

# 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>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> <p>RETENTION: EVENT (Payoff: Full repayment of the loan/Other final disposition such as foreclosure) + 6 years and 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loan from WHEDA, or an application for WHEDA to participate in the making of a commercial loan, that is rejected, withdrawn, or otherwise never consummated.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>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> <p>RETENTION: EVENT (File closed: Rejection/Application abandonment/Commitment expiration) + 3 years and destroy confidential</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>PII and financial information of applicants and borrowers collected and retained (Access restricted - Wis. Stat. § 234.265).</p> <p>EVT = Termination; EVT + 6 yrs; Destroy Confidential</p>			

RDA #	RDA Title	Retention	Disposition	PII
	RETENTION: EVENT (Termination: Termination or payout of individual guarantee/Termination of Master Guarantee Agreement) + 6 years and 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:			
	<ul style="list-style-type: none"> <li>- pre-application materials , including correspondence ;</li> <li>- applications and application materials submitted by the applicant lenders;</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; and</li> <li>- decisions papers and related materials.</li> </ul>			
	Reason for new RDA: Supersede and consolidate multiple existing RDAs.			
	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			
	RETENTION: EVENT (File closed: Rejection/Application abandonment/Commitment expiration) + 3 years and destroy confidential			

Dept #: /001/ Department Name: EXECUTIVE OFFICE

RDA #	RDA Title	Retention	Disposition	PII
<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			
	RETENTION: Permanent			

Dept #: /002/ Department Name: LEGAL

RDA #	RDA Title	Retention	Disposition	PII
<b><u>00103000.</u></b>	<b><u>AUTHORITY CORPORATE RECORDS - DEPOSITORY AGREEMENTS</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	
	RETENTION: Permanent			
<b><u>00106000.</u></b>	<b><u>BOND ISSUE STATEMENTS</u></b>	<b><u>EVT+6</u></b>	<b><u>DEST</u></b>	
	RETENTION: EVENT (Length of bond) + 6 years and destroy			
<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			
	RETENTION: EVENT (Current year) + 10 years and destroy			
<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			
	RETENTION: Permanent			
<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>	

Dept #: /002/ Department Name: LEGAL

RDA #	RDA Title	Retention	Disposition	PII
	Transcripts ( closing documents & Correspondence) and copies of Annual Contributions Contracts between Owner and HUD RETENTION: EVENT (Length of mortgage) + 10 years and destroy			
<u>00113000.</u>	<u>LITIGATION DOCUMENTATION</u> MF projects in Litigation RETENTION: EVENT (Current year) + 10 years and destroy	<u>EVT+10</u>	<u>DEST</u>	
<u>00113A00.</u>	<u>LITIGATION DOCUMENTATION-MICROFILM</u> RETENTION: EVENT (Current year) + 10 years and destroy	<u>CR+10</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 information under WI Open Record Law - In Safe RETENTION: EVENT (Current year) + 6 years and destroy	<u>CR+6</u>	<u>DEST</u>	
<u>00122000.</u>	<u>ECONOMIC DEVELOPMENT ISSUE TRANSCRIPT</u> Business Development Bond Books is Staff Counsel's Office RETENTION: EVENT (Life of bond) + 6 years and destroy	<u>EVT+6</u>	<u>DEST</u>	
<u>00124000.</u>	<u>TRANSCRIPTS FILE - MULTIFAMILY BOND ISSUES EXCESSIVE</u> Revenue/surplus transfer decision paper RETENTION: EVENT (Length of mortgage) + 6 years and destroy	<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 RETENTION: Permanent	<u>P</u>	<u>PERM</u>	
<u>00126A00.</u>	<u>BOARD MEETING MATERIALS - MICROFILM</u> Part of #122 RETENTION: Permanent	<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

RDA #	RDA Title	Retention	Disposition	PII
<u>00016000.</u>	<u>BUDGET DOCUMENTS</u> All documents & backup for the yearly budget process RETENTION: EVENT + 7 years and destroy	<u>CR+7</u>	<u>DEST</u>	
<u>00017000.</u>	<u>BUSINESS DEVELOPMENT BOND TRUSTEE REPORTS</u>	<u>CR+3</u>	<u>DEST</u>	

