



WASHINGTON
Secretary of State
Washington State Archives

Housing Authorities Records Retention Schedule
Version 2.1 (February 2025)

This schedule applies to: Public Housing Authorities and other Public Housing Program Agencies

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records relating to the function of administering low-income housing and/or tenant-based subsidy housing programs by public housing authorities in accordance with chapter 35.82 RCW. It also includes public corporations & authorities created under RCW 35.21.670 that are authorized to administer low-income, tenant-based subsidy, and/or other public housing programs. The schedule 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.

Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) 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 agency resources.

Public records designated as “Archival (Permanent Retention)” 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.

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 February 5, 2025.

Signed by:

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For the State Auditor: Al Rose

Signed by:

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For the Attorney General: Matt Kernutt

Signed by:

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The State Archivist: Heather Hirota



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 (LGRRS)</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> .
2.0	January 30, 2014	Complete revision. All records series consolidated, updated, and written to specify agency business being transacted (rather than HUD form numbers). Tenant and participant files combined for retention simplicity; guidance provided for <i>current</i> records and <i>current</i> legal requirements. New section added for records pertaining to Low-Income Housing Tax Credit (LIHTC) properties. 8 new series, 7 revised series, and 47 discontinued series. ESSENTIAL designation given to 4 series (see index, page 18.) (All changes are detailed in the Revision Guide.)
2.1	February 5, 2025	Updated statutory references and made minor revisions throughout the schedule.

For assistance and advice in applying this records retention schedule,

please contact your agency’s Records Officer

or Washington State Archives at:

recordsmanagement@sos.wa.gov



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1. FINANCIAL MANAGEMENT

This section includes records relating to financial management that are either not covered by or are exceptions to the *Local Government Common Records Retention Schedule (CORE)*.

1.1 LOW-INCOME HOUSING TAX CREDIT (LIHTC)

The activity of receiving indirect federal subsidy through tax credits for financing the development of affordable rental housing for low-income households.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA2014-005 Rev. 1	<p>Administrative Files – Low-Income Housing Tax Credit (LIHTC) Property</p> <p>Administrative records required to be retained in order to document compliance with 26 USC § 42 of the Internal Revenue Code <u>and</u> that relate to agency-owned property that has been placed in service as a Low-Income Housing Tax Credit (LIHTC) property.</p> <p>Administrative records include, but are not limited to:</p> <ul style="list-style-type: none"> • Low-Income Housing Credit Allocation and Certification (IRS Form 8609) – Agency and Owner-completed (2 sets); • Certificates of Occupancy or Approval; • Allocation Documents; • Partnership Agreement; • Extended Use Provision; • Utility Allowance; • Minimum Set-Aside Compliance; • Income Limits for each year of compliance. 	<p>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.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
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1.1 LOW-INCOME HOUSING TAX CREDIT (LIHTC)

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
Continued From Previous Page	<p style="text-align: center;"><i>Continued From Previous Page</i></p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Tenant Files – Low-Income Housing Tax Credit (LIHTC) Property (Year #1) (DAN HA2014-006);</i> • <i>Tenant Files – Low-Income Housing Tax Credit (LIHTC) Property (Year #2 Forward) (DAN HA2014-007).</i> <p><i>Note: Please consult with a qualified tax attorney for specific information on rules and regulations and how they apply to your agency, particularly if you placed the property in service prior to the first tax credit year.</i></p>	Continued From Previous Page	Continued From Previous Page



