

490-WI HOUSING & ECONOMIC DEV AUTHORITY

Dept #: /001/ Department Name: EXECUTIVE OFFICE

RDA #	RDA Title	Retention	Disposition	PII
<u>00093000.</u>	<u>LENDER AGREEMENT FOR FARM PROGRAM</u> EVT=LENGTH OF LOAN	<u>EVT+6</u>	<u>DEST</u>	
<u>00100000.</u>	<u>PROJECT FILE SMALL BUSINESS APPROVAL</u>	<u>EVT+6</u>	<u>DEST</u>	
<u>00107000.</u>	<u>FARM ASSETT REINVESTMENT MANAGEMENT(farm)</u> EVT=DATE OF PROGRAM TERMINATION	<u>EVT+6</u>	<u>DEST</u>	
<u>00112000.</u>	<u>NON POINT SOURCE POLUTION (nsp)</u> EVT=DATE OF PROGRAM TERMINATION	<u>EVT+6</u>	<u>DEST</u>	
<u>00129000.</u>	<u>CHRON FILE</u> Letters signed by Exec Dir.	<u>CR+1</u>	<u>DEST</u>	
<u>00130000.</u>	<u>GENERAL SUBJECT FILE</u> Correspondence on various subjects	<u>CR+5</u>	<u>DEST</u>	
<u>00131000.</u>	<u>SUBJECT FILES - EXECUTIVE DIRECTOR</u> Correspondence on various subjects	<u>CR+2</u>	<u>DEST</u>	
<u>00139000.</u>	<u>CROP REPORTS</u> Maintenance Journal/periodic activity reports	<u>CY+5</u>	<u>DEST</u>	
<u>00139A00.</u>	<u>CROP REPORTS-MICROFILM</u> Maintenance Journal/periodic activity reports	<u>CY+5</u>	<u>DEST</u>	
<u>00142000.</u>	<u>PROJECT LOG BOOKS-LIDL PROGRAM</u>	<u>EVT+1</u>	<u>DEST</u>	
<u>00144000.</u>	<u>PROJECT FILES-BUSINESS ENERGY FUND</u>	<u>CY+6</u>	<u>DEST</u>	
<u>00145000.</u>	<u>PROJECT FILE-BEF REJECTED</u>	<u>CY+3</u>	<u>DEST</u>	
<u>00146000.</u>	<u>PROJECT FILES-CROP APPROVED</u>	<u>CY+6</u>	<u>DEST</u>	
<u>00147000.</u>	<u>PROJECT FILE-CROP REJECTED</u>	<u>CY+3</u>	<u>DEST</u>	
<u>00148000.</u>	<u>PROJECT FILES-DROUGHT APPROVED</u>	<u>CY+6</u>	<u>DEST</u>	
<u>00151000.</u>	<u>PHONE DIALOGUE ACCOUNTS</u> Desription of Legislative calls & responses	<u>CR+2</u>	<u>DEST</u>	
<u>00154000.</u>	<u>PROJECT FILES- VENTURE CAPITAL APPROVED</u>	<u>CY+6</u>	<u>DEST</u>	
<u>00171000.</u>	<u>HOUSING TASK FORCE COMMITTEE - MICROFILM</u> Research, public hearing & meeting minutes	<u>P</u>	<u>PERM</u>	
<u>00180000.</u>	<u>PROJECT FILES- AGRIBUSINESS APPROVED</u>	<u>EVT+6</u>	<u>DEST</u>	
<u>00181000.</u>	<u>PROJECT FILE-AGRIBUSINESS DENIED/WITHDRAWN</u> EVT=DATE DENIED OR WITHDRAWN	<u>CY+3</u>	<u>DEST</u>	
<u>00182000.</u>	<u>PROJECT FILES- AGRIBUSINESS DEFAULTED</u>	<u>CY+6</u>	<u>DEST</u>	
<u>00183000.</u>	<u>PROJECT FILES- CONTRACT FUND APPROVED</u>	<u>EVT+6</u>	<u>DEST</u>	

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EVT=DATE APPROVED

00184000. PROJECT FILE-CONTRACT FUND DENIED/WITHDRAWN CY+3 DEST

00185000. PROJECT FILES- CONTRACT FUND DEFAULTED CY+6 DEST

00186000. PROJECT FILES- RECYCLING APPROVED EVT+6 DEST

EVT=DATE APPROVED

00187000. PROJECT FILE-RECYCLING DENIED/WITHDRAWN CY+3 DEST

00188000. PROJECT FILES- RECYCLING DEFAULTED CY+6 DEST

00189000. PROJECT FILES- TARGET AREA APPROVED EVT+6 DEST

EVT=DATE APPROVED

00190000. PROJECT FILE-TARGET AREA DENIED/WITHDRAWN CY+3 DEST

00191000. PROJECT FILES- TARGET AREA DEFAULTED CY+6 DEST

00192000. PROJECT FILES- TOURISM APPROVED EVT+6 DEST

EVT=DATE APPROVED

00193000. PROJECT FILE-TOURISM DENIED/WITHDRAWN CY+3 DEST

00194000. PROJECT FILES- TOURISM DEFAULTED CY+6 DEST

00196000. CROP/DROUGHT LENDER FILES CY+7 DEST

00200000. PROJECT FILES- CROP DEFAULTED CY+6 DEST

00211000. PROJECT FILES- LIDL APPROVED CY+6 DEST

00212000. PROJECT FILES- LIDL DENIED/WITHDRAWN CY+3 DEST

00215000. PROJECT FILES- DROUGHT DEFAULTED CY+6 DEST

00222000. MASTER GUARANTEE AGREEMENT EVT+6 DEST

EVT=DATE OG AGREEMENT

00227000. PROJECT FILE-FARM APPROVAL CY+6 DEST

00228000. PROJECT FILE-FARM DENIED/WITHDRAWN CY+6 DEST

00229000. PROJECT FILE-FARM DEFAULTED CY+6 DEST

00233000. PROJECT FILE SMALL BUSINESS APPROVAL EVT+6 DEST

EVT=DATE OF APPROVAL

00234000. PROJECT FILE SMALL BUSINESS DEFAULTED CY+6 DEST

00235000. PROJECT FILE SMALL BUSINESS DENIED/WITHDRAWN CY+6 DEST

00440000. DROUGHT REPORTS CY+3 DEST

Maintenance Journal/periodic activity reports

Dept #: /002/ Department Name: LEGAL

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>00099000.</u>	<u>ADMINISTRATIVE FILE - DIRECTOR</u> Personel items- legal staff	<u>CR+1</u>	<u>DEST</u>	
<u>00100000.</u>	<u>AUTHORITY BOND ISSUES</u> Public notice; contract of purchase; pool& hazard ins.; TEFRA tape; correspondence; official Statement; bond transcription; documents [PV CONTACT INFO: 04/02/1993]	<u>EVT+10</u>	<u>DEST</u>	
<u>00101000.</u>	<u>LEASES</u> Firstar; Tenny; Mailwaukee Office Enterprise Center; Vehicle; vending machines; copiers	<u>EVT+6</u>	<u>DEST</u>	
<u>00102000.</u>	<u>CORPORATE RECORDS -AUTHORITY,WHEDAF,PRESERVATION</u> Meeting materials, corporate documents, authorized signatories, reports to DFI, correspondence, IRS filings, financials, depository agreements, incumbancy certificate history(history of signatory resolutions for Authority's funds and accounts, decision papers and correspondence), board members- appointments, insurance- public officials& employees (annual applications for Pullic Officials&Employees Liability Insurance), depository (banking depository resolutions & signature ID, Depository agreements- HUD, wire transfer security codes, Wisconsin Sellers Permit with Tax forms and Authority tax related matters(Government Sales & Use TAX Exemption Cert., 1099-Misc. Affidavits, Wisconsin resale Cert.- Admin. Svcs.	<u>P</u>	<u>PERM</u>	
<u>00103000.</u>	<u>AUTHORITY CORPORATE RECORDS - DEPOSITORY AGREEMENTS</u>	<u>CR+2</u>	<u>PERM</u>	
<u>00106000.</u>	<u>BOND ISSUE STATEMENTS</u>	<u>EVT+6</u>	<u>DEST</u>	
<u>00107000.</u>	<u>ATTORNEY/PARALEGAL CHRONOLOGIES FILE</u> Attorneys' and Paralegals' correspondence	<u>CR+2</u>	<u>DEST</u>	
<u>00108000.</u>	<u>CONFIDENTIAL LEGAL MATTERS FILE</u> Confidential legal Matters	<u>CR+10</u>	<u>DEST</u>	
<u>00109000.</u>	<u>CONTRACTS FILE</u> Contracts for products or services purchased by the athority; McKinney; Grant; HUD programs(voucher)	<u>CR+6</u>	<u>DEST</u>	
<u>00110000.</u>	<u>FOUNDATIONS CORPORATE RECORDS</u> (BYLAWS, ARTICLES OF INCORPORATION, FED TAX EXEMPT FILINGS FOR WHEDA, CORRESPONDENCE, FINANCIALS, REPORTS TO SECRETARY OF STATE) PART OF RDA #102	<u>P</u>	<u>PERM</u>	
<u>00111000.</u>	<u>ACC CONTRACT FILES</u> Copies of Annual contributions Contracts between Owner and HUD	<u>CR+6</u>	<u>DEST</u>	
<u>00112000.</u>	<u>MF TRANSCRIPT RECORDS, ACC FILES, COST CERTIFICATIONS</u> Transcripts (closing documents & Correspondence) and copies of Annual Contributions Contracts between Owner and HUD	<u>EVT+10</u>	<u>DEST</u>	
<u>00113000.</u>	<u>LITIGATION DOCUMENTATION</u> MF projects in Litigation	<u>EVT+10</u>	<u>DEST</u>	
<u>00113A00.</u>	<u>LITIGATION DOCUMENTATION-MICROFILM</u>	<u>CR+9</u>	<u>DEST</u>	
<u>00114A00.</u>	<u>MORTGAGE PURCHASE WORKING FILES - MICROFILM</u>	<u>EVT+36</u>	<u>DEST</u>	
<u>00117000.</u>	<u>OPEN RECORDS FILE</u> request for iformation under WI Open Record Law- In Safe	<u>CR+2</u>	<u>DEST</u>	
<u>00118000.</u>	<u>MF PROJECT SALES FILES</u>	<u>EVT+6</u>	<u>DEST</u>	