Dept #: /003/ Department Name: FINANCE

RDA #	RDA Title	Retention	Disposition	PII
	BDB trustee reports			
	RETENTION: EVENT + 3 years and destroy			
<u>00052000.</u>	<u>TIME STUDY FILE</u>	<u>CR+7</u>	<u>DEST</u>	
	Time Study evaluation for G&A allocation			
	RETENTION: EVENT (Current year) + 7 years and destroy			
<u>00053000.</u>	<u>VENTURE CAPITAL INVESTMENTS FILE</u>	<u>CR+7</u>	<u>DEST</u>	
	Spreadsheets that track venture capital investment activity			
	RETENTION: EVENT (Current year) + 7 years and destroy			
<u>00061000.</u>	<u>FUNDING FILE</u>	<u>CR+2</u>	<u>DEST</u>	
	Single family funding			
	RETENTION: EVENT (Current month) + 2 years and destroy			
<u>00062000.</u>	<u>GENERAL FILE</u>	<u>CR+3/6</u>	<u>DEST</u>	
	General correspondence			
	RETENTION: EVENT + 3 years and 6 months and destroy			
<u>00063000.</u>	<u>INVESTMENT PORTFOLIOS DOCUMENT FILE</u>	<u>CR+3</u>	<u>DEST</u>	
	Monthly Portfolio reports			
	RETENTION: EVENT (Current year) + 3 years and destroy			
<u>00064000.</u>	<u>PAYROLL TAX FILE</u>	<u>CR+7</u>	<u>DEST</u>	
	Payroll-related files: withholding, unemployment, Federal 941			
	RETENTION: EVENT (Current year) + 7 years and destroy			
<u>00065000.</u>	<u>Travel Expense File</u>	<u>CR+7</u>	<u>DEST</u>	
	Spreadsheets that track employee expense reports			
	RETENTION: EVENT (Current year) + 7 years and destroy			
<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			
	RETENTION: EVENT (Length of contract) + 6 years and destroy			
<u>00104000.</u>	<u>REQUEST FOR PROPOSALS-REJECTED</u>	<u>CR+3</u>	<u>DEST</u>	
	Rejected proposals, original RFP, grading sheets and correspondence			
	RETENTION: EVENT + 3 years and destroy			
<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			
	RETENTION: EVENT (Length of bond) + 10 years and destroy			
<u>00116A00.</u>	<u>BOND CALL FILES - EXCESS REVENUE TSF-DECISION PAPERS</u>	<u>EVT+10</u>	<u>DEST</u>	
	RETENTION: EVENT (Life of bond) + 10 years and destroy			
<u>00127000.</u>	<u>MOODY'S REPORTS-QUARTERLY &amp; ANNUAL</u>	<u>CR+10</u>	<u>DEST</u>	

