

# 490-WI HOUSING & ECONOMIC DEV AUTHORITY

RDA #	RDA Title	Retention	Disposition	PII
<b><u>00251000.</u></b>	<b><u>COMMERCIAL LOAN PROJECT FILES</u></b>	<b><u>EVT+6</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
	<p>Records that document loans from application , review, approvals , commitments , due diligence, loan documents, and compliance monitoring from application through final loan repayment of the loan for those projects that receive a commercial loan from WHEDA, or received a loan in which WHEDA was a participant.</p>			
	<p>Records in this series may include:</p> <ul style="list-style-type: none"> <li>- applications and application materials submitted by the applicants;</li> <li>- credit reports and other financial information obtained or submitted by applicants;</li> <li>- decisions papers and related materials;</li> <li>- commitment letters;</li> <li>- loan closing information, due diligence, surveys, project condition and environmental reports, plans and specifications , building permits and zoning approvals, organizational documents, legal opinions, and associated materials;</li> <li>- loan documentation , including promissory notes, intercreditor agreements, UCC filings, mortgages, assignments, guarantees, escrow agreements, etc.</li> <li>- project progress reports and ongoing financial information submitted by the recipient; and</li> <li>- loan repayment documents, including payoff statements and release documents. Reason for new RDA: Supersede and consolidate multiple existing RDAs.</li> </ul> <p>Retention: Payoff (Full Repayment of the Loan I Other Final Disposition such as Foreclosure) + 6 Years And Destroy Confidential.</p>			
	<p>PII and financial information of applicants and borrowers collected and retained (Access restricted - Wis. Stat. § 234.265).</p>			
	<p>EVT = Payoff; EVT + 6 yrs, Destroy Confidential</p>			
<b><u>00252000.</u></b>	<b><u>REJECTED COMMERCIAL LOAN APPLICATIONS</u></b>	<b><u>EVT+3</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
	<p>Records related to an application to receive a commercial loan from WHEDA, or an application for WHEDA to participate in the making of a commercial loan, that is rejected, withdrawn, or otherwise never consummated.</p>			
	<p>Records in this series may include:</p> <ul style="list-style-type: none"> <li>- pre-application materials, including correspondence ;</li> <li>- applications and application materials submitted by the applicants;</li> <li>- credit reports and other financial information obtained or submitted by applicants; and</li> <li>- actions and documentations including letters and follow-up correspondence .</li> </ul>			
	<p>Reason for new RDA: Supersede and consolidate multiple existing RDAs.</p>			
	<p>Retention: File Closed (Rejection I Application Abandonment I Commitment Expiration) + 3 Years And Destroy Confidential.</p>			
	<p>PII and financial information of applicants collected and retained (Access restricted - Wis. Stat. § 234.265).</p>			
	<p>EVT = File Closed; EVT + 3 yrs; File closed</p>			
<b><u>00253000.</u></b>	<b><u>GUARANTEE PROJECT FILES</u></b>	<b><u>EVT+6</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
	<p>Records that document commercial loan guarantees (including those made under Subchapter II of Chapter 234 of the Wisconsin Statutes) from application , review, approvals , commitment , due diligence, guarantee documents and agreements; underlying loan documents , and compliance monitoring from application through final disposition of the guarantee, including master guaranty agreements with lenders that govern all guarantees with such lender.</p>			
	<p>Records in this series may include:</p> <ul style="list-style-type: none"> <li>- applications and application materials submitted by the applicant lender;</li> <li>- information related to the underlying loan for which the lender is seeking a guarantee, such as due diligence, surveys, project condition and environmental reports, plans and specifications , building permits and zoning approvals , organizational documents, legal opinions, and associated materials;</li> <li>- credit reports and other financial information related to the underlying borrower;</li> <li>- decisions papers and related materials;</li> <li>- guaranty commitment letters and agreements between WHEDA and lender;</li> <li>- underlying loan documentation , including promissory notes, collateral documents, guaranties, pay-off and release documents;</li> <li>- claims made under a guaranty and related records; and</li> <li>- master guarantee agreements with lenders.</li> </ul>			
	<p>Reason for new RDA: Supersede and consolidate multiple existing RDAs.</p>			
	<p>Retention: Termination (Termination or Payout of Individual Guarantee / Termination of Master Guarantee Agreement) + 6 Years And Destroy Confidential.</p>			
	<p>PII and financial information of applicants and borrowers collected and retained (Access restricted - Wis. Stat. § 234.265).</p>			

