



**Sacramento
Housing &
Redevelopment
Agency**

**REPORT TO COUNCIL, HOUSING
AUTHORITY, REDEVELOPMENT AGENCY**
City of Sacramento
915 I Street, Sacramento, CA 95814-2671
www.CityofSacramento.org

11

Consent
August 11, 2009

**Honorable Mayor and Members of the City Council
Chair and Members of the Redevelopment Agency and Housing Authority Boards**

Title: Records Retention Schedule and Destruction of Certain Records

Location/Council District: Citywide

Recommendation: Adopt a **Council, Housing Authority and Redevelopment Agency Resolutions** authorizing 1) the adoption of a Records Retention Schedule for the Sacramento Housing and Redevelopment Agency, 2) the destruction of certain records as outlined in the Records Retention, and 3) delegation of authority to the Sacramento Housing and Redevelopment Commission to update the records retention and destruction schedule.

Contact: Tia Boatman Patterson, Agency Counsel, 440-1330. Vickie Smith, Agency Clerk, 440-1363.

Presenters: Not applicable

Department: Sacramento Housing and Redevelopment Agency (Agency)

Description/Analysis

Issue: This report recommends the adoption of an Agency-wide records retention schedule which will allow for the retention and destruction of various Agency records. A retention schedule and approval for records destruction is needed to bring the Agency into full compliance with state and federal guidelines. Currently the Agency utilizes various independent departmental or City/County/federal retention schedules, and staff desires to have a centralized document to use for records management.

The retention schedule also addresses the retention and destruction of transitory messages such as email, voicemail, and instant messaging in order to provide guidance to Agency staff on compliance with legal obligations while maximizing administrative efficiency. Finally, the retention schedule addresses the applicable retention requirements for both transitory and permanent documents in the event of a litigation hold.

Records Retention Schedule

Policy Considerations: No policy changes are recommended.

Environmental Considerations:

California Environmental Quality Act (CEQA): This report is not a project as defined by the California Environmental Quality Act (CEQA) Guidelines Section 15378 (b)(5).

Sustainability Considerations: Not applicable

Other: The National Environmental Policy Act (NEPA) does not apply.

Rationale for Recommendation: Having an adopted centralized retention schedule will allow for more consistent procedures to be followed.

Financial Considerations: There are no financial implications associated with this report.

M/WBE Considerations: The items discussed in this report have no M/WBE impact; therefore, M/WBE considerations do not apply.

Respectfully Submitted by: 
LA SHELLE DOZIER
Executive Director

Recommendation Approved:


RAY KERRIDGE
City Manager

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RESOLUTION NO. 2009 -

Adopted by the Sacramento City Council

on date of

ADOPTION OF A RECORDS RETENTION SCHEDULE AND AUTHORIZATION TO DESTROY CERTAIN RECORDS

BACKGROUND

- A. The Sacramento Housing and Redevelopment Agency ("SHRA") provides staff services to the City of Sacramento for the purposes of (1) carrying out the housing and redevelopment functions within the City and (2) devising, proposing, conducting, evaluating, and administering public social service programs which may from time to time be approved by both City and County for joint administration.
- B. In the course of performing such services, SHRA generates records, papers and documents and has a need for an orderly and controlled plan for the retention, management and systematic destruction of such records, papers, and documents.
- C. SHRA desires to adopt a Records Retention Schedule that will be used on an Agency-wide basis.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The Sacramento Housing and Redevelopment Agency Records Retention Schedule is hereby approved.
- Section 2. The Executive Director, or her designee, is hereby authorized to destroy certain records as outlined in the Records Retention Schedule.
- Section 3. The Sacramento Housing and Redevelopment Commission is authorized to approve future updates to the Records Retention Schedule and related policies regarding information and document management.

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Exhibit A: Records Retention Schedule

**Sacramento Housing and Redevelopment Agency
Records Retention Schedule**

LEGEND – Records Retention

AC = Active
AD = Adoption
AU = Audit
CL = Closed/Completion
CU = Current Year
L = Life
P = Permanent
S = Supersede
T = Termination

CITATIONS

CAC – California Administrative Code
CCP – Code of Civil Procedure
CCR – Code of California Regulations
CEQA – California Environmental
CFR – Code of Federal Regulations
CLC – California Labor Code
FMLA – Family & Medical Leave Act,
GC – Government Code
H&S – Health & Safety
HUD – Housing and Urban Development
LC – Labor Code
OMB – Office of Management and Budget
OSHA – Occupational Safety & Health Act
USC – United States Code
VC – Vehicle Code

NOTE: When litigation is pending or threatened against the Agency or its employees, the law imposes a duty upon the Agency to preserve all documents and records that pertain to the issues. A litigation hold directive must be issued to the legal custodians of those documents. A litigation hold directive overrides this records retention schedule or any policy that may have otherwise called for the transfer, disposal or destruction of relevant documents, until the hold has been cleared.

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
ADMINISTRATIVE RECORDS			Note: 4/7 = 4 years for state/local funds/7 years for federal funds
Activity Reports	2	GC § 26202	
Associations	Active	GC § 26202	Active while membership is current
Biographies	CU + 2	GC 26202	
Chron Files	2	GC § 26202	
Compliance Requirements	Active	GC § 26202	Active until revised
Conferences/Committees	3	GC § 26202	
Contracts and Agreements Excl. Capital Improvement	T + 4/7	CCP 337.2, 343; B&P7042.5; PU7685; 48 CFR:2; GC53066	Includes leases, equipment, services or supplies. Active until contract terminates/+4/7 if subject to audit
Contracts - Capital Improvement	P	2.08.110; GC 4004; H&S 19850	Construction
Cost Recovery - Federal	Active + 7	GC § 26202	Active until claim paid then 7 or until audited, whichever is first
Cost Recovery State	Active + 4	GC § 26202	Active until claim paid then 4 or until audited, whichever is first.
Delegation Orders	Active	GC § 26202	Active until revised/superseded/Revoked
Email/voicemail and instant messaging	None/as applicable		Email is generally a transitory record that should be deleted when no longer useful. On those occasions when an email does have lasting value, it should be retained in accordance with the applicable retention category in the schedule.
Emergency Preparedness	Active	GC § 26202	Active until revised
Expense Reports	4/7	GC § 26202	Or until audited, whichever is first
Feasibility Studies	5	GC § 26202	
Forms File	Active+1	GC § 26202	Active until revised/rescinded/superseded
General/Public correspondence	2	GC § 26202	If not attached to agreement or project file
Goals & Objectives	CU + 2	GC 26202	Departmental goals & objectives
Mission Statements	Active	GC § 26202	Active until revised
Organization Charts	Active	GC § 26202	Active until revised
Policies - General Administrative	S + 2	GC 26202; 25101	All Agency policies and procedures
Policy, Council/ Proclamations	S + 2	GC 25104	Policies, directives rendered by Legislative Body not assigned a resolution or ordinance number
Procedures (All)	Active	GC § 26202	Active until revised
Reports	3	GC § 26202	
Subject Files	3	GC § 26202	
Reproduction/Printing Requests	2	GC § 26202	
Studies/Statistics	3	GC § 26202	
Travel	Active + 1	GC § 26202	Active until travel complete.

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
AGENCY CLERK			
Agendas	P		Departmental Preference
Applications, Boards, Commissions, Committees	CL + 2	GC 26202	Not selected
Applications, Boards, Commissions, Committees	T + 5	GC 26202;	Selected
By-Laws – SHRC	Active		Active until superseded
Conflict of Interest – FPPC required Form 700 forms	AC T + 7	GC 81009(b)	2 years after termination may scan (destroy originals) or send to inactive storage
Documents listed as “on file” with Clerk	Active		Destroyed once governing board approves document
General SHRC Administrative records	CU + 2		Includes attendance, stipend payments, other miscellaneous records
Inventory, Records	CU + 2	GC26202	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications
Loan Committee Packets (SHRC Subcommittee)	CU + 10		Departmental Preference
Loan Committee Agenda/Minutes	P		Departmental Preference
Minutes - SHRC	P	GC 25101	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 26202 54960.1(c)(1)	Special meetings
Records Management	AC + 2	GC26202	Document includes retrieval, transfers - inactive
Records Retention Schedules	S + 4	CCP 343	
SHRC Agenda Packets	CU + 5		Departmental preference
SHRC Resolutions	P	GC 251014	Legislative actions
SHRC Staff Reports	P		Departmental preference
Staff Reports – City and County – inception to 2005	P		Maintained in electronic form on Agency web site
Staff Reports – City and County 2005 – present	Not maintained by SHRA		Maintained on City/County web sites
Tapes, Audio/Video	CU + 1	GC 26202.6	When used for minute preparation and may have historical value.