1.1 LOW-INCOME HOUSING TAX CREDIT (LIHTC)

The activity of receiving indirect federal subsidy through tax credits for financing the development of affordable rental housing for low-income households.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<p>HA2014-006 Rev. 1</p> <p><i>Continued Next Page</i></p>	<p>Tenant Files – Low-Income Housing Tax Credit (LIHTC) Property (Year #1)</p> <p>Records that are required to be retained in order to document compliance with 26 USC § 42 of the Internal Revenue Code <u>and</u> that relate to tenant participation in a public housing program within an agency-owned property the year it is placed in service as a Low-Income Housing Tax Credit (LIHTC) property.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Original Tenant Application; • Family Report (Form HUD-50058) or Landlord’s Record of Certification (Form HUD-50059); • Move-In Certification; • Third Party Income Verifications (EIV paperwork cannot be included in LIHTC file); • Verifications of assets or the Sworn Statement of Net Household Assets; • Student Certification; • Special Needs Set-Asides forms for homeless, farm worker, or disabled units; • Proof of Age (elderly properties only); • Tax Credit Lease Rider; • Initial Lease; • Unit Inspection Form; • Utility Allowance; • All other records required by 26 CFR §1.42-5. <p><i>Continued Next Page</i></p>	<p>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.</p> <p><i>Continued Next Page</i></p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p> <p><i>Continued Next Page</i></p>



1.1 LOW-INCOME HOUSING TAX CREDIT (LIHTC)

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Continued From Previous Page	<p style="text-align: center;"><i>Continued From Previous Page</i></p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Administrative Files – Low-Income Housing Tax Credit (LIHTC) Property (DAN HA2014-005);</i> • <i>Tenant Files – Low-Income Housing Tax Credit (LIHTC) Property (Year #2 Forward) (DAN HA2014-007).</i> <p><i>Note: Please consult with a qualified tax attorney for specific information on rules and regulations and how they apply to your agency, particularly if you placed the property in service prior to the first tax credit year.</i></p>	Continued From Previous Page	Continued From Previous Page



1.1 LOW-INCOME HOUSING TAX CREDIT (LIHTC)

The activity of receiving indirect federal subsidy through tax credits for financing the development of affordable rental housing for low-income households.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA2014-007 Rev. 0	<p>Tenant Files – Low-Income Housing Tax Credit (LIHTC) Property (Year #2 Forward)</p> <p>Records that are required to be retained in order to document compliance with 26 USC § 42 of the Internal Revenue Code and that relate to tenant participation in a public housing program within an agency-owned property that has been claimed in a previous year as a Low-Income Housing Tax Credit (LIHTC) property.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Original Tenant Application; • Family Report (Form HUD-50058) or Landlord’s Record of Certification (Form HUD-50059); • Move-In Certification; • Third Party Income Verifications (EIV paperwork cannot be included in LIHTC file); • Verifications of assets or the Sworn Statement of Net Household Assets; • Student Certification; • Special Needs Set-Asides for homeless, farm worker, or disabled units; • Proof of Age (elderly properties only); • Tax Credit Lease Rider; • Annual Recertifications; • Initial Lease; • Unit Inspection Form; • Utility Allowance; • All other records required by 26 CFR §1.42-5. 	<p>Retain for 6 years after federal tax return filed (with extensions)</p> <p><i>and</i></p> <p>6 years after termination of lease/subsidy</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
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1.1 LOW-INCOME HOUSING TAX CREDIT (LIHTC)

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
Continued From Previous Page	<p style="text-align: center;"><i>Continued From Previous Page</i></p> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Tenant Files – Low-Income Housing Tax Credit (LIHTC) Property (Year #1) (DAN HA2014-006);</i> • <i>Administrative Files – Low-Income Housing Tax Credit (LIHTC) Property (DAN HA2014-005).</i> <p><i>Note: Please consult with a qualified tax attorney for specific information on rules and regulations and how they apply to your agency.</i></p>	Continued From Previous Page	Continued From Previous Page



