

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
RECORDS MANAGEMENT POLICY AND RETENTION/DISPOSITION SCHEDULE**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
General Administrative Records - All Departments	Department Procedures and Forms	Until superseded	GOV 26202 (2Y) GOV 34090 (2Y) 2 CFR 200.333 (FY+3Y)	
General Administrative Records - All Departments	General Administrative Policies	Until superseded	GOV 26202 (2Y) GOV 34090 (2Y) 2 CFR 200.333 (FY+3Y)	

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
RECORDS MANAGEMENT POLICY AND RETENTION/DISPOSITION SCHEDULE**

**XI. RETENTION AND DISPOSITION SCHEDULE – GENERAL PUBLIC HOUSING AUTHORITY PROGRAM RECORDS**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Community Meetings and Events Records	End of current year plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Includes notices, attendance records, handouts and presentation materials that are not transitory in nature.
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Newsletters (Resident)	End of current year plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Includes newsletters sent periodically to residents to clarify regulations and provide information concerning Resident Advisory Committees.
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Management Reports	10 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Management Reports, including Rent Collection Reports, and Income Review Reports.
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Public Housing Assessment System (PHAS)	End of current year plus 4 years	24 CFR Part 982 24 CFR 902.79 (3Y) 2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Refers to documentation verifying certified PHAS indicators to be made available for HUD's on-site review. Includes certifications, notifications, appeals, corrective action plans, and related non-transitory records.

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Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Adopted/Filed 5-Year Agency Action Plans, Annual Agency Plan Updates, Annual Contribution Contract (ACC) Agreements with HUD and all related Policies, Procedures and Forms	Permanent	24 CFR 5.168 (MAINT) 24 CFR Part 903 (MAINT) 24 CFR 903.7 (MAINT) 28 CFR 35.105 (3Y) 2 CFR 200.333 (FY+3Y) 42 USC 1437c-1 (MAINT) GOV 26202 (2Y) GOV 34090 (2Y)	Includes Admissions and Continued Occupancy Plan (ACOP) and Capital Fund Plan and HUD transmittal forms and correspondence, copies of public notices (including posted and published notices), materials presented at public meetings, agendas, Board reports and minutes of Board meetings at which the final plan is considered and/or approved, and executed copies of any adopted Board resolutions related to the Plans. Also includes originals of the written comments received from the public concerning the Plan and copies of any SHRA correspondence responding to the same.
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Adopted/Filed Section 8 Administrative Plan Annual Contribution Contract (ACC) Agreements with HUD and related Policies, Procedures and Forms	Permanent	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) 24 CFR 982.54 (MAINT) 24 CFR 982.158 (3Y) 28 CFR 35.105 (3Y)	Includes Plan and HUD transmittal forms and correspondence.

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Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Master Waiting List Activity Files for All Housing Programs (Conventional Public Housing, Tenant Based, Project Based)	10 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) 24 CFR 107.30 (25 Months) 24 CFR 982.158 (3Y) HUD Handbook 4350.3 (MAINT)	Documentation of the activities of SHRA staff and any contractors involved in the publication of the opening of the application period, outreach activities, intake and processing of applications, including any randomization (lottery action), and all other activities leading to the creation of the final waiting list. Includes sample copies of application and instruction forms, notices sent to stakeholders and public officials, published public notices in outreach languages, forms and letters used to notify families of their successful placement on the waiting list. Retain current applications as long as their status on the waiting list is active. Once the applicant is selected off the waiting list, retain the application, the applicants reply, and a copy of the response from SHRA staff.
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Applications – Pending and Eligible	End of current year plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) 24 CFR 107.30 (25 Months) 24 CFR 982.158 (3Y) HUD Handbook 4350.3 (MAINT)	
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Applications – Selected/Leased	5 years after termination of participation	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) US - 24 CFR 5.514 - (5Y) 24 CFR 107.30 (25 Months) 24 CFR 982.158 (3Y) HUD Handbook 4350.3 (MAINT)	Once an applicant moves in and begins to receive assistance, retain the application in the participant file as required.

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Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Denied/Ineligible/Withdrawn Applicant Files	4 years or until next HUD occupancy audit	2 CFR 200.333 (FY+3Y) US - 24 CFR 5.514 - (5Y) 24 CFR 107.30 (25 Months) GOV 26202 (2Y) GOV 34090 (2Y) HUD Handbook 4350.3 (MAINT)	Records consisting of contacts with housing applicants deemed ineligible or not qualified, or who declined assistance or found alternative housing while on the waiting list for services. Includes applications, notices, letters, and other information concerning the family's selection from the waiting list, income and eligibility determinations. Also includes notices of withdrawal and requests/results of informal reviews.
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Mail, Misdelivery, Late Delivery Records	Retain for 4 years after completion of investigation	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	