RDA #	RDA Title	Retention	Disposition	PII
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EVT = Termination; EVT + 6 yrs; Destroy Confidential

<b><u>00254000.</u></b>	<b><u>REJECTED GUARANTY APPLICATIONS</u></b>	<b><u>EVT+3</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
Records related to an application to receive a commercial loan guarantee (including those made under Subchapter II of Chapter 234 of the Wisconsin Statutes) that is rejected, withdrawn, or otherwise never consummated .				
Records in this series may include:				
- pre-application materials , including correspondence ;				
- applications and application materials submitted by the applicant lenders;				
- information related to the underlying loan for which the lender is seeking a guarantee, such as due diligence , surveys , project condition and environmental reports, plans and specifications , building permits and zoning approvals, organizational documents, legal opinions , and associated materials ;;				
- credit reports and other financial information related to the underlying borrower; and				
- decisions papers and related materials.				
Reason for new RDA: Supersede and consolidate multiple existing RDAs.				
Retention: File Closed (Rejection I Application Abandonment I Commitment Expiration) + 3 Years And Destroy Confidential.				
PII and financial information of applicants and proposed borrowers collected and retained (Access restricted - Wis. Stat. § 234.265) .				
EVT = File Closed; EVT + 3 yrs; Destroy Confidential				

Dept #: /001/ Department Name: EXECUTIVE OFFICE

RDA #	RDA Title	Retention	Disposition	PII
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<b><u>00171000.</u></b>	<b><u>HOUSING TASK FORCE COMMITTEE - MICROFILM</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	
Research, public hearing & meeting minutes				

Dept #: /002/ Department Name: LEGAL

RDA #	RDA Title	Retention	Disposition	PII
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<b><u>00103000.</u></b>	<b><u>AUTHORITY CORPORATE RECORDS - DEPOSITORY AGREEMENTS</u></b>	<b><u>CR+2</u></b>	<b><u>PERM</u></b>	
<b><u>00106000.</u></b>	<b><u>BOND ISSUE STATEMENTS</u></b>	<b><u>EVT+6</u></b>	<b><u>DEST</u></b>	
<b><u>00108000.</u></b>	<b><u>CONFIDENTIAL LEGAL MATTERS FILE</u></b>	<b><u>CR+10</u></b>	<b><u>DEST</u></b>	
Confidential legal Matters				
<b><u>00110000.</u></b>	<b><u>FOUNDATIONS CORPORATE RECORDS</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	
(BYLAWS, ARTICLES OF INCORPORATION, FED TAX EXEMPT FILINGS FOR WHEDA, CORRESPONDENCE, FINANCIALS, REPORTS TO SECRETARY OF STATE) PART OF RDA #102				
<b><u>00112000.</u></b>	<b><u>MF TRANSCRIPT RECORDS, ACC FILES, COST CERTIFICATIONS</u></b>	<b><u>EVT+10</u></b>	<b><u>DEST</u></b>	
Transcripts ( closing documents & Correspondence) and copies of Annual Contributions Contracts between Owner and HUD				
<b><u>00113000.</u></b>	<b><u>LITIGATION DOCUMENTATION</u></b>	<b><u>EVT+10</u></b>	<b><u>DEST</u></b>	
MF projects in Litigation				
<b><u>00113A00.</u></b>	<b><u>LITIGATION DOCUMENTATION-MICROFILM</u></b>	<b><u>CR+9</u></b>	<b><u>DEST</u></b>	