Dept #: /002/ Department Name: LEGAL

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
	Original Note, Mortgage, Letter of Credit, Loan & Reg; and other recorded documents.			
<u>00122000.</u>	<u>ECONOMIC DEVELOPMENT ISSUE TRANSCRIPT</u> Business Development Bond Books is Staff Counsel's Office	<u>EVT+6</u>	<u>DEST</u>	
<u>00124000.</u>	<u>TRANSCRIPTS FILE - MULTIFAMILY BOND ISSUES EXCESSIVE</u> REVENUE/SURPLUS TRANSFER DECISION PAPER LENGTH OF MORTGAGE PLUS 6 YEARS	<u>EVT+6</u>	<u>DEST</u>	
<u>00125000.</u>	<u>TRANSCRIPTS FILE - VENTURE CAPITAL</u> Closing documents for Venture Capital loans, Note, Mortgage, Security Agreements, ect.	<u>CR+6</u>	<u>DEST</u>	
<u>00126000.</u>	<u>BOARD MEETING MATERIALS: DECISION PAPERS & MINUTES;</u> APPROVED & DISAPPROVED PART OF RDA #102	<u>P</u>	<u>PERM</u>	
<u>00126A00.</u>	<u>BOARD MEETING MATERIALS - MICROFILM</u> PART OF #122	<u>P</u>	<u>PERM</u>	
<u>00138000.</u>	<u>BOND ISSUE BOUND BOOKS - BUSINESS DEVELOPMENT BONDS (& SEED)</u> Copies of bond transcription documents	<u>EVT+6</u>	<u>DEST</u>	
<u>00150000.</u>	<u>NEW START - INVESTMENT PURCHASE NOTES</u> In Safe file [PV CONTACT INFO: 04/02/1993]	<u>EVT+6</u>	<u>DEST</u>	
<u>00150A00.</u>	<u>NEW START - INVESTMENT PURCHASE NOTES - MICROFILM</u> LENGTH OF NOTE PLUS 6 YEARS	<u>EVT+6</u>	<u>DEST</u>	
<u>00205000.</u>	<u>UCC RECORD BOOK-TICKLER BOX</u> MF looseleaf pages of UCC filings & tickler card box by year and month	<u>EVT+3</u>	<u>DEST</u>	
<u>00205A00.</u>	<u>UCC RECORD BOOK - MICROFILM</u> LENGTH OF MORTGAGE PLUS 3 YEARS AND DESTROY	<u>EVT+3</u>	<u>DEST</u>	

Dept #: /003/ Department Name: FINANCE

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>00010000.</u>	<u>PROJECTS FILE-BUSINESS DEVELOPMENT BOND PROGRAM - NON-FUNDEI</u> Application, correspondence	<u>CR+3</u>	<u>DEST</u>	
<u>00012000.</u>	<u>AUDIT WORKPAPERS - SECTION 8</u> Audit workpapers/backup for section 8 annual audit	<u>CR+7</u>	<u>DEST</u>	
<u>00013000.</u>	<u>BACKUP RECONCILIATION RESEARCH DOCUMENTATION</u> Spreadsheets, statements, correspondence, backup information, and lockbox proof tapes	<u>CR+7</u>	<u>DEST</u>	
<u>00014000.</u>	<u>BANK RECONCILIATIONS</u> Actual bank statements & reconciliations	<u>EVT+7</u>	<u>DEST</u>	

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<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>00014A00.</u>	<u>BANK RECONCILIATIONS/TRUSTEE REPORTS</u> Actual trustee reports & reconciliations	<u>EVT+7</u>	<u>DEST</u>	
<u>00016000.</u>	<u>BUDGET DOCUMENTS</u> All documents & backup for the yearly budget process	<u>CR+7</u>	<u>DEST</u>	
<u>00017000.</u>	<u>BUSINESS DEVELOPMENT BOND TRUSTEE REPORTS</u> BDB trustee reports	<u>CR+3</u>	<u>DEST</u>	
<u>00018000.</u>	<u>CANCELLED CHECKS</u> Original checks for Escrow, operating, CROP, Drought, and Section 8	<u>EVT+7</u>	<u>DEST</u>	
<u>00019000.</u>	<u>CASH RECEIPTS</u> Copies of checks recieved on a daily basis	<u>EVT+3</u>	<u>DEST</u>	
<u>00019A00.</u>	<u>CASH RECEIPTS - MICROFILM</u>	<u>EVT+3</u>	<u>DEST</u>	
<u>00020000.</u>	<u>CHECK REGISTER RECEIPT ADVICES</u> Llst of checks recieved on a daily basis	<u>EVT+3</u>	<u>DEST</u>	
<u>00021000.</u>	<u>CROP & DROUGHT CHECKS</u> Original check requests for CROP/ Drought disbursements	<u>CR+7</u>	<u>DEST</u>	
<u>00025000.</u>	<u>ESCROW CHECKS</u> Original check requests for Escrow Disbursments	<u>CR+7</u>	<u>DEST</u>	
<u>00025A00.</u>	<u>ESCROW CHECKS - MICROFILM</u>	<u>CR+7</u>	<u>DEST</u>	
<u>00026000.</u>	<u>FUND TRANSFER ADVICES</u> Documents that records movement of cash	<u>EVT+7</u>	<u>DEST</u>	
<u>00027000.</u>	<u>GENERAL JOURNAL ENTRIES</u> Actual general ledger entries to record GL Activity	<u>EVT+7</u>	<u>DEST</u>	
<u>00027A00.</u>	<u>GENERAL JOURNAL ENTRIES - MICROFILM</u> EVT=AUDIT	<u>EVT+7</u>	<u>DEST</u>	
<u>00028000.</u>	<u>HOLDING ACCOUNT RECONCILIATIONS</u> Lender-serviced reconciliation of Holding Accounts	<u>CR+3</u>	<u>DEST</u>	
<u>00029000.</u>	<u>INSURED LOANS WORKPAPERS</u> Workpapers related to PFC purchasing the Insured loan portfolio	<u>EVT+6</u>	<u>DEST</u>	
<u>00029A00.</u>	<u>INSURED LOANS WORKPAPERS MICROFILM</u> LENGTH OF MORTGAGE PLUS 6 YEARS	<u>EVT+6</u>	<u>DEST</u>	
<u>00030000.</u>	<u>INTEREST RECONCILIATION LISTINGS - MLA</u> One time printout reconcile interest to MLA	<u>CR+7</u>	<u>DEST</u>	
<u>00032000.</u>	<u>INVESTMENT SUBLEDGERS</u> Subledger that records investment transactions	<u>CR+3</u>	<u>DEST</u>	
<u>00033000.</u>	<u>INVESTMENTS SOURCE DOCUMENTS</u>	<u>CR+7</u>	<u>DEST</u>	