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Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Family Self-Sufficiency (FSS) and Resident Opportunity and Self-Sufficiency (ROSS) Program Records	Termination of participation plus 5 years	24 CFR Part 984; 24 CFR 107.30 (25 Months) 24 CFR 982.158 (3Y) 2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) 24 CFR 984.201 (MAINT) 24 CFR 964	Refers to FSS and ROSS records not described elsewhere in the Record Retention Schedule and where no specified statutory or regulatory retention period is given. Retain the following records during the term of participation and for at least 5 years thereafter: 1) a copy of the executed lease or HAP contract, 2) the family's application, 3) records that provide income, racial, ethnic, gender, and disability status data on program applicants and participants, 4) applications from ineligible families and notices that the applicant is not eligible, 5) HUD-required reports such as Action Plan and Grant Agreement, 6) accounts and other records supporting SHRA's budget and financial statements for the program, 7) other records specified by HUD such as the FSS contract of participation.
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Relocated Persons	Termination of tenancy plus 4 years	49 CFR 24.9 (Final Payment+3Y) 24 CFR 983.7 42 USC Chapter 61 GOV 26202 (2Y) GOV 34090 (2Y) 2 CFR 200.333 (FY+3Y)	Retain records for the period specified in the applicable program regulations, but no less than 4 years after the latest of: (a) the date by which all payments have been received by displaced persons and all payments for real property acquisition have been received; (b) the project completion date; (c) the date by which all issues resulting from litigation, negotiation, audit, or other action and final action has been taken; or (d) for real property acquired with HUD funds, the date of final disposition. Includes records regarding households certified as displaced by a public agency operating under a SHRA agreement and those displaced from SHRA properties due to demolition or disposition activity or whose homes have been extensively damaged or destroyed as the result of a declared disaster. Also includes people whose real property is acquired, or who move as a direct result of projects receiving federal funds.

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Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Emergency Transfer Request	10 years after determination of request	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) 24 CFR 960 24 CFR 982.158 (3Y)	These confidential files include documentation used to determine eligibility for emergency transfers, including police department correspondence and statements.
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	HUD Audit Findings/ Corrective Action Plan Documentation	Retain for 4 years after completion of corrective action plan or addressing audit findings	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) 24 CFR 902.79 (3Y)	In the event of an audit finding and/or corrective action plan, records are to be maintained to address those findings and document completion of steps taken to address the findings.
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Reasonable Accommodation Requests	4 years after last action	PIH 2010-26; HUD/DOJ Joint Statement on RAs 2 CFR 200.333 24 CFR 8.55 (MAINT) 28 CFR 35.105 (3Y) 42 USC 3610 (LA1Y) 42 USC 3613 (LA2Y) GOV 26202 (2Y) GOV 34090 (2Y)	Records containing medically sensitive information concerning a person's diagnosis or details of treatment for a disability or medical condition should be shredded immediately following determination unless appealed; then destroy after appeal decision. For all other reasonable accommodation requests, retain until 4 years after determination or action.

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Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Utility Allowance Schedules	Until superseded plus 20 years	24 CFR 982.158 (3Y) 2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Records that document the basis on which resident allowances for utilities and scheduled surcharges and revisions are established and revised.
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Criminal Background Check Results	Destroy after decision is made	24 CFR 5.903(g) 2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Includes results from database criminal history record information and fingerprint checks. If the applicant is determined to be eligible, shred the criminal report as soon as the applicant is housed. If the applicant is denied assistance, shred the criminal record information immediately upon completion of the hearing or due process procedures, following the final decision and expiration of the period for filing a challenge to the action.
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Repayment Agreements; Settlement Agreements	Permanent	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) CCP 337 (LA4Y)	Retain original signed repayment and settlement agreement together with copies of records documenting payments received, if any. If the case has gone to judgment, retain a copy of the judgment in the file, and any related liens or tax intercept records.



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Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Debt Collection – Judgements and Liens	Destroy 4 years after paid in full or lien removed	CCP 337 (LA4Y) CCP §§ 683.110 et seq. 2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Includes record copies of court judgment, judgment liens and/or tax intercept records, copies of records documenting the receipt of payments made in satisfaction of the judgment, and copies of applicable repayment or settlement agreements.
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Active Resident and Participant Records	Keep for duration of tenancy plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) 24 CFR 107.30 (25 Months) 24 CFR 960 HUD Handbook 4350.3 (MAINT)	Retain as active file until end of resident's participation, then transfer records into appropriate Category (Vacated Resident – Debt Owing, Record Vacated Resident – Good Standing, or Vacated Resident – Do Not Readmit). Includes executed leases and amendments, occupancy agreements, correspondence, reports, resident personal and financial information, credit report results, mandatory reporting, and other supporting documentation, forms and records including eligibility and identification documents, residency rule documentation, Form HUD-9886 (Authorization for Release of Information), notice of change in rent, legal notices, rent cards and notice of intent to vacate.
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Vacated Resident/Participant Records – Do Not Readmit (DNR)	Permanent	2 CFR 200.333 (FY+3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) GOV 26202 (2Y) GOV 34090 (2Y)	Includes files of residents evicted for lease violations that are listed in adopted PHA policies or HUD regulations that mandate permanent removal from the program.

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Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Vacated Resident/Participant Records - Debt Owing	End of tenancy plus 10 years	2 CFR 200.333 (FY+3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) GOV 26202 (2Y) GOV 34090 (2Y)	Retain files of residents who owe money at the time participation is ended until 10 years after end of participation or until the debt is paid in full, whichever is longer. Includes information related to collection agency efforts and recovery.
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Vacated Resident/Participant Records - Good Standing	End of tenancy plus 10 years	2 CFR 200.333 (FY+3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) GOV 26202 (2Y) GOV 34090 (2Y)	Retain files of residents who terminated participation without owing money and in good standing until 10 years after vacate date.
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Enterprise Income Verification (EIV) Data and HUD Form 50058 and 50059	End of tenancy plus 10 years	PIH 2010 - 19 (End of Tenancy+3Y) 24 CFR 908.101 (3Y) 24 CFR 5.233 24 CFR 982.158 (3Y) 2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Retain EIV Income Report for the duration of tenancy and no longer than 10 years from the end of participation. Retain HUD form 50058 and/or 50059 and supporting documentation for all annual and interim reexaminations of family income in participant file for at least 10 years from the effective date of the action.