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
ENVIRONMENTAL QUALITY			
California Environmental Quality Act (CEQA)	P	GC26202 + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Environmental Review	CL + 2	GC26202	Correspondence, consultants, issues, conservation
FACILITIES			
Building Maintenance/Leases	Active	Active until lease terminates	
Capital Improvements, Construction	P	2.083110; GC3 4004; H&S 19850;	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Equipment Maintenance	Active+2	Active until maintenance complete	
Facility Rentals/Use	CU + 2	GC26202	Permits, contracts, diagrams, schedules, insurance binders
Inspection Reports/Moves/Space	Active	Active until revised/rescinded/superseded	
Maintenance & Operations	CU + 2	GC26202	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
FINANCE - AUDIT/ACCOUNTING/ FIXED ASSETS /PAYROLL			
Audit			
Annual Financial Report	CL + 2	GC26202	Independent auditor analysis
Bonds	CL + 10	GC26202; CCP 337.5	Final bond documentation
Budget	P	GC26202	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC26202	Departmental Reference
Hearing or Review	AU + 2	GC26202; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Reports	AU + 4	GC26202; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC26202	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Accounting			
Accounts Payable	AU + 4	GC26202	Invoices, check copies, supporting documents
Accounts Receivable	AU + 4	GC26202	
Applications	CL + 2	GC26202	Utility connections, disconnects, registers, service
Assessment Districts	P	GC26202	Collection information; Original documentation files with municipal clerk
Bank Reconciliation	AU + 5	GC26202; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation
Billing Records	AU + 2	GC26202	Customer name, payments, applications/cancellations
Checks	AU + 5	GC26202 CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	AU + 4	GC26202 CCP 337	Checks, coins, currency
Invoices	AU + 2	GC26202	Copies sent for fees owed, billing, related documents
Ledger, General	P	GC26202; CCP 337	
Taxes, Receivable	AU + 3	CCP338	
Voucher	AU + 4	GC26202 CCP 337	Account postings with supporting documents
Warrant Register	AU + 2	GC26202.6	
Fixed Assets			
Inventory	AU + 4	GC26202; 26 CFR 301 651(F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC26202	Listing of property
Disposal	AU + 4	GC26202; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
Payroll			
Adjustments	AU + 4	GC26202 29 CFR 516.5 - 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC26202; 29 CFR 516.2; 20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)	Signed by employee for audit & FEMA Reports
PERS Employee Deduction Reports	T + 4	GC26202; CAC 221085-2; 26CFR 31.6001-1; 29 CFR 516.5, 516.6, LC 1174(d)	Record of deductions (<i>PERS Public Employee Retirement System</i>)
Register	P	GC26202; GC37207	Labor costs by employee & program
Salary Records	T + 3	GC26202; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
GRANTS			
Community Development Block Grant and Urban Development	T + 10	GC 26202; 24 CFR 570.502 24 CFR85.42; OMB Cir. A-102, A-110, A-128	Applications, reports, contracts, project files, supporting documents;
Federal and State	CL + 5	GC 26202	Refer to grant application close-out procedure
Financial Records	CL + 5	GC 26202	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC 26202	Applications not entitled
HUMAN RESOURCES			
BACKGROUND CHECK AUTHORIZATION FORMS AND RESULTS	CL+7	GC 12946	
EMPLOYEE BENEFITS		G C 34090; OMB A-128GC 6250 et seq; OMB A-129 29 CFR 1602.30	Records may include COBRA, Section 125, Deferred Compensation, Life Insurance, enrollments, plan changes, beneficiary designations, withdrawals and cancellations.
CONTRACTS	CL+7	CCP337, 343	Professional Services – training, temporary staffing, consulting, investigation services, recruitment
EMPLOYEE RIGHTS	T+2	GC 12946; 29 CFR 1602; 29 USC 211 (e)	May include sexual harassment and EEO complaints, investigations, disciplinary actions
LABOR NEGOTIATIONS	P	29 USC Sections 211, 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreement
LABOR RELATIONS RECORDS	T+7	GC 12946; 29 CFR 1602; 29 USC 211 (e)	May include arbitration, grievances, union requests, complaints, disciplinary actions
LEAVES -		FMLA 1993 US OSHA; 29 CFR	May include FMLA, CFRA, certifications, physicians authorizations,
PERSONNEL FILES	T+7	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32	Employees – Release authorizations, certifications, reassignments, outside employment, commendations, disciplinary actions, terminations, evaluations, pre-employee medicals, fingerprints, identification cards
POLICIES	Superseded+2	GC 34090	Department – Policies, Procedures, General Orders, Standards, Forms, Safety Rules & Regulations
RECRUITMENT	CL+3	Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607	Requisitions, Applications, transfer requests, resumes, eligible lists, alternate lists/logs, indices, ethnicity disclosures, examination materials, examination answer sheets, job bulletins, eligibility, electronic database
REPORTS	Cur+2	GC 34090	Employee statistics, benefit activity, liability loss

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
RETIREE FILES	AC	GC 34090; GC 6250 Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32	Benefit plans, eligibility, enrollment/change forms, billing info, spouse information,
SAFETY	Cur+3	GC 34090	Safety Committee Records, Certifications/designations, training
SURVEYS and STUDIES	Cur+2	GC 12946, 34090; 29 CFR 516.6(2)	Includes classification, wage rates, survey data
TEMPORARY STAFFING			Database records, requisitions, pay rates, assignments, duties, training
TRAINING RECORDS -	Cur+7	GC 6250 et seq	attendance sheets, program training, class training materials,
WORKERS COMPENSATION	P	CCR 14311; 15400.2;	Claim files, reports, incidents
INFORMATION SERVICES			
Internet, World Wide Web	S + 2	GC 26202	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC 26202	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU + 4	GC 26202; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2	GC 26202 GC26202.6	Annual backup Daily backup Monthly backup Weekly backup
Tapes Information Systems	CU + 2	GC 26202	System Generation
LEGAL/ LEGISLATIVE			
Appeals, Civil	CU + 3	CCP 583.320(a)(3); GC 26202	
Articles of Incorporation	P	GC 26202 CCP 337.2	
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases
Case Records - (High Profile)	P		Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records	CL + 7	42 USC s1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
Index, Attorney Case	L	GC 26202	Including notations on activities related to case
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Opinions	S + 2	GC 26202	Confidential
Public Records Act request files	CL + 2	GC 26202	
PROPERTY			

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Acquisition/Disposition	CL + 10	GC 26202; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by Agency
Appraisals	CL + 2	GC 26202; GC6254	Exempt until final acquisition or contract agreement obtained
Deeds and Promissory notes	P	GC 26202; 24 CFR 570.502 (b) (3) 24 CFR 8.42 and OMB Circ. SA110	
Regulatory Agreements	CL + 5		
PUBLIC FINANCING AUTHORITY			
Administration	P	GC26202	
Bank Statements	AU + 2	GC 43900 et seq.	Financing authority
Financial Records	P	GC26202 53901	
Management Reports	2	GC 26202	
PUBLIC INFORMATION			
Brochures, publications, newsletter, bulletins	S + 2	GC26202	
Clippings	2		
Media Relations	CU + 2	GC26202	Includes cable, newspaper, radio, message boards, and presentations.
Press Releases	2		
Speeches	2		
PURCHASING			
Bids, RFQ's, RFP's Successful	AU + 4 AU + 5	GC26202; CCP 337; GC 25105-1;	Requests for Qualifications; Requests for Proposals regarding goods and services
Labor Compliance documents	CU + 7		Includes certified payroll reports, certifications, authorization of deductions, certificates of authorization, site visit interviews sheets, wage decision
Labor Compliance reports	P		Includes HUD reports 4710, 2516, 60002 and Prevailing wage reports
Purchase Orders	AU + 4	GC26202; CCP 337	Original documents
Unsuccessful RFQ'S RFP'S and IFBs – list of proposers / bidders	CU + 2	GC26202;	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Unsuccessful RFQ'S RFP'S and IFBs – proposal / bid documents	Destroyed upon contract execution with awardee		Kept for duration of protest period and until execution of contracts. Not subject to retention policies.
Vendor Register	P	GC26202	Alpha vendor listing of purchase orders, invoices, account numbers and check date
REDEVELOPMENT / HOUSING			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Bonds Development	CL + 10	CCP 337.5	Housing; Industrial Development
Program Information/associated loan and grant documents	CL + 10	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A110, #C	Includes Mortgage Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Income Housing, Rental Housing Assistance, Housing Rehabilitation Loan Program, Emergency repair program, First Time Homebuyer program, Inclusionary Housing Program, CalHome Program, Begin Program, Section 108 Loans, etc.
Redevelopment Plans, Budgets, Bond Issues	P	GC26202; GC 53901 GC43900 et seq.	Includes annual audit
Redevelopment/Housing Project Files	CL + 10	HSC 50464	
Relocation Files	CL + 2	GC 26202	
Redevelopment Advisory Committee Meeting Minutes	P		
Redevelopment Advisory Committee Meeting Tapes	CU + 1	GC 26202.6	When used for minute preparation and may have historical value.
REPORTS			
Audits	P	GC26202	
Deferred Compensation	T + 5	GC26202; 26 CFR 160011	Records of employee contributions and city payments 29 CFR 1627.3(2)
Federal and State Tax	AU + 4	GC26202; 29USC 436; 26 CFR 31.6001.1-4; IRS REG 31.6001- 1(e)(2);R&T 19530;29 CFR 516.5-516.6	Forms 1096, 1099, W-4's and W-2's
Financial, Annual	AU + 7	GC26202	
Investment Transactions	P	GC26202; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	AU + 2	GC26202	Costs by employee & program
State Controller	P	GC26202	Controller may destroy after 5 years
RISK MANAGEMENT			
Accident Reports - City Assets	CL + 7	29 CFR 1904.2;	Reports and related records 29 CFR 1904.6
	P	CCP 337.2; 343	Bonds and insurance policies insuring