Dept #: /002/ Department Name: LEGAL

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</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 information under WI Open Record Law- In Safe	<u>CR+2</u>	<u>DEST</u>	
<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>00126000.</u>	<u>BOARD MEETING MATERIALS: DECISION PAPERS &amp; 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>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>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>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>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>	<u>CR+7</u>	<u>DEST</u>	

Dept #: /003/ Department Name: FINANCE

RDA #	RDA Title	Retention	Disposition	PII
	Payroll-related fiels: withholding, unemployment, Federal 941			
<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 trasnfers, 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 &amp; ANNUAL</u> reports sent to Moody's	<u>CR+10</u>	<u>DEST</u>	
<u>00127A00.</u>	<u>MOODY'S REPORTS-QUARTERLY &amp; ANNUAL-MICROFILM</u>	<u>CR+10</u>	<u>DEST</u>	
<u>00158000.</u>	<u>PAYROLL REGISTER</u> Pay-roll related information, i.e., salaries, withholdings	<u>CR+4</u>	<u>DEST</u>	
<u>00161000.</u>	<u>CURTAILMENTS - MONTHLY HISTORY REPORT</u> MLA printouts listing total principal prepayments monthly	<u>EVT+10</u>	<u>DEST</u>	
<u>00168000.</u>	<u>ANNUAL AUDIT WORKPAPERS</u> Workers Compensation workpapers, external auditor finacial audit workpapers prepared by staff.	<u>CR+3</u>	<u>DEST</u>	
<u>00169000.</u>	<u>COLLATERAL STATEMENTS</u> Invetment agreement backup	<u>CR+4</u>	<u>DEST</u>	
<u>00173000.</u>	<u>GENERAL LEDGERS - FICHE AND FILM</u> General ledger that accounts for all finacial activity	<u>P</u>	<u>PERM</u>	
<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> Monthly billing statments to multifamily loans	<u>CR+7</u>	<u>DEST</u>	
<u>00175000.</u>	<u>BANK ACCOUNT ANALYSIS REPORTS</u> Monthly account billings Firstar	<u>EVT+7</u>	<u>DEST</u>	
<u>00178000.</u>	<u>SURPLUS TRANSFER DECISION PAPERS</u> Surplus Transfer Decision Papers presented to Finance Committee and Board of Directors	<u>EVT+10</u>	<u>DEST</u>	
<u>00203000.</u>	<u>GUARANTEE FUNDS</u> Spreadsheets of Balance Sheet & Income Statement Items	<u>EVT+10</u>	<u>DEST</u>	
<u>00203A00.</u>	<u>GUARANTEE FUNDS - MICROFILM</u>	<u>EVT+10</u>	<u>DEST</u>	