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Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Legal Case Files	Close plus 10 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) 31 USC 3731 (LA10Y) 42 USC 3610 (LA1Y) 42 USC 3613 (LA2Y)	Retain cases filed by SHRA against applicants and residents concerning allegations of fraud or misreporting of income. Includes fraud investigation file contents and original documents such as correspondence, notices, materials from formal and informal hearings and investigative reports. Also contains litigation records including complaint and discovery and may include copies of judgment, and settlement and repayment agreements for as long as useful, but not less than 10 years after close of case.
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Grievance Hearing Record	10 years	24 CFR 966.4(m) (MAINT) 24 CFR 966.56(b) (MAINT) 2 CFR 200.333 (FY+3Y) GOV 12965 (LA2Y) GOV 26202 (2Y) GOV 34090 (2Y)	Includes audio recording of the actual hearing and any continuance hearing, copies of all papers, documents, records, requests, and exhibits submitted for the hearing or any continuance hearing, copies of any other papers, documents, records, requests, and exhibits considered by the hearing officer, reasonable accommodation requests, and hearing officer's written decision or the hearing officer's notice indicating the family has withdrawn its request for a hearing.
Applies to all Public Housing Authority Programs including but not limited to the Housing Choice Voucher and the Conventional Housing Programs	Investigation Files	Close of investigation plus 10 years (if leads to litigation) or Close of investigation plus 4 years if no litigation	2 CFR 200.333 (FY+3Y) 24 CFR 982.158 (3Y) 31 USC 3731 (LA10Y) GOV 12965 (LA2Y) GOV 26202 (2Y) GOV 34090 (2Y)	If case is filed against HCV or Conventional Housing applicant, participant or owner as a result of fraud investigation, place investigation records in Case File for retention. If, as a result of the fraud investigation, a case is not filed, retain the records until 4 years after end of owner's or participant's participation, or if other than an owner or participant, retain the records until 10 years after the close of the investigation. Retain investigation files not pertaining to fraud until 10 years after close of investigation.

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
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**XII. RETENTION AND DISPOSITION SCHEDULE – CONVENTIONAL PUBLIC HOUSING AND RAD PROGRAM RECORDS**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Public Housing – Conventional Housing Program and Rental Assistance Demonstration Program <b>only</b>	Inspection, Removal and Remediation of Asbestos	Disposition of property plus 10 years	2 CFR 200.333 (FY+3Y) CCP 340.2 (LA1Y after date of death or disability) GOV 26202 (2Y) GOV34090 (2Y)	Retain documentation of asbestos removal and remediation activities conducted at any site in which SHRA or any of its instrumentalities or affiliates has a legal interest for as long as the property remains under SHRA ownership, plus 10 years after disposition of the property.
Public Housing – Conventional Housing Program and Rental Assistance Demonstration Program <b>only</b>	Inspection, Removal and Remediation of Lead Paint	Disposition of property plus 10 years	2 CFR 200.333 (FY+3Y) CCP 335.1 (LA2Y) GOV 26202 (2Y) GOV34090 (2Y)	Retain documentation of lead-based paint hazard reduction and remediation activities conducted at site in which SHRA or any of its instrumentalities or affiliates has a legal interest until 10 years after completion of renovation.
Public Housing – Conventional Housing Program and Rental Assistance Demonstration Program <b>only</b>	Maintenance and Operations	Permanent	2 CFR 200.333 (FY+3Y) CCP 338 (LA3Y) GOV 26202 (2Y) GOV34090 (2Y)	Service requests related to SHRA or Housing Authority owned properties including invoices, supporting documentation, buildings, equipment, graffiti removal, etc.
Public Housing – Conventional Housing Program and Rental Assistance Demonstration Program <b>only</b>	Resident Advisory Board submittals for reimbursement from SHRA staff	Retain for 4 years after payment is processed	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	

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Public Housing – Conventional Housing Program and Rental Assistance Demonstration Program <b>only</b>	Maintenance Inspection Reports – Tenant File	Destroy with tenant file	2 CFR 200.333 (FY+3Y) CCP 338 (LA3Y) GOV 26202 (2Y) GOV 34090 (2Y)	
Public Housing – Conventional Housing Program and Rental Assistance Demonstration Program <b>only</b>	Modernization documents relating to Modernization, Construction and Equipment	Disposition of property plus 10 years	2 CFR 200.333(c) (Disposition+3Y) CCP 337.15 (LA10Y) GOV 26202 (2Y) GOV 34090 (2Y)	Includes contracts, architectural and engineering agreements, and related correspondence and reports using Cap Funds or other sources for modernization projects at public housing units.
Public Housing – Conventional Housing Program and Rental Assistance Demonstration Program <b>only</b>	RAD Application, Information and Records	Disposition of property plus 10 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	
Public Housing – Conventional Housing Program and Rental Assistance Demonstration Program <b>only</b>	Motor Vehicle Files Records Relating to Title, Transfer, Sale, Donation or Exchange of Vehicles	Disposition of asset plus 4 years	2 CFR 200.333 (Final Disposition+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	

