

490-WI HOUSING & ECONOMIC DEV AUTHORITY

RDA #	RDA Title	Retention	Disposition	PII
<u>00251000.</u>	<u>COMMERCIAL LOAN PROJECT FILES</u>	<u>EVT+6</u>		
	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.			
	Records in this series may include: <ul style="list-style-type: none">- applications and application materials submitted by the applicants;- credit reports and other financial information obtained or submitted by applicants;- decisions papers and related materials;- commitment letters;- 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;- loan documentation , including promissory notes, intercreditor agreements, UCC filings, mortgages, assignments, guarantees, escrow agreements, etc.- project progress reports and ongoing financial information submitted by the recipient; and- loan repayment documents, including payoff statements and release documents. Reason for new RDA: Supersede and consolidate multiple existing RDAs.			
	PII and financial information of applicants and borrowers collected and retained (Access restricted - Wis. Stat. § 234.265).			
	EVT = Payoff; EVT + 6 yrs, Destroy Confidential			
	RETENTION: EVENT (Payoff: Full repayment of the loan/Other final disposition such as foreclosure) + 6 years and destroy confidential			
<u>00252000.</u>	<u>REJECTED COMMERCIAL LOAN APPLICATIONS</u>	<u>EVT+3</u>		
	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loan from WHEDA, or an application for WHEDA to participate in the making of a commercial loan, that is rejected, withdrawn, or otherwise never consummated.			
	Records in this series may include: <ul style="list-style-type: none">- pre-application materials, including correspondence ;- applications and application materials submitted by the applicants;- credit reports and other financial information obtained or submitted by applicants; and- actions and documentations including letters and follow-up correspondence .			
	Reason for new RDA: Supersede and consolidate multiple existing RDAs.			
	PII and financial information of applicants collected and retained (Access restricted - Wis. Stat. § 234.265).			
	EVT = File Closed; EVT + 3 yrs; File closed			
	RETENTION: EVENT (File closed: Rejection/Application abandonment/Commitment expiration) + 3 years and destroy confidential			
<u>00253000.</u>	<u>GUARANTEE PROJECT FILES</u>	<u>EVT+6</u>		
	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.			
	Records in this series may include: <ul style="list-style-type: none">- applications and application materials submitted by the applicant lender;- 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;- decisions papers and related materials;- guaranty commitment letters and agreements between WHEDA and lender;- underlying loan documentation , including promissory notes, collateral documents, guaranties, pay-off and release documents;- claims made under a guaranty and related records; and- master guarantee agreements with lenders.			
	Reason for new RDA: Supersede and consolidate multiple existing RDAs.			
	PII and financial information of applicants and borrowers collected and retained (Access restricted - Wis. Stat. § 234.265).			
	EVT = Termination; EVT + 6 yrs; Destroy Confidential			
	RETENTION: EVENT (Termination: Termination or payout of individual guarantee/Termination of Master Guarantee Agreement) + 6			

RDA #	RDA Title	Retention	Disposition	PII
	years and destroy confidential			
00254000.	<u>REJECTED GUARANTY APPLICATIONS</u>	<u>EVT+3</u>		
	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.			
	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
00171000.	<u>HOUSING TASK FORCE COMMITTEE - MICROFILM</u>	<u>P</u>		
	Research, public hearing & meeting minutes			
	RETENTION: Permanent			

Dept #: /002/ Department Name: LEGAL

RDA #	RDA Title	Retention	Disposition	PII
00103000.	<u>AUTHORITY CORPORATE RECORDS - DEPOSITORY AGREEMENTS</u>	<u>P</u>		
	RETENTION: Permanent			
00106000.	<u>BOND ISSUE STATEMENTS</u>	<u>EVT+6</u>		
	RETENTION: EVENT (Length of bond) + 6 years and destroy			
00108000.	<u>CONFIDENTIAL LEGAL MATTERS FILE</u>	<u>CR+10</u>		
	Confidential legal Matters			
	RETENTION: EVENT (Current year) + 10 years and destroy			
00110000.	<u>FOUNDATIONS CORPORATE RECORDS</u>	<u>P</u>		
	(Bylaws, articles of incorporation, fed tax exempt filings for WHEDA, correspondence, financials, reports to secretary of state)			
	Part of RDA #102			
	RETENTION: Permanent			
00112000.	<u>MF TRANSCRIPT RECORDS, ACC FILES, COST CERTIFICATIONS</u>	<u>EVT+10</u>		
	Transcripts (closing documents & Correspondence) and copies of Annual Contributions Contracts between Owner and HUD			