Dept #: /003/ Department Name: FINANCE

RDA #	RDA Title	Retention	Disposition	PII
	Reports sent to Moody's			
	RETENTION: EVENT + 10 years and destroy			
<u>00127A00.</u>	<u>MOODY'S REPORTS-QUARTERLY &amp; ANNUAL-MICROFILM</u>	<u>CR+10</u>	<u>DEST</u>	
	RETENTION: EVENT (Creation) + 10 years and destroy			
<u>00158000.</u>	<u>PAYROLL REGISTER</u>	<u>CR+4</u>	<u>DEST</u>	
	Pay-roll related information, i.e., salaries, withholdings			
	RETENTION: EVENT (Current year) + 4 years and destroy			
<u>00161000.</u>	<u>CURTAILMENTS - MONTHLY HISTORY REPORT</u>	<u>EVT+10</u>	<u>DEST</u>	
	MLA printouts listing total principal prepayments monthly			
	RETENTION: EVENT (Life of bond) + 10 years and destroy			
<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.			
	RETENTION: EVENT + 3 years and destroy			
<u>00169000.</u>	<u>COLLATERAL STATEMENTS</u>	<u>CR+4</u>	<u>DEST</u>	
	Investment agreement backup			
	RETENTION: EVENT + 4 years and destroy			
<u>00173000.</u>	<u>GENERAL LEDGERS - FICHE AND FILM</u>	<u>P</u>	<u>PERM</u>	
	General ledger that accounts for all financial activity			
	RETENTION: Permanent			
<u>00174000.</u>	<u>MULTIFAMILY SECTION 8 STATEMENTS</u>	<u>CR+7</u>	<u>DEST</u>	
	RETENTION: EVENT (Current year) + 7 years and destroy			
<u>00174A00.</u>	<u>MULTIFAMILY SECTION 8 STATEMENTS - MICROFILM</u>	<u>CR+7</u>	<u>DEST</u>	
	Monthly billing statements to multifamily loans			
	RETENTION: EVENT (Current year) + 7 years and destroy			
<u>00175000.</u>	<u>BANK ACCOUNT ANALYSIS REPORTS</u>	<u>EVT+7</u>	<u>DEST</u>	
	Monthly account billings Firststar			
	RETENTION: EVENT (Audit) + 7 years and destroy			
<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			
	RETENTION: EVENT (Life of bond) + 10 years and destroy			
<u>00203000.</u>	<u>GUARANTEE FUNDS</u>	<u>EVT+10</u>	<u>DEST</u>	<u>N</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.			
	RETENTION: EVENT (Closed/terminated/death) + 10 years and destroy			
<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.  RETENTION: EVENT (Length of program) + 10 years and destroy			
<u>00213000.</u>	<u>BUSINESS ENERGY FUND RECONCILIATIONS/BACKUP</u>  Reconciliation & backup for Business Energy Fund (BEF)  RETENTION: EVENT + 6 years and destroy	<u>CR+6</u>	<u>DEST</u>	
<u>00214000.</u>	<u>RENTAL ENERGY FUND RECONCILIATIONS/BACKUP</u>  Reconciliation & backup for Rental Energy Fund (REF)  RETENTION: EVENT + 6 years and destroy	<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.  RETENTION: EVENT + 3	<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  RETENTION: EVENT (Length of mortgage) + 6 years and destroy	<u>EVT+6</u>	<u>DEST</u>	
<u>00004000.</u>	<u>HILP LOAN FILES</u>  Length of mortgage plus 6 years.  RETENTION: EVENT (Mortgage ends) + 6 years and destroy  [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 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.  RETENTION: EVENT + 6 years and destroy	<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.  RETENTION: EVENT + 6 years and destroy	<u>CR+6</u>	<u>DEST</u>	
<u>00008000.</u>	<u>HILP/HELP NOTE PURCHASE AGREEMENTS</u>  Purchase agreements  RETENTION: EVENT + 6 years and destroy	<u>EVT+6</u>	<u>DEST</u>	

RDA #	RDA Title	Retention	Disposition	PII
<u>00008A00.</u>	<u>HILP/HELP NOTE PURCHASE AGREEMENTS - MICROFILM</u> Purchase agreements RETENTION: EVENT + 6 years and destroy	<u>EVT+6</u>	<u>DEST</u>	
<u>00023000.</u>	<u>Construction Loan Files</u> Multifamily loan correspondence, related construction period info. RETENTION: EVENT + 6 years and destroy	<u>EVT+6</u>	<u>DEST</u>	
<u>00067000.</u>	<u>ARCHITECTURAL DEVELOPMENT FILES</u> Architectural project files for new applications RETENTION: EVENT (Length of mortgage) + 7 years and destroy	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00067A00.</u>	<u>ARCHITECTURAL DEVELOPMENT FILES-MICROFILM</u> Microfilmed Architectural Development files( no files microfilmed after 3-1-1997 per Neil Turner RETENTION: EVENT (Length of mortgage) + 7 years and destroy	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<u>00068000.</u>	<u>CONTRACT DEVELOPMENT SPECIFICATIONS</u> Architectural specifications; construction specifications for all program types RETENTION: EVENT (Length of mortgage) + 6 years and destroy	<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 RETENTION: EVENT (Length of mortgage) + 6 years and destroy	<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 Architecture's review/ analysis of project remedial work RETENTION: EVENT (Length of mortgage) + 6 years and destroy	<u>EVT+6</u>	<u>DEST</u>	
<u>00072A00.</u>	<u>ARCHITECTURAL PROJECT MAINTENANCE FILES-MICROFILM</u> Microfilmed project maintenance files( no files microfilmed after 3-1-1997 per Neil Turner RETENTION: EVENT (Length of mortgage) + 6 years and destroy	<u>EVT+6</u>	<u>DEST</u>	
<u>00078000.</u>	<u>HODAG FILE - APPROVED</u> No docs. listed- working files RETENTION: EVENT (Current year) + 6 years and destroy	<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 RETENTION: EVENT (Current year) + 6 years and destroy	<u>CR+6</u>	<u>DEST</u>	
<u>00082000.</u>	<u>TAX CREDIT FILES - APPROVED-ALLOCATING</u> Tax credit files that received credit and were issued 8609's RETENTION: EVENT (Current year) + 7 years and destroy	<u>CR+6</u>	<u>DEST</u>	
<u>00082A00.</u>	<u>TAX CREDIT FILES - APPROVED - ALLOCATING MICROFILM</u> RETENTION: EVENT (Current year) + 7 years and destroy	<u>CR+7</u>	<u>DEST</u>	
<u>00083000.</u>	<u>TAX CREDIT REFERENCE FILES</u>	<u>CR+3</u>	<u>DEST</u>	