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Public Housing – Conventional Housing Program and Rental Assistance Demonstration Program <b>only</b>	Security/Police Reports	Current year plus 10 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Files that relate to a specific resident file should be placed there.
Public Housing – Conventional Housing Program and Rental Assistance Demonstration Program <b>only</b>	Vehicle Maintenance	Disposition of asset plus 4 years	2 CFR 200.333 (Final Disposition+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Retain records such as owner manuals and records regarding work completed on vehicles including but not limited to: requests for service, work orders for vehicle maintenance and repairs, smog test documentation, daily-usage logs, and incident reports.
Public Housing – Conventional Housing Program and Rental Assistance Demonstration Program <b>only</b>	Fire Inspection Information	For Annual Inspections: date of inspection plus 6 years For Five-Year Inspections: date of inspection plus 10 years	CFC Sec 107.3 (3Y) CFC Title 19, Div. 1, Sec. 904.2 (c) (10Y)	Includes records of all tenanting and maintenance conducted on the building by the system owner.
Public Housing – Conventional Housing Program and Rental Assistance Demonstration Program <b>only</b>	REAC and UPCS Inspection Information	Current year plus 10 years	2 CFR 200.333 (FY+3Y) 24 CFR 200.857 (3Y) GOV 26202 (2Y) GOV 34090 (2Y)	

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Public Housing – Conventional Housing Program and Rental Assistance Demonstration Program <b>only</b>	Rent Roll Control/Analysis of Dwelling Rent Charge (flat rent calculation)	Current year plus 10 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	
Public Housing – Conventional Housing Program and Rental Assistance Dem. Program <b>only</b>	Request for refund of security deposit and unearned rent	End of tenancy plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	
Public Housing – Conventional Housing Program and Rental Assistance Dem. Program <b>only</b>	Relocation Files	Close plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	

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**XIII. RETENTION AND DISPOSITION SCHEDULE – HOUSING CHOICE VOUCHER PROGRAM RECORDS**

RESPONSIBLE DEPARTMENT	RECORD CATEGORY NAME	REQUIRED RETENTION PERIOD	LEGAL CITATIONS	DESCRIPTION/COMMENTS
Housing Choice Voucher Program <b>only</b>	Housing Choice Voucher (HCV) Program/Veterans Affairs Supportive Housing (VASH) Program Records	End of tenancy plus 4 years for lease information; End of current year plus 4 years for all other information	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) 24 CFR 107.30 (25 Months) 24 CFR Part 982 24 CFR 982.158 (3Y) PIH 2010-12 PIH 2010-23 Federal Register Notice – May 6, 2008 (MAINT)	Refers to HCV and VASH records not described elsewhere in the Record Retention Schedule and where no specified statutory or regulatory retention period is given. (a) Retain the following records during the term of each assisted lease, and for at least 4 years thereafter: a copy of the executed lease; a copy of the HAP contract; and the family's application. (b) Retain all other records until the end of the current year and for 4 additional years, including: (1) records that provide income, racial, ethnic, gender, and disability status data on program applicants and participants; (2) applications from ineligible families and notices that the applicant is not eligible; (3) HUD-required reports; (4) unit inspection reports; (5) lead-based paint records; (6) records to document the basis for determination that rent to owner is a reasonable rent (initially and during the term of a HAP contract); and (7) other records specified by HUD.
Housing Choice Voucher Program <b>only</b>	Section 8 SRO Moderate Rehabilitation (MRP-SRO) Program	Audit plus 5 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) 24 CFR Part 882, Subpart H 24 CFR 882.808 (MAINT) 24 CFR 982.158 (3Y)	Refers to MRP-SRO records not described elsewhere in the Record Retention Schedule. (a) Retain contracts and amendments until their expiration date plus 5 years. (b) Retain HUD filed reports and forms and other records necessary to document program compliance until the end of current year plus 5 years. (c) Retain all other non-transitory records until 5 years after audit.



**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
RECORDS MANAGEMENT POLICY AND RETENTION/DISPOSITION SCHEDULE**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Housing Choice Voucher Program <b>only</b>	Section 8 Management Assessment Program (SEMAP)	Audit plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) 24 CFR Part 982 24 CFR 985.108 (3Y)	Refers to documentation verifying certified SEMAP indicators to be made available for HUD's on-site review. Includes certifications, notifications, appeals, corrective action plans, and related non-transitory records.
Housing Choice Voucher Program <b>only</b>	Shelter Plus Care Program	Final payment plus 5 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) 24 CFR part 582 24 CFR 582.301 (End of Grant Term+5Y)	Refers to Shelter Plus Care records not described elsewhere in the Record Retention Schedule. Retain records until 5 years after the last expenditure report is submitted.
Housing Choice Voucher Program <b>only</b>	Participant Port-Out Records	4 years after last action taken	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) 24 CFR Part 982; 24 CFR 982.158 (3Y)	Service move out files from participants who have ported out.
Housing Choice Voucher Program <b>only</b>	Billing Files	4 years after participant ported out	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) 24 CFR Part 982 24 CFR 982.158 (3Y)	Portability billing files maintained by Owner Services and Finance Department.