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Bonds, Insurance			city property and other assets
Claims, Damage	CL + 5	GC 25105.5	Paid/Denied
Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)
Insurance, Joint Powers Agreement	P	GC 26202	CHARMA, etc.
Insurance, Certificates	P	GC 26202	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC 26202	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	LC6410; 29 CFR 1910.20	Indemnity; PERS -working files - originals with Administrator
Photographs, Negatives, Film	CL + 2	GC26202	
Risk Management Reports	CL + 5	OMB 12200029; 29 CFR1904.4; GC26202	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2; CLC 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
HOUSING AUTHORITY/ HOUSING CHOICE VOUCHER PROGRAM			
Advisory Committee – Resident Advisory Board Documents: agendas, minutes, rosters, packets, correspondence, memos, special programs	CU + 5		
Annual Contribution Contract (ACC) including amendments, waivers and related correspondence	P	HUD Handbook 7475.1 REV. Exhibit 6.2	
Application Files – pending and eligible applicants	P (while in this classification)	HUD Handbook 7475.1 REV. Exhibit 6.2	
Application Files – Selected application/program participant	P (while in this classification)	HUD Handbook 7475.1 REV. Exhibit 6.2	
Application files – withdrawn or ineligible	CL + 3 (destroy 3 years from date determined ineligible or withdrawn)	HUD Handbook 7475.1 REV. Exhibit 6.2	
Application for reservation of low- income public housing funds and for preliminary loan	P	HUD Handbook 7475.1 REV. Exhibit 6.2	
<u>Applications for Housing - Denied, Incomplete, or Withdrawn</u> Records consist of denied, incomplete, or withdrawn applications for City and County Housing Authorities' Housing programs Including but not limited to: applications, financial data, correspondence, and supporting documentation.	CL + 3 (destroy 3 years from date determined ineligible or withdrawn)	HUD Handbook 2228.2 REV 4 Schedule 15 Sect 7 a,b	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
<u>Applications for Housing - Pending</u> Records consist of pending applications for City and County Housing Authorities' Housing programs Including but not limited to: applications, financial data, correspondence, and supporting documentation.	P (while in this classification)	HUD Handbook 2228.2 REV 4 Schedule 15 Sect 7 a,b	
Chemical inventories	CU + 30 years		
<u>City and County Housing Authorities – Administrative Records</u> Records consist of, but are not limited to Administrative Plans, policies rent reasonableness documents, utility allowances documents, and payment standard documents, forms and other Housing Authority program documents, Training	Retain 15 years after last use (records are considered to be 'being used' as long as clients who have been served under that document are still on the program), then destroy.	HUD Handbook 2228.2 REV 4 Schedule 14 Sect. a, Schedule 11 Sect. 1, GC26202 HUD Handbook 2228.2 REV 4 Schedule 1 Sect. 29b	
<u>City and County Housing Authorities – General Correspondence</u> Records consist of, but are not limited to correspondence with elected representatives, advocacy groups, public inquiries, and complaints.	Retain 5 years after last action, then destroy.	GC26202	
<u>City and County Housing Authorities – Hearing Tapes</u>	CL+1	CCP 1094.5	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
<u>City and County Housing Authorities – Internal Administrative Records</u> consist of, but are not limited to Administrative Plans, procedures, meeting attendance forms, fax transmission logs and other internal administration documents,	Retain 15 years after last use (records are considered to be 'being used' as long as clients who have been served under that document are still on the program), then destroy.	HUD Handbook 2228.2 REV 4 Schedule 23 Sects. 1,5	
<u>City and County Housing Authorities – Internal Administrative Records</u> Guards reports and Visitor Logs	Retain 3 years, then destroy	HUD Handbook 2228.2 REV 4 Schedule 18 Sect 13 b, Schedule 18 Sect. 17b	
<u>City and County Housing Authorities - Legal Claims</u> Records consist of claims against the City or County Housing Authority (HA) by present and/or former clients (or their representatives), agents or owners of the Housing Choice Voucher Program which provides assistance to qualified clients. Including but not limited to: low income families and elderly persons with disabilities.	Retain 10 years after last action or claim resolution, then destroy.	GC26202	
<u>City and County Housing Authorities – Reasonable Accommodations</u> Records consist of Reasonable Accommodation Requests and related hearings records.	Retain 3 years after last Housing Assistance Payment and/or lease expiration; then destroy.	HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4,	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
<u>City and County Housing Authorities -Leased Property Records</u> Records consist of, but are not limited to, HA Leased Property Landlord correspondence, Building Maintenance Requests	Destroy 3 months after repairs are completed	HUD Handbook 2228.2 REV 4 Schedule 11 Sect. 1,2 Schedule 11 Section 5	
<u>Client Records - City and County Housing Authorities Housing Programs</u> Records consist of records of Housing Choice Voucher assistance provided to qualified clients, including Project-Based client files. Including but not limited to: application information, financial information, contracts, leases, mandatory reporting, electronic chronology, phone log data and other supporting documentation.	Retain 3 years after last Housing Assistance Payment (HAP) and/or lease expiration; then destroy.	HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4,	
<u>Courier Records</u> Mail - Misdelivery/Late Delivery Records	Retain for 3 years or 3 years after completion of investigation	HUD Handbook 2228.2 REV 4 Schedule Schedule 12 Section 8a Schedule 12 Sect. 8c	
<u>Criminal History Reports</u> Records consist of criminal history reports for City and County Housing Authorities' Housing programs, which may cause an applicant to be denied eligibility for Housing Authority Programs. Reports are not included in related applicant files. Includes requests for background checks and criminal history reports.	Retain until a hearing decision is made or the time has passed to request a hearing, then destroy.	Penal Code Sections 11105.03	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
<p><u>HCV Program - Family Self Sufficiency Case Records</u> Records document participation in a federally funded program to provide families the opportunity to achieve economic independence over a five-year period. Including but not limited to: personal and financial records, case manager's notes, mandatory reporting, and other supporting documentation.</p>	<p>Retain 3 years after last Housing Assistance Payment (HAP) and/or lease expiration; then destroy.</p>	<p>HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4</p>	
<p><u>Homeownership Programs - Program Administration Records</u> Records consist of the records of the County Housing Authority's programs to provide affordable housing to qualified citizens. Tenant records would be covered under tenant records section of this schedule.</p>	<p>Retain 10 years after last payment made, then destroy.</p>	<p>HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4</p>	
<p><u>Housing Choice Voucher Program - Program Administration/ Contract with U.S. Department of Housing and Urban Development (HUD)</u> These documents consist of the records of the City and County Housing Authorities' affordable housing programs. Including but not limited to and documents, owner outreach documents, correspondence, contracts, awards and contributions.</p>	<p>Retain non-financial documents for 5 years after last action,, financial documents shall be retained for 15 years after last active contract</p>	<p>GC26202 HUD Handbook 2228.2 REV 4 Schedule 16 Sect.14 f</p>	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
AUDITS			
Audit findings and other records that identify internal control weaknesses and corrective action documentation			
<u>Housing Modification/Rehabilitation (Mod Rehab) Program Records</u> Records consist of requests for home modification or rehabilitation financial assistance. Including but not limited to: applications, personal and financial information, approvals, and supporting documentation.	Retain until 10 years after loan repayment, foreclosure, forgiveness, final case action or grant closure then destroy.	HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4	
1. HUD – 50039 2. HUD – 50059 3. HUD - 32295 – tenant account receivable 4. HUD - 320041 – Report on Program Utilization 5. HUD – 31237 – Low Occupancy Report 6. HUD 31234 – Report of Occupancy for Public and Indian Housing 7. HUD – 949 – Civil Rights Tenants Characteristic Occupancy Report	Transfer to storage following audit or when 3 years old – whichever is longer. Destroy 5 years there after		

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
HUD General Files – General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the HUD Act of 1972 and any pertinent later legislation and agency HUD Committee Hearing records including minutes and reports	Destroy when 2 years old, or when superseded or obsolete, whichever is applicable	HUD Handbook 2228.2 REV 2 Appendix 21 item 25, 1	
Maintenance Inspection Reports	Destroy with Tenant file – 1 year after unit was vacated and 3 years after audit	HUD handbook 7475.1 REV Exhibit 6-2	
Maintenance Operations – complaints @ service or work orders		GC 34090, CCP 338 et seq, 340 et seq., GS 945.6	
MAINTENANCE OPERATIONS – Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal	CU+2	GC 34090d HUD Handbook 2228.2 REV – 2 Appendix 15, item 2, b	
Maintenance Summary card of ledger record	Destroy 3 fiscal years following close of fiscal year in which unit is closed to tenancy	HUD Handbook 2228.2 REV-2 Appendix 15, item 2, a	
Modernization - Actual Modernization Cost Certificate and supporting documents	Destroy 9 years after Annual Contribution Contract termination	HUD Handbook 2225.6 Appendix 35, item 65	
Modernization – approved modernization applications	Transfer to storage after actual modernization cost certificate is approved. Destroy 5 years thereafter	HUD Handbook 2228.6 Appendix 19, item (d) a	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Modernization – disapproved or withdrawn applications	Place in inactive file upon disapproval or withdrawal. Destroy 2 years after disapproval or withdrawal	HUD Handbook 2225.6 Appendix 35, item 60, b	
Modernization – documents relating to modernization, construction and equipment contracts, architect and engineer agreements, and related correspondence and reports	Destroy when Actual modernization cost certificate is approved	HUD Handbook 2225.6 Appendix 35, item 62, 63	
Modernization – documents required for advance of funds	Destroy 9 years after Annual Contribution Contract termination	HUD Handbook 2225.6 Appendix 35, item 64	
Motor vehicle accident files	CL + 6	HUD Handbook 2228.REV-2 Appendix 10, item 5	
Motor Vehicle release files – records relating to transfer, sale, donation or exchange of vehicles	Destroy 4 years after vehicle leaves SHRA custody	HUD Handbook 2228.REV-2 Appendix 10, item 6	
Motor vehicle titles	Destroy when SHRA disposes of vehicle	HUD Handbook 7475.1 REV Exhibit 6-2	
<u>Project Based Programs - Program Administration Records</u> Records consist of the records of the County Housing Authority's programs to provide affordable housing to qualified citizens.	N/A	HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4	
Real Property Disposition/Acquisition Records	P	HUD Handbook 7475.1 REV Exhibit 6-2, 2228.6 Appendix 35, item 29	
Recorded Agreements	P		
Rent roll control and analysis of dwelling rent charges	AU + 5	HUD Handbook 7475.1 REV Exhibit 6-2	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Request for refund of security deposit and unearned rent	AU + 5	HUD Handbook 745.1 Exhibit 6-2	
Schedule of rents, demonstration of financial feasibility and related material	S + 1	HUD Handbook 745.1 Exhibit 6-2	
Schedules of maximum income limits and related materials	S + 1	HUD Handbook 745.1 Exhibit 6-2	
<u>Section 8 Owner Documents</u> <u>Owner documents kept outside of the case file.</u>	Transfer to storage after one year's records have been collected	GC26202	
Security/Police reports	CL + 2	HUD Handbook 2228.2 REV 2 Appendix 18, item 14, a	Schedule of tenants accounts receivable
Service request changes	CL + 2	HUD Handbook 2228.1 REV Appendix 15, item 2, b	
<u>Supervisors' Personnel Files</u> Correspondence, forms, and other records relating to positions, authorizations, pending actions, records on individual employees duplicated in or not appropriate for the OPF. or transfer.	N/A	HUD Handbook 2228.2 REV 4 Schedule 1 Sect. 18a	
Tenant/Program participants and files for vacant tenants/program participants – GOOD vacates	Transfer to storage one year after unit is vacant. Destroy 3 years after audit	HUD Handbook 7475.1 REV Exhibit 6-2	
Tenant/Program participants and files for vacant tenants/program participants – DO NOT READMIT vacates	P		

RESOLUTION NO. 2009 -

Adopted by the Redevelopment Agency of the City of Sacramento

on date of

ADOPTION OF A RECORDS RETENTION SCHEDULE AND AUTHORIZATION TO DESTROY CERTAIN RECORDS

BACKGROUND

- A. The Sacramento Housing and Redevelopment Agency ("SHRA") provides staff services to the Redevelopment Agency of the City of Sacramento.
- B. In the course of performing such services, SHRA generates records, papers and documents and has a need for an orderly and controlled plan for the retention, management and systematic destruction of such records, papers, and documents.
- C. SHRA desires to adopt a Records Retention Schedule that will be used on an Agency-wide basis.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE REDEVELOPMENT AGENCY RESOLVES AS FOLLOWS:

- Section 1. The Sacramento Housing and Redevelopment Agency Records Retention Schedule is hereby approved.
- Section 2. The Executive Director, or her designee, is hereby authorized to destroy certain records as outlined in the Records Retention Schedule.
- Section 3. The Sacramento Housing and Redevelopment Commission is authorized to approve future updates to the Records Retention Schedule and related policies regarding information and document management.

Table of Contents:

Exhibit A: Records Retention Schedule

**Sacramento Housing and Redevelopment Agency
Records Retention Schedule**

LEGEND – Records Retention

AC = Active
AD = Adoption
AU = Audit
CL = Closed/Completion
CU = Current Year
L = Life
P = Permanent
S = Supersede
T = Termination

CITATIONS

CAC – California Administrative Code
CCP – Code of Civil Procedure
CCR – Code of California Regulations
CEQA – California Environmental
CFR – Code of Federal Regulations
CLC – California Labor Code
FMLA – Family & Medical Leave Act,
GC – Government Code
H&S – Health & Safety
HUD – Housing and Urban Development
LC – Labor Code
OMB – Office of Management and Budget
OSHA – Occupational Safety & Health Act
USC – United States Code
VC – Vehicle Code

NOTE: When litigation is pending or threatened against the Agency or its employees, the law imposes a duty upon the Agency to preserve all documents and records that pertain to the issues. A litigation hold directive must be issued to the legal custodians of those documents. A litigation hold directive overrides this records retention schedule or any policy that may have otherwise called for the transfer, disposal or destruction of relevant documents, until the hold has been cleared.