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

RDA #	RDA Title	Retention	Disposition	PII
	Program rules and regulations, form, etc. for allocating and monitoring Section 42, internal policies & procedures, QAP, app. forms, compliance manual and 8610 annual report			
	RETENTION: EVENT (Current year) + 7 years and destroy			
<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			
	RETENTION: EVENT (Current year) + 3 years and destroy			
<u>00120A00.</u>	<u>TAX CREDIT FILES - REJECTED - MICROFILM</u>	<u>CR+3</u>	<u>DEST</u>	
	RETENTION: EVENT (Current year) + 3 years and destroy			
<u>00137000.</u>	<u>BOARD AND COMMITTEE FILES</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
	Minutes and Economic Development packets			
	RETENTION: EVENT (Current year) + 6 years and destroy			
<u>00137A00.</u>	<u>BOARD &amp; COMMITTEE FILES - MICROFILM</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
	RETENTION: EVENT (Current year) + 6 years and destroy			
<u>00156000.</u>	<u>CANCELLED/REJECTED HNC/P/HILP APPLICATIONS</u>	<u>CR+3</u>	<u>DEST</u>	
	Application package documents( see HILP app. pkg. checklist) & rejection correspondence			
	RETENTION: EVENT (Current year) + 3 years and destroy			
<u>00166000.</u>	<u>LENDER SERVICE AGREEMENT</u>	<u>EVT</u>	<u>DEST</u>	
	Lender service Agreement			
	RETENTION: EVENT (Length of contract) and destroy			
<u>00166A00.</u>	<u>LENDER SERVICE AGREEMENT - MICROFILM</u>	<u>P</u>	<u>PERM</u>	
	RETENTION: Permanent			
<u>00167000.</u>	<u>LENDER PURCHASE AGREEMENT</u>	<u>EVT</u>	<u>DEST</u>	
	Lender Purchase Agreement			
	RETENTION: EVENT (Length of contract) and destroy			
<u>00167A00.</u>	<u>LENDER PURCHASE AGREEMENT - MICROFILM</u>	<u>P</u>	<u>PERM</u>	
	RETENTION: Permanent			
<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>00242000.</u>	<u>LOW INCOME HOUSING TAX CREDIT ALLOCATION FILES</u>	<u>EVT+30</u>	<u>DEST</u>	<u>Y</u>



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

RDA #	RDA Title	Retention	Disposition	PII
	Low income housing tax credit allocating from applications through 8609's			
	Records are retained as required by IRS code.			
	RETENTION: EVENT (Loan maturing date + 6) + 30 years and destroy confidential			

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

RDA #	RDA Title	Retention	Disposition	PII
<u>00137000.</u>	<u>BOARD AND COMMITTEE FILES</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
	Minutes and Economic Development packets			
	RETENTION: EVENT (Current year) + 6 years and destroy			

Dept #: /030/ Department Name: COMMUNITY DEVELOPMENT

RDA #	RDA Title	Retention	Disposition	PII
<u>00132000.</u>	<u>Demographics report</u>	<u>EVT</u>	<u>DEST</u>	
	1980 and 1990 census tract data (shared system)			
	RETENTION: EVENT (Current year) and destroy			
<u>00172000.</u>	<u>1980 Census 4 Count Housing Study</u>	<u>P</u>	<u>PERM</u>	
	No Docs listed: census data			
	RETENTION: Permanent			