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RDA #	RDA Title	Retention	Disposition	PII
	INCLUDES BROKER CONFIRMATIONS/REPURCHASE AGREEMENTS/ORIGINAL TRADE CONFIRMATIONS (490/014 TREASURY UNTIL AUDIT - THEN FILED WITH INVESTMENT SOURCE DOCUMENTS 490/003 ACCOUNTING)			
<u>00036000.</u>	<u>MONTHLY WORKFILE - GEN ACCOUNTING SUPER</u> Spreadsheets, correspondence, reconciliations	<u>CR+4</u>	<u>DEST</u>	
<u>00038000.</u>	<u>MONTHLY WORKFILE-GEN LEDGER ACCT ASST CONTROLLER</u> Spreadsheets, correspondence, reconciliations	<u>CR+2</u>	<u>DEST</u>	
<u>00040000.</u>	<u>OPERATING CHECKS</u> Original check requests for Operation Disbursements	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
<u>00040A00.</u>	<u>OPERATING CHECKS - MICROFILM</u> EVT=AUDIT	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
<u>00041000.</u>	<u>P & I SWEEP REPORTS</u> Spreadsheets that track daily P&I that is transferred- Original w/FTA	<u>EVT+3</u>	<u>DEST</u>	
<u>00042000.</u>	<u>POOL & SPECIAL HAZARD INSURANCE PAYMENT WORKSHEETS</u> Spreadsheets & Correspondence that track payment of pool & special hazard	<u>CR+7</u>	<u>DEST</u>	
<u>00043000.</u>	<u>PREPAYMENT RECONCILIATIONS</u> Spreadsheet & reconciliations that track Home loan prepayments	<u>CR+3</u>	<u>DEST</u>	
<u>00044000.</u>	<u>REO SOLD - RECONCILIATIONS FILES</u> REO files, spreadsheets, correspondence relating to sold REO's	<u>CR+1</u>	<u>DEST</u>	
<u>00049000.</u>	<u>SUBLEDGERS - SECTION 8</u> Subledgers, backup, reconciliation, spreadsheets relating to Section 8 loans	<u>CR+7</u>	<u>DEST</u>	
<u>00050000.</u>	<u>SURPLUS REPORTS - YEAR END REPORTS</u> Microfilm- reports that track surplus encumbrances	<u>CR+7</u>	<u>DEST</u>	
<u>00050A00.</u>	<u>SURPLUS REPORTS - YEAR END REPORTS - MICROFILM</u>	<u>CR+7</u>	<u>DEST</u>	
<u>00051000.</u>	<u>SURPLUS REPORTS - MONTHLY REPORTS</u> Microfilm- Reports that track surplus encumbrances	<u>CR+3</u>	<u>DEST</u>	
<u>00052000.</u>	<u>TIME STUDY FILE</u> Time Study evaluation for G&A allocation	<u>CR+7</u>	<u>DEST</u>	
<u>00053000.</u>	<u>VENTURE CAPITAL INVESTMENTS FILE</u> Spreadsheets that track venture capital investment activity	<u>CR+7</u>	<u>DEST</u>	
<u>00054000.</u>	<u>WCC BANKING FILES</u> WCC checkbook, cancelled checks, bank statements and reconciliation	<u>CR+7</u>	<u>DEST</u>	<u>Y</u>
<u>00055000.</u>	<u>WCC WORKING FILES</u> WCC correspondence, timesheets and check requests	<u>CR+7</u>	<u>DEST</u>	
<u>00056000.</u>	<u>WEEKLY/DAILY TRUSTEE REPORTS</u> Actual Trustee Reports used to make GL Entries	<u>EVT+7</u>	<u>DEST</u>	

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<u>00057000.</u>	<u>WORKING FILE - MULTIFAMILY</u> Varios spreadsheets, correspondence, ect. relating to multifamily loans	<u>CR+7</u>	<u>DEST</u>	
<u>00058000.</u>	<u>ACH FUNDING FILE</u> Cash activity reports with Fund Transfer Advice	<u>CR+7</u>	<u>DEST</u>	
<u>00059000.</u>	<u>BOND ISSUE CASH FLOW STATEMENTS</u> Original Cash Flow Documents	<u>EVT+6</u>	<u>DEST</u>	
<u>00059A00.</u>	<u>BOND ISSUE CASH FLOW STATEMENTS - MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	
<u>00060000.</u>	<u>DRAW & FUNDS TRANSFER FILE</u> Single family funding with fund transfer advice	<u>CR+3</u>	<u>DEST</u>	
<u>00061000.</u>	<u>FUNDING FILE</u> SINLE FAMILY FUNDING	<u>CR+2</u>	<u>DEST</u>	
<u>00062000.</u>	<u>GENERAL FILE</u> general correspondence	<u>CR+3/6</u>	<u>DEST</u>	
<u>00063000.</u>	<u>INVESTMENT PORTFOLIOS DOCUMENT FILE</u> Monthly Portfolio reports	<u>CR+3</u>	<u>DEST</u>	
<u>00064000.</u>	<u>PAYROLL TAX FILE</u> Payroll-related fiels: withholding, unemployment, Federal 941	<u>CR+7</u>	<u>DEST</u>	
<u>00065000.</u>	<u>Travel Expense File</u> spreadsheets that track employee expense reports	<u>CR+7</u>	<u>DEST</u>	
<u>00093000.</u>	<u>REQUEST FOR PROPOSALS-ACCEPTED</u> Accepted proposal, original RFP, legal notices, grading sheets and correspondence	<u>EVT+6</u>	<u>DEST</u>	
<u>00104000.</u>	<u>REQUEST FOR PROPOSALS-REJECTED</u> Rejected proposals, original RFP, grading sheets and correspondence	<u>CR+3</u>	<u>DEST</u>	
<u>00116000.</u>	<u>BOND CALL FILES - EXCESS REVENUE TRANSFER-DECISION PAPERS</u> Surplus transfers, call letters, notification to trustee	<u>EVT+10</u>	<u>DEST</u>	
<u>00116A00.</u>	<u>BOND CALL FILES - EXCESS REVENUE TSF-DECISION PAPERS</u> LIFE OF BOND PLUS 10 YEARS MICROFILM	<u>EVT+10</u>	<u>DEST</u>	
<u>00127000.</u>	<u>MOODY'S REPORTS-QUARTERLY & ANNUAL</u> reports sent to Moody's	<u>CR+10</u>	<u>DEST</u>	
<u>00127A00.</u>	<u>MOODY'S REPORTS-QUARTERLY & ANNUAL-MICROFILM</u>	<u>CR+10</u>	<u>DEST</u>	
<u>00138000.</u>	<u>BOND ISSUE BOUND BOOKS - BUSINESS DEVELOPMENT BONDS (& SEED)</u> Copies of bond transcription documents	<u>EVT+6</u>	<u>DEST</u>	
<u>00143000.</u>	<u>PROJECTS FILE - BUSINESS DEVELOPMENT BOND PROGRAM - FUNDED</u> Application, lender, commitment letter & various approval letters	<u>EVT+6</u>	<u>DEST</u>	
<u>00158000.</u>	<u>PAYROLL REGISTER</u>	<u>CR+4</u>	<u>DEST</u>	

Dept #: /003/ Department Name: FINANCE

RDA #	RDA Title	Retention	Disposition	PII
	Pay-roll related information, i.e., salaries, withholdings			
<u>00161000.</u>	<u>CURTAILMENTS - MONTHLY HISTORY REPORT</u>	<u>EVT+10</u>	<u>DEST</u>	
	MLA printouts listing total principal prepayments monthly			
<u>00168000.</u>	<u>ANNUAL AUDIT WORKPAPERS</u>	<u>CR+3</u>	<u>DEST</u>	
	Workers Compensation workpapers, external auditor financial audit workpapers prepared by staff.			
<u>00169000.</u>	<u>COLLATERAL STATEMENTS</u>	<u>CR+4</u>	<u>DEST</u>	
	Investment agreement backup			
<u>00173000.</u>	<u>GENERAL LEDGERS - FICHE AND FILM</u>	<u>P</u>	<u>PERM</u>	
	General ledger that accounts for all financial activity			
<u>00174000.</u>	<u>MULTIFAMILY SECTION 8 STATEMENTS</u>	<u>CR+7</u>	<u>DEST</u>	
<u>00174A00.</u>	<u>MULTIFAMILY SECTION 8 STATEMENTS - MICROFILM</u>	<u>CR+7</u>	<u>DEST</u>	
	Monthly billing statements to multifamily loans			
<u>00175000.</u>	<u>BANK ACCOUNT ANALYSIS REPORTS</u>	<u>EVT+7</u>	<u>DEST</u>	
	Monthly account billings Firststar			
<u>00178000.</u>	<u>SURPLUS TRANSFER DECISION PAPERS</u>	<u>EVT+10</u>	<u>DEST</u>	
	Surplus Transfer Decision Papers presented to Finance Committee and Board of Directors			
<u>00203000.</u>	<u>GUARANTEE FUNDS</u>	<u>EVT+10</u>	<u>DEST</u>	
	Spreadsheets of Balance Sheet & Income Statement Items			
<u>00203A00.</u>	<u>GUARANTEE FUNDS - MICROFILM</u>	<u>EVT+10</u>	<u>DEST</u>	
	CROP AND DROUGHT PROGRAM COMPUTER SPREADSHEET REPORTS. NECESSARY TO MAINTAIN FOR THE LIFE OF THE PROGRAM PLUS 10 DUE TO POSSIBILITY OF STATE AUDIT AT PROGRAM'S CONCLUSION. RETAIN FOR 10 YEARS AFTER CLOSED (LENGTH OF PROGRAM) AND DESTROY.			
<u>00213000.</u>	<u>BUSINESS ENERGY FUND RECONCILIATIONS/BACKUP</u>	<u>CR+6</u>	<u>DEST</u>	
	Reconciliation & backup for Business Energy Fund(BEF)			
<u>00214000.</u>	<u>RENTAL ENERGY FUND RECONCILIATIONS/BACKUP</u>	<u>CR+6</u>	<u>DEST</u>	
	Reconciliation & backup for Rental Energy Fund (REF)			
<u>00232000.</u>	<u>REBATE CALCULATIONS</u>	<u>EVT+10</u>	<u>DEST</u>	<u>N</u>
	WHEDA RECORDS SCHEDULE ADDED 01/14/2004 Brian Nowicki 266-2992			

