

## Arizona State Library, Archives and Public Records

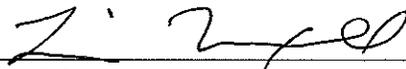
### General Records Retention Schedule for Counties, Municipalities, and Special Districts Housing Records

**Schedule Number:**

**000-12-57**

#### **Authorization and Approval**

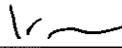
Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept for a shorter time than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to set records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

  
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Lisa Maxwell, Director  
Records Management Division  
Arizona State Library, Archives and Public Records

Date Approved: *June 15, 2012*

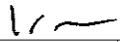
**Records Retention Schedule for  
Counties, Municipalities and Special Districts  
Housing Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Comments</u>
1.	Capital Fund Grant Program Records (including records by unit of work carried out to permit HUD to review the extent to which units have been substantially rehabilitated (24 CFR 968.310; 24 CFR 905.666); files and records of planning meetings including minutes and resident surveys; and 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)	5	After Federal fiscal year created
2.	Community Development Block Grant (CDBG) Records		
	a. Local determination of eligibility (24 CFR 570.200)	5	After date of submission of the Consolidated Annual Performance and Evaluation Report (CAPER) where specific activity is reported on for the final time or after retention period required by contract is met, whichever is later (ARS §35.214)
	b. Slum and blight area records including boundaries and conditions (24 CFR 570.208)	5	After date of submission of the CAPER where specific activity is reported on for the final time or after retention period required by contract is met, whichever is later (ARS §35.214)
	c. Displacement, relocation, acquisition and replacement of housing records (24 CFR 570.488; 24 CFR 570.606)	5	After date of submission of the CAPER where specific activity is reported on for the final time or after retention period required by contract is met, whichever is later ARS §35.214)

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	d. Records describing each activity assisted with CDBG funds including the location, the amount of CDBG funds budgeted, obliged and expensed for each activity; and records demonstrating that activities meet national objectives of benefiting low and moderate income persons	5	After date of submission of the CAPER where specific activity is reported on for the final time or after retention period required by contract is met, whichever is later (ARS §35.214)
	e. Lead-based inspection and/or test reports	3	After date of report or after retention period required by contract is met After date of submission of the CAPER where specific activity is reported on for the final time or after retention period required by contract is met, whichever is later (24 CFR 570.608)
3.	Fraud Recoveries Program Judgment Records (including amounts recovered, nature of judgment, amount of legal fees and expenses incurred (24 CFR 892.204))	3	After date of judgment (HUD recommendation)
4.	Home Investment Partnerships Program Records (including program requirement records; project records; community housing development organization set-aside 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; and program administrative records)		
	a. Records referring to periods of affordability	5	After required period of affordability ended or after retention period required by contract is met (24 CFR 92.508)

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	b. Down Payment Assistance Program records	5	After recapture period ended
	c. Records covering displacement and acquisition	5	After date by which all persons displaced from property, and all persons whose property is acquired for the project have received final payment or after retention period required by contract is met (24 CFR 92.508)
5.	Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Existing Housing		
	a. Certifications and relevant documentation, rent reasonableness limitation records	3	After Federal fiscal year created (24 CFR 882.106)
	b. Lead-based paint inspection and/or test reports	3	After date of report (24 CFR 882.109; 24 CFR 882.405; 24 CFR 882.211)
	c. Complaints by families concerning compliance by owner with housing quality standards	3	After Federal fiscal year received (24 CFR 882.211)
	d. Applications, notices to applicants and applicant responses retained in order to provide HUD with racial, ethnic, gender and disability status	5	After Federal fiscal year created or received
	e. Requests for lease approval, inspection reports, notices of lease approval/disapproval, executed leases, and executed housing choice voucher contract records (24 CFR 887.207)	3	After Federal fiscal year created or received
	f. Separate accounts and records of management function activities performed to meet contractual obligations when owner functions are not contracted out (24 CFR 887.305)	3	After Federal fiscal year created or received

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6.	Housing Choice Voucher (Section 8) Housing Assistance Payments Program for New Construction (including race, ethnicity, gender and disability records of program beneficiaries)	3	After Federal fiscal year created (24 CFR 880.603)
7.	Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Substantial Rehabilitation (including race, ethnicity, gender and disability records of program beneficiaries)	3	After Federal fiscal year created (24 CFR 881.602; 24 CFR 880.603; 24 CFR 968.108)
8.	Housing and Urban Development (HUD) Grant Records (including financial records, programmatic records, supporting documents, statistical records, real property and equipment records)		
	a. Down Payment Assistance Program records	5	After recapture period ended
	b. All other records	3	After final payment made or after final resolution of all issues regarding grant resolved, whichever is later (7 CFR 3016.42; 24 CFR 85.42)
9.	Public Housing Assistance Payments Program Records		
	a. Application, Participant and Family Records (provide HUD with racial, gender, ethnic and disability 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 Federal fiscal year created or received (24 CFR 882.209; 24 CFR 994.214; 24 CFR 886.321; 24 CFR 968.108)
	b. Records that document the basis on which allowances for utilities and scheduled surcharges and revision are established and revised (24 CFR 965.473)	3	After Federal fiscal year created or received (HUD recommendation)

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	c. Records on which unites, common areas, exteriors, and child care facilities have been tested for lead-based paint; test results by location (24 CFR 965.709)	3	After Federal fiscal year created or received (HUD recommendation)
10.	Public Housing Voucher Program Records		
	a. Applications, notices to applications and applicant responses retained in order to provide HUD with racial, ethnic, gender and disability status	5	After Federal fiscal year created (24 CFR 887.155)
	b. Requests for lease approval inspection reports, notices of lease approval/disapproval, executed lease, and executed housing choice voucher contract records (24 CFR 887.207)	3	After Federal fiscal year created (HUD recommendation)
	c. Separate accounts and records of management function activities performed to met contractual obligations when owner functions are contract out (24 CFR 887.305)	3	After Federal fiscal year created or received (HUD recommendation)
	d. Applications, notices to applicants and applicant responses retained in order to provide HUD with racial, ethnic, gender and disability status	5	After Federal fiscal year created or received
	e. Full executed lease documents, move-in inspection reports, notices to tenants of lease violations, notices of lease terminations and evictions	3	After move out date
11.	Public Works Planning Records (including accounting records for plan preparation (24 CFR 598.13))	5	After completion of plan or plan abandoned

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12.	Rehabilitation Records (including Owner Occupied Housing Rehabilitation Program and Rental Rehabilitation Program) a. Down Payment Assistance Program records b. All other records	5 5	After recapture period ended After lien removed from property
13.	Residential Homeownership Program Records (necessary to calculate payments due to commissioner (24 CFR 248.173))	3	After fiscal year of date of payment (HUD recommendation)
14.	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 Federal fiscal year created or received (HUD recommendation)
15.	Urban Homesteading Records a. Financial records; property disposition records; supporting documents; statistical records; and all other related records pertinent to the program b. Race, ethnicity, gender and disability records of program beneficiaries	5 5	After fee simple title has been conveyed to all homesteaders (24 CFR 590.25) After calendar year created or received (HUD recommendation)

**Supersedes schedules Counties/Housing dated November 5, 2001 and Municipalities/  
Housing dated October 10, 2001**

**Note: Any records required to be retained per contract must be kept a minimum of 6  
years after that contract is expired, cancelled or revoked in order to be in compliance  
with State contract laws.**