



SOUTH DAKOTA HOUSING
AND
DEVELOPMENT AUTHORITY

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Human Resources and Administration

Records Management Program

(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

Bureau of Human Resources and Administration
Records Management Program
104 S Garfield Avenue; Building E
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2024

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South Dakota Housing and
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The employees of the South Dakota Housing
and Development Authority who contributed
their time to explain the purpose and review the
content of each record.

Dana Hoffer
State Records Manager

STATE RECORD DESTRUCTION BOARD

Jason Kettwig, Deputy Commissioner
Bureau of Human Resources
and Administration
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Department of Education

Russell Olson, State Auditor General
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Office of the Attorney General

Jenna Latham
Office of the State Auditor

Dana Hoffer
State Records Manager

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE: July 31, 2024

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers and supporting documents; warrants; personnel and payroll records; client/case files; capital asset inventories; cash receipts; and duplicate copies of state publications.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Richard Benda (name), acting in my position as Secretary of the Department of Tourism and State Development (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Housing and Development Authority (department) consists of 128 pages and contains record series number(s) SDHDA-1 (consecutively re-numbered) through SDHDA-178.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the South Dakota Housing and Development Authority (department) record series numbers(s) HDA-11, HDA-12, HDA-14, HDA-18, HDA-31, HDA-34, HDA-37, HDA-41, HDA-101, HDA-102, HDA-156, HDA-157 thru HDA-177, HDA-187, HDA-188, HDA-192 thru HDA-195, HDA-197 thru HDA-199, HDA-211, and HDA-218.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.


Richard Benda, Secretary of the Department of Tourism and State Development

12-04-07
Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.


Dana Hoffer, State Records Manager

12/17/07
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 18th day of December, 2007, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.


Signature, Chairman of the Board

12-18-07
Date


PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Chas Olson, acting in my position as the Executive Director of the South Dakota Housing Development Authority, request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19, and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the South Dakota Housing and Development Authority consists of 9 page(s) and contains record series number(s) SDHDA-4, SDHDA-5, SDHDA-116, SDHDA-134, SDHDA-159, SDHDA-160, SDHDA-162, SDHDA-163, and SDHDA-178.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.



Chas Olson, Executive Director
South Dakota Housing and Development Authority

5-9-2024

Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.



Dana Hoffer, State Records Manager

5/9/2024

Date

Addendum to the South Dakota Housing and Development Authority's Petition for Authority to Destroy Records.

Records Destruction Board's Action(s):

- **Amend the retention for SDHDA-4 and SDHDA-5 to read as follows:** Retain electronically permanently.
- **Amend the description for SDHDA-178 by removing the following sentence:** ~~Records are microfilmed to provide backup security for paper documents.~~

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 30th day of July 2024 and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board. **Authority is granted under Records Destruction Board (RDB) Number 24-005.**

Jason.Kettwig Digitally signed by Jason.Kettwig
Date: 2024.07.30 14:44:01 -05'00'

Jason W. Kettwig, Chairman of the Board

07/30/2024

Date

South Dakota Codified Laws:

1-27-1. Public records open to inspection and copying. Except as otherwise expressly provided by statute, all citizens of this state, and all other persons interested in the examination of the public records, as defined in § 1-27-1.1, are hereby fully empowered and authorized to examine such public record, and make memoranda and abstracts there from during the hours the respective offices are open for the ordinary transaction of business and, unless federal copyright law otherwise provides, obtain copies of public records in accordance with this chapter.

Each government entity or elected or appointed government official shall, during normal business hours, make available to the public for inspection and copying in the manner set forth in this chapter all public records held by that entity or official.

1-27-1.1. Public records defined. Unless any other statute, ordinance, or rule expressly provides that particular information or records may not be made public, public records include all records and documents, regardless of physical form, of or belonging to this state, any county, municipality, political subdivision, or tax-supported district in this state, or any agency, branch, department, board, bureau, commission, council, subunit, or committee of any of the foregoing. Data which is a public record in its original form remains a public record when maintained in any other form. For the purposes of §§ 1-27-1 to 1-27-1.15, inclusive, a tax-supported district includes any business improvement district created pursuant to chapter 9-55.

1-27-9. Records management programs--Definition of terms. Terms used in §§ 1-27-9 to 1-27-18, inclusive, mean:

(2) "Record," a document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in §§ 1-27-9 to 1-27-18, inclusive.

1-27-11. Board to supervise destruction of records--State records manager as ex officio member--Permission required for destruction. There is hereby created a board consisting of the commissioner of administration, state auditor, attorney general, auditor-general, and state archivist to supervise and authorize the destruction of records. The state records manager shall also serve as an ex officio member in an advisory capacity only. No record may be destroyed or otherwise disposed of by any agency of the state unless it is determined by majority vote of the board that the record has no further administrative, legal, fiscal, research, or historical value.

1-27-15. Destruction of non-record materials. Any non-record material not included within the definition of records as contained in § 1-27-9 may be destroyed at any time by the agency in possession of such materials without the prior approval of the commissioner of administration.