Dept #: /008/ Department Name: INFORMATION TECHNOLOGY

RDA #	RDA Title	Retention	Disposition	PII
<u>00069A00.</u>	<u>CONSTRUCTION PROJECT DRAWINGS FILE - MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	
	LENGTH OF MORTGAGE PLUS 6 YEARS			

Dept #: /008/ Department Name: INFORMATION TECHNOLOGY

RDA #	RDA Title	Retention	Disposition	PII
	[PV CONTACT INFO: 04/02/1993]			
<u>00216000.</u>	<u>INTERNAL AUDIT REPORTS & WORKPAPERS</u> Completed reports & workpapers used to support internal audit findings.	<u>EVT+3</u>	<u>DEST</u>	
	[PV CONTACT DATE: 04/02/1993]			
<u>00217000.</u>	<u>AUDIT PROGRAMS</u> Detailed list of steps to complete for various internal audits	<u>EVT+7</u>	<u>DEST</u>	
<u>00218000.</u>	<u>FOLLOW-UP STATEMENTS</u> Statements prepared to monitor progress of auditee's schedule for changes resulting from audit findings & recommendations	<u>EVT+3</u>	<u>DEST</u>	
<u>00219000.</u>	<u>SYSTEMS DEVELOPMENT DOCUMENTATION</u> Documentation related to Audit's participation in systems development projects	<u>EVT+3</u>	<u>DEST</u>	

Dept #: /020/ Department Name: SINGLE FAMILY-ORIGINATION

RDA #	RDA Title	Retention	Disposition	PII
<u>00001000.</u>	<u>CANCELLED/REJECTED HOME LOAN APPS</u> Application package documents(see HOME app. checklist) & rejection correspondence	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
<u>00003000.</u>	<u>PROPERTY TAX DEFERRAL PROGRAM</u> Applications, proof of insurance & tax returns	<u>EVT+6</u>	<u>DEST</u>	
<u>00004000.</u>	<u>HILP LOAN FILES</u> LENGTH OF MORTGAGE PLUS 6 YEARS	<u>EVT+6</u>	<u>DEST</u>	
	[PV CONTACT INFO: 04/02/1993]			
<u>00007000.</u>	<u>LENDER FILES - HILP/HOME</u> Call reports, annual repprots, declaration page of lender's fidelity bond, insurance: Errors & Omission & Extended coverage on office & theft; certification of a disaster recovery plan; list of branch offices; FHA Title 1 approval and correspondence	<u>CR+6</u>	<u>DEST</u>	
<u>00007A00.</u>	<u>LENDER FILES - HILP/HOME - MICROFILM</u> Call reports, annual reports, declaration page of lender's fidelity bond, insurance: errors & omission & extended coverage on office & theft; certification of a disaster recovery plan, list of branch offices, FHA Title 1 approval and correspondence	<u>CR+6</u>	<u>DEST</u>	
<u>00008000.</u>	<u>HILP/HELP NOTE PURCHASE AGREEMENTS</u> Purchase agreements	<u>EVT+6</u>	<u>DEST</u>	
<u>00008A00.</u>	<u>HILP/HELP NOTE PURCHASE AGREEMENTS - MICROFILM</u> Purchase agreements	<u>EVT+6</u>	<u>DEST</u>	
<u>00023000.</u>	<u>Construction Loan Files</u> Multifamily loan correspondence, related construction period info.	<u>EVT+6</u>	<u>DEST</u>	
<u>00067000.</u>	<u>ARCHITECTURAL DEVELOPMENT FILES</u> Architectural project files for new applications	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>

RDA #	RDA Title	Retention	Disposition	PII
	EVT+Length of mortgage			
<u>00067A00.</u>	<u>ARCHITECTURAL DEVELOPMENT FILES-MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
	Microfilmed Archetectural Development files(no files microfilmed after 3-1-1997 per Neil Turner			
<u>00068000.</u>	<u>CONTRACT DEVELOPEMENT SPECIFICATIONS</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
	Architectural specifications; construction specifications for all program types			
<u>00069000.</u>	<u>CONSTRUCTION PROJECT DRAWINGS FILE</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
	Project drawings: original project drawings for all program types			
	EVT=Lenrth of mortgage			
<u>00069A00.</u>	<u>CONSTRUCTION PROJECT DRAWINGS FILE - MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
	Microfilmed project drawings(no files microfilmed after 3-1-1997 per Neil Turner			
	EVT=Length of Mortgage			
<u>00072000.</u>	<u>ARCHITECTURAL PROJECT MAINTENANCE FILES</u>	<u>EVT+6</u>	<u>DEST</u>	
	Ongoing project maintenance & upgrading after initial occupancy: Authority Archetecture's review/ analysis of project remedial work			
<u>00072A00.</u>	<u>ARCHITECTURAL PROJECT MANTENAINCE FILES-MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	
	Microfilmed project maintenance files(no files microfilmed after 3-1-1997 per Neil Turner			
<u>00078000.</u>	<u>HODAG FILE - APPROVED</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
	No docs. listed- working files			
<u>00079000.</u>	<u>HOMELESS/MCKINNEY PROJECT FILE - FUNDED</u>	<u>CR+6</u>	<u>DEST</u>	
	No docs. listed -working files			
<u>00082000.</u>	<u>TAX CREDIT FILES - APPROVED-ALLOCATING</u>	<u>CR+16</u>	<u>DEST</u>	
	Tax credit files that recieved credit and were issued 8609's			
<u>00082A00.</u>	<u>TAX CREDIT FILES - APPROVED - ALLOCATING MICROFILM</u>	<u>CR+7</u>	<u>DEST</u>	
<u>00083000.</u>	<u>Tax Credit Reference Files</u>	<u>CR+3</u>	<u>DEST</u>	
	Program rules and regulations, form, ect. for allocating and monitoring Section 42, internal policies & procedures, QAP, app. forms, compliance manual and 8610 annual report			
<u>00100000.</u>	<u>Bgining Farmer Bond Files</u>	<u>CR+3</u>	<u>DEST</u>	
	Transcript file- application, public notice, documents			
<u>00120000.</u>	<u>TAX CREDIT FILES - REJECTED</u>	<u>CR+3</u>	<u>DEST</u>	
	Tax Credit Files- rejected by the Authority or cancelled by the applicant			
<u>00120A00.</u>	<u>TAX CREDIT FILES - REJECTED - MICROFILM</u>	<u>CR+3</u>	<u>DEST</u>	
<u>00137000.</u>	<u>BOARD AND COMMITTEE FILES</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
	Minutes and Economic Development packets			
<u>00137A00.</u>	<u>BOARD & COMMITTEE FILES - MICROFILM</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00139000.</u>	<u>CROP COMPUTER REPORTS</u>	<u>CR+5</u>	<u>DEST</u>	
	Maintenance journal; periodic activity reports			
<u>00142000.</u>	<u>PROJECT LOG BOOKS-LIDL PROGRAM</u>	<u>EVT+1</u>	<u>DEST</u>	

