

# 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loan from WHEDA, or an application for WHEDA to participate in the making of a commercial loan, that is rejected, withdrawn, or otherwise never consummated.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

**00254000.**      **REJECTED GUARANTY APPLICATIONS**      **EVT+3**      **DEST**      **Y**

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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**00093000.**      **LENDER AGREEMENT FOR FARM PROGRAM**      **EVT+6**      **DEST**

EVT=LENGTH OF LOAN

**00100000.**      **PROJECT FILE SMALL BUSINESS APPROVAL**      **EVT+6**      **DEST**

**00107000.**      **FARM ASSETT REINVESTMENT MANAGEMENT(farm)**      **EVT+6**      **DEST**

EVT=DATE OF PROGRAM TERMINATION

**00112000.**      **NON POINT SOURCE POLUTION (nsp)**      **EVT+6**      **DEST**

EVT=DATE OF PROGRAM TERMINATION

**00139000.**      **CROP REPORTS**      **CY+5**      **DEST**

Maintenance Journal/periodic activity reports

**00139A00.**      **CROP REPORTS-MICROFILM**      **CY+5**      **DEST**

Maintenance Journal/periodic activity reports

**00142000.**      **PROJECT LOG BOOKS-LIDL PROGRAM**      **EVT+1**      **DEST**

**00144000.**      **PROJECT FILES-BUSINESS ENERGY FUND**      **CY+6**      **DEST**

**00145000.**      **PROJECT FILE-BEF REJECTED**      **CY+3**      **DEST**

**00146000.**      **PROJECT FILES-CROP APPROVED**      **CY+6**      **DEST**

**00147000.**      **PROJECT FILE-CROP REJECTED**      **CY+3**      **DEST**

**00148000.**      **PROJECT FILES-DROUGHT APPROVED**      **CY+6**      **DEST**

**00154000.**      **PROJECT FILES- VENTURE CAPITAL APPROVED**      **CY+6**      **DEST**

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</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> EVT=DATE APPROVED	<u>EVT+6</u>	<u>DEST</u>	
<u>00184000.</u>	<u>PROJECT FILE-CONTRACT FUND DENIED/WITHDRAWN</u>	<u>CY+3</u>	<u>DEST</u>	
<u>00185000.</u>	<u>PROJECT FILES- CONTRACT FUND DEFAULTED</u>	<u>CY+6</u>	<u>DEST</u>	
<u>00186000.</u>	<u>PROJECT FILES- RECYCLING APPROVED</u> EVT=DATE APPROVED	<u>EVT+6</u>	<u>DEST</u>	
<u>00187000.</u>	<u>PROJECT FILE-RECYCLING DENIED/WITHDRAWN</u>	<u>CY+3</u>	<u>DEST</u>	
<u>00188000.</u>	<u>PROJECT FILES- RECYCLING DEFAULTED</u>	<u>CY+6</u>	<u>DEST</u>	
<u>00189000.</u>	<u>PROJECT FILES- TARGET AREA APPROVED</u> EVT=DATE APPROVED	<u>EVT+6</u>	<u>DEST</u>	
<u>00190000.</u>	<u>PROJECT FILE-TARGET AREA DENIED/WITHDRAWN</u>	<u>CY+3</u>	<u>DEST</u>	
<u>00191000.</u>	<u>PROJECT FILES- TARGET AREA DEFAULTED</u>	<u>CY+6</u>	<u>DEST</u>	
<u>00192000.</u>	<u>PROJECT FILES- TOURISM APPROVED</u> EVT=DATE APPROVED	<u>EVT+6</u>	<u>DEST</u>	
<u>00193000.</u>	<u>PROJECT FILE-TOURISM DENIED/WITHDRAWN</u>	<u>CY+3</u>	<u>DEST</u>	
<u>00194000.</u>	<u>PROJECT FILES- TOURISM DEFAULTED</u>	<u>CY+6</u>	<u>DEST</u>	
<u>00196000.</u>	<u>CROP/DROUGHT LENDER FILES</u>	<u>CY+7</u>	<u>DEST</u>	
<u>00200000.</u>	<u>PROJECT FILES- CROP DEFAULTED</u>	<u>CY+6</u>	<u>DEST</u>	
<u>00211000.</u>	<u>PROJECT FILES- LIDL APPROVED</u>	<u>CY+6</u>	<u>DEST</u>	
<u>00212000.</u>	<u>PROJECT FILES- LIDL DENIED/WITHDRAWN</u>	<u>CY+3</u>	<u>DEST</u>	
<u>00215000.</u>	<u>PROJECT FILES- DROUGHT DEFAULTED</u>	<u>CY+6</u>	<u>DEST</u>	
<u>00222000.</u>	<u>MASTER GUARANTEE AGREEMENT</u> EVT=DATE OG AGREEMENT	<u>EVT+6</u>	<u>DEST</u>	
<u>00227000.</u>	<u>PROJECT FILE-FARM APPROVAL</u>	<u>CY+6</u>	<u>DEST</u>	
<u>00228000.</u>	<u>PROJECT FILE-FARM DENIED/WITHDRAWN</u>	<u>CY+6</u>	<u>DEST</u>	
<u>00229000.</u>	<u>PROJECT FILE-FARM DEFAULTED</u>	<u>CY+6</u>	<u>DEST</u>	
<u>00233000.</u>	<u>PROJECT FILE SMALL BUSINESS APPROVAL</u> EVT=DATE OF APPROVAL	<u>EVT+6</u>	<u>DEST</u>	