Notes, Record Handling, & Definitions:

Notes:

- Pursuant to ARSD 10:04:01:03 (5), Review the inventory and the retention and destruction schedules **annually** and petition changes to the state records manager to make the schedules current, accurate, and complete.

Record Handling:

- EDMS = Electronic Document Management System (used to manage the creation, storage, capture, distribution, retention, and retrieval of documents within a centralized repository).
- Unless this records retention and destruction schedule specifies otherwise, retain scanned paper for 3 business days after a system-level backup of the records has occurred, then destroy provided all images have been verified to be accurate and complete.
- BIT's system-level backups occur daily.
- Consider converting long-term/permanent retention electronic images to microfilm.
- Records retention rules apply to all records, regardless of the media on which they reside.
- If records are being retained only in electronic format, the record must remain accessible for the entire retention requirement.
- Records, regardless the format, relevant to pending or reasonable anticipated litigation must be preserved even if this manual allows for its destruction.

Definitions:

Superseded: To take the place of; replace.

Obsolete: No longer in use.

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STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Administrative Aide
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

SDHDA-1. CONTRACTS AND AGREEMENTS:

07-065

This series contains contracts and agreements between the South Dakota Housing Development Authority and other parties. Contracts for office space in Pierre, Rapid City, Aberdeen, and Brookings are maintained in this file. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is for reference and audit purposes. Program managers maintain copies of their individual program contracts.

RETENTION: Retain current in office. Destroy 6 years after terminated.

(Note: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor.)

(Note: Previous record series number was HDA-1.)

SDHDA-2. CORRESPONDENCE FILES:

07-065

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation. This file serves as the official record of administrative division correspondence.

RETENTION: Retain 2 years in office, then destroy.

(Note: Subject to archival screening prior to disposal.)

(Note: Previous record series number was HDA-2.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Administrative Aide
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

SDHDA-3. CORRESPONDENCE, INTERDEPARTMENTAL:

07-065

This series is arranged chronologically and contains both copies of interdepartmental letters and memorandums sent and originals of letters and memorandums received. This record series is for documentation and occasional reference to keep the executive director up-to-date on actions taken within each department.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was HDA-3.)

SDHDA-4. MINUTES AND RESOLUTIONS:

24-005

This series is arranged chronologically and contains copies of South Dakota Housing Development Authority Board of Commissioners minutes and resolutions. Information may include: dates of meetings, members in attendance, topics discussed, actions taken, and authorized signatures. The minutes become official at the following board meeting when signed by the Executive Director. This record series is maintained for reference concerning actions taken by the Board of Commissioners.

RETENTION: Retain electronically permanently.

ONE TIME DISPOSAL AUTHORITY REQUEST: Destroy original microfilm stored at Records Management.

(Note: Previous record series number was HDA-4.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Administrative Aide
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

SDHDA-5. MINUTES AND RESOLUTIONS DOCUMENTS:

24-005

This series is arranged chronologically and contains the official copy of background documentation for South Dakota Housing Development Authority Board of Commissioners minutes and resolutions. Information may include: agendas; dates of meetings; reports of the chairman, treasurer, and program directors; old and new business (resolutions and their accompanying documentation and letters); and financial reports. This record series is maintained for reference and for documentation purposes. Copies are given to each board member.

RETENTION: Retain electronically permanently.

ONE TIME DISPOSAL AUTHORITY REQUEST: Destroy original microfilm stored at Records Management.

(Note: Previous record series number was HDA-5.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Administrative Aide
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

SDHDA-6. RECORDS MANAGEMENT FILES:

07-065

This series contains the completed forms used to track inactive records that have been sent to Records Management (RM) Storage; and the department's "Records Retention and Destruction Schedule" (RRDS). Information may include: standard records transfer receipt forms, microfilm project registration forms; and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

RETENTION: RECORD DESTRUCTION AUTHORIZATION FORMS: Retain 3 years in office, then destroy.

ALL OTHER INFORMATION: Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-6.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Data Processing Manager
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

SDHDA-7. COMPUTER PROGRAM FILES:

07-065

This series is arranged alphabetically by topic and contains the hard copy of current SDHDA mini computer programs. Information may include, but is not limited to: project name, evaluation of commercial software, description of information required, computer program, and modifications. This record series is maintained to document computer programs and for reference to monitor each computer program.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-7.)

SDHDA-8. COMPUTER REFERENCE FILES:

07-065

This series is arranged alphabetically by subject and contains information concerning computer systems and related topics. Information may include: hardware orders, software orders, evaluation of software products, equipment evaluations, data dictionaries, and conversion reference manuals. This record series is used as a central depository for reference materials used when writing programs, operating systems, and for planning purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was HDA-8.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Data Processing Manager
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

SDHDA-9. HOMEOWNERSHIP REPORTS:

07-065

This series is arranged alphabetically by title and contains computer printouts of various homeownership program reports. Reports may include, but are not limited to: lists of loans by servicer, lists of loans by insurance type, monthly lists of delinquent loans by servicer, calculation of value of principal assets (compares interest rate of loan verses bond rates), and various other reports. This record series is maintained for reference and for documentation purposes.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was HDA-9.)

