

Summary of Changes

Housing Authorities Records Retention Schedule v.2.1 (February 2025)

New Records Series Added

- One (1) records series has been added to this records retention schedule:
 1. **Enterprise Income Verification Reports (DAN HA2025-001) p.14**
“3 years after termination of tenancy (Non-Archival)”
Rationale: HUD Handbook 4350.3: Occupancy Requirements of Subsidized Family Housing Programs states that EIV data must be destroyed as soon as it has served its purpose, in accordance with its prescribed retention period. That retention period, per HUD, is 3 years after termination of tenancy.

Retention Changes

- Two (2) records series have changes to their retention period/cutoff:
 1. **Family Self-Sufficiency (FSS) Programs (DAN HA2014-002) p.18**
Increased from “6 calendar years (Non-Archival)” to “6 years after termination of family’s participation (Non-Archival)”
Rationale: Retention based on 6-year retention requirement after termination/expiration for contracts.
 2. **Resident Councils/Resident Advisory Boards (RABs) (DAN HA60-01-08) p.20**
Changed from “6 calendar years (Non-Archival)” to “6 years after end of calendar year (Non-Archival)”

Other Minor Changes

- Thirteen (13) records series have changes to their title and/or description:
 1. **Administrative Files – Low-Income Housing Tax Credit (LIHTC) Property (DAN HA2014-005) p.4**
 2. **Application (Tenant/Participant) – Criminal Conviction Records/Sex Offender Registry (DAN HA60-09-49) p.11**
 3. **Application (Tenant/Participant) – Ineligible Due to Immigration Status (Appealed) (DAN HA2014-001) p.12**
 4. **Application (Tenant/Participant) – Ineligible or Withdrawn (DAN HA60-01-51) p.13**
 5. **Family Self-Sufficiency (FSS) Programs (DAN HA2014-002) p.18**
 6. **Housing Counseling Services (DAN HA2014-003) p.19**
 7. **Income Limits/Median Family Income Documentation (DAN HA60-01-47) p.10**
 8. **Rents – Rate Setting (DAN HA2014-008) p.10**
 9. **Reporting (Applicant/Tenant/Participant-Specific) – Mandatory (DAN HA2014-004) p.21**
 10. **Resident Councils/Resident Advisory Boards (RABs) (DAN HA60-01-08) p.20**

11. **Tenant Files – Low-Income Housing Tax Credit (LIHTC) Property (Year #1) (DAN HA2014-006) p.6**
12. **Tenant Files – Low-Income Housing Tax Credit (LIHTC) Property (Year #2 Forward) (was Tenant Files – Low-Income Housing Tax Credit (LIHTC) Properties (Year #2 Forward)) (DAN HA2014-007) p.8**
13. **Tenant/Participant Files (DAN HA60-01-52) p.15**

- Minor improvements were made to the formatting throughout the schedule to align with current Washington State Archives practices.

Essential Designation Changes

- None

Archival Designation Changes

- None

Series Being Revoked

- None

Net Increase in Records Series: 1 (from 15 series up to 16 series)