed of trust and bond counsel opinions. Also includes single-family monthly rollout transcripts.	98-06-58545 Rev.0	Bond Maturity or Defeasance (early pay off)	120 Months	780 Months	75 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office#	IRS Form 8610 Annual tax credit allocations or awards provided to projects.	99-05-59108 Rev.0	CALENDAR YEAR	36 Months	192 Months	19 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office#	Tax Credit Compliance Files Documents compliance with annual recertification requirements. REV 1: Change description; decrease retention from 1/45/46 yrs to 1/5/6 yrs, 2/6/01	98-08-58668 Rev.1	CALENDAR YEAR	12 Months	60 Months	6 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office#	Trustee Statements Provides a means of reconciling office records of bond accounts with those of the bank. Includes related journal entry documents.	98-06-58544 Rev.0	Fiscal Year	36 Months	408 Months	37 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office#	Workshop Materials Materials used to train potential applicants regarding program. REV. 1 - Reduce retention from 24/48/6. - 12/04	99-05-59109 Rev.0	CALENDAR YEAR	24 Months	0 Months	2 Years	Non-Archival OFM
Housing Finance Commission, Washington - Office# 100	Public Hearing Records Public hearing notices, affidavits of mailing, minutes from hearings, affidavits of publication, attendance sheets and mailing list. Also includes affidavits of mailing, mailing list and copy of meeting agendas for Commission special meetings.	06-11-61394 Rev.0	Bond Maturity or Earlier Payment of Bonds	12 Months	60 Months	6 Years	Archival OPR

Housing Finance Commission, Washington - Office# 200	<p style="text-align: center;">Non Profit Verification Certificate</p> <p>These records were created to collect ongoing info from nonprofit entities that used our programs regarding their 501(C)(3) status and how their bond financed facilities were being used. The records on file are dated and have little relevance to the current status of the borrower or the bond financed facilities, therefore the retention dated questionnaires is an unnecessary burdent on staff and cost to the Authority.</p>	07-08-61557 Rev.0	1/1/2007	0 Months	0 Months	0 Years	Non-Archival OFM
Housing Finance Commission, Washington - Office# 300	<p style="text-align: center;">8823 Packet Files</p> <p style="text-align: center;">Non-compliance documents.</p> <p>NOTE: Letter in file - corrected retentions per Rec. Officer's request 3/20/01</p>	01-04-60064 Rev.0	CALENDAR YEAR	12 Months	60 Months	6 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office# 300	<p style="text-align: center;">Bond Reports - No Trustee</p> <p>Compliance Reports to prove tax exemption of bond financed properties. Record retention requirements are outlines under Section 1.148-5(d)(6)(iii)(E) of the arbitrage regulations. Rev 1 - Change in office retention from 18 mths to 12 mths. - 04/06 Rev 2 - Changed retention from 12/384/33 years - 03/07</p>	05-06-60899 Rev.2	Calendar Year	6 Months	390 Months	33 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office# 300	<p style="text-align: center;">Closed Project Files</p> <p>Files on projects that are no longer required due to the requirements of the Regulatory Agreement. Project files contain documents that showed they met their regulatory requirements. Projects are multifamily complexes, senior housing facilities, duplexes, triplexes houses owned by an entity on one or more pieces of land that is secured by a Regulatory Agreement (which is a covenant and runs with the land for a specific period of time).</p>	11-02-62366 Rev.0	Calendar Year	6 Months	66 Months	6 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office# 300	<p style="text-align: center;">Compliance General Correspondence</p> <p>Provides chronological documentation of information exchanged between Compliance Division and property representative. REV 1: Changed in office retention from 24 months to 12 months. - 04/06</p>	98-08-58669 Rev.1	Calendar Year	12 Months	60 Months	6 Years	Non-Archival OPR