SDHDA-10. JOB REQUESTS:

07-065

This series is arranged chronologically by request date and contains the standard form used to request computer runs. Information may include: job name, agency number, requested by, telephone number, date, class/priority, special handling instructions, and delivery address. This record series is maintained for reference to answer questions regarding dates a particular job is run and for quality control purposes.

RETENTION: Retain 2 months in office, then destroy.

(Note: Previous record series number was HDA-10.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Deputy Director
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

SDHDA-11. CORRESPONDENCE, GENERAL:

07-065

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

(Note: Subject to archival screening prior to disposal.)

(Note: Previous record series number was HDA-13.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Executive Director
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD R.D.B.
SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE AUTHORITY
NUMBER

SDHDA-12. ADMINISTRATIVE REFERENCE FILES:

07-065

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Cull files on a yearly basis to avoid build-up of superseded or obsolete materials.)

(Note: Previous record series number was HDA-15.)

SDHDA-13. ASSOCIATION AND ORGANIZATION FILES:

07-065

This series is arranged alphabetically and contains information related to associations and organizations to which the executive director belongs or serves as an officer. Associations and organizations may include the National Council of State Housing Agencies and others. Information may include: minutes of the association meetings, conference agendas, expense reports, participants' names, and copies of other states' legislation. This record series is maintained for reference concerning recommendations, ideas, and actions taken by the associations and organizations.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was HDA-16.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Executive Director
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

SDHDA-14. BOND TRANSCRIPTS:

07-065

This large hard-bound book series contains bond transcripts which document all aspects of each bond series. Information may include, but is not limited to certified copies of: current laws, rules and regulations, bond resolutions, minutes, purchase agreements, official statements, trustee certificates, arbitrage certificates, correspondence, opinions regarding financial data, purchase price of each series, remarketing agreements, Blue Sky Memoranda and Legal Investment Survey, and Secretary of State's information statement. This record series is maintained for reference purposes. The accounting division maintains bond transcripts permanently.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-17)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Executive Director
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD R.D.B.
SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE AUTHORITY
NUMBER

SDHDA-15. LEGISLATION FILES:

07-065

This series is arranged chronologically and constitutes the SDHDA's central file of all proposed State and Federal legislation and legislation from previous years. Information may include: resource materials, correspondence, bill tracking printouts, copies of House and Senate bills, preliminary bill drafts, and the final drafts of proposed legislation. This record series is used for bill drafting, submission, and tracking during the legislative session.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was HDA-19.)

SDHDA-16. MINUTES AND RESOLUTIONS:

07-065

This series is arranged chronologically and contains copies of South Dakota Housing Development Authority Board of Commissioners minutes and resolutions. Information may include: dates of meetings, members in attendance, topics discussed, actions taken, and authorized signatures. The minutes become official at the following board meeting when signed by the Executive Director. This record series is maintained here for reference concerning actions taken by the Board of Commissioners. The administrative aide maintains this information permanently on microfilm.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was HDA-20.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Executive Director
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD
SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE R.D.B. AUTHORITY NUMBER

SDHDA-17. MINUTES AND RESOLUTIONS DOCUMENTS:

07-065

This series is arranged chronologically and contains copies of the background documentation for South Dakota Housing Development Authority Board of Commissioners minutes and resolutions. Information may include: agendas; dates of meetings; reports of the chairman, treasurer, and program directors; old and new business (resolutions and accompanying documentation and letters); and financial reports. This record series is maintained for reference and for documentation purposes. Copies are given to each board member and the administrative aide maintains this information permanently on microfilm.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was HDA-21.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Program Research & Info
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD **R.D.B.**
SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE **AUTHORITY**
NUMBER

SDHDA-18. ADMINISTRATIVE REFERENCE FILES:

07-065

This series is arranged alphabetically by topic and contains information used for convenience of reference in the daily operation of the program research and information office. Information may include, but is not limited to: convenience copies of meeting minutes, correspondence, studies, policy development/review documents, and directives; task force materials; needs analysis reports; public relations materials; bill tracking information; federal register pages; lists of names and addresses of various Boards of Directors; mailing lists; trade journals; other States' operations guides; and technical reference manuals. This record series is used as a central depository for materials used by the program research and information officer for reference, for decision making, and for administrative purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was HDA-22.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Program Research & Info
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD R.D.B.
AUTHORITY
SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE NUMBER

SDHDA-19. ADMINISTRATIVE RULES PROMULGATION FILES:

07-065

This series contains notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearings. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. Information serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

RETENTION: Retain in office for as long as rules are in effect, then destroy.

(Note: SDCL 1-26-7 states in part that "Each agency shall keep the original records, documents, and instruments required by this chapter." There is no time frame included for these records. Since SDCL 1-26-6.8 provides that "No rule is enforceable in the Courts unless properly adopted," the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26A-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD. Consider maintaining on microfilm instead of paper.)

(Note: Previous record series number was HDA-23.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Program Research & Info
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

SDHDA-20. ADVERTISING FILES:

07-065

This series is arranged chronologically and contains advertisements, newspaper clippings, press releases, and magazine articles regarding South Dakota Housing Development Authority (SDHDA) programs. This record series is maintained for reference to document publicity received by SDHDA or news articles and press releases written by SDHDA personnel.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was HDA-24.)