RDA #	RDA Title	Retention	Disposition	PII
	LIFE OF PROJECTS PLUS 1 YEAR			
<u>00145000.</u>	<u>PROJECTS FILE-BUSINESS ENERGY FUND - REJECTED</u> Applicant and rejection letter	<u>CR+3</u>	<u>DEST</u>	
<u>00146000.</u>	<u>PROJECTS FILE - CROP - APPROVED</u>	<u>CR+6</u>	<u>DEST</u>	
<u>00154000.</u>	<u>PROJECT FILE - VENTURE CAPITAL - APPROVED</u>	<u>CR+6</u>	<u>DEST</u>	
<u>00156000.</u>	<u>CANCELLED/REJECTED HNCP/HILP APPLICATIONS</u> Application package documents(see HILP app. pkg. checklist) & rejection correspondence	<u>CR+3</u>	<u>DEST</u>	
<u>00166000.</u>	<u>LENDER SERVICE AGREEMENT</u> Lender service Agreement	<u>EVT+6</u>	<u>DEST</u>	
<u>00166A00.</u>	<u>LENDER SERVICE AGREEMENT - MICROFILM</u>	<u>P</u>	<u>PERM</u>	
<u>00167000.</u>	<u>LENDER PURCHASE AGREEMENT</u> Lender Purchase Agreement	<u>EVT+6</u>	<u>DEST</u>	
<u>00167A00.</u>	<u>LENDER PURCHASE AGREEMENT - MICROFILM</u>	<u>P</u>	<u>PERM</u>	
<u>00180000.</u>	<u>PROJECT FILE - AGRIBUSINESS - APPROVED</u> Application, decision paper, loan authorization	<u>EVT+6</u>	<u>DEST</u>	
<u>00181000.</u>	<u>PROJECT FILE - AGRIBUSINESS - DENIED/WITHDRAWN</u> Application and decision paper	<u>CR+3</u>	<u>DEST</u>	
<u>00182000.</u>	<u>PROJECT FILE - AGRIBUSINESS - DEFAULTED LOAN FILES</u> Application decision paper, loan authorization	<u>CR+6</u>	<u>DEST</u>	
<u>00183000.</u>	<u>PROJECT FILE - CONTRACT FUND - APPROVED</u> Application, decision paper, loan authorization	<u>EVT+6</u>	<u>DEST</u>	
<u>00185000.</u>	<u>Project file- contract fund-defaulted loan file</u> Application, decision paper, loan authorization	<u>CR+6</u>	<u>DEST</u>	
<u>00186000.</u>	<u>PROJECT FILE - RECYCLING - APPROVED FILES</u> Application, decision paper, loan authorization	<u>EVT+6</u>	<u>DEST</u>	
<u>00187000.</u>	<u>PROJECT FILE - RECYCLING - DENIED/WITHDRAWN</u> Application and decision paper	<u>CR+3</u>	<u>DEST</u>	
<u>00188000.</u>	<u>PROJECT FILE - RECYCLING - DEFAULT</u> Application, decision paper, loan authorization	<u>CR+5</u>	<u>DEST</u>	
<u>00189000.</u>	<u>PROJECT FILE - TARGET AREA - APPROVED</u> Application, decision paper, loan authorization	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00190000.</u>	<u>PROJECT FILE-TARGET AREA-DENIED/WITHDRAWN</u> Application and decision paper	<u>CR+3</u>	<u>DEST</u>	
<u>00191000.</u>	<u>PROJECT FILE - TARGET AREA - DEFAULTED</u>	<u>CR+6</u>	<u>DEST</u>	

Dept #: /020/ Department Name: SINGLE FAMILY-ORIGINATION

RDA #	RDA Title	Retention	Disposition	PII
	Application, decision paper, loan authorization			
<u>00192000.</u>	<u>PROJECT FILE - TOURISM - APPROVED</u>	<u>EVT+6</u>	<u>DEST</u>	
	Application, decision paper, loan authorization			
<u>00193000.</u>	<u>PROJECT FILE - TOURISM - denied/withdrawn</u>	<u>CR+3</u>	<u>DEST</u>	
	Application and decision paper			
<u>00194000.</u>	<u>Project File- Tourism- Default</u>	<u>CR+6</u>	<u>DEST</u>	
	Application, decision paper, loan authorization			
<u>00196000.</u>	<u>CROP/DROUGHT LENDER FILES</u>	<u>CR+7</u>	<u>DEST</u>	
	Lender Agreements			
<u>00197000.</u>	<u>FOUR/SIX PROGRAM - DENIED/WITHDRAWN</u>	<u>EVT+2</u>	<u>DEST</u>	<u>Y</u>
	Applications rejected and/or cancelled			
<u>00198000.</u>	<u>FOUR/SIX PROGRAM - FUNDED</u>	<u>EVT+5</u>	<u>DEST</u>	
	Skeleton loan underwriting files			
<u>00199000.</u>	<u>UNDERWRITING PROJECT FILES-REJECTED/CANCELED</u>	<u>EVT+2</u>	<u>DEST</u>	<u>Y</u>
	Applications rejected and/or cancelled by the authority/HUD			
<u>00200000.</u>	<u>PROJECTS FILE - CROP - DEFAULTED</u>	<u>EVT+6</u>	<u>DEST</u>	
	Loan Package, commitment to guarantee latter, required interest subsidy			
<u>00211000.</u>	<u>PROJECT FILE - LIDL PROGRAM - APPROVED</u>	<u>CR+6</u>	<u>DEST</u>	<u>Y</u>
<u>00212000.</u>	<u>PROJECT FILE - LIDL PROGRAM - DENIED/WITHDRAWN</u>	<u>CR+3</u>	<u>DEST</u>	
	Application and correspondence			
<u>00222000.</u>	<u>MASTER GUARANTEE AGREEMENT</u>	<u>EVT+6</u>	<u>DEST</u>	
	Lender Agreement for participation in the Guaranteed Loan Fund Programs			
<u>00227000.</u>	<u>PROJECT FILE - FARM- APPROVED LOAN FILES</u>	<u>EVT+6</u>	<u>DEST</u>	
<u>00228000.</u>	<u>PROJECT FILE - FARM- REJECTED/WITHDRAWN LOAN FILES</u>	<u>CR+3</u>	<u>DEST</u>	
<u>00230000.</u>	<u>RHD HOME UNDERWRITING FILES</u>	<u>EVT+4</u>	<u>DEST</u>	
<u>00231000.</u>	<u>MARK TO MARKET</u>	<u>EVT+2</u>	<u>DEST</u>	

Dept #: /021/ Department Name: CREDIT-MULTI FAMILY

RDA #	RDA Title	Retention	Disposition	PII
<u>00012000.</u>	<u>TAX CREDIT FILES-REJECTED</u>	<u>CR+6</u>	<u>DEST</u>	
<u>00067000.</u>	<u>ARCHITECTURAL DEVELOPMENT FILES</u>	<u>EVT+6</u>	<u>DEST</u>	
<u>00068000.</u>	<u>CONTRACT DEVELOPMENT SPECIFICATIONS</u>	<u>EVT+6</u>	<u>DEST</u>	
<u>00072000.</u>	<u>ARCHITECTURAL PROJECT MAINTENANCE FILES</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
	Ongoing project maintenance & upgrading after initial occupancy: Authority Archetecture's review/ analysis of project remedial work			

Dept #: /021/ Department Name: CREDIT-MULTI FAMILY

RDA #	RDA Title	Retention	Disposition	PII
<u>00074000.</u>	<u>DEVELOPMENT DRAW FILES</u> Project construction draw files: WHEDA Form 4, wire transfer directive, draw ledger, backup documents for draws	<u>EVT+2</u>	<u>DEST</u>	<u>N</u>
<u>00081000.</u>	<u>UNDERWRITING PROJECT FILES- MULTI-FAMILY FUNDED</u> skeleton loan underwriting file	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
<u>00198000.</u>	<u>FOUR/SIX PROGRAM- FUNDED</u>	<u>EVT+5</u>	<u>DEST</u>	
<u>00199000.</u>	<u>UNDERWRITING PROJECT FILES-REJECTED/CANCELED</u>	<u>EVT+2</u>	<u>DEST</u>	
<u>00242000.</u>	<u>LOW INCOME HOUSING TAX CREDIT ALLOCATION FILES</u> LOW INCOME HOUSING TAX CREDIT ALLOCATING FROM APPLICATIONS THROUGH 8609'S RECORDS ARE RETAINED AS REQUIRED BY IRS CODE. EVENT = LOAN MATURITY DATE PLUS 6 EVENT = 30 YEARS AND DESTROY CONFIDENTIAL	<u>EVT+30</u>	<u>DEST</u>	<u>Y</u>

Dept #: /023/ Department Name: ECONOMIC DEVELOPMENT-(23)

RDA #	RDA Title	Retention	Disposition	PII
<u>00112000.</u>	<u>NONPOINT SOURCE POLLUTION (NSP)</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00137000.</u>	<u>BOARD AND COMMITTEE FILES</u> Minutes and Economic Development packets	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00139000.</u>	<u>CROP COMPUTER REPORTS</u>	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
<u>00139A00.</u>	<u>CROP COMPUTER REPORTS-MICROFILM</u>	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
<u>00142000.</u>	<u>PROJECT LOG BOOKS-LIDL PROGRAM</u>	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
<u>00144000.</u>	<u>PROJECT FILES-BUSINESS ENERGY FUND</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00145000.</u>	<u>PROJECT FILE-BEF REJECTED</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
<u>00146000.</u>	<u>PROJECT FILES-CROP APPROVED</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00147000.</u>	<u>PROJECT FILE-CROP REJECTED</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
<u>00148000.</u>	<u>PROJECT FILES-DROUGHT APPROVED</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00154000.</u>	<u>PROJECT FILES-VENTURE CAPITAL APPROVED</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00180000.</u>	<u>PROJECT FILES-AGRIBUSINESS APPROVED</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00181000.</u>	<u>PROJECT FILE-AGRIBUSINESS DENIED/WITHDRAWN</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
<u>00182000.</u>	<u>PROJECT FILES-AGRIBUSINESS DEFAULTED</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00183000.</u>	<u>PROJECT FILES-CONTRACT FUND APPROVED</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00184000.</u>	<u>PROJECT FILES-CONTRACT FUND DENIED/WITHDRAWN</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
<u>00185000.</u>	<u>PROJECT FILES-CONTRACT FUND DEFAULTED</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00186000.</u>	<u>PROJECT FILES-RECYCLING APPROVED</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>