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
ADMINISTRATIVE RECORDS			Note: 4/7 = 4 years for state/local funds/7 years for federal funds
Activity Reports	2	GC § 26202	
Associations	Active	GC § 26202	Active while membership is current
Biographies	CU + 2	GC 26202	
Chron Files	2	GC § 26202	
Compliance Requirements	Active	GC § 26202	Active until revised
Conferences/Committees	3	GC § 26202	
Contracts and Agreements Excl. Capital Improvement	T + 4/7	CCP 337.2, 343; B&P7042.5; PU7685; 48 CFR:2; GC53066	Includes leases, equipment, services or supplies. Active until contract terminates/+4/7 if subject to audit
Contracts - Capital Improvement	P	2.08.110; GC 4004; H&S 19850	Construction
Cost Recovery - Federal	Active + 7	GC § 26202	Active until claim paid then 7 or until audited, whichever is first
Cost Recovery State	Active + 4	GC § 26202	Active until claim paid then 4 or until audited, whichever is first.
Delegation Orders	Active	GC § 26202	Active until revised/superseded/Revoked
Email/voicemail and instant messaging	None/as applicable		Email is generally a transitory record that should be deleted when no longer useful. On those occasions when an email does have lasting value, it should be retained in accordance with the applicable retention category in the schedule.
Emergency Preparedness	Active	GC § 26202	Active until revised
Expense Reports	4/7	GC § 26202	Or until audited, whichever is first
Feasibility Studies	5	GC § 26202	
Forms File	Active+1	GC § 26202	Active until revised/rescinded/superseded
General/Public correspondence	2	GC § 26202	If not attached to agreement or project file
Goals & Objectives	CU + 2	GC 26202	Departmental goals & objectives
Mission Statements	Active	GC § 26202	Active until revised
Organization Charts	Active	GC § 26202	Active until revised
Policies - General Administrative	S + 2	GC 26202; 25101	All Agency policies and procedures
Policy, Council/ Proclamations	S + 2	GC 25104	Policies, directives rendered by Legislative Body not assigned a resolution or ordinance number
Procedures (All)	Active	GC § 26202	Active until revised
Reports	3	GC § 26202	
Subject Files	3	GC § 26202	
Reproduction/Printing Requests	2	GC § 26202	
Studies/Statistics	3	GC § 26202	
Travel	Active + 1	GC § 26202	Active until travel complete.

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
AGENCY CLERK			
Agendas	P		Departmental Preference
Applications, Boards, Commissions, Committees	CL + 2	GC 26202	Not selected
Applications, Boards, Commissions, Committees	T + 5	GC 26202;	Selected
By-Laws – SHRC	Active		Active until superseded
Conflict of Interest – FPPC required Form 700 forms	AC T + 7	GC 81009(b)	2 years after termination may scan (destroy originals) or send to inactive storage
Documents listed as “on file” with Clerk	Active		Destroyed once governing board approves document
General SHRC Administrative records	CU + 2		Includes attendance, stipend payments, other miscellaneous records
Inventory, Records	CU + 2	GC26202	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications
Loan Committee Packets (SHRC Subcommittee)	CU + 10		Departmental Preference
Loan Committee Agenda/Minutes	P		Departmental Preference
Minutes - SHRC	P	GC 25101	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 26202 54960.1(c)(1)	Special meetings
Records Management	AC + 2	GC26202	Document includes retrieval, transfers - inactive
Records Retention Schedules	S + 4	CCP 343	
SHRC Agenda Packets	CU + 5		Departmental preference
SHRC Resolutions	P	GC 251014	Legislative actions
SHRC Staff Reports	P		Departmental preference
Staff Reports – City and County – inception to 2005	P		Maintained in electronic form on Agency web site
Staff Reports – City and County 2005 – present	Not maintained by SHRA		Maintained on City/County web sites
Tapes, Audio/Video	CU + 1	GC 26202.6	When used for minute preparation and may have historical value.

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
ENVIRONMENTAL QUALITY			
California Environmental Quality Act (CEQA)	P	GC26202 + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Environmental Review	CL + 2	GC26202	Correspondence, consultants, issues, conservation
FACILITIES			
Building Maintenance/Leases	Active	Active until lease terminates	
Capital Improvements, Construction	P	2.083110; GC3 4004; H&S 19850;	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Equipment Maintenance	Active+2	Active until maintenance complete	
Facility Rentals/Use	CU + 2	GC26202	Permits, contracts, diagrams, schedules, insurance binders
Inspection Reports/Moves/Space	Active	Active until revised/rescinded/superseded	
Maintenance & Operations	CU + 2	GC26202	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
FINANCE - AUDIT/ACCOUNTING/FIXED ASSETS/PAYROLL			
Audit			
Annual Financial Report	CL + 2	GC26202	Independent auditor analysis
Bonds	CL + 10	GC26202; CCP 337.5	Final bond documentation
Budget	P	GC26202	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC26202	Departmental Reference
Hearing or Review	AU + 2	GC26202; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Reports	AU + 4	GC26202; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC26202	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Accounting			
Accounts Payable	AU + 4	GC26202	Invoices, check copies, supporting documents
Accounts Receivable	AU + 4	GC26202	
Applications	CL + 2	GC26202	Utility connections, disconnects, registers, service
Assessment Districts	P	GC26202	Collection information; Original documentation files with municipal clerk
Bank Reconciliation	AU + 5	GC26202; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation
Billing Records	AU + 2	GC26202	Customer name, payments, applications/cancellations
Checks	AU + 5	GC26202 CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	AU + 4	GC26202 CCP 337	Checks, coins, currency
Invoices	AU + 2	GC26202	Copies sent for fees owed, billing, related documents
Ledger, General	P	GC26202; CCP 337	
Taxes, Receivable	AU + 3	CCP338	
Voucher	AU + 4	GC26202 CCP 337	Account postings with supporting documents
Warrant Register	AU + 2	GC26202.6	
Fixed Assets			
Inventory	AU + 4	GC26202; 26 CFR 301 651(F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC26202	Listing of property
Disposal	AU + 4	GC26202; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
Payroll			
Adjustments	AU + 4	GC26202 29 CFR 516.5 - 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC26202; 29 CFR 516.2; 20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)	Signed by employee for audit & FEMA Reports
PERS Employee Deduction Reports	T + 4	GC26202; CAC 221085-2; 26CFR 31.6001-1; 29 CFR 516.5, 516.6, LC 1174(d)	Record of deductions (<i>PERS Public Employee Retirement System</i>)
Register	P	GC26202; GC37207	Labor costs by employee & program
Salary Records	T + 3	GC26202; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
GRANTS			
Community Development Block Grant and Urban Development	T + 10	GC 26202; 24 CFR 570.502 24 CFR85.42; OMB Cir. A-102, A-110, A-128	Applications, reports, contracts, project files, supporting documents;
Federal and State	CL + 5	GC 26202	Refer to grant application close-out procedure
Financial Records	CL + 5	GC 26202	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC 26202	Applications not entitled
HUMAN RESOURCES			
BACKGROUND CHECK AUTHORIZATION FORMS AND RESULTS	CL+7	GC 12946	
EMPLOYEE BENEFITS		G C 34090; OMB A-128GC 6250 et seq; OMB A-129 29 CFR 1602.30	Records may include COBRA, Section 125, Deferred Compensation, Life Insurance, enrollments, plan changes, beneficiary designations, withdrawals and cancellations.
CONTRACTS	CL+7	CCP337, 343	Professional Services – training, temporary staffing, consulting, investigation services, recruitment
EMPLOYEE RIGHTS	T+2	GC 12946; 29 CFR 1602; 29 USC 211 (e)	May include sexual harassment and EEO complaints, investigations, disciplinary actions
LABOR NEGOTIATIONS	P	29 USC Sections 211, 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreement
LABOR RELATIONS RECORDS	T+7	GC 12946; 29 CFR 1602; 29 USC 211 (e)	May include arbitration, grievances, union requests, complaints, disciplinary actions
LEAVES -		FMLA 1993 US OSHA; 29 CFR	May include FMLA, CFRA, certifications, physicians authorizations,
PERSONNEL FILES	T+7	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32	Employees – Release authorizations, certifications, reassignments, outside employment, commendations, disciplinary actions, terminations, evaluations, pre-employee medicals, fingerprints, identification cards
POLICIES	Superseded+2	GC 34090	Department – Policies, Procedures, General Orders, Standards, Forms, Safety Rules & Regulations
RECRUITMENT	CL+3	Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607	Requisitions, Applications, transfer requests, resumes, eligible lists, alternate lists/logs, indices, ethnicity disclosures, examination materials, examination answer sheets, job bulletins, eligibility, electronic database
REPORTS	Cur+2	GC 34090	Employee statistics, benefit activity, liability loss

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
RETIREE FILES	AC	GC 34090; GC 6250 Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32	Benefit plans, eligibility, enrollment/change forms, billing info, spouse information,
SAFETY	Cur+3	GC 34090	Safety Committee Records, Certifications/designations, training
SURVEYS and STUDIES	Cur+2	GC 12946, 34090; 29 CFR 516.6(2)	Includes classification, wage rates, survey data
TEMPORARY STAFFING			Database records, requisitions, pay rates, assignments, duties, training
TRAINING RECORDS –	Cur+7	GC 6250 et seq	attendance sheets, program training, class training materials,
WORKERS COMPENSATION	P	CCR 14311; 15400.2;	Claim files, reports, incidents
INFORMATION SERVICES			
Internet, World Wide Web	S + 2	GC 26202	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC 26202	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU + 4	GC 26202; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2	GC 26202 GC26202.6	Annual backup Daily backup Monthly backup Weekly backup
Tapes Information Systems	CU + 2	GC 26202	System Generation
LEGAL/ LEGISLATIVE			
Appeals, Civil	CU + 3	CCP 583.320(a)(3); GC 26202	
Articles of Incorporation	P	GC 26202 CCP 337.2	
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases
Case Records - (High Profile)	P		Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records	CL + 7	42 USC s1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
Index, Attorney Case	L	GC 26202	Including notations on activities related to case
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Opinions	S + 2	GC 26202	Confidential
Public Records Act request files	CL + 2	GC 26202	
PROPERTY			