SDHDA-21. ADVERTISING FILES, SDHDA PUBLICATIONS:

07-065

This series contains one copy of each newsletter, pamphlet, and brochure published by the South Dakota Housing Development Authority (SDHDA) and the entire newspaper or other publication in which SDHDA purchased advertising space. Information may include, but is not limited to: grant and program announcements, articles describing services and programs, training announcements, schedules of events and miscellaneous topics of news and interest. This information is maintained to document the advertising published by SDHDA. The "Printing Originals" are maintained current in office.

RETENTION: Retain entire newspaper or publication 5 years in office, then destroy.

(Note: File thirteen copies of the newsletter, pamphlet, or brochure with the State Library pursuant to SDCL 14-1A-3; and 1 copy to State Archives.)

(Note: Previous record series number was HDA-25.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Program Research & Info
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

SDHDA-22. AFFIRMATIVE ACTION PLANS:

07-065

This series is arranged chronologically and contains the plan developed by SDHDA for affirmative action. Information may include: correspondence relating to the plans, committee meeting minutes, draft copies of plans, and finalized affirmative action plans. This record series is used to monitor compliance with existing affirmative action plans and to develop new affirmative action plans as needed.

RETENTION: Retain in office 2 years after superseded, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-26.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Program Research & Info
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

SDHDA-23. ANNUAL REPORT, FINANCIAL:

07-065

This series is arranged chronologically and contains the annual reports which provide an overview of the South Dakota Housing Development Authority's financial condition for a given year. Information may include, but is not limited to: balance sheet, profit and loss statement, report of assets and liabilities, report of income, statement of operations, employment report, report of financial condition, and changes in fund balance statements. This record series is maintained to document the annual financial condition of the SDHDA for historical reference purposes.

RETENTION: Retain one copy permanently.

(Note: Consider maintaining in office on microfilm instead of paper. File thirteen copies of the publication with the State Library pursuant to SDCL 14-1A-3; and 1 copy to State Archives.)

(Note: Previous record series number was HDA-27.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Program Research & Info
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD **R.D.B.**
SERIES NO. **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**
NUMBER

SDHDA-24. ANNUAL REPORT TO THE GOVERNOR:

07-065

This series is arranged chronologically and contains a copy of the annual report sent to the Governor which provides an overview of the SDHDA programs and activities. Information may include, but is not limited to: summary of financial reports, summary of studies and evaluations, description of program activities, and program forecasts. This record series is maintained to document the reports submitted to the Governor regarding SDHDA and for historical reference purposes.

RETENTION: Retain one copy permanently.

(Note: Send one copy to the State Archivist. Consider maintaining in office on microfilm instead of paper.)

(Note: Previous record series number was HDA-28.)

SDHDA-25. ASSOCIATION/ORGANIZATION FILES:

07-065

This series is arranged alphabetically and contains current correspondence and newsletters from professional associations and organizations. Information may include: copies of meeting minutes, conference agendas, participants' names, newsletters, and examples of other housing development authority operations. This record series is maintained to monitor the latest developments in the profession and for reference purposes concerning ideas and policies suggested and used by the association or organization.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was HDA-29.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Program Research & Info
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD **R.D.B.**
SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE **AUTHORITY**
NUMBER

SDHDA-26. AWARD FILES, NATIONAL COUNCIL OF STATE HOUSING AGENCIES:

07-065

This series is arranged chronologically and contains records of South Dakota Housing Development Authority's best work submitted to the National Council of State Housing Agencies and judged against all other States' entries each year. Past entries are maintained for reference when preparing current submissions.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was HDA-30.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Program Research & Info
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD **R.D.B.**
SERIES NO. **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**
NUMBER

SDHDA-27. BONDING REVIEW COMMITTEE REPORTS:

07-065

This series is arranged chronologically and contains the Bonding Review Committee reports which are submitted to the Legislative Review Committee and the Governor annually. The reports tell how many bonds were issued, the bond type (short- or long-term), and program highlights and changes. Information may include: final reports, correspondence, rough drafts, working papers, background statistics, questionnaires, copies of information sent to the Governor, and schedule of past SDHDA bonding history. This record series is maintained to document the annual Bonding Review Committee reports and for reference to background information.

RETENTION: Retain background and draft materials 1 year in office, then destroy.

Retain one copy annual Bonding Review Committee Reports permanently.

(Note: Consider maintaining the annual report in office on microfilm instead of paper. File thirteen copies with the State Library pursuant to SDCL 14-1A-3.)

(Note: Previous record series number was HDA-32.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Program Research & Info
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

SDHDA-28. BUSINESS RESEARCH BUREAU FILES:

07-065

This series contains the official agency copies of statistical reports done for the SDHDA by the USD Business Research Bureau. Information may include: date, subject matter, summary of findings, statements of fact, and conclusions. This record series is maintained for reference to determine the feasibility of certain topics and administrative decision making purposes.