Dept #: /002/ Department Name: LEGAL

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
	RETENTION: EVENT (Length of mortgage) + 10 years and destroy			
<u>00113000.</u>	<u>LITIGATION DOCUMENTATION</u>	<u>EVT+10</u>		
	MF projects in Litigation			
	RETENTION: EVENT (Current year) + 10 years and destroy			
<u>00114A00.</u>	<u>MORTGAGE PURCHASE WORKING FILES - MICROFILM</u>	<u>EVT+36</u>		
<u>00122000.</u>	<u>ECONOMIC DEVELOPMENT ISSUE TRANSCRIPT</u>	<u>EVT+6</u>		
	Business Development Bond Books is Staff Counsel's Office			
	RETENTION: EVENT (Life of bond) + 6 years and destroy			
<u>00124000.</u>	<u>TRANSCRIPTS FILE - MULTIFAMILY BOND ISSUES EXCESSIVE</u>	<u>EVT+6</u>		
	Revenue/surplus transfer decision paper			
	RETENTION: EVENT (Length of mortgage) + 6 years and destroy			
<u>00126000.</u>	<u>BOARD MEETING MATERIALS: DECISION PAPERS & MINUTES;</u>	<u>P</u>		
	Approved & disapproved			
	Part of RDA #102			
	RETENTION: Permanent			
<u>00126A00.</u>	<u>BOARD MEETING MATERIALS - MICROFILM</u>	<u>P</u>		
	Part of #122			
	RETENTION: Permanent			
<u>00205000.</u>	<u>UCC RECORD BOOK-TICKLER BOX</u>	<u>EVT+3</u>		
	MF looseleaf pages of UCC filings & tickler card box by year and month			

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>	<u>CR+7</u>		
	All documents & backup for the yearly budget process			
	RETENTION: EVENT + 7 years and destroy			
<u>00017000.</u>	<u>BUSINESS DEVELOPMENT BOND TRUSTEE REPORTS</u>	<u>CR+3</u>		
	BDB trustee reports			
	RETENTION: EVENT + 3 years and destroy			
<u>00052000.</u>	<u>TIME STUDY FILE</u>	<u>CR+7</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>		
	Spreadsheets that track venture capital investment activity			

Dept #: /003/ Department Name: FINANCE

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
	RETENTION: EVENT (Current year) + 7 years and destroy			
<u>00061000.</u>	<u>FUNDING FILE</u>	<u>CR+2</u>		
	Single family funding			
	RETENTION: EVENT (Current month) + 2 years and destroy			
<u>00062000.</u>	<u>GENERAL FILE</u>	<u>CR+3/6</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>		
	Monthly Portfolio reports			
	RETENTION: EVENT (Current year) + 3 years and destroy			
<u>00064000.</u>	<u>PAYROLL TAX FILE</u>	<u>CR+7</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>		
	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>		
	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>		
	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>		
	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>		
	RETENTION: EVENT (Life of bond) + 10 years and destroy			
<u>00127000.</u>	<u>MOODY'S REPORTS-QUARTERLY & ANNUAL</u>	<u>CR+10</u>		
	Reports sent to Moody's			
	RETENTION: EVENT + 10 years and destroy			
<u>00158000.</u>	<u>PAYROLL REGISTER</u>	<u>CR+4</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>		
	MLA printouts listing total principal prepayments monthly			
	RETENTION: EVENT (Life of bond) + 10 years and destroy			