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Acquisition/Disposition	CL + 10	GC 26202; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by Agency
Appraisals	CL + 2	GC 26202; GC6254	Exempt until final acquisition or contract agreement obtained
Deeds and Promissory notes	P	GC 26202; 24 CFR 570.502 (b) (3) 24 CFR 8.42 and OMB Circ. SA110	
Regulatory Agreements	CL + 5		
PUBLIC FINANCING AUTHORITY			
Administration	P	GC26202	
Bank Statements	AU + 2	GC 43900 et seq.	Financing authority
Financial Records	P	GC26202 53901	
Management Reports	2	GC 26202	
PUBLIC INFORMATION			
Brochures, publications, newsletter, bulletins	S + 2	GC26202	
Clippings	2		
Media Relations	CU + 2	GC26202	Includes cable, newspaper, radio, message boards, and presentations.
Press Releases	2		
Speeches	2		
PURCHASING			
Bids, RFQ's, RFP's Successful	AU + 4 AU + 5	GC26202; CCP 337; GC 25105-1;	Requests for Qualifications; Requests for Proposals regarding goods and services
Labor Compliance documents	CU + 7		Includes certified payroll reports, certifications, authorization of deductions, certificates of authorization, site visit interviews sheets, wage decision
Labor Compliance reports	P		Includes HUD reports 4710, 2516, 60002 and Prevailing wage reports
Purchase Orders	AU + 4	GC26202; CCP 337	Original documents
Unsuccessful RFQ'S RFP'S and IFBs – list of proposers / bidders	CU + 2	GC26202;	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Unsuccessful RFQ'S RFP'S and IFBs – proposal / bid documents	Destroyed upon contract execution with awardee		Kept for duration of protest period and until execution of contracts. Not subject to retention policies.
Vendor Register	P	GC26202	Alpha vendor listing of purchase orders, invoices, account numbers and check date
REDEVELOPMENT / HOUSING			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Bonds Development	CL + 10	CCP 337.5	Housing; Industrial Development
Program Information/associated loan and grant documents	CL + 10	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A110, #C	Includes Mortgage Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Income Housing, Rental Housing Assistance, Housing Rehabilitation Loan Program, Emergency repair program, First Time Homebuyer program, Inclusionary Housing Program, CalHome Program, Begin Program, Section 108 Loans, etc.
Redevelopment Plans, Budgets, Bond Issues	P	GC26202; GC 53901 GC43900 et seq.	Includes annual audit
Redevelopment/Housing Project Files	CL + 10	HSC 50464	
Relocation Files	CL + 2	GC 26202	
Redevelopment Advisory Committee Meeting Minutes	P		
Redevelopment Advisory Committee Meeting Tapes	CU + 1	GC 26202.6	When used for minute preparation and may have historical value.
REPORTS			
Audits	P	GC26202	
Deferred Compensation	T + 5	GC26202; 26 CFR 160011	Records of employee contributions and city payments 29 CFR 1627.3(2)
Federal and State Tax	AU + 4	GC26202; 29USC 436; 26 CFR 31.6001.1-4; IRS REG 31.6001- 1(e)(2);R&T 19530;29 CFR 516.5-516.6	Forms 1096, 1099, W-4's and W-2's
Financial, Annual	AU + 7	GC26202	
Investment Transactions	P	GC26202; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	AU + 2	GC26202	Costs by employee & program
State Controller	P	GC26202	Controller may destroy after 5 years
RISK MANAGEMENT			
Accident Reports - City Assets	CL + 7	29 CFR 1904.2;	Reports and related records 29 CFR 1904.6
	P	CCP 337.2; 343	Bonds and insurance policies insuring

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Bonds, Insurance			city property and other assets
Claims, Damage	CL + 5	GC 25105.5	Paid/Denied
Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)
Insurance, Joint Powers Agreement	P	GC 26202	CHARMA, etc.
Insurance, Certificates	P	GC 26202	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC 26202	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	LC6410; 29 CFR 1910.20	Indemnity; PERS -working files - originals with Administrator
Photographs, Negatives, Film	CL + 2	GC26202	
Risk Management Reports	CL + 5	OMB 12200029; 29 CFR1904.4; GC26202	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2; CLC 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
HOUSING AUTHORITY/ HOUSING CHOICE VOUCHER PROGRAM			
Advisory Committee – Resident Advisory Board Documents: agendas, minutes, rosters, packets, correspondence, memos, special programs	CU + 5		
Annual Contribution Contract (ACC) including amendments, waivers and related correspondence	P	HUD Handbook 7475.1 REV. Exhibit 6.2	
Application Files – pending and eligible applicants	P (while in this classification)	HUD Handbook 7475.1 REV. Exhibit 6.2	
Application Files – Selected application/program participant	P (while in this classification)	HUD Handbook 7475.1 REV. Exhibit 6.2	
Application files – withdrawn or ineligible	CL + 3 (destroy 3 years from date determined ineligible or withdrawn)	HUD Handbook 7475.1 REV. Exhibit 6.2	
Application for reservation of low- income public housing funds and for preliminary loan	P	HUD Handbook 7475.1 REV. Exhibit 6.2	
<u>Applications for Housing - Denied, Incomplete, or Withdrawn</u> Records consist of denied, incomplete, or withdrawn applications for City and County Housing Authorities' Housing programs Including but not limited to: applications, financial data, correspondence, and supporting documentation.	CL + 3 (destroy 3 years from date determined ineligible or withdrawn)	HUD Handbook 2228.2 REV 4 Schedule 15 Sect 7 a,b	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
<u>Applications for Housing - Pending</u> Records consist of pending applications for City and County Housing Authorities' Housing programs Including but not limited to: applications, financial data, correspondence, and supporting documentation.	P (while in this classification)	HUD Handbook 2228.2 REV 4 Schedule 15 Sect 7 a,b	
Chemical inventories	CU + 30 years		
<u>City and County Housing Authorities – Administrative Records</u> Records consist of, but are not limited to Administrative Plans, policies rent reasonableness documents, utility allowances documents, and payment standard documents, forms and other Housing Authority program documents, Training	Retain 15 years after last use (records are considered to be 'being used' as long as clients who have been served under that document are still on the program), then destroy.	HUD Handbook 2228.2 REV 4 Schedule 14 Sect. a, Schedule 11 Sect. 1, GC26202 HUD Handbook 2228.2 REV 4 Schedule 1 Sect. 29b	
<u>City and County Housing Authorities – General Correspondence</u> Records consist of, but are not limited to correspondence with elected representatives, advocacy groups, public inquiries, and complaints.	Retain 5 years after last action, then destroy.	GC26202	
<u>City and County Housing Authorities – Hearing Tapes</u>	CL+1	CCP 1094.5	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
<u>City and County Housing Authorities – Internal Administrative Records</u> consist of, but are not limited to Administrative Plans, procedures, meeting attendance forms, fax transmission logs and other internal administration documents,	Retain 15 years after last use (records are considered to be 'being used' as long as clients who have been served under that document are still on the program), then destroy.	HUD Handbook 2228.2 REV 4 Schedule 23 Sects. 1,5	
<u>City and County Housing Authorities – Internal Administrative Records</u> Guards reports and Visitor Logs	Retain 3 years, then destroy	HUD Handbook 2228.2 REV 4 Schedule 18 Sect 13 b, Schedule 18 Sect. 17b	
<u>City and County Housing Authorities - Legal Claims</u> Records consist of claims against the City or County Housing Authority (HA) by present and/or former clients (or their representatives), agents or owners of the Housing Choice Voucher Program which provides assistance to qualified clients. Including but not limited to: low income families and elderly persons with disabilities.	Retain 10 years after last action or claim resolution, then destroy.	GC26202	
<u>City and County Housing Authorities – Reasonable Accommodations</u> Records consist of Reasonable Accommodation Requests and related hearings records.	Retain 3 years after last Housing Assistance Payment and/or lease expiration; then destroy.	HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4,	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
<u>City and County Housing Authorities –Leased Property Records</u> Records consist of, but are not limited to, HA Leased Property Landlord correspondence, Building Maintenance Requests	Destroy 3 months after repairs are completed	HUD Handbook 2228.2 REV 4 Schedule 11 Sect. 1,2 Schedule 11 Section 5	
<u>Client Records - City and County Housing Authorities Housing Programs</u> Records consist of records of Housing Choice Voucher assistance provided to qualified clients, including Project-Based client files. Including but not limited to: application information, financial information, contracts, leases, mandatory reporting, electronic chronology, phone log data and other supporting documentation.	Retain 3 years after last Housing Assistance Payment (HAP) and/or lease expiration; then destroy.	HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4,	
<u>Courier Records</u> Mail - Misdelivery/Late Delivery Records	Retain for 3 years or 3 years after completion of investigation	HUD Handbook 2228.2 REV 4 Schedule Schedule 12 Section 8a Schedule 12 Sect. 8c	
<u>Criminal History Reports</u> Records consist of criminal history reports for City and County Housing Authorities' Housing programs, which may cause an applicant to be denied eligibility for Housing Authority Programs. Reports are not included in related applicant files. Includes requests for background checks and criminal history reports.	Retain until a hearing decision is made or the time has passed to request a hearing, then destroy.	Penal Code Sections 11105.03	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
<p><u>HCV Program - Family Self Sufficiency Case Records</u> Records document participation in a federally funded program to provide families the opportunity to achieve economic independence over a five-year period. Including but not limited to: personal and financial records, case manager's notes, mandatory reporting, and other supporting documentation.</p>	<p>Retain 3 years after last Housing Assistance Payment (HAP) and/or lease expiration; then destroy.</p>	<p>HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4</p>	
<p><u>Homeownership Programs - Program Administration Records</u> Records consist of the records of the County Housing Authority's programs to provide affordable housing to qualified citizens. Tenant records would be covered under tenant records section of this schedule.</p>	<p>Retain 10 years after last payment made, then destroy.</p>	<p>HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4</p>	
<p><u>Housing Choice Voucher Program - Program Administration/ Contract with U.S. Department of Housing and Urban Development (HUD)</u> These documents consist of the records of the City and County Housing Authorities' affordable housing programs. Including but not limited to and documents, owner outreach documents, correspondence, contracts, awards and contributions.</p>	<p>Retain non-financial documents for 5 years after last action,, financial documents shall be retained for 15 years after last active contract</p>	<p>GC26202 HUD Handbook 2228.2 REV 4 Schedule 16 Sect.14 f</p>	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
AUDITS			
<p>Audit findings and other records that identify internal control weaknesses and corrective action documentation</p>			
<p><u>Housing Modification/Rehabilitation (Mod Rehab) Program Records</u> Records consist of requests for home modification or rehabilitation financial assistance. Including but not limited to: applications, personal and financial information, approvals, and supporting documentation.</p>	<p>Retain until 10 years after loan repayment, foreclosure, forgiveness, final case action or grant closure then destroy.</p>	<p>HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4</p>	
<ol style="list-style-type: none"> 1. HUD – 50039 2. HUD – 50059 3. HUD - 32295 – tenant account receivable 4. HUD - 320041 – Report on Program Utilization 5. HUD – 31237 – Low Occupancy Report 6. HUD 31234 – Report of Occupancy for Public and Indian Housing 7. HUD – 949 – Civil Rights Tenants Characteristic Occupancy Report 	<p>Transfer to storage following audit or when 3 years old – whichever is longer. Destroy 5 years there after</p>		