RETENTION: Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.

(Note: Subject to archival screening prior to disposal.)

(Note: Previous record series number was HDA-33.)

SDHDA-29. CORRESPONDENCE, GENERAL:

07-065

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was HDA-35.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Program Research & Info
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

SDHDA-30. DELINQUENCIES AND FORECLOSURES REPORTS:

07-065

This report series contains a monthly listing of mortgage delinquencies and foreclosures which have occurred in South Dakota. Statistics from the monthly SDHDA report are included in the quarterly National Delinquency Report. Information may include: lender's name and days in arrears. This record series is maintained to document delinquency and foreclosure statistics in South Dakota and for reference purposes.

RETENTION: Retain 5 years in office, then destroy.

(Note: Previous record series number was HDA-36.)

SDHDA-31. INCOME LIMITS, HOUSEHOLDS:

07-065

This series is arranged chronologically and contains income limits for different size households broken down by county and calculated by the program research and information officer. Information may include: federal median family income schedules, background materials, input documentation, and calculations figures. This record series is maintained for reference purposes. The information is also maintained by the homeownership program for reference when determining eligibility of families for SDHDA funds.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was HDA-38.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Program Research & Info
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

SDHDA-32. NOTICES OF PUBLICATION FILES:

07-065

This series is arranged chronologically and contains notices of publications which document SDHDA compliance with federal requirements concerning grant fund availability. Information may include: list of official county newspapers, cover letter copy, public notices, and affidavit of publication. This record series is maintained for documentation and for federal audit purposes.

RETENTION: Retain 5 years in office, then destroy, provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-39.)

SDHDA-33. PHOTOGRAPH AND VIDEO TAPE FILES:

07-065

This series contains photographs and video tapes of buildings and events of interest to SDHDA personnel. This record series is maintained for use in newsletters, news releases, and lectures.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Cull files at least once a year to avoid a build-up of superseded or obsolete material.)

(Note: Subject to archival screening prior to disposal.)

(Note: Previous record series number was HDA-40.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Program Research & Info
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD R.D.B.
SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE AUTHORITY
NUMBER

SDHDA-34. PRINTING ORIGINALS FILES:

07-065

This series is arranged alphabetically and contains printing originals of each document published by the South Dakota Housing Development Authority. Originals may include documents, brochures, annual reports, and public relations pamphlets. This record series is maintained for reuse and reference purposes when reprinting the document. Thirteen copies of each SDHDA publication in the "Advertising Files, SDHDA Publications" record series are filed with the State Library pursuant to SDCL 14-1A-3.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-42.)

SDHDA-35. PRINTING REQUISITIONS AND PRINTING BIDS PROPOSALS:

07-065

This series is arranged chronologically and contains copies of the printing requisitions and printing bid proposals. Information may include: bid proposals from each printer, job title, date submitted, date received, printing job description, number of original pages, quantity requested, and date required. This record series is maintained for reference as part of the internal forms management program and for annual audit purposes.

RETENTION: Retain in office 3 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-43.)

STATE OF SOUTH DAKOTA
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DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Program Research & Info
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

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SDHDA-36. PROGRAM SUMMARY REFERENCE FILES:

07-065

This series is arranged alphabetically and contains reference information regarding each SDHDA program. Programs may include, but are not limited to: Elderly Cottage Housing Opportunity (ECHO), Low Income Tax Credit, Emergency Shelter Grant, Rental Rehabilitation, Homeownership, Housing Assistance Payments, and Multifamily. Information may include: program descriptions, miscellaneous statistics regarding each program, and other information of interest or benefit to division personnel. This record series is used for reference when answering questions from the public regarding each program.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Subject to archival screening prior to disposal.)

(Note: Previous record series number was HDA-44.)

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SDHDA-37. PUBLIC HEARING MINUTES, BOND ISSUANCE:

07-065

This series is arranged chronologically and contains minutes of public hearings dealing with housing bond issuance in South Dakota. Information may include: dates of meetings, copies of affidavits of publication, attendance, topics discussed, actions taken, and authorized signatures. This record series is maintained for reference concerning actions and testimony taken during the public hearings.

RETENTION: Retain 10 years in office, then destroy.

(Note: Subject to archival screening prior to disposal.)

(Note: Previous record series number was HDA-45.)

SDHDA-38. RENTAL REHABILITATION PROGRAM HISTORY FILES:

07-065

This series documents the rental rehabilitation program history. Information may include but is not limited to: background information from other States, press releases, names of people involved, advertising, correspondence, program descriptions, and historical narratives. This record series is maintained as a historical record of this program from creation to present.

RETENTION: Retain extraneous background information and correspondence 2 years in office, then destroy.

Retain remaining information for the life of the program, then destroy.

(Note: Subject to archival screening prior to disposal.)

(Note: Previous record series number was HDA-46.)

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SDHDA-39. SELLING LENDER/SERVICER/ACCOUNTING/GUIDE FILES:

07-065

This series contains draft and final copies of the Selling Lender/Service/Accounting/Guide manual published by this division. The information is generated to explain requirements for lender participation in the Homeownership Program. Information in the manual may include: description of the program, time requirements, document samples which must be completed by the applicant, and instructions. This record series is maintained for reference to draft versions, for distribution to lenders, and for reprinting purposes.