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
RECORDS MANAGEMENT POLICY AND RETENTION/DISPOSITION SCHEDULE**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Housing Choice Voucher Program <b>only</b>	Owner Files	Until 4 years after end of participation	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) 24 CFR 5.514 - (5Y) 24 CFR 5.601 et seq. 24 CFR 982.158 (3Y) HUD Handbook 4350.3 (MAINT)	Includes the following records: grant agreements; grant deeds; HAP contracts and amendments; property tax bills (W-9 forms); closing statements; non-transitory correspondence (including letters of denial of owner provided comps); substantive legal notices (including rent adjustments); reports, notes and other materials documenting owner interactions with HCV Staff; records demonstrating owner's program compliance; inspection records (i.e., inspector itineraries, inspection results, final inspection documentation, and other inspection related materials) and such other owner records as are required to be retained under HCV Administrative Plan and applicable federal laws and regulations.
Housing Choice Voucher Program <b>only</b>	Owner Orientation Materials	Until superseded plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) 24 CFR 982.158 (3Y)	Refers to materials prepared by or for SHRA to provide program information to owners of HCV housing.
Housing Choice Voucher Program <b>only</b>	Administrative Hearing Record	Permanent	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) 24 CFR 982.158 (3Y)	Includes: (a) audio recording of the actual hearing and any continuance hearing; (b) copies of all papers, documents, records, requests, and exhibits submitted for the hearing or any continuance hearing; (c) copies of any other papers, documents, records, requests, and exhibits considered by the hearing officer; (d) reasonable accommodation requests; and (e) hearing officer's written decision or the hearing officer's notice indicating the family has withdrawn its request for a hearing.

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
RECORDS MANAGEMENT POLICY AND RETENTION/DISPOSITION SCHEDULE**

**XIV. RETENTION AND DISPOSITION SCHEDULE – PROCUREMENT SERVICES DEPARTMENT RECORDS**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Procurement Services	Inventory of Furnishings and Equipment	Life of equipment plus 4 years	2 CFR 200.333 (FY+3Y) 24 CFR 92.508 (5Y) 24 CFR 570.506 (MAINT) GOV 26202 (2Y) GOV 34090 (2Y)	Records of inventory of furnishings and equipment recognized as having the potential for significant historical and/or administrative value for the life of the equipment plus 4 years (e.g. original operating instruction booklets, service agreements, warranty information, replacement part information, technical reference booklets, purchasing information, and owner's manuals that document the use and maintenance of equipment purchased by the department).
Procurement Services	Procurement Policy	Permanent	2 CFR 200.333 (FY+3Y) 24 CFR 92.508 (5Y) GOV 26202 (2Y) GOV 34090 (2Y)	Retain current official copy of SHRA's adopted Procurement Policy and previous versions. File should include resolutions and staff reports pertaining to policy adoption and amendments.
Procurement Services	Purchase Orders	4 years after final payment	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) CCP 337 (LA4Y)	Retain purchase orders and other documents which may include, but is not limited to, description of goods and services, shipping instructions, bills of lading, receipts, requisitions, and blanket purchase orders.
Procurement Services	Vendor Files	4 years after final payment	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y) CCP 337 (LA4Y)	Retain current, active vendor file records until superseded; retain all other vendor files for 4 years after last payment.

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
RECORDS MANAGEMENT POLICY AND RETENTION/DISPOSITION SCHEDULE**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Procurement Services	Vendor Register	Permanent	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Includes vendor listing of purchase orders, invoices, account numbers and check date.
Procurement Services	Stores/Supply Orders	Current plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Includes completed original order documents.
Procurement Services	Surplus Equipment Disposal Records	4 years after disposition	2 CFR 200.333 (Disposition+3Y) 24 CFR 570.489 (MAINT) GOV 26202 (2Y) GOV 34090 (2Y) CCP 337 (LA4Y)	Retain records including invitations, bids, acceptances, lists of materials, evidence of sales and related correspondence. Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.
Procurement Services	Equipment maintenance Records	4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Retain records regarding maintenance of SHRA owned or leased equipment such as copiers or printers.
Procurement Services	Labor Compliance Monitoring/ Documents	Contract settlement plus 4 years (if no enforcement action) Contract settlement plus 10 years (if enforcement action)	CCP 337 (LA4Y) 2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Retain contractor's certified payroll, certifications, authorizations of deductions, certificates of authorization, site visit interview sheets, and wage decisions. statements of compliance, violation letters and other records documenting monitoring and enforcement responsibilities for contracts in the contract file until 4 years after final contract settlement, unless contract performance is the subject of an enforcement action, in which case retain the records with the case file until 10 years after close of case.

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
RECORDS MANAGEMENT POLICY AND RETENTION/DISPOSITION SCHEDULE**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Procurement Services	Bids and Proposals – Successful	Contract settlement plus 10 years	CCP 337 (LA4Y) 2 CFR 200.333 (Final Expenditure Submittal+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Retain in procurement file until 10 years after final payment and all matters pertaining to the contract are closed.
Procurement Services	Bids and Proposals – Unsuccessful	Contract settlement plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Retain in procurement file for 4 years after all matters pertaining to contract are closed.
Procurement Services	Bids and Proposals – Unopened, Sealed Bids and Proposals	Contract settlement plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Retain unopened sealed bids and proposals in the related contract file until 4 years after final payment and all matters pertaining to the contract are closed.
Procurement Services	Bid Protest Records	Contract settlement plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Retain records until 4 years after final payment and all matters pertaining to the contract are closed. Includes records documenting protests and formal appeals of awarded bids and proposals.