Dept #: /003/ Department Name: FINANCE

RDA #	RDA Title	Retention	Disposition	PII
	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> Reconciliation & backup for Business Energy Fund(BEF)	<u>CR+6</u>	<u>DEST</u>	
<u>00214000.</u>	<u>RENTAL ENERGY FUND RECONCILIATIONS/BACKUP</u> Reconciliation & backup for Rental Energy Fund (REF)	<u>CR+6</u>	<u>DEST</u>	
<u>00232000.</u>	<u>REBATE CALCULATIONS</u> WHEDA RECORDS SCHEDULE ADDED 01/14/2004 Brian Nowicki 266-2992	<u>EVT+10</u>	<u>DEST</u>	<u>N</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 packagee 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  [PV CONTACT INFO: 04/02/1993]	<u>EVT+6</u>	<u>DEST</u>	
<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 disater 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 EVT+Length of mortgage	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>00067A00.</u>	<u>ARCHITECTURAL DEVELOPMENT FILES-MICROFILM</u> Microfilmed Archetectural Development files( no files microfilmed after 3-1-1997 per Neil Turner	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00068000.</u>	<u>CONTRACT DEVELOPEMENT SPECIFICATIONS</u> Architectural specifications; construction specifications for all program types	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00069000.</u>	<u>CONSTRUCTION PROJECT DRAWINGS FILE</u> Project drawings: original project drawings for all program types EVT=Lenth of mortgage	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00072000.</u>	<u>ARCHITECTURAL PROJECT MAINTENANCE FILES</u> Ongoing project maintenance & upgrading after initial occupancy: Authority Archetecture's review/ analysis of project remedial work	<u>EVT+6</u>	<u>DEST</u>	
<u>00072A00.</u>	<u>ARCHITECTURAL PROJECT MANTENAINCE FILES-MICROFILM</u> Microfilmed project maintenance files( no files microfilmed after 3-1-1997 per Neil Turner	<u>EVT+6</u>	<u>DEST</u>	
<u>00078000.</u>	<u>HODAG FILE - APPROVED</u> No docs. listed- working files	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
<u>00079000.</u>	<u>HOMELESS/MCKINNEY PROJECT FILE - FUNDED</u> No docs. listed -working files	<u>CR+6</u>	<u>DEST</u>	
<u>00082000.</u>	<u>TAX CREDIT FILES - APPROVED-ALLOCATING</u> Tax credit files that recieved credit and were issued 8609's	<u>CR+16</u>	<u>DEST</u>	
<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> 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>CR+3</u>	<u>DEST</u>	
<u>00120000.</u>	<u>TAX CREDIT FILES - REJECTED</u> Tax Credit Files- rejected by the Authority or cancelled by the applicant	<u>CR+3</u>	<u>DEST</u>	
<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> Minutes and Economic Development packets	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00137A00.</u>	<u>BOARD &amp; COMMITTEE FILES - MICROFILM</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</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>	

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

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</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

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>00012000.</u>	<u>TAX CREDIT FILES-REJECTED</u>	<u>CR+6</u>	<u>DEST</u>	
<u>00242000.</u>	<u>LOW INCOME HOUSING TAX CREDIT ALLOCATION FILES</u>	<u>EVT+30</u>	<u>DEST</u>	<u>Y</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

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

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</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

Dept #: /030/ Department Name: COMMUNITY DEVELOPMENT

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>00132000.</u>	<u>Demographics report</u>	<u>CR+3</u>	<u>DEST</u>	

1980 and 1990 census tract data ( shared system)

<u>00172000.</u>	<u>1980 Census 4 Count Housing Study</u>	<u>CR</u>	<u>DEST</u>	
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No Docs listed: census data

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

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<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>

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

RDA #	RDA Title	Retention	Disposition	PII
<u>00005A00.</u>	<u>HOME MORTGAGE FILE (SERVICED &amp; NON-SERVICED) - MICROFILM</u> Application & closing package documents( see HOME app. & closing pkg. Checklists) 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>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>