RDA #	RDA Title	Retention	Disposition	PII
<u>00187000.</u>	<u>PROJECT FILES-RECYCLING DENIED WITHDRAWN</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
<u>00188000.</u>	<u>PROJECT FILES-RECYCLING DEFAULTED</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00189000.</u>	<u>PROJECT FILES-TARGET AREA APPROVED</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00190000.</u>	<u>PROJECT FILES-TARGET AREA DENIED/ WITHDRAWN</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
<u>00191000.</u>	<u>PROJECT FILES-TARGET AREA DEFAULTED</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00192000.</u>	<u>PROJECT FILES-TOURISM APPROVED</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00193000.</u>	<u>PROJECT FILES-TOURISM DENIED/ WITHDRAWN</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
<u>00194000.</u>	<u>PROJECT FILES-TOURISM DEFAULTED</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00196000.</u>	<u>CROP/DROUGHT LENDER FILES</u>	<u>CR+7</u>	<u>DEST</u>	<u>N</u>
<u>00199000.</u>	<u>UNDERWRITING PROJECT FILES-REJECTED/CANCELED</u> Applications rejected and /or cancelled by the authority/HUD	<u>EVT+2</u>	<u>DEST</u>	<u>Y</u>
<u>00200000.</u>	<u>PROJECT FILES-CROP DEFAULTED</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00211000.</u>	<u>PROJECT FILES-LIDL APPROVED</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00212000.</u>	<u>PROJECT FILE-LIDL DENIED/WITHDRAWN</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
<u>00215000.</u>	<u>PROJECT FILES-DROUGHT DEFAULTED</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00222000.</u>	<u>MASTER GUARANTEE AGREEMENT</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00227000.</u>	<u>PROJECT FILES-FARM APPROVED</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00228000.</u>	<u>PROJECT FILE-FARM DENIED/WITHDRAWN</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00229000.</u>	<u>PROJECT FILE-FARM DEFAULTED</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00233000.</u>	<u>PROJECT FILE-SMALL BUSINESS APPROVED</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00234000.</u>	<u>PROJECT FILE-SMALL BUSINESS DEFAULTED</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00235000.</u>	<u>PROJECT FILE-SMALL BUSINESS DENIED/WITHDRAWN</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00239000.</u>	<u>PROJECT FILES - NBRG APPROVED</u> NEIGHBORHOOD BUSINESS REVITALIZATION GUARANTEE RECORDS THAT HAVE BEEN PAID IN FULL (EITHER PAID OR PRE-PAID). INCLUDE FILE WITH APPLICATION, DECISION PAPER, LOAN AUTHORIZATION AND OTHER PERTINENT INFORMATION. EVT = CLOSED/PAID	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
<u>00240000.</u>	<u>PROJECT FILES - NBRG DEFAULTED</u> NEIGHBORHOOD BUSINESS REVITALIZATION GUARANTEE FILES THAT WENT INTO DEFAULT STATUS. INCLUDES CLAIMS PAID, CLAIMS DENIED, CLAIMS EXPIRED, CLAIMS REPAID. INCLUDE FILE, APPLICATION, DECISION PAPER, LOAN AUTHORIZATION, AND OTHER PERTINENT INFORMATION. EVT = GUARANTEE PAID OUT	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
<u>00241000.</u>	<u>PROJECT FILES-NBRG DENIED / WITHDRAWN</u> NEIGHBORHOOD BUSINESS REVITALIZATION GUARANTEE FILES THAT WERE INITIALLY DENIED BY A WHEDA UNDERWRITER OR WITHDRAWN BY THE LENDING INSTITUTION, PRIOR TO BECOMING ACTIVE.	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
<u>00440000.</u>	<u>DROUGHT REPORTS</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>

Dept #: /023/ Department Name: ECONOMIC DEVELOPMENT-(23)

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>01000000.</u>	<u>PROJECT FILE-BEGINNING FARMER BOND</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>

Dept #: /030/ Department Name: COMMUNITY DEVELOPMENT

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>00075000.</u>	<u>Grant Applications Awarded</u> Contract file: contract, draws, quarterly progress reports, original grant app, tech review summary, scoring guides, other supporting docs	<u>EVT</u>	<u>DEST</u>	
<u>00075A00.</u>	<u>Grant Applications Awarded-Microfilm</u> Microfilmed contracts file: contracts, draws, quarterly reports, original grant app, tech review summary, scoring guides, other supporting docs.	<u>CR+15</u>	<u>DEST</u>	
<u>00076000.</u>	<u>Grant Applications - Rejected/Cancelled</u> Applications not awarded: original grant app; tech review summary; scoring guides	<u>CR+3</u>	<u>DEST</u>	
<u>00081000.</u>	<u>Underwriting Project Files</u> Upon approval file is forwarded to the Madison office, Credit Group- Skeleton loan underwriting file	<u>CR+6</u>	<u>DEST</u>	
<u>00132000.</u>	<u>Demographics report</u> 1980 and 1990 census tract data (shared system)	<u>CR+3</u>	<u>DEST</u>	
<u>00172000.</u>	<u>1980 Census 4 Count Housing Study</u> No Docs listed: census data	<u>CR</u>	<u>DEST</u>	
<u>00180000.</u>	<u>Project File- Agribusiness- Approved</u> Upon approval application and decision paper is forwarded to the Madison office- Credit Group	<u>CR+21</u>	<u>DEST</u>	
<u>00181000.</u>	<u>IN PROCESS PROJECT FILE - AGRIBUSINESS - DENIED/WITHDRAWN</u> After Denied/Withdrawn then application and decision paper is forwarded to the Madion office- Credit Group	<u>CR+3</u>	<u>DEST</u>	
<u>00183000.</u>	<u>PROJECT FILE - CONTRACT FUND - APPROVED</u> Upon approval application and decision paper is forwarded to the Madison office- Credit Group [PV CONTACT INFO: 04/02/1993]	<u>EVT+6</u>	<u>DEST</u>	
<u>00184000.</u>	<u>IN PROCESS PROJECT FILE - CONTRACT FUND - DENIED/WITHDRAWN</u> After denied/withdrawn then application and decision paper is forward to the MADison office- Credit Group	<u>CR+3</u>	<u>DEST</u>	
<u>00189000.</u>	<u>PROJECT FILE - TARGET AREA - APPROVED</u> Upon approval application and decision paper is forwarded to the Madison office-Credit Group [PV CONTACT INFO: 04/02/1993]	<u>EVT+6</u>	<u>DEST</u>	
<u>00190000.</u>	<u>PROJECT FILE-TARGET AREA-DENIED/WITHDRAWN</u> After denied/withdrawn then application and decision paper is forwarded to Madison office- Credit Group	<u>CR+3</u>	<u>DEST</u>	
<u>00192000.</u>	<u>PROJECT FILE - TOURISM - APPROVED</u>	<u>EVT+6</u>	<u>DEST</u>	

Dept #: /030/ Department Name: COMMUNITY DEVELOPMENT

RDA #	RDA Title	Retention	Disposition	PII
	Upon approval application and decision paper is forwarded to the Madison office- Credit Group			
<u>00193000.</u>	<u>PROJECT FILE-TOURISM-DENIED/WITHDRAWN</u>	<u>CR+3</u>	<u>DEST</u>	
	After Denied/withdrawn then application and decision paper is forwarded to the MADison office- Credit Group			
<u>00199000.</u>	<u>UNDERWRITING PROJECT FILES-DENIED/WITHDRAWN</u>	<u>CR+4</u>	<u>DEST</u>	
	After denied/withdrawn then applications rejected and/or cancelled by the Authority/HUD is sent to the Madison office- Credit Group			
<u>00212000.</u>	<u>PROJECT FILE - LIDL PROGRAM - DENIED/WITHDRAWN</u>	<u>CR+3</u>	<u>DEST</u>	
	Application Correspondence			