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
HUD General Files – General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the HUD Act of 1972 and any pertinent later legislation and agency HUD Committee Hearing records including minutes and reports	Destroy when 2 years old, or when superseded or obsolete, whichever is applicable	HUD Handbook 2228.2 REV 2 Appendix 21 item 25, 1	
Maintenance Inspection Reports	Destroy with Tenant file – 1 year after unit was vacated and 3 years after audit	HUD handbook 7475.1 REV Exhibit 6-2	
Maintenance Operations – complaints @ service or work orders		GC 34090, CCP 338 et seq, 340 et seq., GS 945.6	
MAINTENANCE OPERATIONS – Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal	CU+2	GC 34090d HUD Handbook 2228.2 REV – 2 Appendix 15, item 2, b	
Maintenance Summary card of ledger record	Destroy 3 fiscal years following close of fiscal year in which unit is closed to tenancy	HUD Handbook 2228.2 REV-2 Appendix 15, item 2, a	
Modernization - Actual Modernization Cost Certificate and supporting documents	Destroy 9 years after Annual Contribution Contract termination	HUD Handbook 2225.6 Appendix 35, item 65	
Modernization – approved modernization applications	Transfer to storage after actual modernization cost certificate is approved. Destroy 5 years thereafter	HUD Handbook 2228.6 Appendix 19, item (d) a	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Modernization – disapproved or withdrawn applications	Place in inactive file upon disapproval or withdrawal. Destroy 2 years after disapproval or withdrawal	HUD Handbook 2225.6 Appendix 35, item 60, b	
Modernization – documents relating to modernization, construction and equipment contracts, architect and engineer agreements, and related correspondence and reports	Destroy when Actual modernization cost certificate is approved	HUD Handbook 2225.6 Appendix 35, item 62, 63	
Modernization – documents required for advance of funds	Destroy 9 years after Annual Contribution Contract termination	HUD Handbook 2225.6 Appendix 35, item 64	
Motor vehicle accident files	CL + 6	HUD Handbook 2228.REV-2 Appendix 10, item 5	
Motor Vehicle release files – records relating to transfer, sale, donation or exchange of vehicles	Destroy 4 years after vehicle leaves SHRA custody	HUD Handbook 2228.REV-2 Appendix 10, item 6	
Motor vehicle titles	Destroy when SHRA disposes of vehicle	HUD Handbook 7475.1 REV Exhibit 6-2	
<u>Project Based Programs - Program Administration Records</u> Records consist of the records of the County Housing Authority's programs to provide affordable housing to qualified citizens.	N/A	HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4	
Real Property Disposition/Acquisition Records	P	HUD Handbook 7475.1 REV Exhibit 6-2, 2228.6 Appendix 35, item 29	
Recorded Agreements	P		
Rent roll control and analysis of dwelling rent charges	AU + 5	HUD Handbook 7475.1 REV Exhibit 6-2	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Request for refund of security deposit and unearned rent	AU + 5	HUD Handbook 745.1 Exhibit 6-2	
Schedule of rents, demonstration of financial feasibility and related material	S + 1	HUD Handbook 745.1 Exhibit 6-2	
Schedules of maximum income limits and related materials	S + 1	HUD Handbook 745.1 Exhibit 6-2	
<u>Section 8 Owner Documents</u> <u>Owner documents kept outside of the case file.</u>	Transfer to storage after one year's records have been collected	GC26202	
Security/Police reports	CL + 2	HUD Handbook 2228.2 REV 2 Appendix 18, item 14, a	Schedule of tenants accounts receivable
Service request changes	CL + 2	HUD Handbook 2228.1 REV Appendix 15, item 2, b	
<u>Supervisors' Personnel Files</u> Correspondence, forms, and other records relating to positions, authorizations, pending actions, records on individual employees duplicated in or not appropriate for the OPF. or transfer.	N/A	HUD Handbook 2228.2 REV 4 Schedule 1 Sect. 18a	
Tenant/Program participants and files for vacant tenants/program participants – GOOD vacates	Transfer to storage one year after unit is vacant. Destroy 3 years after audit	HUD Handbook 7475.1 REV Exhibit 6-2	
Tenant/Program participants and files for vacant tenants/program participants – DO NOT READMIT vacates	P		

RESOLUTION NO. 2009 -

Adopted by the Housing Authority of the City of Sacramento

on date of

ADOPTION OF A RECORDS RETENTION SCHEDULE AND AUTHORIZATION TO DESTROY CERTAIN RECORDS

BACKGROUND

- A. The Sacramento Housing and Redevelopment Agency ("SHRA") provides staff services to the Housing Authority of the City of Sacramento.
- B. In the course of performing such services, SHRA generates records, papers and documents and has a need for an orderly and controlled plan for the retention, management and systematic destruction of such records, papers, and documents.
- C. SHRA desires to adopt a Records Retention Schedule that will be used on an Agency-wide basis.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE HOUSING AUTHORITY RESOLVES AS FOLLOWS:

- Section 1. The Sacramento Housing and Redevelopment Agency Records Retention Schedule is hereby approved.
- Section 2. The Executive Director, or her designee, is hereby authorized to destroy certain records as outlined in the Records Retention Schedule.
- Section 3. The Sacramento Housing and Redevelopment Commission is authorized to approve future updates to the Records Retention Schedule and related policies regarding information and document management.

Table of Contents:

Exhibit A: Records Retention Schedule

**Sacramento Housing and Redevelopment Agency
Records Retention Schedule**

LEGEND – Records Retention

AC = Active
AD = Adoption
AU = Audit
CL = Closed/Completion
CU = Current Year
L = Life
P = Permanent
S = Supersede
T = Termination

CITATIONS

CAC – California Administrative Code
CCP – Code of Civil Procedure
CCR – Code of California Regulations
CEQA – California Environmental
CFR – Code of Federal Regulations
CLC – California Labor Code
FMLA – Family & Medical Leave Act,
GC – Government Code
H&S – Health & Safety
HUD – Housing and Urban Development
LC – Labor Code
OMB – Office of Management and Budget
OSHA – Occupational Safety & Health Act
USC – United States Code
VC – Vehicle Code

NOTE: When litigation is pending or threatened against the Agency or its employees, the law imposes a duty upon the Agency to preserve all documents and records that pertain to the issues. A litigation hold directive must be issued to the legal custodians of those documents. A litigation hold directive overrides this records retention schedule or any policy that may have otherwise called for the transfer, disposal or destruction of relevant documents, until the hold has been cleared.

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
ADMINISTRATIVE RECORDS			Note: 4/7 = 4 years for state/local funds/7 years for federal funds
Activity Reports	2	GC § 26202	
Associations	Active	GC § 26202	Active while membership is current
Biographies	CU + 2	GC 26202	
Chron Files	2	GC § 26202	
Compliance Requirements	Active	GC § 26202	Active until revised
Conferences/Committees	3	GC § 26202	
Contracts and Agreements Excl. Capital Improvement	T + 4/7	CCP 337.2, 343; B&P7042.5; PU7685; 48 CFR:2; GC53066	Includes leases, equipment, services or supplies. Active until contract terminates/+4/7 if subject to audit
Contracts - Capital Improvement	P	2.08.110; GC 4004; H&S 19850	Construction
Cost Recovery - Federal	Active + 7	GC § 26202	Active until claim paid then 7 or until audited, whichever is first
Cost Recovery State	Active + 4	GC § 26202	Active until claim paid then 4 or until audited, whichever is first.
Delegation Orders	Active	GC § 26202	Active until revised/superseded/Revoked
Email/voicemail and instant messaging	None/as applicable		Email is generally a transitory record that should be deleted when no longer useful. On those occasions when an email does have lasting value, it should be retained in accordance with the applicable retention category in the schedule.
Emergency Preparedness	Active	GC § 26202	Active until revised
Expense Reports	4/7	GC § 26202	Or until audited, whichever is first
Feasibility Studies	5	GC § 26202	
Forms File	Active+1	GC § 26202	Active until revised/rescinded/superseded
General/Public correspondence	2	GC § 26202	If not attached to agreement or project file
Goals & Objectives	CU + 2	GC 26202	Departmental goals & objectives
Mission Statements	Active	GC § 26202	Active until revised
Organization Charts	Active	GC § 26202	Active until revised
Policies - General Administrative	S + 2	GC 26202; 25101	All Agency policies and procedures
Policy, Council/ Proclamations	S + 2	GC 25104	Policies, directives rendered by Legislative Body not assigned a resolution or ordinance number
Procedures (All)	Active	GC § 26202	Active until revised
Reports	3	GC § 26202	
Subject Files	3	GC § 26202	
Reproduction/Printing Requests	2	GC § 26202	
Studies/Statistics	3	GC § 26202	
Travel	Active + 1	GC § 26202	Active until travel complete.

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
AGENCY CLERK			
Agendas	P		Departmental Preference
Applications, Boards, Commissions, Committees	CL + 2	GC 26202	Not selected
Applications, Boards, Commissions, Committees	T + 5	GC 26202;	Selected
By-Laws – SHRC	Active		Active until superseded
Conflict of Interest – FPPC required Form 700 forms	AC T + 7	GC 81009(b)	2 years after termination may scan (destroy originals) or send to inactive storage
Documents listed as “on file” with Clerk	Active		Destroyed once governing board approves document
General SHRC Administrative records	CU + 2		Includes attendance, stipend payments, other miscellaneous records
Inventory, Records	CU + 2	GC26202	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications
Loan Committee Packets (SHRC Subcommittee)	CU + 10		Departmental Preference
Loan Committee Agenda/Minutes	P		Departmental Preference
Minutes - SHRC	P	GC 25101	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 26202 54960.1(c)(1)	Special meetings
Records Management	AC + 2	GC26202	Document includes retrieval, transfers - inactive
Records Retention Schedules	S + 4	CCP 343	
SHRC Agenda Packets	CU + 5		Departmental preference
SHRC Resolutions	P	GC 251014	Legislative actions
SHRC Staff Reports	P		Departmental preference
Staff Reports – City and County – inception to 2005	P		Maintained in electronic form on Agency web site
Staff Reports – City and County 2005 – present	Not maintained by SHRA		Maintained on City/County web sites
Tapes, Audio/Video	CU + 1	GC 26202.6	When used for minute preparation and may have historical value.