Dept #: /003/ Department Name: FINANCE

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>00168000.</u>	<u>ANNUAL AUDIT WORKPAPERS</u> Workers Compensation workpapers, external auditor financial audit workpapers prepared by staff. RETENTION: EVENT + 3 years and destroy	<u>CR+3</u>		
<u>00169000.</u>	<u>COLLATERAL STATEMENTS</u> Investment agreement backup RETENTION: EVENT + 4 years and destroy	<u>CR+4</u>		
<u>00173000.</u>	<u>GENERAL LEDGERS - FICHE AND FILM</u> General ledger that accounts for all financial activity RETENTION: Permanent	<u>P</u>		
<u>00175000.</u>	<u>BANK ACCOUNT ANALYSIS REPORTS</u> Monthly account billings Firstar RETENTION: EVENT (Audit) + 7 years and destroy	<u>EVT+7</u>		
<u>00178000.</u>	<u>SURPLUS TRANSFER DECISION PAPERS</u> Surplus Transfer Decision Papers presented to Finance Committee and Board of Directors RETENTION: EVENT (Life of bond) + 10 years and destroy	<u>EVT+10</u>		
<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>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>00232000.</u>	<u>REBATE CALCULATIONS</u> WHEDA RECORDS SCHEDULE ADDED 01/14/2004 Brian Nowicki 266-2992	<u>EVT+10</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>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>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>00008000.</u>	<u>HILP/HELP NOTE PURCHASE AGREEMENTS</u>	<u>EVT+6</u>		

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

RDA #	RDA Title	Retention	Disposition	PII
	Purchase agreements RETENTION: EVENT + 6 years and destroy			
<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>00083000.</u>	<u>TAX CREDIT REFERENCE FILES</u> 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>CR+3</u>		
<u>00120000.</u>	<u>TAX CREDIT FILES - REJECTED</u> Tax Credit Files- rejected by the Authority or cancelled by the applicant RETENTION: EVENT (Current year) + 3 years and destroy	<u>CR+3</u>		
<u>00156000.</u>	<u>CANCELLED/REJECTED HNCP/HILP APPLICATIONS</u> Application package documents(see HILP app. pkg. checklist) & rejection correspondence RETENTION: EVENT (Current year) + 3 years and destroy	<u>CR+3</u>		
<u>00166A00.</u>	<u>LENDER SERVICE AGREEMENT - MICROFILM</u> RETENTION: Permanent	<u>P</u>		
<u>00167000.</u>	<u>LENDER PURCHASE AGREEMENT</u> Lender Purchase Agreement RETENTION: EVENT (Length of contract) and destroy	<u>EVT</u>		
<u>00167A00.</u>	<u>LENDER PURCHASE AGREEMENT - MICROFILM</u> RETENTION: Permanent	<u>P</u>		

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

RDA #	RDA Title	Retention	Disposition	PII
<u>00012000.</u>	<u>LOW INCOME HOUSING TAX CREDIT FILES - REJECTED</u> Records that document application, review, and Qualified Allocation Plan (QAP). Records in this series include, but are not limited to: applications and applications materials, general allocation correspondence. Records in this series may contain confidential information. In addition, some personally identifiable information in the records, such as social security numbers and financial account numbers may be confidential. Access is restricted per Wis. Stat. § 234.265. The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61 (7) and 137.20 for authenticity, accuracy, and accessibility, the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed. RETENTION: EVENT (Date Rejected) + 6 years and destroy confidential	<u>EVT+6</u>		
<u>00242000.</u>	<u>LOW INCOME HOUSING TAX CREDIT FILES</u> Records that document the review, approval, and allocation of housing tax credits, including, but not limited to: Qualified Allocation Plans, awarded applications and application materials, Land Use Restriction Agreements, related IRS forms (8609, 8610, 8823), compliance monitoring reports, form 200- status reports, form 100-owner certificates of continuing compliance, utility allowance documentation, management reviews, rent rolls, and general allocation and compliance monitoring correspondence.	<u>EVT+33</u>		

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

RDA #	RDA Title	Retention	Disposition	PII
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Records in this series may contain confidential information. In addition, some personally identifiable information in the records, such as social security numbers and financial account numbers may be confidential. Access is restricted per Wis. Stat. § 234.265.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61 (7) and 137.20 for authenticity, accuracy, and accessibility, the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

Event: If a project consists of a single building: the date upon which the building has been issued an IRS Form 8609.
If a project consists of multiple buildings: the date upon which every building in the project has been issued an IRS Form 8609.