Dept #: /001/ Department Name: EXECUTIVE OFFICE

RDA #	RDA Title	Retention	Disposition	PII
<u>00234000.</u>	<u>PROJECT FILE SMALL BUSINESS DEFAULTED</u>	<u>CY+6</u>	<u>DEST</u>	
<u>00235000.</u>	<u>PROJECT FILE SMALL BUSINESS DENIED/WITHDRAWN</u>	<u>CY+6</u>	<u>DEST</u>	

Dept #: /002/ Department Name: LEGAL

RDA #	RDA Title	Retention	Disposition	PII
<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>00108000.</u>	<u>CONFIDENTIAL LEGAL MATTERS FILE</u> Confidential legal Matters	<u>CR+10</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>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>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 &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>00150000.</u>	<u>NEW START - INVESTMENT PURCHASE NOTES</u> In Safe file	<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>
	[PV CONTACT INFO: 04/02/1993]			
<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>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>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>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> Payroll-related fiels: withholding, unemployment, Federal 941	<u>CR+7</u>	<u>DEST</u>	
<u>00065000.</u>	<u>Travel Expense File</u>	<u>CR+7</u>	<u>DEST</u>	

Dept #: /003/ Department Name: FINANCE

RDA #	RDA Title	Retention	Disposition	PII
	spreadsheets that track employee expense reports			
<u>00093000.</u>	<u>REQUEST FOR PROPOSALS-ACCEPTED</u>	<u>EVT+6</u>	<u>DEST</u>	
	Accepted proposal, original RFP, legal notices, grading sheets and correspondence			
<u>00104000.</u>	<u>REQUEST FOR PROPOSALS-REJECTED</u>	<u>CR+3</u>	<u>DEST</u>	
	Rejected proposals, original RFP, grading sheets and correspondence			
<u>00116000.</u>	<u>BOND CALL FILES - EXCESS REVENUE TRANSFER-DECISION PAPERS</u>	<u>EVT+10</u>	<u>DEST</u>	
	Surplus transfers, call letters, notification to trustee			
<u>00116A00.</u>	<u>BOND CALL FILES - EXCESS REVENUE TSF-DECISION PAPERS</u>	<u>EVT+10</u>	<u>DEST</u>	
	LIFE OF BOND PLUS 10 YEARS MICROFILM			
<u>00127000.</u>	<u>MOODY'S REPORTS-QUARTERLY &amp; ANNUAL</u>	<u>CR+10</u>	<u>DEST</u>	
	reports sent to Moody's			
<u>00127A00.</u>	<u>MOODY'S REPORTS-QUARTERLY &amp; ANNUAL-MICROFILM</u>	<u>CR+10</u>	<u>DEST</u>	
<u>00143000.</u>	<u>PROJECTS FILE - BUSINESS DEVELOPMENT BOND PROGRAM - FUNDED</u>	<u>EVT+6</u>	<u>DEST</u>	
	Application, lender, commitment letter & various approval letters			
<u>00158000.</u>	<u>PAYROLL REGISTER</u>	<u>CR+4</u>	<u>DEST</u>	
	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.			