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>
	RETENTION: EVENT (Length of mortgage) + 6 years and destroy			
<u>00004000.</u>	<u>HILP LOAN FILES</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
	RETENTION: EVENT (End of mortgage) + 6 years and destroy			
<u>00004A00.</u>	<u>HILP LOAN FILES-MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
	RETENTION: EVENT (End of mortgage) + 6 years and destroy			
<u>00005000.</u>	<u>WHEDA SERVICED HOME MORTGAGE FILE</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
	RETENTION: EVENT (Length of mortgage) +6			
<u>00005A00.</u>	<u>HOME MORTGAGE FILE (SERVICED &amp; 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 WILLEMSSEN, MGR MULIT-FAMILY HOUSING - WHEDA- 266-7981			

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

RDA #	RDA Title	Retention	Disposition	PII
	RETENTION: EVENT (Length of mortgage) + 6 years and destroy			
<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>
	RETENTION: EVENT (Length of mortgage) + 6 years and destroy			
<u>00009000.</u>	<u>REAL ESTATE OWNED FILES</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
	RETENTION: EVENT + 6 years and destroy			

Dept #: /063/ Department Name: ASSET MANAGEMENT

RDA #	RDA Title	Retention	Disposition	PII
<u>00004000.</u>	<u>HILP LOAN FILES</u>	<u>EVT+6</u>	<u>DEST</u>	
	Application package documents (see HILP app. pkg. Checklist)			
	RETENTION: EVENT (End of mortgage) + 6 years and destroy			
<u>00004A00.</u>	<u>HILP LOAN FILES - MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	
	Application package documents (see HILP app. pkg. checklist)			
	RETENTION: EVENT (End of mortgage) + 6 years and destroy			
<u>00005000.</u>	<u>WHEDA SERVICED-HOME MORTGAGE FILE</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
	Application & closing package documents (see HOME app. & closing pkg. Checklists)			
	RETENTION: EVENT (Length of mortgage) + 6 years and destroy			
<u>00005A00.</u>	<u>HOME MORTGAGE FILE (SERVICED &amp; 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			
	RETENTION: EVENT (Length of mortgage) + 6 years and destroy			
<u>00005LSO.</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>00006A00.</u>	<u>MLA DAILY ACTIVITY - MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	
	Fiche-daily MLA reports& activity			
	RETENTION: EVENT (Length of mortgage) + 6 years and destroy			
<u>00009000.</u>	<u>REAL ESTATE OWNED FILES</u>	<u>CR+6</u>	<u>DEST</u>	
	Regular loan file; collection activity; foreclosure proceedings; broker's appraisal			
	RETENTION: EVENT + 6 years and destroy			
<u>00022000.</u>	<u>CLOSING INTEREST SCHEDULE</u>	<u>CR+7</u>	<u>DEST</u>	
	Pre-1990 listing of HOME closing interest			
	RETENTION: EVENT + 7 years and destroy			
<u>00022A00.</u>	<u>CLOSING INTEREST SCHEDULE - MICROFILM</u>	<u>CR+7</u>	<u>DEST</u>	
	Fiche- post 1990 listing of HOME closing interest			