RETENTION: Retain draft manuals 1 year in office, then destroy.

Retain final publications current in office. Destroy superseded or obsolete.

(Note: File thirteen copies of the final publication with the State Library pursuant to SDCL 14-1A-3.)

(Note: Previous record series number was HDA-47.)

SDHDA-40. SURVEYS AND QUESTIONNAIRES:

07-065

This series is arranged alphabetically by title and contains copies of surveys and questionnaires completed by the division. This record series is maintained for reference to information provided by the SDHDA to inquiring agencies concerning the housing statistics in South Dakota. Surveys and questionnaires are required to be sent to the Governor's Clearinghouse for review and approval.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-48.)

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SDHDA-41. TRAINING SEMINAR AND WORKSHOP FILES:

07-065

This series is arranged chronologically and alphabetically by program and contains information about training seminars and workshops conducted solely by SDHDA or in conjunction with HUD or other agencies. Information may include: attendees' names, workshop or seminar titles, notices or announcements, curricula, handouts, dates, locations and costs (if applicable). This record series is maintained to document attendance and to determine topics which have been covered at workshops and training seminars. Information for SDHDA personnel is summarized in each employee's "Personnel Records."

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was HDA-49.)

SDHDA-42. TRAINING SEMINAR AND WORKSHOP HANDOUTS:

07-065

This series is arranged alphabetically by title and contains handouts from past workshops conducted by SDHDA. This record series is maintained for reference and reprinting purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Cull files at least once a year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was HDA-50.)

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SDHDA-43. ACCOUNTING REPORTS:

07-065

These reports are used to monitor and reconcile fiscal year receipts and expenditures. Information may include, but is not limited to: journal voucher detail report, daily transaction register, status register, budget status, general ledger trial balance, sub-fund general ledger trial balance, monthly expense distribution, mortgage loan/administrative, debt service authorization, development data (addresses), overdrawn escrow account, HAP credit entry, development credit entry, escrow transaction entry, distribution of interest income, deposit/reserve/escrow data, and annual escrow history. This record series is used for audit purposes.

RETENTION: Retain electronic copy for 5 years then destroy, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-51.)

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SDHDA-44. ANNUAL CONTRIBUTION CONTRACTS:

07-065

This series is arranged alphabetically by program and contains original Annual Contribution Contracts (ACCs) and contract amendments. Contracts between the SDHDA and the federal Housing and Urban Development (HUD) office pertain to housing assistance payments (HAP) program funding. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is for reference and audit purposes.

RETENTION: Retain current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken

(Note: Previous record series number was HDA-52.)

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SDHDA-45. BANK STATEMENTS:

07-065

This series is arranged chronologically and contains bank statement records for each checking account. Separate checking accounts are maintained for: Existing Housing Certificates, Moderate Rehabilitation, Rental Rehabilitation, New Units, Farm Home Administration, Emergency Shelter Grant Program, Housing Vouchers, and Matching Vouchers. Information may include: date of statement, cancelled checks, deposit records, monthly reconciliation worksheets, and bank balances. This record series is used to reconcile checking accounts with bank balances, for reference, and for audit purposes. Cancelled checks are maintained separately in the office.

RETENTION: Retain 1 year in office, or until audit is final, then destroy.

(Note: Previous record series number was HDA-53.)

SDHDA-46. BUDGET FILES:

07-065

This series is arranged chronologically and contains yearly budget summaries for the HAP accountant's programs. Information may include: budget requests, budget drafts, operating budgets, and related working papers. This record series is used throughout the year in monitoring program activities and for preparing future budget requests. Budget requests are maintained by the accounting manager for ten years.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was HDA-54.)

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SDHDA-47. CASH RECEIPT JOURNALS:

07-065

This monthly journal series is arranged alphabetically by program and numerically by receipt number, and is used to record checks deposited in the HAP program checking accounts. Information may include: received from, receipt number, amount, and coding for fund posting. This record series is used for reference to monitor total revenues and for audit purposes.

RETENTION: Retain full book 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-55.)

SDHDA-48. CHART OF ACCOUNTS:

07-065

This series is arranged numerically and contains a list of account numbers assigned to receipts, expenditures, and general ledger accounting entries. This record series is maintained for reference when coding vouchers, requisitions, and payroll/personnel forms.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-56.)

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SDHDA-49. CHECK REGISTERS:

07-065

This computer printout series provides a numeric listing of checks issued for SDHDA programs (existing housing certificate, moderate rehabilitation, new units, Farm Home Administration, housing vouchers, and matching vouchers). Information may include: check number, issue date, payee, purpose, and amount. This record series is maintained for quick reference to checks issued and for reconciling with bank statements. Copies are also maintained by the housing assistance payments program for existing housing certificates, moderate rehabilitation, housing vouchers, and matching vouchers.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-57.)