RETENTION: EVENT + 33 years and destroy confidential

Dept #: /030/ Department Name: COMMUNITY DEVELOPMENT

RDA #	RDA Title	Retention	Disposition	PII
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<u>00132000.</u>	<u>Demographics report</u>	<u>EVT</u>
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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>
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No Docs listed: census data

RETENTION: Permanent

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

RDA #	RDA Title	Retention	Disposition	PII
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<u>00003000.</u>	<u>PROPERTY TAX DEFERRAL & HILP PROGRAMS</u>	<u>EVT+3</u>
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Records that document Property Tax Deferral Program and Home Improvement Loan Program (HILP) files. Records in this series include, but are not limited to: applications and application materials, review, and approvals, through servicing of the loan, appraisals, loan disclosures, credit reports, IRS forms, security instruments, bank statements, authorizations, loan correspondence, and servicing correspondence.

Records in this series may contain confidential information. In addition, some personally identifiable information in the records, such as social security numbers and financial account numbers may be confidential. Access is restricted per Wis. Stat. § 234.265.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61 (7) and 137.20 for authenticity, accuracy, and accessibility, the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (Mortgage Note Paid Off) + 6 years and destroy confidential

<u>00004000.</u>	<u>HILP LOAN FILES</u>	<u>EVT+6</u>
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RETENTION: EVENT (End of mortgage) + 6 years and destroy

<u>00005000.</u>	<u>WHEDA SERVICED HOME MORTGAGE FILE</u>	<u>EVT+3</u>
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Records that document WHEDA serviced Home Mortgages and Real-Estate Owned files. Records in this series include, but are not limited to: applications and application materials, review, and approvals, through servicing of the loan, appraisals, loan disclosures, credit reports, IRS forms, security instruments, bank statements, authorizations, loan correspondence, and servicing correspondence.

Records in this series may contain confidential information. In addition, some personally identifiable information in the records, such as social security numbers and financial account numbers may be confidential. Access is restricted per Wis. Stat. § 234.265.

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

RDA #	RDA Title	Retention	Disposition	PII
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The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61 (7) and 137.20 for authenticity, accuracy, and accessibility, the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (Mortgage Note Maturity Date) +3 years and destroy confidential

<u>00005LSO.</u>	<u>LENDOR SERVICED HOME MORTGAGE FILE</u>	<u>EVT+1</u>
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<u>00009000.</u>	<u>REAL ESTATE OWNED FILES</u>	<u>CR+6</u>
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RETENTION: EVENT + 6 years and destroy

Dept #: /063/ Department Name: ASSET MANAGEMENT

RDA #	RDA Title	Retention	Disposition	PII
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<u>00005000.</u>	<u>WHEDA SERVICED-HOME MORTGAGE FILE</u>	<u>EVT+6</u>
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Application & closing package documents (see HOME app. & closing pkg. Checklists)

RETENTION: EVENT (Length of mortgage) + 6 years and destroy

<u>00005LSO.</u>	<u>LENDOR SERVICED-HOME MORTGAGE FILE</u>	<u>EVT+1</u>
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Application & closing package documents(see HOME app. & closing pkg. checklists)

<u>00022000.</u>	<u>CLOSING INTEREST SCHEDULE</u>	<u>CR+7</u>
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Pre-1990 listing of HOME closing interest

RETENTION: EVENT + 7 years and destroy

<u>00031000.</u>	<u>INTERNAL REVENUE REPORTS (1099 & 1098 INTEREST)</u>	<u>CR+7</u>
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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>00039000.</u>	<u>MORTGAGE LOAN REPORT TO TRUSTEES</u>	<u>EVT+3</u>
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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 & NSF FILE</u>	<u>EVT</u>
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Copies of NSF payments & MLA account changes requested by Single Family

RETENTION: EVENT (Until audit) and destroy

<u>00091000.</u>	<u>SECTION 8 PROGRAMS</u>	<u>EVT+6</u>
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Records that document WHEDA-financed projects, Section 8, Tenant-Based Assistance: Housing Choice Voucher Program (HCVP) and Section 8 Moderate Rehabilitation Programs with Housing Assistance Payments (HAP), under the United States Housing Act of 1937