1.2 PLANNING			
<i>The activity of determining financial strategies and processes in regard to revenues and expenditures, where not covered by CORE.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-47 Rev. 2	<i>Income Limits/Median Family Income Documentation</i> Income limits and median family income documentation issued by the U.S. Department of Housing and Urban Development (HUD) for use in determining housing assistance eligibility.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
HA2014-008 Rev. 1	<i>Rents – Rate Setting</i> Records relating to the setting of rent rates for any/all programs administered by the public housing agency. Includes, but is not limited to: <ul style="list-style-type: none"> • Flat rates for families receiving public housing assistance pursuant to 24 CFR § 960.253(b)(2); • Rent/lease rates for properties owned by the housing agency (rent comparability studies, etc.). Excludes: <ul style="list-style-type: none"> • Individual/family rent determination records covered by <i>Tenant/Participant Files (DAN HA60-01-52)</i>; • Records covered in the Low-Income Housing Tax Credit (LIHTC) section of this records retention schedule; • Financial reports required to be submitted to HUD, covered by CORE series <i>Reporting to External Agencies (Mandatory) (DAN GS2012-028)</i>. 	Retain for 4 years after rate superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



2. TENANT/PARTICIPANT MANAGEMENT

The function of managing public housing and tenant-based subsidy housing programs pursuant to Title 24 CFR and/or other federally subsidized public housing programs. Also includes unsubsidized residential housing on agency-owned property.

2.1 ADMINISTRATION

The activity of identifying qualified families and providing public housing and/or low-income housing subsidies pursuant to Title 24 CFR and/or other federally subsidized public housing programs. Also includes unsubsidized residential housing on agency-owned property.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-09-49 Rev. 2	<p><i>Application (Tenant/Participant) – Criminal Conviction Records/Sex Offender Registry</i> Criminal conviction records obtained from law enforcement agencies by the housing authority for use in screening applicants for admission to housing programs and/or for lease enforcement or eviction of families residing in public housing or subsidized housing pursuant to 24 CFR Part 5 Subpart J. Also includes applicants for unsubsidized residential housing on agency-owned property.</p> <p>Also includes sex offender registration information obtained from any state or local agency responsible for the collection or maintenance of the state sex offender registration program pursuant to 24 CFR § 5.905.</p> <p><i>Note: If litigation commences, these records are covered by CORE series Litigation Case Files (DAN GS53-02-04).</i></p>	<p>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.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.1 ADMINISTRATION

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA2014-001 Rev. 1	<p><i>Application (Tenant/Participant) – Ineligible Due to Immigration Status (Appealed)</i></p> <p>Records relating to the denial of public housing or subsidy assistance to applicants <i>based on immigration status</i> where the decision is appealed to U.S. Citizenship and Immigration Services (USCIS) or through an informal hearing process pursuant to 24 CFR § 5.514.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Correspondence and notifications to and from applicant; • Application for financial assistance; • Photocopies of any original documents (front and back), including original USCIS documents; • Signed verification consent forms; • USCIS verification results; • Request(s) for USCIS appeal and/or informal hearing; • Final USCIS determination and/or informal hearing decision(s). <p>Excludes:</p> <ul style="list-style-type: none"> • Denials that are <u>not</u> appealed, which are covered by <i>Application (Tenant/Participant) – Ineligible or Withdrawn (DAN HA60-01-51)</i>; • Termination of assistance to existing tenants/participants covered by <i>Tenant/Participant Files (DAN HA60-01-52)</i>. <p><i>Note: If litigation commences, these records are covered by CORE series Litigation Case Files (DAN GS53-02-04).</i></p>	<p>Retain for 5 years after resolution of informal hearing or USCIS appeal <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.1 ADMINISTRATION