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
RECORDS MANAGEMENT POLICY AND RETENTION/DISPOSITION SCHEDULE**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Procurement Services	Contracts – Services and Commodities (excludes capital improvements)	Contract Settlement plus 7 years	CCP 337 (LA4Y) 2 CFR 200.333 (Final Expenditure Submittal+3Y) 24 CFR 92.508 (5Y) GOV 26202 (2Y) GOV 34090 (2Y)	Retain contracts, requisition, purchase order, bond and surety records, correspondence and related papers pertaining to contract award, administration and payments related to awards and contracts for services and commodities until 7 years after final payment. Includes records reflecting the rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price.
Procurement Services	Contracts – Design, Construction and Development-Related (capital improvements) <b>Not SHRA owned</b>	Contract Settlement plus 10 years	CCP 337 (LA4Y) CCP 337.15 (LA10Y) 2 CFR 200.333 (Final Expenditure Submittal +3Y) 24 CFR 92.508 (5Y) GOV 26202 (2Y) GOV 34090 (2Y)	Retain the following records related to the design, construction and development of construction until 10 years after project completion: construction contract, construction specifications, construction plans and addenda, change orders, guarantee bonds and special warranties and construction calculations. May also include maps, plans, reports, substantive correspondence, photographs, specific plans, legal notices, certificates of insurance, construction logs, warranties (unless warranty period extends beyond 10 years, in which case retain the warranty until the expiration of the warranty period), inspection reports, substantive correspondence and similar material records.
Procurement Services	Contracts – Design, Construction and Development-Related (SHRA owned property and public housing)	Permanent	CCP 337 (LA4Y) CCP 337.15 (LA10Y) 2 CFR 200.333 (Final Expenditure Submittal +3Y) 24 CFR 92.508 (5Y) GOV 26202 (2Y) GOV 34090 (P)	Retain the following records related to the design, construction and development of construction projects that are owned by SHRA, the Housing Authority or any other SHRA affiliated permanently: construction contract, construction specifications, construction plans and addenda, change orders, guarantee bonds and special warranties and construction calculations. May also include maps, plans, reports, substantive correspondence, photographs, specific plans, legal notices, certificates of insurance, construction logs, warranties, inspection reports, substantive correspondence and similar material records.

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
RECORDS MANAGEMENT POLICY AND RETENTION/DISPOSITION SCHEDULE**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Procurement Services	Contract Tracking Reports	Current plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Tracking reports that monitor the quantity, flow and processing time of contracts.
Procurement Services	Interagency Agreements	Duration of agreement plus 10 years	CCP 337 (LA4Y) 2 CFR 200.333 (Final Expenditure Submittal +3Y) 24 CFR 92.508 (5Y) GOV 26202 (2Y) GOV 34090 (2Y)	Agreements with other governmental agencies and community-based organizations, including cooperation agreements and memoranda of understanding.

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
RECORDS MANAGEMENT POLICY AND RETENTION/DISPOSITION SCHEDULE**

**XV. RETENTION AND DISPOSITION SCHEDULE – DEVELOPMENT DEPARTMENT RECORDS**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Development Department	Federal Grants including: Housing Opportunities For Persons With Aids (HOPWA), Community Development Block Grant (CDBG) Program and Project Records (non-housing), Emergency Solutions Grant (ESG), Neighborhood Stabilization, Home Investment Partnerships (HOME) Program	5 years from the date of the final expenditure	24 CFR 570.490 (Final Expenditure +3Y) 24 CFR 570.506 (MAINT) 24 CFR 574.530 (4Y) 24 CFR 576.500 (5Y) 24 CFR 92.508 (5Y) CCP 337 (LA4Y) 2 CFR 200.333 (Final Expenditure Submittal +3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Retain all non-transitory records for 5 years from the date the final expenditure report is submitted under the standard agreement or completion and resolution of the audit and/or any litigation; whichever is later. Includes applications, reports, contracts, project files, and supporting documents.
Development Department	Other Federal, State and Local Grants Not Listed Above	End of current year plus 4 years	CCP 337 (LA4Y) 2 CFR 200.333 (Final Expenditure Submittal +3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Includes applications, reports, contracts, project files and supporting documents.



**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
RECORDS MANAGEMENT POLICY AND RETENTION/DISPOSITION SCHEDULE**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Development Department	Unsuccessful Grant Applications Submitted by SHRA for Funding	End of current year plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Applications not funded.
Development Department	Annual Action Plan and Action Plan Updates	20 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Includes Plan and HUD transmittal forms and correspondence; copies of public notices materials presented at public meetings; agendas, Board reports and minutes of Board meetings at which the final plan is considered and/or approved, and executed copies of any adopted Board resolutions related to the Plans. Also includes originals of the written comments received from the public concerning the Plan and copies of any SHRA correspondence responding to the same.
Development Department	Consolidated Annual Performance Evaluation Report (CAPER) Records	End of current year plus 5 years	24 CFR Part 91 24 CFR 570.506 (MAINT) 24 CFR 92.508(c) (5Y) 24 CFR 574.530 (4Y) 28 CFR 35.105 (3Y) 2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Annual evaluation and performance report to HUD required for receipt of CDBG, HOPWA, ESG and HOME funds.
Development Department	Consolidated Plan Records	End of current year plus 5 years	24 CFR Part 91 24 CFR 92.508(c) (5Y); 24 CFR §574.530 (4Y) 2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Documentation to support Statement of Consistency with Consolidated Plan (included in the Agency Plan) and related Certificate of Consistency with the Consolidated Plan

