



DEPARTMENT OF PERSONNEL & ADMINISTRATION
 STATE ARCHIVES AND PUBLIC RECORDS
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
 07-39

DEPARTMENT		DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input type="checkbox"/>
LOCAL AFFAIRS		HOUSING	CODES		
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS		
1.	Administrative Records	3-years	Note: No records shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim, action, or audit.		
2.	Administrative Hearing Transcripts	Permanent			
3.	Attorney General's Opinions	Permanent			
4.	Technical Advisory Committee Files	Permanent			
5.	Federal HUD Manufactured Housing Documents	Permanent			
6.	State and Federal Performance Audit Reports	Permanent			
7.	Legislation and Rule Making Records	Permanent			
8.	Publications	Permanent			
9.	Technical Reference Files	5-years			
10.	Construction Plans and Engineering Manuals	10-years			
11.	Inspection Records	10-years			

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am

authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Tetterton</i>	Date 1/2/2007	Records Liaison Officer's Signature <i>Mona Heustis</i>	Date 11/16/2006
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 1/24/07	State Auditor's Signature <i>Robert J. Reef</i>	Date 1/18/07



DEPARTMENT OF PERSONNEL & ADMINISTRATION
 STATE ARCHIVES AND PUBLIC RECORDS
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
 07-39

DEPARTMENT	DIVISION	SECTION	PERMANENT <input type="checkbox"/>	NON-PERMANENT <input type="checkbox"/>
DOLA	HOUSING			
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Federal Grant/Loan documents which include: <ul style="list-style-type: none"> • Section 8 Voucher Program • HOME Program • CDBG Program • ESG Program • HOPWA • Private Activity Bond Program • PHH Program • Section 8 Mod Rehab Program 	3 years after the project, loan pay off or family file has been officially "closed out in HUD IDIS, HUD's Public Information Center (PIC) and the State project close out process.	NOTE: No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim, action or audit.	
2.	State Grant/Loan Documents which include: <ul style="list-style-type: none"> • State Construction Loan Fund (a.k.a. HOME Investment Fund) • Housing Development Grants 	3 years after the project or loan pay off has been officially closed using the State project close out process.		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Terry Peterson</i>	Date 1/2/2007	Records Liaison Officer's Signature <i>Debra Houston</i>	Date 12/29/04
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 1/24/07	State Auditor's Signature <i>Chick E. King</i>	Date 1/18/07