The activity of identifying qualified families and providing public housing and/or low-income housing subsidies pursuant to Title 24 CFR and/or other federally subsidized public housing programs. Also includes unsubsidized residential housing on agency-owned property.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-51 Rev. 2	<p><i>Application (Tenant/Participant) – Ineligible or Withdrawn</i></p> <p>Records relating to the application process for public housing or subsidy assistance where the applicant is determined to be ineligible, or where the application is withdrawn by the applicant. Also includes applicants for unsubsidized residential housing provided by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application (and supporting data); • Social Security Number disclosure consent, documentation, verification, discrepancy, investigation and resolution; • Eligibility verification documentation (consent forms, wage & claim information, etc.); • Correspondence and notifications to applicant; • Racial, ethnic, gender, and place of previous residency data; • Applicant appeal/hearing records. <p>Excludes:</p> <ul style="list-style-type: none"> • Ineligibility appeals based on immigration status, which are covered by <i>Application (Tenant/Participant) – Ineligible Due to Immigration Status (Appealed) (DAN HA2014-001)</i>; • Appeals filed by existing tenants/participants, which are covered by <i>Tenant/Participant Files (DAN HA60-01-52)</i>. <p><i>Note: If litigation commences, these records are covered by CORE series Litigation Case Files (DAN GS53-02-04).</i></p>	<p>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.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.1 ADMINISTRATION

The activity of identifying qualified families and providing public housing and/or low-income housing subsidies pursuant to Title 24 CFR and/or other federally subsidized public housing programs. Also includes unsubsidized residential housing on agency-owned property.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA2025-001 Rev. 0	<p>Enterprise Income Verification (EIV) Reports</p> <p>Records documenting income and employment information for individual families participating in HUD’s assisted housing programs. These reports are used by housing authorities to verify employment and income at the time of recertification and to reduce errors in subsidy payments, in accordance with 24 CFR 5.236 and administrative guidance issued by HUD.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Income Report; • Summary Reports showing Identity Verification Status as Verified; • Income Discrepancy Reports (if applicable) and supporting documentation. <p>Excludes, but is not limited to, income verification documentation for applicants who withdraw their application or are determined to be ineligible, covered by <i>Application (Tenant/Participant) – Ineligible or Withdrawn (DAN HA60-01-51)</i>.</p> <p><i>Note: HUD Handbook 4350.3: Occupancy Requirements of Subsidized Multifamily Housing Programs states that EIV data must be destroyed as soon as it has served its purpose, in accordance with its prescribed retention period.</i></p>	<p>Retain for 3 years after termination of tenancy <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR
HA60-01-35 Rev. 1	<p>Police Reports</p> <p>Informational notifications received from law enforcement agencies relating to incidents occurring within the jurisdiction of the housing authority.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



2.1 ADMINISTRATION

The activity of identifying qualified families and providing public housing and/or low-income housing subsidies pursuant to Title 24 CFR and/or other federally subsidized public housing programs. Also includes unsubsidized residential housing on agency-owned property.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-52 Rev. 2 Continued Next Page	<p>Tenant/Participant Files</p> <p>Records relating to tenants and/or participants who participate in a federally-subsidized housing program administered by public housing agencies. Also includes tenants of unsubsidized residential housing on agency-owned property.</p> <p>Programs include, but are not limited to, Public Housing (24 CFR Part 960); Housing Choice Voucher (Section 8) (24 CFR Part 982); HOME Investment Partnerships (tenant-based rental assistance, etc.) (24 CFR Part 92); Rural Housing Stability Assistance (42 USC § 11408); and Rental Assistance (Rural and/or Farm Labor) (7 CFR Part 3560 Subpart F).</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Application (and supporting data) from the family; • Eligibility verification documentation (consent forms, wage & claim information, Social Security Number discrepancy/investigation/resolution, <i>copies</i> of original documents of eligible immigration status (24 CFR § 5.510), etc.); • Family income/composition reexaminations, e.g., Family Report (Form HUD-50058), Landlord’s Record of Certification (Form HUD-50059), etc., conducted pursuant to 24 CFR § 960.257, 24 CFR § 5.657, 24 CFR § 884.218, etc.; • Executed lease; • Housing Assistance Payments (HAP) Contract (Form HUD-52641), Tenancy Addendum (Form HUD-52641-A), etc.; • Basis for determining (reasonable) rent pursuant to 24 CFR § 982.158(f)(7); • Family Portability Information (Form HUD-52665); • Request for Tenancy Approval (Form HUD-52517); • Special admission documentation (such as non-waiting list, HUD-targeted assistance provided in accordance with 24 CFR § 982.203); <p style="text-align: right;"><i>Continued Next Page</i></p>	<p>Retain for 6 years after termination of lease or subsidy, <i>whichever is later</i> and expiration of appeal period and conclusion of appeal, <i>if filed then</i></p> <p>Destroy.</p> <p style="text-align: right;"><i>Continued Next Page</i></p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p> <p style="text-align: right;"><i>Continued Next Page</i></p>