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
RECORDS MANAGEMENT POLICY AND RETENTION/DISPOSITION SCHEDULE**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Development Department	Other Planning Documents and Activities (ie. Analysis of Impediments to Fair Housing, CNI, NRSA)	End of current year plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	
Development Department	Bonds Mortgage Revenue Bonds	Close plus 10 years	CCP 337 (LA4Y) 26 CFR 1.6001-1(e) (MAINT) 2 CFR 200.333 (Final Expenditure Submittal +3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Revenue Bond Documentation and Industrial Development Bond Documentation.
Development Department	Program Information/Associated Loan and Grant Documents/Housing Project Files	End of Compliance period/loan payoff/termination (whichever is greater) plus 5 years	2 CFR 200.333 (FY+3Y) 24 CFR 92.508 (5Y) 24 CFR 570.490 (Final Payment+3Y) 24 CFR 570.506 (MAINT) CA - 25 CCR 7721 - (MAINT) GOV 26202 (2Y) GOV 34090 (2Y)	Includes Mortgage Credit Certificate, HOME, Low/Moderate Income Housing, Rental Housing Assistance, Housing Rehabilitation Loan Program, First Time Homebuyer program, CalHome Program, Begin Program, Section 108 Loans, Housing Trust Funds, Mortgage Revenue Bonds, Multi Family Supplemental Administration Fees, Affordable Housing Funds, Mixed Income Housing Funds, CDBG funding affordable housing activities etc. Includes documentation regarding bonds, lines of credit, loan agreements (loans made to and from SHRA), promissory notes, transmittal forms, deeds of trust, loan amendments, Board memoranda, payment requests and cash receipts.

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
RECORDS MANAGEMENT POLICY AND RETENTION/DISPOSITION SCHEDULE**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Development Department	Unsuccessful Funding Submissions	End of current year plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Unsuccessful (rejected or withdrawn) funding applications submitted by SHRA, and related, substantive correspondence and background materials.
Development Department	Redevelopment Plan Records	Expiration of Plan plus 10 years	24 CFR 570.506 (MAINT) GOV 26202 (2Y) GOV 34090 (2Y) HSC 33000	

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
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**XVI. RETENTION AND DISPOSITION SCHEDULE – REAL ESTATE AND ENVIRONMENTAL DEPARTMENT RECORDS**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Real Estate and Environmental	Records for Real Property Acquired or Developed with HUD Funds Owned by SHRA	Disposition of asset plus 10 years for paper records Permanent retention for electronic records	24 CFR 92.508(c) (5Y) CCP 337 (LA4Y) CCP 338 (LA3Y) 2 CFR 200.333(c) (Disposition +3Y) HUD Handbook 4350.3 (MAINT)	Retain the following records for as long as SHRA, or any of its instrumentalities or affiliates, retains legal interest in the property, plus 10 years after disposition of the property: (1) agreements recorded against the property (including Deeds of Trust, Grant Deeds) and those which impose upon SHRA, or any of its instrumentalities or affiliates, ongoing management responsibilities; and (2) chain of title records (including title reports and preliminary title reports). Retain all other records (including purchase and sale agreement, site assessments, escrow instructions, appraisals, etc.) until 10 years after completion of sale.
Real Estate and Environmental	Records for Real Property Acquired or Developed with Non-HUD Funds Owned by SHRA	Disposition of asset plus 10 years for paper records Permanent retention for electronic records	CCP 337 (LA4Y) CCP 338 (LA3Y) 2 CFR 200.333 (Final Expenditure Submittal +3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Retain the following records as long SHRA, or any of its instrumentalities or affiliates, retains legal interest in the property, plus 10 years after disposition of the property: (1) agreements recorded against the property (including Deeds of Trust, Grant Deeds) and those which impose upon SHRA or any of its instrumentalities or affiliates ongoing management responsibilities; and (2) chain of title records (including title reports and preliminary title reports). Retain all other records (including purchase and sale agreement, site assessments, escrow instructions, appraisals, etc.) until 10 years after completion of sale.

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<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Real Estate and Environmental	Real Property Lease and Rental Agreements	Termination of agreement plus 5 years	CCP 337.2 (LA4Y) 2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Retain real property lease and rental agreements until 5 years after end of the year in which the agreement terminates, lapses or cancellation occurs, or litigation is concluded, whichever is later. Includes original agreement and amendments and related correspondence, etc. Does not include lease or rental agreements included as records under the Housing Authority or HCV sections.
Real Estate and Environmental	Environmental Review Records	Disposition of Asset or completion of project plus 10 years	2 CFR 200.333 (Final Expenditure Submittal +3Y) CA - 14 CCR 15095 - (Reasonable) GOV 26202 (2Y) GOV 34090 (2Y)	Retain environmental records prepared for construction or development projects in which SHRA, or any of its instrumentalities or affiliates maintains a legal interest in the project plus an additional 10 years. Includes negative declarations, environmental site assessments, environmental impact reports and statements of overriding consideration.
Real Estate and Environmental	Facility Request Records	End of current year plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Includes requests to use facilities.
Real Estate and Environmental	Building maintenance Records	Current plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Refers to maintenance of SHRA administration buildings only – not public housing properties.