Dept #: /060/ Department Name: SINGLE FAMILY-SERVICING

RDA #	RDA Title	Retention	Disposition	PII
<u>00003000.</u>	<u>PROPERTY TAX DEFERRAL PROGRAM</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00004000.</u>	<u>HILP LOAN FILES</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00004A00.</u>	<u>HILP LOAN FILES-MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00005000.</u>	<u>WHEDA SERVICED HOME MORTGAGE FILE</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00005A00.</u>	<u>HOME MORTGAGE FILE (SERVICED & NON-SERVICED) - MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	
	Application & closing package documents(see HOME app. & closing pkg. Checklists) THIS RDA ALSO RESIDES IN DIV 063. PER CONNIE WILLEMSEN, MGR MULIT-FAMILY HOUSING - WHEDA- 266-7981			
<u>00005LSO.</u>	<u>LENDOR SERVICED HOME MORTGAGE FILE</u>	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
<u>00006A00.</u>	<u>MLA DAILY ACTIVITY-MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00009000.</u>	<u>REAL ESTATE OWNED FILES</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00089A00.</u>	<u>PROJECT FILES - ALL PROGRAMS - MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	
	LENGTH OF MORTGAGE PLUS 6 YEARS SEE RDA 00089000 FOR LISTING OF PROJECT FILES THIS RDA ALSO RESIDES IN DIV 063. PER CONNIE WILLEMSEN, MGR MULIT-FAMILY HOUSING - WHEDA- 266-7981			

Dept #: /063/ Department Name: ASSET MANAGEMENT

RDA #	RDA Title	Retention	Disposition	PII
<u>00002000.</u>	<u>NEW START APPLICATIONS</u>	<u>CR+6</u>	<u>DEST</u>	
	Program not in operation; final investment matures 3-94			
<u>00004000.</u>	<u>HILP LOAN FILES</u>	<u>EVT+6</u>	<u>DEST</u>	
	Application package documents(see HILP app. pkg. Checklist)			
<u>00004A00.</u>	<u>HILP LOAN FILES - MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	
	Application package documents(see HILP app. pkg. checklist)			
<u>00005000.</u>	<u>WHEDA SERVICED-HOME MORTGAGE FILE</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>

Dept #: 063/ Department Name: ASSET MANAGEMENT

RDA #	RDA Title	Retention	Disposition	PII
	Application & closing package documents(see HOME app. & closing pkg. Checklists)			
<u>0005A00.</u>	<u>HOME MORTGAGE FILE (SERVICED & NON-SERVICED) - MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	
	Application & closing package documents(see HOME app. & closing pkg. Checklists) THIS RDA ALSO RESIDES IN DIV 060. PER CONNIE WILLEMSSEN, MGR MULIT-FAMILY HOUSING - WHEDA- 266-7981			
<u>0005LS0.</u>	<u>LENDOR SERVICED-HOME MORTGAGE FILE</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
	Application & closing package documents(see HOME app. & closing pkg. checklists)			
<u>0006A00.</u>	<u>MLA DAILY ACTIVITY - MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	
	Fiche-daily MLA reports& activity			
<u>0009000.</u>	<u>REAL ESTATE OWNED FILES</u>	<u>CR+6</u>	<u>DEST</u>	
	Regular loan file; collection activity; foreclosure proceedings; broker's appraisal			
<u>00022000.</u>	<u>CLOSING INTEREST SCHEDULE</u>	<u>CR+7</u>	<u>DEST</u>	
	Pre-1990 listing of HOME closing interest			
<u>00022A00.</u>	<u>CLOSING INTEREST SCHEDULE - MICROFILM</u>	<u>CR+7</u>	<u>DEST</u>	
	Fiche- post 1990 listing of HOME closing interest			
<u>00023000.</u>	<u>CONSTRUCTION LOAN FILE</u>	<u>EVT+6</u>	<u>DEST</u>	
	ACTIVE: CURRENT PLUS 1 YEAR INACTIVE: LENGTH OF MORTGAGE PLUS 6 YEARS			
<u>00023A00.</u>	<u>CONSTRUCTION LOAN FILE - MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	
	LENGTH OF MORTGAGE PLUS 6 YEARS			
<u>00024A00.</u>	<u>DELINQUENCY REPORTS</u>	<u>CR+3</u>	<u>DEST</u>	
	fiche-part of MLA daily activity/HOME & HILP delinquency reports. Since utilization of AMOS system record is not on fiche, but through system backup.			
<u>00031000.</u>	<u>INTERNAL REVENUE REPORTS (1099 & 1098 INTEREST)</u>	<u>CR+7</u>	<u>DEST</u>	
	Microfilm/fiche backup documents for yearly IRS reporting. Since Utilization of AMOS system this record is now stored through system backup.			
<u>00034000.</u>	<u>LOAN ACQUISITION SUMMARY DATA FILE</u>	<u>EVT</u>	<u>DEST</u>	
	Microfilm-Summary information of HOME loans funded			
<u>00035000.</u>	<u>LOCK BOX FILES</u>	<u>EVT+3</u>	<u>DEST</u>	
	Fiche- transmission file recieved from Firststar of lockbox payments			
<u>00037000.</u>	<u>MONTHLY SERVICER REPORTS</u>	<u>CR+3</u>	<u>DEST</u>	
	Lender-serviced reports recording HOME loan payment activity (paper reports are no longer retained in paper form as of 9/30/1996- maintained on diskette thereafter)			
<u>00039000.</u>	<u>MORTGAGE LOAN REPORT TO TRUSTEES</u>	<u>EVT+3</u>	<u>DEST</u>	
	Fiche-report from MLA that lists daily payments recieved			
<u>00047000.</u>	<u>MLA ACCOUNT CHANGE FORMS & NSF FILE</u>	<u>EVT</u>	<u>DEST</u>	
	Copies of NSF payments & MLA account changes requested by Single Family			
<u>00048000.</u>	<u>SECTION 8 MONTHLY HAP REPORTS</u>	<u>CR+7</u>	<u>DEST</u>	

RDA #	RDA Title	Retention	Disposition	PII
	Listing of Monthly Section * payment breakdowns the are sent to project owners			
<u>00069A00.</u>	<u>CONSTRUCTION PROJECT DRAWINGS FILE - MICROFILM</u> CONSTRUCTION PROJECT DRAWINGS FILE - MICROFILM	<u>EVT+6</u>	<u>DEST</u>	
<u>00080000.</u>	<u>MARKETING RESEARCH FILES</u> County research done by Marge Kozich	<u>CR+3</u>	<u>DEST</u>	
<u>00084000.</u>	<u>ANNUAL & QUARTERLY REQUISITIONS FILE</u> Sec. 8 HUD quarterly & Annual requisitions: HUD forms 52663, 52672, 52673, 52681- New Construction, Mod. rehab., and Voucher	<u>EVT+6</u>	<u>DEST</u>	
<u>00084A00.</u>	<u>ANNUAL & QUARTERLY REQUISITIONS FILE - MICROFILM</u> LENGTH OF MORTGAGE PLUS 6 YEARS	<u>EVT+6</u>	<u>DEST</u>	
<u>00085000.</u>	<u>COST CERTIFICATIONS PRE 12/31/83</u> Sec. 8 Cost Certifications	<u>EVT+6</u>	<u>DEST</u>	
<u>00089000.</u>	<u>PROJECT FILES - ALL PROGRAMS</u> Pre 1994 files for sec.8 projects (the files are unindexed and can contain any information from 1974 to 1993) Architecture Change Orders Architecture Inspection Reports Architecture Submittals Architecture Misc Legal Acc & Agreement Legal Faf File Legal Correspondence Letter Of Credit (L/C) Tickler Insurance Legal Transcripts Legal Misc Housing Disbursements Draw File Development File Cost Certifications Misc Files Amortization Schedules Escrow Transmittals Excess Income - 236 Projects Financial Correspondence Financial Statements Hap & Rap - 236 Projects Mortgage Annual Reporting - Program 10 Rent Increases (236 & Hodag)	<u>EVT+6</u>	<u>DEST</u>	
<u>00089A00.</u>	<u>PROJECT FILES - ALL PROGRAMS - MICROFILM</u> LENGTH OF MORTGAGE PLUS 6 YEARS SEE RDA 00089000 FOR LISTING OF PROJECT FILES THIS RDA ALSO RESIDES IN DIV 063. PER CONNIE WILLEMSSEN, MGR MULIT-FAMILY HOUSING - WHEDA- 266-7981	<u>EVT+6</u>	<u>DEST</u>	
<u>00091000.</u>	<u>SECTION 8 - MONTHLY OWNERS REQUISITIONS FOR HAP</u> HAP requisitions made to projects based on 50059 information submitted from project owners including any adjustments that need to be made.	<u>EVT+6</u>	<u>DEST</u>	
<u>00091A00.</u>	<u>SECTION 8 - MONTHLY OWNERS REQUISITIONS FOR HAP - MICROFILM</u> Fiche copies of 000/91/000	<u>EVT+6</u>	<u>DEST</u>	
<u>00116000.</u>	<u>BOND CALL FILES - EXCESS REVENUE TRANSFER-DECISION PAPERS</u>	<u>EVT+10</u>	<u>DEST</u>	