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
ENVIRONMENTAL QUALITY			
California Environmental Quality Act (CEQA)	P	GC26202 + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Environmental Review	CL + 2	GC26202	Correspondence, consultants, issues, conservation
FACILITIES			
Building Maintenance/Leases	Active	Active until lease terminates	
Capital Improvements, Construction	P	2.083110; GC3 4004; H&S 19850;	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Equipment Maintenance	Active+2	Active until maintenance complete	
Facility Rentals/Use	CU + 2	GC26202	Permits, contracts, diagrams, schedules, insurance binders
Inspection Reports/Moves/Space	Active	Active until revised/rescinded/superseded	
Maintenance & Operations	CU + 2	GC26202	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
FINANCE - AUDIT/ACCOUNTING/FIXED ASSETS/PAYROLL			
Audit			
Annual Financial Report	CL + 2	GC26202	Independent auditor analysis
Bonds	CL + 10	GC26202; CCP 337.5	Final bond documentation
Budget	P	GC26202	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC26202	Departmental Reference
Hearing or Review	AU + 2	GC26202; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Reports	AU + 4	GC26202; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC26202	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Accounting			
Accounts Payable	AU + 4	GC26202	Invoices, check copies, supporting documents
Accounts Receivable	AU + 4	GC26202	
Applications	CL + 2	GC26202	Utility connections, disconnects, registers, service
Assessment Districts	P	GC26202	Collection information; Original documentation files with municipal clerk
Bank Reconciliation	AU + 5	GC26202; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation
Billing Records	AU + 2	GC26202	Customer name, payments, applications/cancellations
Checks	AU + 5	GC26202 CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	AU + 4	GC26202 CCP 337	Checks, coins, currency
Invoices	AU + 2	GC26202	Copies sent for fees owed, billing, related documents
Ledger, General	P	GC26202; CCP 337	
Taxes, Receivable	AU + 3	CCP338	
Voucher	AU + 4	GC26202 CCP 337	Account postings with supporting documents
Warrant Register	AU + 2	GC26202.6	
Fixed Assets			
Inventory	AU + 4	GC26202; 26 CFR 301 651(F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC26202	Listing of property
Disposal	AU + 4	GC26202; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
Payroll			
Adjustments	AU + 4	GC26202 29 CFR 516.5 - 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC26202; 29 CFR 516.2; 20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)	Signed by employee for audit & FEMA Reports
PERS Employee Deduction Reports	T + 4	GC26202; CAC 221085-2; 26CFR 31.6001-1; 29 CFR 516.5, 516.6, LC 1174(d)	Record of deductions (<i>PERS Public Employee Retirement System</i>)
Register	P	GC26202; GC37207	Labor costs by employee & program
Salary Records	T + 3	GC26202; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
GRANTS			
Community Development Block Grant and Urban Development	T + 10	GC 26202; 24 CFR 570.502 24 CFR85.42; OMB Cir. A-102, A-110, A-128	Applications, reports, contracts, project files, supporting documents;
Federal and State	CL + 5	GC 26202	Refer to grant application close-out procedure
Financial Records	CL + 5	GC 26202	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC 26202	Applications not entitled
HUMAN RESOURCES			
BACKGROUND CHECK AUTHORIZATION FORMS AND RESULTS	CL+7	GC 12946	
EMPLOYEE BENEFITS		G C 34090; OMB A-128GC 6250 et seq; OMB A-129 29 CFR 1602.30	Records may include COBRA, Section 125, Deferred Compensation, Life Insurance, enrollments, plan changes, beneficiary designations, withdrawals and cancellations.
CONTRACTS	CL+7	CCP337, 343	Professional Services – training, temporary staffing, consulting, investigation services, recruitment
EMPLOYEE RIGHTS	T+2	GC 12946; 29 CFR 1602; 29 USC 211 (e)	May include sexual harassment and EEO complaints, investigations, disciplinary actions
LABOR NEGOTIATIONS	P	29 USC Sections 211, 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreement
LABOR RELATIONS RECORDS	T+7	GC 12946; 29 CFR 1602; 29 USC 211 (e)	May include arbitration, grievances, union requests, complaints, disciplinary actions
LEAVES -		FMLA 1993 US OSHA; 29 CFR	May include FMLA, CFRA, certifications, physicians authorizations,
PERSONNEL FILES	T+7	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32	Employees – Release authorizations, certifications, reassignments, outside employment, commendations, disciplinary actions, terminations, evaluations, pre-employee medicals, fingerprints, identification cards
POLICIES	Superceded+2	GC 34090	Department – Policies, Procedures, General Orders, Standards, Forms, Safety Rules & Regulations
RECRUITMENT	CL+3	Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607	Requisitions, Applications, transfer requests, resumes, eligible lists, alternate lists/logs, indices, ethnicity disclosures, examination materials, examination answer sheets, job bulletins, eligibility, electronic database
REPORTS	Cur+2	GC 34090	Employee statistics, benefit activity, liability loss

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
RETIREE FILES	AC	GC 34090; GC 6250 Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32	Benefit plans, eligibility, enrollment/change forms, billing info, spouse information,
SAFETY	Cur+3	GC 34090	Safety Committee Records, Certifications/designations, training
SURVEYS and STUDIES	Cur+2	GC 12946, 34090; 29 CFR 516.6(2)	Includes classification, wage rates, survey data
TEMPORARY STAFFING			Database records, requisitions, pay rates, assignments, duties, training
TRAINING RECORDS –	Cur+7	GC 6250 et seq	attendance sheets, program training, class training materials,
WORKERS COMPENSATION	P	CCR 14311; 15400.2;	Claim files, reports, incidents
INFORMATION SERVICES			
Internet, World Wide Web	S + 2	GC 26202	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC 26202	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU + 4	GC 26202; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2	GC 26202 GC26202.6	Annual backup Daily backup Monthly backup Weekly backup
Tapes Information Systems	CU + 2	GC 26202	System Generation
LEGAL/ LEGISLATIVE			
Appeals, Civil	CU + 3	CCP 583.320(a)(3); GC 26202	
Articles of Incorporation	P	GC 26202 CCP 337.2	
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases
Case Records - (High Profile)	P		Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records	CL + 7	42 USC s1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
Index, Attorney Case	L	GC 26202	Including notations on activities related to case
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Opinions	S + 2	GC 26202	Confidential
Public Records Act request files	CL + 2	GC 26202	
PROPERTY			

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Acquisition/Disposition	CL + 10	GC 26202; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by Agency
Appraisals	CL + 2	GC 26202; GC6254	Exempt until final acquisition or contract agreement obtained
Deeds and Promissory notes	P	GC 26202; 24 CFR 570.502 (b) (3) 24 CFR 8.42 and OMB Circ. SA110	
Regulatory Agreements	CL + 5		
PUBLIC FINANCING AUTHORITY			
Administration	P	GC26202	
Bank Statements	AU + 2	GC 43900 et seq.	Financing authority
Financial Records	P	GC26202 53901	
Management Reports	2	GC 26202	
PUBLIC INFORMATION			
Brochures, publications, newsletter, bulletins	S + 2	GC26202	
Clippings	2		
Media Relations	CU + 2	GC26202	Includes cable, newspaper, radio, message boards, and presentations.
Press Releases	2		
Speeches	2		
PURCHASING			
Bids, RFQ's, RFP's Successful	AU + 4 AU + 5	GC26202; CCP 337; GC 25105-1;	Requests for Qualifications; Requests for Proposals regarding goods and services
Labor Compliance documents	CU + 7		Includes certified payroll reports, certifications, authorization of deductions, certificates of authorization, site visit interviews sheets, wage decision
Labor Compliance reports	P		Includes HUD reports 4710, 2516, 60002 and Prevailing wage reports
Purchase Orders	AU + 4	GC26202; CCP 337	Original documents
Unsuccessful RFQ'S RFP'S and IFBs – list of proposers / bidders	CU + 2	GC26202;	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Unsuccessful RFQ'S RFP'S and IFBs – proposal / bid documents	Destroyed upon contract execution with awardee		Kept for duration of protest period and until execution of contracts. Not subject to retention policies.
Vendor Register	P	GC26202	Alpha vendor listing of purchase orders, invoices, account numbers and check date
REDEVELOPMENT / HOUSING			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Bonds Development	CL + 10	CCP 337.5	Housing; Industrial Development
Program Information/associated loan and grant documents	CL + 10	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A110, #C	Includes Mortgage Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Income Housing, Rental Housing Assistance, Housing Rehabilitation Loan Program, Emergency repair program, First Time Homebuyer program, Inclusionary Housing Program, CalHome Program, Begin Program, Section 108 Loans, etc.
Redevelopment Plans, Budgets, Bond Issues	P	GC26202; GC 53901 GC43900 et seq.	Includes annual audit
Redevelopment/Housing Project Files	CL + 10	HSC 50464	
Relocation Files	CL + 2	GC 26202	
Redevelopment Advisory Committee Meeting Minutes	P		
Redevelopment Advisory Committee Meeting Tapes	CU + 1	GC 26202.6	When used for minute preparation and may have historical value.
REPORTS			
Audits	P	GC26202	
Deferred Compensation	T + 5	GC26202; 26 CFR 160011	Records of employee contributions and city payments 29 CFR 1627.3(2)
Federal and State Tax	AU + 4	GC26202; 29USC 436; 26 CFR 31.6001.1-4; IRS REG 31.6001- 1(e)(2);R&T 19530;29 CFR 516.5-516.6	Forms 1096, 1099, W-4's and W-2's
Financial, Annual	AU + 7	GC26202	
Investment Transactions	P	GC26202; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	AU + 2	GC26202	Costs by employee & program
State Controller	P	GC26202	Controller may destroy after 5 years
RISK MANAGEMENT			
Accident Reports - City Assets	CL + 7	29 CFR 1904.2;	Reports and related records 29 CFR 1904.6
	P	CCP 337.2; 343	Bonds and insurance policies insuring