Housing Finance Commission, Washington - Office# 300	Compliance Property Transfer Files Documentation from owners related to sales of Commission financed properties or changes to General/Managing Partners of the owner partnerships. These docs are used for info purposes in the office, they are not the complete compliance property file. The compliance project files are retained under DAN 01-04-60063 titled Tax Credit Compliance Project Files with a 3 year retention period.	07-04-61414 Rev.0	Calendar Year	2 Months	34 Months	3 Years	Non-Archival OFM
Housing Finance Commission, Washington - Office# 300	Preservation PAE Files Files generated by participation in HUD's Mark-to-Market program from 1999 to 2001. Both project files and administrative files for the program. The Commission is no longer participating in this program. NOTE in REMARKS COLUMN: Contract with OMHAR division of HUD requires we retain files for three years after contract termination. Contract terminated in 2001. REV 1: Changed in office retention from 24 mths to 12 mths. - 04/06	03-01-60416 Rev.1	Termination of Contract	12 Months	60 Months	6 Years	Archival OPR
Housing Finance Commission, Washington - Office# 300	Tax Credit Compliance Project Files Compliance documents for annual certification and re-certification requirements, year 2000 forward. REV 1: Reduced in office retention from 12 months and increased records center retention from 24 months - 03/07	01-04-60063 Rev.1	CALENDAR YEAR	2 Months	34 Months	3 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office# 400	Permanent Bond Files Record of indentures, mortgage agreements, closing memos, correspondence, bond call dates, and bond 101 form for individual bond issues. Also includes Single family cash flow and arbitrage analyses.	98-06-58543 Rev.0	Bond Maturity or Defeasance (early pay off)	36 Months	84 Months	10 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office# 500	Approved Loan Compliance Files for Homeownership Programs Provides loan compliance documentation and correspondence for approved loan files for the Commission's Homeownership Programs (Purchase date is the day the loan file is approved for purchase. Cut off date is the purchase date on last file in each box. Average life of bond loan is 12 years, then add 7 years per legal recommendation = 19 year retention.	00-09-59899 Rev.0	Purchase Date	12 Months	216 Months	19 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office# 500	Bond Program Register Provides documentation of legal documents and correspondence involved with establishing program.	89-05-44441 Rev.0	TERMINATION OF CONTRACT	36 Months	72 Months	9 Years	Non-Archival OPR

Housing Finance Commission, Washington - Office# 500	<p>First Serve System for Lender Participation Register</p> <p>Provides documentation of legal documents and correspondence involved with participation in programs. Includes Mortgage Origination Agreement.</p> <p>REV 1: Added last sentence to description to read "includes mortgage origination agreement" and changed cut-off from Calendar Year to "expiration of mortgage origination agreement. 07/02.</p> <p>REV. 2 - changed cut-off from Expiration of Mortgage Origination Agreement and changed retention from 60/12/6.</p>	98-07-58590 Rev.2	Termination of Mortgage Origination Agreement	84 Months	0 Months	7 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office# 500	<p>Homebuyer Education Seminars and Correspondence</p> <p>Provides documentation of homebuyer education seminars, exception requests, class certificates, attendance rosters, and other related correspondence involved with maintaining seminar records.</p>	02-03-60360 Rev.0	Seminar Finish Date	24 Months	0 Months	2 Years	Non-Archival OFM
Housing Finance Commission, Washington - Office# 500	<p>Homeownership Program Open Enrollment Training Register</p> <p>Provides documentation of Lender Certification Training Schedules, correspondence and participation logs involved with establishing training.</p> <p>REV 1: Changed title from Lender Certification Open Enrollment Training Register - 03/05</p>	98-07-58589 Rev.0	CALENDAR YEAR	36 Months	36 Months	6 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office# 500	<p>Mortgage Credit Certificate Program Register</p> <p>Provides documentation of legal documents and correspondence involved with establishing program.</p> <p>NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989.</p>	89-05-44439 Rev.0	TERMINATION OF CONTRACT	36 Months	72 Months	9 Years	Non-Archival OPR
Housing Finance Commission, Washington - Office# 500	<p>Mortgage Credit Certificate Program Vouchers</p> <p>Provides documentation of mortgage credit certificates approved by program administrators.</p> <p>NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989.</p>	89-04-44087 Rev.0	TERMINATION OF CONTRACT	12 Months	72 Months	7 Years	Non-Archival OPR

Housing Finance Commission, Washington - Office# 500	<p>Non-Approved Loan Compliance Files for Homeownership Programs</p> <p>Provides loan compliance documentation & correspondence for non-approved loan files for the Commission's Homeownership Programs. (Log-in Date is the date each file is received by office. Cut off date is the log-in date on last file in each box. Each loan reservation (file) expires closing of the 120th day and a new reservation must begin thereafter. Nine months is added cushion for recording purposes before destroying files = 1 year retention.</p>	00-09-59900 Rev.0	Log-In Date	12 Months	0 Months	1 Years	Non-Archival OFM
Housing Finance Commission, Washington - Office# 500	<p>Single Family Programs General Communications</p> <p>Provides documentation of general information exchange between the single family programs department and various entities.</p> <p>NOTE: hand written agency/office change made on schedule. From 161/200 to 148/500 5-17-1989.</p>	89-05-44442 Rev.0	CALENDAR YEAR	24 Months	12 Months	3 Years	Archival OFM
Housing Finance Commission, Washington - Office# 600	<p>Inactive Projects</p> <p>Application for projects not receiving credit.</p>	99-05-59111 Rev.0	Application Year	12 Months	60 Months	6 Years	Non-Archival OFM
Housing Finance Commission, Washington - Office# 600	<p>Project Files</p> <p>Application, correspondence, credit calculations, legal contracts, IRS form(s) 8609, and information pertaining to allocations, as applicable.</p> <p>REV 1: Change the words IRS forms(s) to IRS form(s). - 12/04</p>	99-05-59110 Rev.0	Application Year	72 Months	528 Months	50 Years	Non-Archival OPR