Dept #: /003/ Department Name: FINANCE

RDA #	RDA Title	Retention	Disposition	PII
	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 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  [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 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 EVT+Length of mortgage	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00067A00.</u>	<u>ARCHITECTURAL DEVELOPMENT FILES-MICROFILM</u> Microfilmed Archetctural Development files( no files microfilmed after 3-1-1997 per Neil Turner	<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>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=Lenrth 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>00100000.</u>	<u>Bgining Farmer Bond Files</u> Transcript file- application, public notice, documents	<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>00139000.</u>	<u>CROP COMPUTER REPORTS</u> Maintenance journal; periodic activity reports	<u>CR+5</u>	<u>DEST</u>	
<u>00142000.</u>	<u>PROJECT LOG BOOKS-LIDL PROGRAM</u> LIFE OF PROJECTS PLUS 1 YEAR	<u>EVT+1</u>	<u>DEST</u>	
<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>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</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> Application, decision paper, loan authorization	<u>CR+6</u>	<u>DEST</u>	
<u>00192000.</u>	<u>PROJECT FILE - TOURISM - APPROVED</u> Application, decision paper, loan authorization	<u>EVT+6</u>	<u>DEST</u>	
<u>00193000.</u>	<u>PROJECT FILE - TOURISM - denied/withdrawn</u> Application and decision paper	<u>CR+3</u>	<u>DEST</u>	
<u>00194000.</u>	<u>Project File- Tourism- Default</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>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 letter, 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 Architecture's review/ analysis of project remedial work			
<u>00074000.</u>	<u>DEVELOPMENT DRAW FILES</u>	<u>EVT+2</u>	<u>DEST</u>	<u>N</u>
	Project construction draw files: WHEDA Form 4, wire transfer directive, draw ledger, backup documents for draws			
<u>00081000.</u>	<u>UNDERWRITING PROJECT FILES- MULTI-FAMILY FUNDED</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
	skeleton loan underwriting file			
<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>	

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

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</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>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>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
	Minutes and Economic Development packets			
<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>
<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>

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

RDA #	RDA Title	Retention	Disposition	PII
<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>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

RDA #	RDA Title	Retention	Disposition	PII
<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>	

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> 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> Upon approval application and decision paper is forwarded to the Madison office- Credit Group	<u>EVT+6</u>	<u>DEST</u>	
<u>00193000.</u>	<u>PROJECT FILE-TOURISM-DENIED/WITHDRAWN</u> After Denied/withdrawn then application and decision paper is forwarded to the MAdison office- Credit Group	<u>CR+3</u>	<u>DEST</u>	
<u>00199000.</u>	<u>UNDERWRITING PROJECT FILES-DENIED/WITHDRAWN</u> After denied/withdrawn then applications rejected and/or cancelled by the Authority/HUD is sent to the Madison office- Credit Group	<u>CR+4</u>	<u>DEST</u>	
<u>00212000.</u>	<u>PROJECT FILE - LIDL PROGRAM - DENIED/WITHDRAWN</u> Application Correspondence	<u>CR+3</u>	<u>DEST</u>	

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>

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

RDA #	RDA Title	Retention	Disposition	PII
<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 &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>
<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>	

Dept #: /063/ Department Name: ASSET MANAGEMENT

RDA #	RDA Title	Retention	Disposition	PII
<u>00002000.</u>	<u>NEW START APPLICATIONS</u> Program not in operation; final investment matures 3-94	<u>CR+6</u>	<u>DEST</u>	
<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>00023000.</u>	<u>CONSTRUCTION LOAN FILE</u>	<u>EVT+6</u>	<u>DEST</u>	