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SDHDA-50. CLAIMS LISTING:

07-065

This computer series is arranged alphabetically and contains two claims listing reports (one for each program and one combined report of all programs) which are updated daily and balanced monthly. Claims listings pertain to accounts receivables from tenants for damages/vacancies/overpayments in the housing assistance payments program. Program information may include: name, last payment, total initial amount, total payments, balance due, and totals of each column. Combined program information includes: tenant names and amount owed by each. This record series is maintained to verify additions and deletions for each month and for audit purposes. Information regarding individual tenants is microfilmed and maintained by the Housing Assistance Program in the respective "Tenant Files."

RETENTION: Retain working copies current in office. Destroy superseded or obsolete.

Retain audit copies 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-58.)

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SDHDA-51. COPIER USAGE REPORTS:

07-065

This monthly series is maintained to document the number of copies made by each program. Information may include: reporting period, meter readings, total copies generated, and number of copies made by each employee. This record series is maintained to monitor the number of copies made by SDHDA employees.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was HDA-59.)

SDHDA-52. CORRESPONDENCE, AUDITS:

07-065

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received regarding the accounting division and audits. This record series is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was HDA-60.)

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SDHDA-53. CORRESPONDENCE, INTERDEPARTMENTAL:

07-065

This series is arranged chronologically and contains both copies of interdepartmental letters and memorandums sent and originals of letters and memorandums received. This record series is used for reference and documentation purposes.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was HDA-61.)

SDHDA-54. DEPOSIT MEMOS AND CHECK COPIES FILES:

07-065

This computer series is arranged chronologically by program and contains deposit memos and check copies used to record payments received from tenants and landlords in the housing assistance payments (HAP) program. Information may include: date, program, receipt number, check copy, check number, landlord name and number, tenant name and number, date and type of claim, payment date, and amount. This record series is maintained for audit purposes. Deposit memo information is entered in the "General Ledger" and "Cash Receipts Journal." Checks are also microfilmed and maintained in the HAP program's "Tenant Files."

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Consider discontinuing the practice of copying all checks. Use microfilmed records of checks when necessary.)

(Note: Previous record series number was HDA-62.)

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SDHDA-55. FINANCIAL STATEMENTS:

07-065

Financial statements provide an overview of the internal financial condition of the Housing Assistance Program (HAP) for a given year. Information may include, but is not limited to: balance sheets, numerous individual and combined income statements, retained earnings reports, cost reports budgeted and actual, income and expense reports, and summary of HAP payments reports. The statements are maintained for reference and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-63.)

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SDHDA-56. FORCED, MANUAL, AND VOID LISTS:

07-065

This series is arranged chronologically and numerically by tenant number and contains lists of forced, manual, and voided payment authorizations from the HAP program used to generate manually written checks, voided checks, and stop payment checks. Information may include: check number, landlord name and number, tenant name and number, amount, and description. This record series is maintained for reconciling checking accounts and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-64.)

SDHDA-57. GENERAL LEDGER ACCOUNT TRANSACTION DETAIL REPORTS:

07-065

This monthly computer printout series is arranged numerically by general ledger number and contains accounting statement information which provides an overview of SDHDA's financial condition. Reports may include, but are not limited to: journal voucher, accounts receivable, cash disbursements, and accounts payable. This record series is recorded in the general ledger and maintained for reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-65.)

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SDHDA-58. GENERAL LEDGERS AND SUBSIDIARIES FILES:

07-065

These computer programs and printouts are arranged chronologically and document the monthly financial transactions of the SDHDA. Information may include: account number, account name, transaction date, reference, beginning balance, debit and credit balances, receipt amount, transfer amount, refund amount, and ending balance. This record series is for fund accountability, for reconciling with other accounting reports, and for audit purposes.

RETENTION: Retain computer diskettes 4 years in office. Erase and reuse diskettes after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain computer printouts 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Consider maintaining an off-site backup copy of these files as vital records protection.)

(Note: Previous record series number was HDA-66.)

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SDHDA-59. HARD-TO-HOUSE FILES:

07-065

This housing assistance payments program series is arranged chronologically and contains a list of names which are eligible for hard-to-house fees. Hard-to-house is defined as households with three or more minors that are actually housed in a different unit than the pre-program unit. Information may include: tenant number, tenant name and address, form HUD-50059 code, eligibility option, and SDHDA authorization. This record series is maintained to document the amounts collected from HUD, for reconciling with the "Year-End Settlement Statement," and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-67.)

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SDHDA-60. JOURNAL VOUCHERS:

07-065

This series is arranged numerically and contains pre-numbered journal vouchers used to document program entries, correction entries, and financial statement entries. Information may include: date, reference number, description, general ledger number, account title, debit/credit amounts, unit of measure, explanation, total units, corrections, adjustments, and signatures (prepared by and approved by). This record series is maintained to document general journal entries and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-68.)

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SDHDA-61. LATE LEASE FILES:

07-065

This housing assistance payments program series is arranged numerically by county number and contains a report used to retroactively adjust the administrative fee to be collected from HUD when a unit was leased after the close of the last "Unit Month's Reports." Information may include: county number, unit name, and retroactive unit months used to calculate administration fees due SDHDA. This record series is maintained to correct the "Unit Month's Reports" and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-69.)