RDA #	RDA Title	Retention	Disposition	PII
	LIFE OF BOND PLUS 10 YEARS			
	[PV CONTACT INFO: 04/02/1993]			
<u>00128000.</u>	<u>MULTIFAMILY INSURANCE POLICIES</u>	<u>P</u>	<u>PERM</u>	
	COPIES OF POLICY PAGES FIDELITY BOND			
<u>00128A00.</u>	<u>MULTIFAMILY INSURANCE POLICIES - MICROFILM</u>	<u>P</u>	<u>PERM</u>	
	COPIES OF POLICY PAGES FIDELITY BOND			
<u>00133000.</u>	<u>HILP/HELP/HNCP PAID CLAIMS</u>	<u>CR+3</u>	<u>DEST</u>	
	Application package documents for default loans(see HILP application checklist) & copies of claims to HUD			
<u>00139A00.</u>	<u>CROP COMPUTER REPORTS - MICROFILM</u>	<u>CR+5</u>	<u>DEST</u>	
<u>00140000.</u>	<u>DROUGHT REPORTS</u>	<u>CR+3</u>	<u>DEST</u>	
	Periodic Activity Reports			
<u>00144000.</u>	<u>PROJECTS FILE - BUSINESS ENERGY FUND - APPROVED AND PAID</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
	Application, DOE calculation sheet, lender agreement.			
<u>00146000.</u>	<u>PROJECTS FILE - CROP -</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
	Application , Loan Package, and correspondence			
<u>00148000.</u>	<u>PROJECT FILE - DROUGHT PROGRAM - REJECTED</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
<u>00159000.</u>	<u>COUPONS - HILP/HOME/HNCP</u>	<u>CR+0/3</u>	<u>DEST</u>	
	Coupons			
<u>00164000.</u>	<u>VETERAN LOAN NOTES</u>	<u>EVT+6</u>	<u>DEST</u>	
	LENGTH OF MORTGAGE PLUS 6 YEARS Notes			
<u>00172000.</u>	<u>1980 CENSUS 4-COUNT HOUSING STUDY - MICROFILM</u>	<u>P</u>	<u>PERM</u>	
<u>00174000.</u>	<u>MULTIFAMILY SECTION 8 STATEMENTS</u>	<u>CR+7</u>	<u>DEST</u>	
	Monthly billing statements to multifamily loans			
<u>00174A00.</u>	<u>MULTIFAMILY SECTION 8 STATEMENTS - MICROFILM</u>	<u>CR+7</u>	<u>DEST</u>	
<u>00180000.</u>	<u>PROJECT FILE - AGRIBUSINESS - APPROVED</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
	LENGTH OF LOAN PLUS 6 YEARS Application, decision paper, loan authorization			
	[PV CONTACT INFO: 04/02/1993]			
<u>00182000.</u>	<u>PROJECT FILE - AGRIBUSINESS - DEFAULTED LOAN FILES</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
	Application, decision paper, loan authorization			
	[PV CONTACT INFO: 04/02/1993]			
<u>00183000.</u>	<u>PROJECT FILE - CONTRACT FUND -APPROVED</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>

Dept #: /063/ Department Name: ASSET MANAGEMENT

RDA #	RDA Title	Retention	Disposition	PII
	Application and decision paper [PV CONTACT INFO: 04/02/1993]			
<u>00186000.</u>	<u>PROJECT FILE - RECYCLING - APPROVED</u> LENGTH OF LOAN PLUS 6 YEARS Application, decision paper, loan authorization [PV CONTACT INFO: 04/02/1993]	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00189000.</u>	<u>PROJECT FILE - TARGET AREA - APPROVED</u> LENGTH OF LOAN PLUS 6 YEARS Application, decision paper, loan authorization [PV CONTACT INFO: 04/02/1993]	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00192000.</u>	<u>PROJECT FILE - TOURISM - APPROVED</u> LENGTH OF LOAN PLUS 6 YEARS Application, decision paper, loan authorization [PV CONTACT INFO: 04/02/1993]	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00200000.</u>	<u>PROJECTS FILE - CROP - DEFAULTED</u> Loan Package, commitment to guarantee letter, required interest subsidy	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00201000.</u>	<u>801 RENT COMPARABILITY STUDIES</u> Sec. 8 Annual adjustment support documents- contents- contracted market rate rent study	<u>EVT+3</u>	<u>DEST</u>	
<u>00204000.</u>	<u>LEASE PURCHASE PROGRAM FILES</u> Lease Purchase Is A Home Purchase Program In Which The "Buyer" Actually Rents The Property For A Time Frame. Payments And Payment History Are Considered When Applicant Is Ready To Officially Purchase The Home. Date Of Beginning Record Is When Home Loan Is Processed. Retain For 6 Years Credit report, credit underwriting After Closed And Destroy Confidential. Closed = Mortgage Or Loan Payoff.	<u>EVT+6</u>	<u>DEST</u>	
<u>00215000.</u>	<u>Project File- Drought Program- Default</u> Loan package, commitment to guarantee letter, request interest subsidy	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00220000.</u>	<u>LIHC MONITORING - 1ST YR PROJECT & BLDG INFO</u> Filed IRS Form 8609 & Correspondence related to initial info., compliance filling(Quarterly Form 200- status reports, form 100- oqner cert. of continuing compliance), Utility allowance documentation, general compliance monitoring correspondence, IRS 8823, IRS violation report.	<u>CR+21</u>	<u>DEST</u>	
<u>00224000.</u>	<u>PORTFOLIO OPERATING FILES</u> Multifamily portfolio operating files (post 1991)	<u>CR+6</u>	<u>DEST</u>	
<u>00224A00.</u>	<u>PORTFOLIO OPERATING FILES-MICROFILM</u>	<u>CR+6</u>	<u>DEST</u>	
<u>00225000.</u>	<u>PROGRAM 10 PORTFOLIO FILES</u> LENGTH OF MORTGAGE OR LENGTH OF CONTRACT PLUS 6 YEARS Program 10 Portfolio Files	<u>EVT+6</u>	<u>DEST</u>	

Dept #: /063/ Department Name: ASSET MANAGEMENT

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>00226000.</u>	<u>Special Claims HUD Files</u> Added by Hirsch on May 21 2004	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
<u>00226A00.</u>	<u>VOUCHER/MOD REHAB MONTHLY HAP DOCUMENTATION-MICROFILM</u> LENGTH OF CONTRACT PLUS 6 YEARS	<u>EVT+6</u>	<u>DEST</u>	
<u>00236000.</u>	<u>HUD HAP</u>	<u>P</u>	<u>PERM</u>	
<u>00237000.</u>	<u>HUD MANAGEMENT REVIEWS</u>	<u>P</u>	<u>PERM</u>	
<u>00238000.</u>	<u>Special Claims HUD Files</u>	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>

Dept #: /080/ Department Name: HUMAN RESOURCES AND ADMINISTRATION

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>00071000.</u>	<u>TIME SHEETS</u> Record of employee work/leave hours(vacation, sick, personal holiday, comp. time)	<u>CR+3</u>	<u>DEST</u>	
<u>00071A00.</u>	<u>TIME SHEETS - MICROFILM</u>	<u>CR+3</u>	<u>DEST</u>	
<u>00077000.</u>	<u>PRESS RELEASES</u> Advertised copy for TV, Radio, newspaper articles	<u>CR+3</u>	<u>DEST</u>	
<u>00094000.</u>	<u>AFFIRMATIVE ACTION ID SURVEY FILE</u> Information about Ethnic background, age, sex & veteran status for job applicants	<u>CR+1</u>	<u>DEST</u>	
<u>00095000.</u>	<u>PERSONNEL FILES</u> Individual employee preformance evaluations: payroll/ status change of adress forms; benifits information	<u>CR+5</u>	<u>DEST</u>	
<u>00096000.</u>	<u>RECRUITMENT FILES</u> Applicant resumes; testing information; interview questions	<u>CR+1</u>	<u>DEST</u>	
<u>00097000.</u>	<u>STATE INSURANCE REPORTS</u> Health insurance summary indicating premiums paid & new/change applications	<u>CR+5</u>	<u>DEST</u>	
<u>00136000.</u>	<u>ANNUAL REPORT - PUBLISHED EDITION</u> Published Annual Report and Financials	<u>P</u>	<u>PERM</u>	
<u>00162000.</u>	<u>LEGISLATIVE DOCUMENTS</u> Correspondence/documents pertaining to WHEDA not on file at Capitol	<u>P</u>	<u>PERM</u>	
<u>00163000.</u>	<u>AUTHORITY INSURANCE POLICIES</u> Business insurance policies	<u>FIS+3</u>	<u>DEST</u>	
<u>00163A00.</u>	<u>AUTHORITY INSURANCE POLICIES - MICROFILM</u>	<u>P</u>	<u>PERM</u>	
<u>00223000.</u>	<u>DESTROYED RECORDS AUTHORIZATIONS</u> Record Destruction Authorizations & Indexes	<u>CR+10</u>	<u>DEST</u>	