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Continued From Previous Page	<p style="text-align: center;"><i>Continued From Previous Page</i></p> <ul style="list-style-type: none"> • Lead-based paint records required by 24 CFR Part 35, Subpart B (IMPORTANT: See exclusion, below); • Move-In/Move-Out Inspection Form (Form HUD-90106, etc.); • Disposition of tenant/participant personal property; • Termination of subsidy; • Grievance/informal hearing procedures; • Correspondence with tenants/participants (including notifications, complaints and responses, notices of entry of dwelling unit during tenancy, etc.). <p>Excludes records covered more specifically in this retention schedule or the <i>Local Government Common Records Retention Schedule (CORE)</i> including, but not limited to:</p> <ul style="list-style-type: none"> • Low-Income Housing Tax Credit (LIHTC) records covered by DANs HA2014-006 and HA2014-007; • Records of lead-based paint abatement/remediation <u>on agency-owned property</u>, covered by <i>CORE</i> series <i>Hazardous Materials/Dangerous Waste – Abatement and Remediation (DAN GS50-19-15)</i>; • Criminal records checks covered by <i>Application (Tenant/Participant) – Criminal Conviction Records/Sex Offender Registry (DAN HA60-09-49)</i>; • Damage claims and collections covered by <i>CORE</i> series <i>Claims for Damages (DAN GS50-01-10)</i> and <i>Financial Disputes and Collections (DAN GS50-03B-14)</i>; • Records covered by <i>Enterprise Income Verification (EIV) Reports (DAN HA2025-001)</i>. <p><i>Note: If litigation commences, these records are covered by CORE series Litigation Case Files (DAN GS53-02-04).</i></p>	Continued From Previous Page	Continued From Previous Page



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The activity of identifying qualified families and providing public housing and/or low-income housing subsidies pursuant to Title 24 CFR and/or other federally subsidized public housing programs. Also includes unsubsidized residential housing on agency-owned property.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-61 Rev. 1	<p><i>Waiting Lists (Tenant/Participant)</i></p> <p>Records relating to the creation, monitoring, closing, and opening of waiting lists for any/all programs offered by the housing authority.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Opening and closing of waiting lists (public notices, etc.); • Correspondence to and from applicants relating to the waiting list (update notifications, recertification, change in preference status, interview notification, etc.); • Removal of applicants from waiting list (non-response, change of circumstances, etc.). 	<p>Retain for 3 years after end of fiscal year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.2 PROGRAMS

The activity of providing programs and services to tenants, participants, and homeowners.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA2014-002 Rev. 1	<p><i>Family Self-Sufficiency (FSS) Programs</i></p> <p>Records relating to participation in a Family Self-Sufficiency (FSS) Program in accordance with 24 CFR Part 984 by families receiving public housing and/or low-income housing subsidies pursuant to Title 24 CFR.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • FSS contract of participation (Form HUD-52650, etc.); • FSS Escrow account credit worksheet (Form HUD-52652, etc.); • Records documenting family responsibility fulfillment (training and services, welfare assistance certification, etc.); • Escrow account reports; • Termination of family’s participation (for any reason, including successful completion of program, non-compliance, etc.). <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>Tenant/Participant Files (DAN HA60-01-52)</i>; • Financial records covered in <i>CORE – Financial Management</i>. 	<p>Retain for 6 years after termination of family’s participation</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.2 PROGRAMS