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
RECORDS MANAGEMENT POLICY AND RETENTION/DISPOSITION SCHEDULE**

**XVII. RETENTION AND DISPOSITION SCHEDULE – AGENCY CLERK DEPARTMENT RECORDS**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Agency Clerk	Public Records Requests	Close plus 4 years	GOV 6250 et. seq.; GOV 26202 (2Y) GOV 34090 (2Y) 2 CFR 200.333	Requests and responses for forms, publications, records, and other Agency information that, with the exception of redacting confidential and privileged information, do not require administration review before, or further action after, the form, publication, record, or other Agency information is provided.
Agency Clerk	Approved Resolutions	Permanent	GOV 26202 (2Y) GOV 34090(e) (P) 2 CFR 200.333	Formal statements of decisions made by the Sacramento Housing and Redevelopment Commission, Sacramento County Board of Supervisors/County Housing Authority, or Sacramento City Council/City Housing Authority, signed with the date of execution. Note that City Council, City Housing Authority, City Redevelopment Agency, County Board of Supervisors, County Redevelopment Agency, and County Housing Authority resolutions maintained by SHRA are copies of originals which are on file with the City Council Clerk and County Clerk of the Board.
Agency Clerk	Approved Minutes	Permanent	GOV 26202 (2Y) GOV 34090(e) (P) 2 CFR 200.333	Approved official minutes of open public meetings of the Sacramento Housing and Redevelopment Commission. Note that minutes for meetings of the City Council, City Housing Authority, City Redevelopment Agency, and County Board of Supervisors, County Redevelopment Agency, and County Housing Authority are <u>not</u> maintained by SHRA and are on file with the City Council Clerk and County Clerk of the Board.
Agency Clerk	Governing Board Agenda Materials	Permanent	GOV 26202 (2Y) GOV 34090(e) (P) 2 CFR 200.333	Includes regular and special public meeting agendas, staff reports, and records distributed to the Sacramento Housing and Redevelopment Commission or otherwise submitted into the record during a public meeting. Note that City Council, City Housing Authority, City Redevelopment Agency, County Board of Supervisors, County Redevelopment Agency, and County Housing Authority agenda materials maintained by SHRA are copies of originals which are on file with the City Council Clerk and County Clerk of the Board.

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<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Agency Clerk	Recordings of Public Meetings	4 years	GOV 54953.5 (30D)	Audio tape recordings of meetings.
Agency Clerk	Public Meeting Notices	End of current year plus 4 years	GOV 26202 (2Y) GOV 34090 (2Y)	Commission public meeting notices, including proof of posting and/or publication.
Agency Clerk	Sacramento Housing and Redevelopment Commission Applications – selected	End of current year plus 4 years	GOV 26202 (2Y) GOV 34090 (2Y)	Application information for SHRA Commission members. Note that information for applicants not selected is maintained by the entity that made the appointment which is either the City of Sacramento or County of Sacramento.
Agency Clerk	Sacramento Housing and Redevelopment Commission By-Laws	Permanent	GOV 26202 (2Y) GOV 34090(e) (P)	By-laws and related information for SHRA Commission.
Agency Clerk	Statement of Economic Interests/ Conflict of Interest Forms (Form 700)	Termination of employee plus 7 years	GOV 81009(e) (7Y) GOV 26202 (2Y) GOV 34090 (2Y)	Form 700 information for active and former employees.
Agency Clerk	Documents listed as “On File” with the Clerk	Destroyed once governing board approves document	Transitory files – originals kept with project file	

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
RECORDS MANAGEMENT POLICY AND RETENTION/DISPOSITION SCHEDULE**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Agency Clerk	General Agency Clerk Admin Records	Current plus 4 years	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Includes attendance, stipend payments, etc.
Agency Clerk	Legal Notices/Advertising	Current plus 4 years	CCP 343 (LA4Y) CCP 349.1 (LA6M) CCP 349.2 (LA6M) CCP 349.4 (LA60D) GOV 911.2 (LA6M; LA1Y) GOV 26202 (2Y) GOV 34090 (2Y) HUD Handbook 4350.3 (MAINT)	Includes required public meeting and public hearing notices.
Agency Clerk	Loan Committee Agendas, Minutes and Reports	Permanent	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090(e) (P)	Information related to SHRA Loan Committee (active through 2008).
Agency Clerk	Legal Advertising	End of current year plus 4 years	CCP 337 (LA4Y) 2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090 (2Y)	Includes published or posted legal notices, original proofs of publications and other legal publications.
Agency Clerk	SHRA Joint Powers Agency (JPA) Original documents and amendments	Permanent	2 CFR 200.333 (FY+3Y) GOV 26202 (2Y) GOV 34090(e) (P)	Includes original SHRA JPA agreement and all amendments.



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**XVIII. RETENTION AND DISPOSITION SCHEDULE – LEGAL DEPARTMENT RECORDS**

<b>RESPONSIBLE DEPARTMENT</b>	<b>RECORD CATEGORY NAME</b>	<b>REQUIRED RETENTION PERIOD</b>	<b>LEGAL CITATIONS</b>	<b>DESCRIPTION/COMMENTS</b>
Legal	Case Files	10 years after close of case	2 CFR 200.333 (FY-3Y) CCP 315 - (LA10Y) CCP 337 - (LA4Y) CCP 337.15 - (LA10Y) GOV 945.6(a)(2) - (LA6M; LA2Y) GOV 26202 (2Y) GOV 34090 (2Y) LAB 5410 - (LA5Y) RTC 19704 - (LA6Y) 31 USC 3731 (LA10Y) 42 USC 3610 (LA1Y) 42 USC 3613 (LA2Y)	Includes original documents such as correspondence, notices, formal and informal hearing materials, investigative reports, complaint, answer and discovery.