

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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<b>ALL ARIZONA MUNICIPALITIES</b>		Function: <b>Housing</b>				
Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.						
No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
						<b>FFY = Federal Fiscal Year</b>
1	Audit reports and work papers		-	-	3	After reports are issued (24 CFR 44.10)
2	Records referring to HUD grants including financial records, programmatic records, supporting documents, statistical records, real property and equipment records		-	-	3	After final payment or until final resolution of all issues regarding the grant, whichever is greater (7 CFR 3016.42; 24 CFR 85.42)
3	Home Investment Partnerships Program records including program requirement records; project records; community housing dev. organization set-aside records; equal opportunity and fair housing records; affirmative marketing procedures and requirements records; environmental compliance review records; displacement, relocation and real property acquisition records; labor requirements; lead-based paint records; certifications; program administrative records		-	-	3	After final payment or until final resolution of all issues regarding the grant, whichever is greater (24 CFR 92.508)
	a. Records referring to periods of affordability		-	-	3	After required period of affordability (24 CFR 92.508)
	b. Records covering displacement and acquisition		-	-	3	After the date by which all persons displaced from property, and all persons whose property is acquired for the project having received final payment (24 CFR 92.508)
4	Residential Homeownership Program records necessary to calculate payments due to commissioner (24 CFR 248.173)		-	-	3	After date of payment (no specific requirement in CFR)
<b>Supersedes Schedule Dated: September 15, 1999</b>						
Approved by: <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records					Approval Date: <b>October 10, 2001</b>	

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5	Section 312 rehabilitation loan program:					
	a. Records to demonstrate compliance with requirements of relocation displacement regulations (24 CFR 510.52)		-	-	3	After the date by which all persons displaced from the property have received final payment (no specific requirement in CFR)
	b. Lead based inspection and/or test reports		-	-	3	After date of report (24 CFR 510.410)
6	Community development block grants:					
	a. Local determination of eligibility (24 CFR 570.200)		-	-	3	After final payment of grant (No specific requirement in CFR)
	b. Slum and blight area records including boundaries and conditions (24 CFR 570.208)		-	-	3	After final payment on grant (No specific requirement in CFR)
	c. Displacement, relocation, acquisition and replacement of housing records (24.crf 570.488; 24 CFR 570.606)		-	-	3	After the day by which all persons displaced from the property, and all persons whose property is acquired for the project have received final payment (No specific requirement in CFR)
	d. Records describing each activity assisted with CDBG funds including the location; the amount of CDBG funds budgeted, obliged and expended for each activity; and records demonstrating that activities meet national objectives of benefiting low and moderate income persons.		-	-	3	After final payment on grant (No specific requirement in CFR)
	e. Lead-based inspection and/or test reports		-	-	3	After date of report (24 CFR 570.608)
7	Urban homesteading:					
	a. Financial records; property disposition documents; supporting documents; statistical records; all other records pertinent to the program		-	-	-	After fee sample title has been conveyed to all homesteaders – generally a 5 year period (24 CFR 590.25)
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	b. Race, ethnicity, gender and handicap records of program beneficiaries		-	-	5	After calendar year created (no specific requirement in CFR)
8	Advances for public works planning records including accounting records for plan preparation (24 CFR 598.13)		-	-	3	After completion of the plan (no specific requirement in CFR)
9	Section 8 housing assistance payments program for new construction - race, ethnicity, gender and handicap records of program beneficiaries		-	-	3	After FFY created (24 CFR 880.603)
10	Section 8 housing assistance payments program for substantial rehabilitation - race, ethnicity, gender and handicap records of program beneficiaries		-	-	3	After FFY created (24 CFR 881.602; 24 CFR 880.603; 24 CFR 968.108)
11	Section 8 housing assistance payments program for existing housing: a. certifications and relevant documentation rent reasonableness limitation b. Lead-based paint inspection and/or test report c. Complaints by families concerning compliance by owner with housing quality standards		-	-	3	After FFY created (24 CFR 882.106)
			-	-	3	After date of report (24 CFR 882.109; 24CFR 882.405; 24 CFR 511.15)
			-	-	3	After FFY received (24 CFR 882.211)
12	Housing assistance payments program applicant, participant and family records which provide HUD with racial, gender, ethnic and handicap data including application, notices to the applicant, applicant responses, records of informal hearings, and a statement of final disposition in cases or ineligible determinations		-	-	3	After FFY created or received (24 CFR 882.209; 24 CFR 884.214; 24 CFR 886.321; 24 CFR 968.108)
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13	Housing assistance payments program records that document the basis on which tenant allowances for utilities and scheduled surcharges and revisions are established and revised (24 CFR 965.473)		-	-	3	After FFY created or received (no specific requirement in CFR)
14	Housing assistance payment program records on which units, common areas, exteriors, and child care facilities have been tested for lead-based paint; test results by location (24 CFR 965.709)		-	-	3	After FFY created or received (no specific requirement in CFR)
15	Housing voucher program: a. Applications, notices to applicants and applicant responses retained in order to provide HUD with racial, ethnic, gender and handicap status b. Request for lease approval; inspection reports; notice of lease approval/disapproval; executed lease; and executed housing voucher contract file (24 CFR 887.207) c. Separate accounts and records of management function activities performed to meet contractual obligations when owner functions are contracted out (24 CFR 887.305)		-	-	5	After FFY created (24 CFR 887.155)
			-	-	3	After FFY created (no specific requirement in CFR)
			-	-	3	After FFY created or received (no specific requirement in CFR)
16	Fraud recoveries program judgement records including amounts recovered, nature of judgement, amount of legal fees and expenses incurred (24 CFR 892.204)		-	-	3	After date of judgement (no specific requirements in CFR)

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17	Section 5(h) homeownership program records including sales and financial records for all activities incident to the implementation of the plan (24 CFR 906.17; 24 CFR 905.1017)		-	-	3	After FFY created or received (no specific requirements in CFR)
18	Drug elimination program resident comments on grant applications		-	-	3	After final voucher payment on grant (24 CFR 961.18)
19	Contracts and detailed procurement records with resident-owned businesses (24 CFR 963.12)		-	-	3	After FFY of procurement (no specific requirement in CFR)
20	Comprehensive grant program (PHAs that operate at 250 or more units.): a. Records by unit of work carried out to permit HUD to review the extent to which Turnkey III units have been substantially rehabilitated (24 CFR 968.310; 24 CFR 905.666) b. Files and records of planning meetings including minutes and resident surveys c. Source documents of physical and management assessment identifying all work necessary to bring each development up to the modernization and energy standards; to comply with lead-based testing and abatement requirements; and to comply with other program requirements (24 CFR 968.320; 24 CFR 905.672)		-	-	3	After FFY created or received (no specific requirement in CFR)
			-	-	3	After FFY created or received (no specific requirement in CFR)
			-	-	3	After FFY created or received (no specific requirement in CFR)

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