RDA #	RDA Title	Retention	Disposition	PII
	RETENTION: EVENT + 7 years and destroy			
<u>00023A00.</u>	<u>CONSTRUCTION LOAN FILE - MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	
	RETENTION: EVENT (Length of mortgage) + 6 years and destroy			
<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 &amp; 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.			
	RETENTION: EVENT + 7 years and destroy			
<u>00034000.</u>	<u>LOAN ACQUISITION SUMMARY DATA FILE</u>	<u>EVT</u>	<u>DEST</u>	
	Microfilm-Summary information of HOME loans funded			
	RETENTION: EVENT (Length of mortgage) + 1 year and destroy			
<u>00035000.</u>	<u>LOCK BOX FILES</u>	<u>EVT+3</u>	<u>DEST</u>	
	Fiche- transmission file received from Firststar of lockbox payments			
	RETENTION: EVENT (Audit) + 3 years and destroy			
<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)			
	RETENTION: EVENT + 3 years and destroy			
<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 received			
	RETENTION: EVENT (Until audit) + 3 years and destroy			
<u>00047000.</u>	<u>MLA ACCOUNT CHANGE FORMS &amp; NSF FILE</u>	<u>EVT</u>	<u>DEST</u>	
	Copies of NSF payments & MLA account changes requested by Single Family			
	RETENTION: EVENT (Until audit) and destroy			
<u>00048000.</u>	<u>SECTION 8 MONTHLY HAP REPORTS</u>	<u>CR+7</u>	<u>DEST</u>	
	Listing of Monthly Section * payment breakdowns the are sent to project owners			
	RETENTION: EVENT (Current year) + 7 years and destroy			
<u>00080000.</u>	<u>MARKETING RESEARCH FILES</u>	<u>CR+3</u>	<u>DEST</u>	
	County research done by Marge Kozich			
	RETENTION: EVENT + 3 years and destroy			
<u>00084000.</u>	<u>ANNUAL &amp; QUARTERLY REQUISITIONS FILE</u>	<u>EVT+6</u>	<u>DEST</u>	
	Sec. 8 HUD quarterly & Annual requisitions: HUD forms 52663, 52672, 52673, 52681- New Construction, Mod. rehab., and Voucher			
	RETENTION: EVENT (Length of mortgage) + 6 years and destroy			
<u>00084A00.</u>	<u>ANNUAL &amp; QUARTERLY REQUISITIONS FILE - MICROFILM</u>	<u>EVT+6</u>	<u>DEST</u>	
	RETENTION: EVENT (Length of mortgage) + 6 years and destroy			
<u>00085000.</u>	<u>COST CERTIFICATIONS PRE 12/31/83</u>	<u>EVT+6</u>	<u>DEST</u>	

RDA #	RDA Title	Retention	Disposition	PII
	Sec. 8 Cost Certifications			
	RETENTION: EVENT (Length of mortgage) + 6 years and destroy			
<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.			
	RETENTION: EVENT (Length of mortgage) + 6 years and destroy			
<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			
	RETENTION: EVENT (Length of mortgage) + 6 years and destroy			
<u>00116000.</u>	<u>BOND CALL FILES - EXCESS REVENUE TRANSFER-DECISION PAPERS</u>	<u>EVT+10</u>	<u>DEST</u>	
	RETENTION: EVENT (Life of bond) + 10 years and destroy			
	[PV CONTACT INFO: 04/02/1993]			
<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			
	RETENTION: EVENT (Current year) + 3 years and destroy			
<u>00159000.</u>	<u>COUPONS - HILP/HOME/HNCP</u>	<u>CR+0/3</u>	<u>DEST</u>	
	Coupons			
	RETENTION: EVENT (Current year) + 3 months and destroy			
<u>00164000.</u>	<u>VETERAN LOAN NOTES</u>	<u>EVT+6</u>	<u>DEST</u>	
	RETENTION: EVENT (Length of mortgage) + 1 year and destroy			
<u>00172000.</u>	<u>1980 CENSUS 4-COUNT HOUSING STUDY - MICROFILM</u>	<u>P</u>	<u>PERM</u>	
	RETENTION: Permanent			
<u>00174000.</u>	<u>MULTIFAMILY SECTION 8 STATEMENTS</u>	<u>CR+7</u>	<u>DEST</u>	
	Monthly billing statements to multifamily loans			
	RETENTION: EVENT (Current year) + 7 years and destroy			
<u>00174A00.</u>	<u>MULTIFAMILY SECTION 8 STATEMENTS - MICROFILM</u>	<u>CR+7</u>	<u>DEST</u>	
	RETENTION: EVENT (Current year) + 7 years and destroy			
<u>00201000.</u>	<u>801 RENT COMPARABILITY STUDIES</u>	<u>EVT+3</u>	<u>DEST</u>	
	Sec. 8 Annual adjustment support documents- contents- contracted market rate rent study			
	RETENTION: EVENT (Length of mortgage) + 3 years and destroy			
<u>00204000.</u>	<u>LEASE PURCHASE</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</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 year commences when home loan is processed.			
	Closed = after mortgage or loan payoff.			
	RETENTION: EVENT (Closed/terminated/death) + 6 years and destroy confidential			