Dept #: /063/ Department Name: ASSET MANAGEMENT

RDA #	RDA Title	Retention	Disposition	PII
<u>00004000.</u>	<u>HILP LOAN FILES</u> Application package documents( see HILP app. pkg. Checklist)	<u>EVT+6</u>	<u>DEST</u>	
<u>00004A00.</u>	<u>HILP LOAN FILES - MICROFILM</u> Application package documents( see HILP app. pkg. checklist)	<u>EVT+6</u>	<u>DEST</u>	
<u>00005000.</u>	<u>WHEDA SERVICED-HOME MORTGAGE FILE</u> Application & closing package documents(see HOME app. & closing pkg. Checklists)	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
<u>00005A00.</u>	<u>HOME MORTGAGE FILE (SERVICED &amp; NON-SERVICED) - MICROFILM</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>EVT+6</u>	<u>DEST</u>	
<u>00005LSO.</u>	<u>LENDOR SERVICED-HOME MORTGAGE FILE</u> Application & closing package documents( see HOME app. & closing pkg. checklists)	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
<u>00006A00.</u>	<u>MLA DAILY ACTIVITY - MICROFILM</u> Fiche-daily MLA reports& activity	<u>EVT+6</u>	<u>DEST</u>	
<u>00009000.</u>	<u>REAL ESTATE OWNED FILES</u> Regular loan file; collection activity; foreclosure proceedings; broker's appraisal	<u>CR+6</u>	<u>DEST</u>	
<u>00022000.</u>	<u>CLOSING INTEREST SCHEDULE</u> Pre-1990 listing of HOME closing interest	<u>CR+7</u>	<u>DEST</u>	
<u>00022A00.</u>	<u>CLOSING INTEREST SCHEDULE - MICROFILM</u> Fiche- post 1990 listing of HOME closing interest	<u>CR+7</u>	<u>DEST</u>	
<u>00023A00.</u>	<u>CONSTRUCTION LOAN FILE - MICROFILM</u> LENGTH OF MORTGAGE PLUS 6 YEARS	<u>EVT+6</u>	<u>DEST</u>	
<u>00024A00.</u>	<u>DELINQUENCY REPORTS</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>CR+3</u>	<u>DEST</u>	
<u>00031000.</u>	<u>INTERNAL REVENUE REPORTS (1099 &amp; 1098 INTEREST)</u> Microfilm/fiche backup documents for yearly IRS repoting. Since Utilization of AMOS system this record is now stored through system backup.	<u>CR+7</u>	<u>DEST</u>	



<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>00034000.</u>	<u>LOAN ACQUISITION SUMMARY DATA FILE</u> Microfilm-Summary information of HOME loans funded	<u>EVT</u>	<u>DEST</u>	
<u>00035000.</u>	<u>LOCK BOX FILES</u> Fiche- transmission file recieved from Firstar of lockbox payments	<u>EVT+3</u>	<u>DEST</u>	
<u>00037000.</u>	<u>MONTHLY SERVICER REPORTS</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>CR+3</u>	<u>DEST</u>	
<u>00039000.</u>	<u>MORTGAGE LOAN REPORT TO TRUSTEES</u> Fiche-report from MLA that lists daily payments recieved	<u>EVT+3</u>	<u>DEST</u>	
<u>00047000.</u>	<u>MLA ACCOUNT CHANGE FORMS &amp; NSF FILE</u> Copies of NSF payments & MLA account changes requested by Single Family	<u>EVT</u>	<u>DEST</u>	
<u>00048000.</u>	<u>SECTION 8 MONTHLY HAP REPORTS</u> Listing of Monthly Section * payment breakdowns the are sent to project owners	<u>CR+7</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 &amp; 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 &amp; 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>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> LIFE OF BOND PLUS 10 YEARS  [PV CONTACT INFO: 04/02/1993]	<u>EVT+10</u>	<u>DEST</u>	
<u>00133000.</u>	<u>HILP/HELP/HNCP PAID CLAIMS</u> Application package documents for default loans( see HILP application checklist) & copies of claims to HUD	<u>CR+3</u>	<u>DEST</u>	
<u>00159000.</u>	<u>COUPONS - HILP/HOME/HNCP</u> Coupons	<u>CR+0/3</u>	<u>DEST</u>	
<u>00164000.</u>	<u>VETERAN LOAN NOTES</u> LENGTH OF MORTGAGE PLUS 6 YEARS Notes	<u>EVT+6</u>	<u>DEST</u>	

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RDA #	RDA Title	Retention	Disposition	PII
<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> Monthly billing statements to multifamily loans	<u>CR+7</u>	<u>DEST</u>	
<u>00174A00.</u>	<u>MULTIFAMILY SECTION 8 STATEMENTS - MICROFILM</u>	<u>CR+7</u>	<u>DEST</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>00220000.</u>	<u>LIHC MONITORING - 1ST YR PROJECT &amp; BLDG INFO</u> Filed IRS Form 8609 & Correspondence related to initial info., compliance filing( 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>	
<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

RDA #	RDA Title	Retention	Disposition	PII
<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>	

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>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>	