The activity of providing programs and services to tenants, participants, and homeowners.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA2014-003 Rev. 1	<p><i>Housing Counseling Services</i></p> <p>Records documenting the provision of housing counseling services to homeowners and tenants in accordance with 24 CFR § Part 214.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Client files (action plans, race/ethnicity/income data, credit reports, documentation of services provided, etc.); • Group education files (participant lists and race/ethnicity/income data; course title, outline, instructors, dates, etc.); • Other records retained pursuant to 24 CFR § 214.315. <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>Tenant/Participant Files (DAN HA60-01-52)</i>; • Counseling program administration records covered by <i>CORE series Grants Received by Agency (DAN GS2024-014)</i>. 	<p>Retain for 3 years after completion/termination of counseling services</p> <p><i>or</i></p> <p>terms of grant agreement, <i>whichever is later</i></p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



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The activity of providing programs and services to tenants, participants, and homeowners.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA60-01-08 Rev. 2	<p><i>Resident Councils/Resident Advisory Boards (RABs)</i></p> <p>Records relating to formation, activities, and meetings of Resident Councils formed pursuant to 24 CFR Part 964 Subpart B and Resident Advisory Boards (RAB) formed as part of the housing authority’s Annual Plan process pursuant to Section 511 of the <i>United States Housing Act</i> and 24 CFR § 903.13. Also includes Section 8 RABs.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bylaws, policies, minutes, resolutions, meeting packets, etc.; • Information distributed to residents/participants (purpose and role of the RAB, etc.); • Member elections, appointments, notifications, correspondence, etc.; • Memoranda of understanding pursuant to 24 CFR § 964.18 (10); • Appeals filed with HUD pursuant to 24 CFR § 964.18 (6); • Resident participation fund expenditure decision-making. <p>Excludes:</p> <ul style="list-style-type: none"> • Financial records covered by <i>CORE series Financial Transactions – General (DAN GS2011-184)</i>; • Plans and reports submitted to HUD which are covered by <i>CORE series Reporting to External Agencies (Mandatory) (DAN GS2012-028)</i>. 	<p>Retain for 6 years after end of calendar year</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2.3 REPORTING

The activity of providing information as required by regulating authorities, where not covered by CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
HA2014-004 Rev. 1	<p>Reporting (Applicant/Tenant/Participant-Specific) – Mandatory</p> <p>Records relating to reports pertaining to specific applicants, tenants, and/or participants which are required to be submitted to a regulatory agency in accordance with Title 24 CFR, where not covered by a more specific records series. Regulatory agencies may include, but are not limited to, United States Department of Housing and Urban Development (HUD); Department of Homeland Security (DHS); United States Department of Agriculture (USDA); and U.S. Citizenship and Immigration Services (USCIS).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports and supporting documentation; • Confirmation of submission, revisions, corrections, etc.; • Correspondence, inquiries, etc.; • Notification to U.S. Citizenship and Immigration Services (USCIS) of aliens not lawfully present in the United States pursuant to section 404 of the <i>Welfare Reform Act</i>. <p>Excludes:</p> <ul style="list-style-type: none"> • Reporting which is NOT specific to individual applicants, tenants or participants, as well as reporting relating to finances, which are covered by CORE series <i>Reporting to External Agencies (Mandatory) (DAN GS2012-028)</i>; • Records covered in the Low-Income Housing Tax Credit (LIHTC) section of this records retention schedule. 	<p>Retain for 3 years after submission of report <i>and</i> until completion of State Auditor’s examination report <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

Archival (Permanent Retention)

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

Disposition

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

Disposition Authority Number (DAN)

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

Essential Records

Records needed to respond to, and/or perform critical operations during/after, a disaster or emergency. They need to be protected through backup or enhanced storage. (RCW 40.10.010)

Local Records Committee

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.



Non-Archival

Designation given to public records that do not possess sufficient historical value to be designated as “Archival.” Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

OPR (Official Public Records)

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

Public Records

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

Records Series

A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function.

State Records Committee

Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.



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ESSENTIAL RECORDS INDEX

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