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Bonds, Insurance			city property and other assets
Claims, Damage	CL + 5	GC 25105.5	Paid/Denied
Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)
Insurance, Joint Powers Agreement	P	GC 26202	CHARMA, etc.
Insurance, Certificates	P	GC 26202	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC 26202	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	LC6410; 29 CFR 1910.20	Indemnity; PERS -working files - originals with Administrator
Photographs, Negatives, Film	CL + 2	GC26202	
Risk Management Reports	CL + 5	OMB 12200029; 29 CFR1904.4; GC26202	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2; CLC 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
HOUSING AUTHORITY/ HOUSING CHOICE VOUCHER PROGRAM			
Advisory Committee – Resident Advisory Board Documents: agendas, minutes, rosters, packets, correspondence, memos, special programs	CU + 5		
Annual Contribution Contract (ACC) including amendments, waivers and related correspondence	P	HUD Handbook 7475.1 REV. Exhibit 6.2	
Application Files – pending and eligible applicants	P (while in this classification)	HUD Handbook 7475.1 REV. Exhibit 6.2	
Application Files – Selected application/program participant	P (while in this classification)	HUD Handbook 7475.1 REV. Exhibit 6.2	
Application files – withdrawn or ineligible	CL + 3 (destroy 3 years from date determined ineligible or withdrawn)	HUD Handbook 7475.1 REV. Exhibit 6.2	
Application for reservation of low- income public housing funds and for preliminary loan	P	HUD Handbook 7475.1 REV. Exhibit 6.2	
<u>Applications for Housing - Denied, Incomplete, or Withdrawn</u> Records consist of denied, incomplete, or withdrawn applications for City and County Housing Authorities' Housing programs Including but not limited to: applications, financial data, correspondence, and supporting documentation.	CL + 3 (destroy 3 years from date determined ineligible or withdrawn)	HUD Handbook 2228.2 REV 4 Schedule 15 Sect 7 a,b	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
<u>Applications for Housing - Pending</u> Records consist of pending applications for City and County Housing Authorities' Housing programs Including but not limited to: applications, financial data, correspondence, and supporting documentation.	P (while in this classification)	HUD Handbook 2228.2 REV 4 Schedule 15 Sect 7 a,b	
Chemical inventories	CU + 30 years		
<u>City and County Housing Authorities – Administrative Records</u> Records consist of, but are not limited to Administrative Plans, policies rent reasonableness documents, utility allowances documents, and payment standard documents, forms and other Housing Authority program documents, Training	Retain 15 years after last use (records are considered to be 'being used' as long as clients who have been served under that document are still on the program), then destroy.	HUD Handbook 2228.2 REV 4 Schedule 14 Sect. a, Schedule 11 Sect. 1, GC26202 HUD Handbook 2228.2 REV 4 Schedule 1 Sect. 29b	
<u>City and County Housing Authorities – General Correspondence</u> Records consist of, but are not limited to correspondence with elected representatives, advocacy groups, public inquiries, and complaints.	Retain 5 years after last action, then destroy.	GC26202	
<u>City and County Housing Authorities – Hearing Tapes</u>	CL+1	CCP 1094.5	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
<u>City and County Housing Authorities – Internal Administrative Records</u> consist of, but are not limited to Administrative Plans, procedures, meeting attendance forms, fax transmission logs and other internal administration documents,	Retain 15 years after last use (records are considered to be 'being used' as long as clients who have been served under that document are still on the program), then destroy.	HUD Handbook 2228.2 REV 4 Schedule 23 Sects. 1,5	
<u>City and County Housing Authorities – Internal Administrative Records</u> Guards reports and Visitor Logs	Retain 3 years, then destroy	HUD Handbook 2228.2 REV 4 Schedule 18 Sect 13 b, Schedule 18 Sect. 17b	
<u>City and County Housing Authorities - Legal Claims</u> Records consist of claims against the City or County Housing Authority (HA) by present and/or former clients (or their representatives), agents or owners of the Housing Choice Voucher Program which provides assistance to qualified clients. Including but not limited to: low income families and elderly persons with disabilities.	Retain 10 years after last action or claim resolution, then destroy.	GC26202	
<u>City and County Housing Authorities – Reasonable Accommodations</u> Records consist of Reasonable Accommodation Requests and related hearings records.	Retain 3 years after last Housing Assistance Payment and/or lease expiration; then destroy.	HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4,	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
<u>City and County Housing Authorities –Leased Property Records</u> Records consist of, but are not limited to, HA Leased Property Landlord correspondence, Building Maintenance Requests	Destroy 3 months after repairs are completed	HUD Handbook 2228.2 REV 4 Schedule 11 Sect. 1,2 Schedule 11 Section 5	
<u>Client Records - City and County Housing Authorities Housing Programs</u> Records consist of records of Housing Choice Voucher assistance provided to qualified clients, including Project-Based client files. Including but not limited to: application information, financial information, contracts, leases, mandatory reporting, electronic chronology, phone log data and other supporting documentation.	Retain 3 years after last Housing Assistance Payment (HAP) and/or lease expiration; then destroy.	HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4,	
<u>Courier Records</u> Mail - Misdelivery/Late Delivery Records	Retain for 3 years or 3 years after completion of investigation	HUD Handbook 2228.2 REV 4 Schedule Schedule 12 Section 8a Schedule 12 Sect. 8c	
<u>Criminal History Reports</u> Records consist of criminal history reports for City and County Housing Authorities' Housing programs, which may cause an applicant to be denied eligibility for Housing Authority Programs. Reports are not included in related applicant files. Includes requests for background checks and criminal history reports.	Retain until a hearing decision is made or the time has passed to request a hearing, then destroy.	Penal Code Sections 11105.03	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
<p><u>HCV Program - Family Self Sufficiency Case Records</u> Records document participation in a federally funded program to provide families the opportunity to achieve economic independence over a five-year period. Including but not limited to: personal and financial records, case manager's notes, mandatory reporting, and other supporting documentation.</p>	<p>Retain 3 years after last Housing Assistance Payment (HAP) and/or lease expiration; then destroy.</p>	<p>HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4</p>	
<p><u>Homeownership Programs - Program Administration Records</u> Records consist of the records of the County Housing Authority's programs to provide affordable housing to qualified citizens. Tenant records would be covered under tenant records section of this schedule.</p>	<p>Retain 10 years after last payment made, then destroy.</p>	<p>HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4</p>	
<p><u>Housing Choice Voucher Program - Program Administration/ Contract with U.S. Department of Housing and Urban Development (HUD)</u> These documents consist of the records of the City and County Housing Authorities' affordable housing programs. Including but not limited to and documents, owner outreach documents, correspondence, contracts, awards and contributions.</p>	<p>Retain non-financial documents for 5 years after last action,, financial documents shall be retained for 15 years after last active contract</p>	<p>GC26202 HUD Handbook 2228.2 REV 4 Schedule 16 Sect.14 f</p>	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
AUDITS			
<p>Audit findings and other records that identify internal control weaknesses and corrective action documentation</p>			
<p><u>Housing Modification/Rehabilitation (Mod Rehab) Program Records</u> Records consist of requests for home modification or rehabilitation financial assistance. Including but not limited to: applications, personal and financial information, approvals, and supporting documentation.</p>	<p>Retain until 10 years after loan repayment, foreclosure, forgiveness, final case action or grant closure then destroy.</p>	<p>HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4</p>	
<ol style="list-style-type: none"> 1. HUD – 50039 2. HUD – 50059 3. HUD - 32295 – tenant account receivable 4. HUD - 320041 – Report on Program Utilization 5. HUD – 31237 – Low Occupancy Report 6. HUD 31234 – Report of Occupancy for Public and Indian Housing 7. HUD – 949 – Civil Rights Tenants Characteristic Occupancy Report 	<p>Transfer to storage following audit or when 3 years old – whichever is longer. Destroy 5 years there after</p>		

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
HUD General Files – General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the HUD Act of 1972 and any pertinent later legislation and agency HUD Committee Hearing records including minutes and reports	Destroy when 2 years old, or when superseded or obsolete, whichever is applicable	HUD Handbook 2228.2 REV 2 Appendix 21 item 25, 1	
Maintenance Inspection Reports	Destroy with Tenant file – 1 year after unit was vacated and 3 years after audit	HUD handbook 7475.1 REV Exhibit 6-2	
Maintenance Operations – complaints @ service or work orders		GC 34090, CCP 338 et seq, 340 et seq., GS 945.6	
MAINTENANCE OPERATIONS – Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal	CU+2	GC 34090d HUD Handbook 2228.2 REV – 2 Appendix 15, item 2, b	
Maintenance Summary card of ledger record	Destroy 3 fiscal years following close of fiscal year in which unit is closed to tenancy	HUD Handbook 2228.2 REV-2 Appendix 15, item 2, a	
Modernization - Actual Modernization Cost Certificate and supporting documents	Destroy 9 years after Annual Contribution Contract termination	HUD Handbook 2225.6 Appendix 35, item 65	
Modernization – approved modernization applications	Transfer to storage after actual modernization cost certificate is approved. Destroy 5 years thereafter	HUD Handbook 2228.6 Appendix 19, item (d) a	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Modernization – disapproved or withdrawn applications	Place in inactive file upon disapproval or withdrawal. Destroy 2 years after disapproval or withdrawal	HUD Handbook 2225.6 Appendix 35, item 60, b	
Modernization – documents relating to modernization, construction and equipment contracts, architect and engineer agreements, and related correspondence and reports	Destroy when Actual modernization cost certificate is approved	HUD Handbook 2225.6 Appendix 35, item 62, 63	
Modernization – documents required for advance of funds	Destroy 9 years after Annual Contribution Contract termination	HUD Handbook 2225.6 Appendix 35, item 64	
Motor vehicle accident files	CL + 6	HUD Handbook 2228.REV-2 Appendix 10, item 5	
Motor Vehicle release files – records relating to transfer, sale, donation or exchange of vehicles	Destroy 4 years after vehicle leaves SHRA custody	HUD Handbook 2228.REV-2 Appendix 10, item 6	
Motor vehicle titles	Destroy when SHRA disposes of vehicle	HUD Handbook 7475.1 REV Exhibit 6-2	
<u>Project Based Programs - Program Administration Records</u> Records consist of the records of the County Housing Authority's programs to provide affordable housing to qualified citizens.	N/A	HUD Handbook 2228.2 REV 4 Schedule 15 Sect. 4	
Real Property Disposition/Acquisition Records	P	HUD Handbook 7475.1 REV Exhibit 6-2, 2228.6 Appendix 35, item 29 .	
Recorded Agreements	P		
Rent roll control and analysis of dwelling rent charges	AU + 5	HUD Handbook 7475.1 REV Exhibit 6-2	

Records Retention Schedule

Record Series	Retention	Citation	Descriptor
Request for refund of security deposit and unearned rent	AU + 5	HUD Handbook 745.1 Exhibit 6-2	
Schedule of rents, demonstration of financial feasibility and related material	S + 1	HUD Handbook 745.1 Exhibit 6-2	
Schedules of maximum income limits and related materials	S + 1	HUD Handbook 745.1 Exhibit 6-2	
<u>Section 8 Owner Documents</u> <u>Owner documents kept outside of the case file.</u>	Transfer to storage after one year's records have been collected	GC26202	
Security/Police reports	CL + 2	HUD Handbook 2228.2 REV 2 Appendix 18, item 14, a	Schedule of tenants accounts receivable
Service request changes	CL + 2	HUD Handbook 2228.1 REV Appendix 15, item 2, b	
<u>Supervisors' Personnel Files</u> Correspondence, forms, and other records relating to positions, authorizations, pending actions, records on individual employees duplicated in or not appropriate for the OPF. or transfer.	N/A	HUD Handbook 2228.2 REV 4 Schedule 1 Sect. 18a	
Tenant/Program participants and files for vacant tenants/program participants – GOOD vacates	Transfer to storage one year after unit is vacant. Destroy 3 years after audit	HUD Handbook 7475.1 REV Exhibit 6-2	
Tenant/Program participants and files for vacant tenants/program participants – DO NOT READMIT vacates	P		