Dept #: /063/ Department Name: ASSET MANAGEMENT

RDA #	RDA Title	Retention	Disposition	PII
<u>00220000.</u>	<u>LIHC MONITORING - 1ST YR PROJECT &amp; BLDG INFO</u> Filed IRS Form 8609 & Correspondence related to initial info., compliance filling (Quarterly Form 200- status reports, form 100- owner cert. of continuing compliance), Utility allowance documentation, general compliance monitoring correspondence, IRS 8823, IRS violation report. RETENTION: EVENT + 21 years and destroy	<u>CR+21</u>	<u>DEST</u>	
<u>00224000.</u>	<u>PORTFOLIO OPERATING FILES</u> Multifamily portfolio operating files (post 1991) RETENTION: EVENT + 36 years and destroy	<u>CR+33</u>	<u>DEST</u>	
<u>00224A00.</u>	<u>PORTFOLIO OPERATING FILES-MICROFILM</u> RETENTION: EVENT (Creation) + 36 years and destroy	<u>CR+33</u>	<u>DEST</u>	
<u>00225000.</u>	<u>PROGRAM 10 PORTFOLIO FILES</u> Program 10 Portfolio Files RETENTION: EVENT (Length of mortgage or length of contract) + 6 years and destroy	<u>EVT+6</u>	<u>DEST</u>	
<u>00226000.</u>	<u>SPECIAL CLAIMS HUD FILES</u> Added by Hirsch on May 21 2004 RETENTION: EVENT (Length of contract (ACC)) + 5 years and destroy	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
<u>00226A00.</u>	<u>VOUCHER/MOD REHAB MONTHLY HAP DOCUMENTATION-MICROFILM</u> RETENTION: EVENT (Length of contract) + 6 years and destroy	<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) RETENTION: EVENT (Current year) + 3 years and destroy	<u>CR+3</u>	<u>DEST</u>	
<u>00071A00.</u>	<u>TIME SHEETS - MICROFILM</u> RETENTION: EVENT (Current year) + 3 years and destroy	<u>CR+3</u>	<u>DEST</u>	
<u>00077000.</u>	<u>PRESS RELEASES</u> Advertised copy for TV, Radio, newspaper articles RETENTION: EVENT (Current year) + 3 years and destroy	<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 RETENTION: EVENT (Current year) + 1 year and destroy	<u>CR+1</u>	<u>DEST</u>	

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

RDA #	RDA Title	Retention	Disposition	PII
<u>00095000.</u>	<u>PERSONNEL FILES</u> Individual employee performance evaluations: payroll/ status change of address forms; benefits information RETENTION: EVENT (Current year) + 5 years and destroy	<u>CR+5</u>	<u>DEST</u>	
<u>00096000.</u>	<u>RECRUITMENT FILES</u> Applicant resumes; testing information; interview questions RETENTION: EVENT (Current year) + 1 year and destroy	<u>CR+1</u>	<u>DEST</u>	
<u>00097000.</u>	<u>STATE INSURANCE REPORTS</u> Health insurance summary indicating premiums paid & new/change applications RETENTION: EVENT (Current year) + 5 years and destroy	<u>CR+5</u>	<u>DEST</u>	
<u>00136000.</u>	<u>ANNUAL REPORT - PUBLISHED EDITION</u> Published Annual Report and Financials RETENTION: Permanent	<u>P</u>	<u>PERM</u>	
<u>00162000.</u>	<u>LEGISLATIVE DOCUMENTS</u> Correspondence/documents pertaining to WHEDA not on file at Capitol RETENTION: Permanent	<u>P</u>	<u>PERM</u>	
<u>00163000.</u>	<u>AUTHORITY INSURANCE POLICIES</u> Business insurance policies RETENTION: EVENT (Fiscal year) + 3 years and destroy	<u>FIS+3</u>	<u>DEST</u>	
<u>00163A00.</u>	<u>AUTHORITY INSURANCE POLICIES - MICROFILM</u> RETENTION: Permanent	<u>P</u>	<u>PERM</u>	
<u>00223000.</u>	<u>DESTROYED RECORDS AUTHORIZATIONS</u> Record Destruction Authorizations & Indexes RETENTION: EVENT + 10 years and destroy	<u>CR+10</u>	<u>DEST</u>	