(1937 Act), 42 U.S.C. § 1437(1) (Section 8). Records in this series include, but are not limited to: applications and application materials, application review, approvals, program documentation, compliance, financial information, executed HAP contracts, contract renewals, rent increases, budget and year-end statements, utility allowance analysis, management reviews, special claims, and opt out. Under 24 C.F.R. §982.158(e), 24 C.F.R. § 982.158(1), and 24 C.F.R. § 908.101 Section 8, Tenant-Based Assistance: HCVP and Section 8 Moderate

Rehabilitation projects, WHEDA is required to keep all program documentation during the term of each assisted tenancy, and for at least three years thereafter.

These records may contain the names of individuals and their families who are receiving assistance. Under 24 C.F.R. § 982.158(e), 24 C.F.R. § 982.158(1), and 24 C.F.R. § 908.101, records pertaining to such individuals must be kept secure and confidential.

RDA #	RDA Title	Retention	Disposition	PII
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The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility, the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

Event: WHEDA Financed Section 8 File Closed (Full repayment of the loan, file rejected, program completed, or agent terminated)

RETENTION: EVENT + 6 years and destroy confidential

00116000. **BOND CALL FILES - EXCESS REVENUE TRANSFER-DECISION PAPERS** **EVT+10**

RETENTION: EVENT (Life of bond) + 10 years and destroy

[PV CONTACT INFO: 04/02/1993]

00133000. **HILP/HELP/HNCP PAID CLAIMS** **CR+3**

Application package documents for default loans(see HILP application checklist) & copies of claims to HUD

RETENTION: EVENT (Current year) + 3 years and destroy

00159000. **COUPONS - HILP/HOME/HNCP** **CR+0/3**

Coupons

RETENTION: EVENT (Current year) + 3 months and destroy

00164000. **VETERAN LOAN NOTES** **EVT+6**

RETENTION: EVENT (Length of mortgage) + 1 year and destroy

00172000. **1980 CENSUS 4-COUNT HOUSING STUDY - MICROFILM** **P**

RETENTION: Permanent

00220000. **LIHC MONITORING - 1ST YR PROJECT & BLDG INFO** **CR+21**

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

00236000. **HUD HAP** **P**

00238000. **PERFORMANCE BASED CONTRACT ADMINISTRATION (PBCA) FILES** **EVT+6**

Records that document Performance Based Contract Administration (PBCA) Section-8 projects with Housing Assistance Payments (HAP) contracts from application, review, approvals, program documentation, and compliance under the United States Housing Act of 1937 (1937 Act), 42 U.S.C. § 14371 (Section 8). Records in this series include, but are not limited to: Applications and application materials, financial information, executed HAP contracts, contract Renewals, rent Increases, budgets, utility allowance analysis, management reviews, special claims, and opt outs. Under 24 CFR 982158(e), (f), 24 CFR 908.101 records pertaining to such individual must be kept secure and confidential.

These records may contain the names of individuals and their families who are receiving assistance. Under 24 C.F.R. § 982.158(e), 24 C.F.R. § 982.158(1), and 24 C.F.R. § 908.101, records pertaining to such individuals must be kept secure and confidential.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61 (7) and 137.20 for authenticity, accuracy, and accessibility, the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed.

EVT = Housing and Urban Development (HUD) Audit Completion.

RETENTION: EVENT + 6 years and destroy confidential

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 RETENTION: EVENT (Current year) + 3 years and destroy	<u>CR+3</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>00136000.</u>	<u>ANNUAL REPORT - PUBLISHED EDITION</u> Published Annual Report and Financials RETENTION: Permanent	<u>P</u>		
<u>00162000.</u>	<u>LEGISLATIVE DOCUMENTS</u> Correspondence/documents pertaining to WHEDA not on file at Capitol RETENTION: Permanent	<u>P</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>00163A00.</u>	<u>AUTHORITY INSURANCE POLICIES - MICROFILM</u> RETENTION: Permanent	<u>P</u>		