RDA #	RDA Title	Retention	Disposition	PII
	ACTIVE: CURRENT PLUS 1 YEAR INACTIVE: LENGTH OF MORTGAGE PLUS 6 YEARS			
<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>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 Firststar of lockbox payments	<u>EVT+3</u>	<u>DEST</u>	
<u>00037000.</u>	<u>MONTHLY SERVICER REPORTS</u>  Lender-servicceed 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>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	<u>EVT+6</u>	<u>DEST</u>	

Dept #: 063/Department Name: ASSET MANAGEMENT

RDA #	RDA Title	Retention	Disposition	PII
	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>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 WILLEMSSEN, MGR MULIT-FAMILY HOUSING - WHEDA- 266-7981			
<u>00091000.</u>	<u>SECTION 8 - MONTHLY OWNERS REQUISITIONS FOR HAP</u>	<u>EVT+6</u>	<u>DEST</u>	
	HAP requisitions made to projects based on 50059 information submitted from project owners including any adjustments that need to be made.			
<u>00091A00.</u>	<u>SECTION 8 - MONTHLY OWNERS REQUISITIONS FOR HAP - MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	
	Fiche copies of 000/91/000			
<u>00116000.</u>	<u>BOND CALL FILES - EXCESS REVENUE TRANSFER-DECISION PAPERS</u>	<u>EVT+10</u>	<u>DEST</u>	
	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>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</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>	
<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>00180000.</u>	<u>PROJECT FILE - AGRIBUSINESS - 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>00182000.</u>	<u>PROJECT FILE - AGRIBUSINESS - DEFAULTED LOAN FILES</u> Application, decision paper, loan authorization  [PV CONTACT INFO: 04/02/1993]	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00183000.</u>	<u>PROJECT FILE - CONTRACT FUND -APPROVED</u> Application and decision paper  [PV CONTACT INFO: 04/02/1993]	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
<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 latter, required interest subsidy	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<u>00201000.</u>	<u>801 RENT COMPARABILITY STUDIES</u>	<u>EVT+3</u>	<u>DEST</u>	

Dept #: /063/ Department Name: ASSET MANAGEMENT

RDA #	RDA Title	Retention	Disposition	PII
Sec. 8 Annual adjustment support documents- contents- contracted market rate rent study				
<u>00204000.</u>	<u>LEASE PURCHASE PROGRAM FILES</u>	<u>EVT+6</u>	<u>DEST</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>00215000.</u>	<u>Project File- Drought Program- Default</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
	Loan package, commitment to guarantee letter, request interest subsidy			
<u>00220000.</u>	<u>LIHC MONITORING - 1ST YR PROJECT &amp; BLDG INFO</u>	<u>CR+21</u>	<u>DEST</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>00224000.</u>	<u>PORTFOLIO OPERATING FILES</u>	<u>CR+6</u>	<u>DEST</u>	
	Multifamily portfolio operating files (post 1991)			
<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>	<u>EVT+6</u>	<u>DEST</u>	
	LENGTH OF MORTGAGE OR LENGTH OF CONTRACT PLUS 6 YEARS Program 10 Portfolio Files			
<u>00226000.</u>	<u>Special Claims HUD Files</u>	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
	Added by Hirsch on May 21 2004			
<u>00226A00.</u>	<u>VOUCHER/MOD REHAB MONTHLY HAP DOCUMENTATION-MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	
	LENGTH OF CONTRACT PLUS 6 YEARS			
<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>	<u>CR+3</u>	<u>DEST</u>	
	Record of employee work/leave hours( vacation, sick, personal holiday, comp. time)			
<u>00071A00.</u>	<u>TIME SHEETS - MICROFILM</u>	<u>CR+3</u>	<u>DEST</u>	
<u>00077000.</u>	<u>PRESS RELEASES</u>	<u>CR+3</u>	<u>DEST</u>	
	Advertised copy for TV, Radio, newspaper articles			

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>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>	