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SDHDA-62. NEW UNIT MONTHLY PRINTOUTS:

07-065

This series is arranged chronologically and contains monthly computer printout reports concerning new unit development's reserves, escrows, and deposits. Information may include: mortgage loan/administrative; debt services authorization; development data (addresses); overdrawn escrow account report; HAP credit entry; escrow history; development credit entry; escrow transaction entries; deposits/reserved escrow data; and distribution of interest income. This record series is maintained for reference and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-70.)

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SDHDA-63. PAYMENT AUTHORIZATIONS:

07-065

This series is arranged alphabetically and contains payment authorizations for Section 8 Housing Assistance Payments (HAP) programs. Payments are made for New Construction Units and Farm Home Administration HAPs and administrative fees. Information may include: date, pay to the order of, amount, account name, account number, SDHDA authorizing signature; check number, date, amount paid, approval, footing, account; itemized list of development numbers, descriptions (unit name), and individual amounts. This record series is maintained for audit purposes. The multifamily assistant housing management officer maintains copies of this information for one year.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-71.)

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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Accountant, HAP
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD **R.D.B.**
SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE **AUTHORITY**
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SDHDA-64. PAYMENT SELECTION FILES:

07-065

This computer printout series is maintained chronologically and arranged numerically by tenant number and contains payment selection information from Housing and Urban Development (HUD-50059) forms. Information may include: family (tenant) number, owner (landlord) number, family name, amount of housing assistance payment (HAP) to be paid to the landlord, and amount of utility payment to be paid to the tenant. This record series is maintained for reference, for reconciling with the monthly reconciliation worksheets, and for audit purposes. Copies of HUD-50059 forms are maintained by the HAP programs where they are maintained one year for reference.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-72.)

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OFFICE: SDHDA
PROGRAM: Accountant, HAP
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

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SDHDA-65. REFERENCE FILES:

07-065

This series contains information used by the HAP accountant for convenience of reference in the daily operation of this accounting division. Information may include, but is not limited to: copies of correspondence and memorandums, staff meeting notes, budget requests, journals, operations guides, and other information of interest or benefit to the HAP accountant. This record series is used as a central depository for reference materials used to answer questions concerning each topic and for planning purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was HDA-73.)

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 PROGRAM: Accountant, HAP
 RECORDS OFFICER: Todd Hight
 RM CUSTOMER #: 0283

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SDHDA-66. RENTAL REHABILITATION DRAWDOWN FILES:

07-065

This series is arranged chronologically and contains multifamily rental rehabilitation program drawdown requests for funds committed under the Rental Rehabilitation Grant. Information may include: voucher number, amount requested, request date, check number, amount, and payment date. This record series is maintained for reconciling with multifamily program records and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-74.)

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RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD R.D.B.
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SDHDA-67. REQUISITION FOR PARTIAL PAYMENT OF ANNUAL CONTRIBUTIONS:

07-065

This quarterly series is divided by program and arranged numerically by project number and contains copies of requisitions sent to the federal Housing and Urban Development (HUD) office for partial payment of annual contributions contract funds. Information may include, but is not limited to: program type, date, project number, contract number, estimate of required annual contributions, total cost incurred and fees earned year-to-date, estimated additional cost and fees earned to end of requested quarter, cumulative funds required, method of payment, signatures and titles of authorized officials, and date. This record series is maintained for reconciling with the "Year-End Settlement Statement" and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-75.)

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 RECORDS OFFICER: Todd Hight
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SDHDA-68. SALARY BREAKDOWN FILES:

07-065

This series is arranged alphabetically by employee name and contains salary information breakdowns for all SDHDA employees. Itemized information may include: federal income tax, social security, retirement, health, life, savings, and other optional deductions. This record series is maintained for quick reference and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-76.)

SDHDA-69. SIoux FALLS HOUSING REDEVELOPMENT COMMISSION FILES:

07-065

This series is arranged chronologically and contains bills regarding tenant lease administration fees billed under the Sioux Falls Housing Redevelopment Commission (SFHRC) contract. Fees are based on a portion of the "Unit Month's Report" for Minnehaha County. Information may include: program, itemized list of administration fees, retroactive administration fee for late leases, preliminary fees, hard-to-house fees, and totals. This record series is maintained for accounting and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-77.)

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OFFICE: SDHDA
PROGRAM: Accountant, HAP
RECORDS OFFICER: Todd Hight
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SDHDA-70. UNIT MONTH'S REPORTS:

07-065

This series is arranged numerically by county number and contains lists of the number of units leased in each county, the two-bedroom fair market rents collected of each county, and a breakdown of the administrative fees collected from HUD. Annual HUD payments are collected monthly on an estimated basis. Information may include: county number, fair market rent, number of units in the county, program percentage, administration fees due SDHDA, and totals. This record series is maintained to document the administrative fees collected from HUD on the "Year-End Settlement Statement" and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-78.)

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PROGRAM: Accountant, HAP
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

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SDHDA-71. YEAR-END SETTLEMENT STATEMENT:

07-065

This annual series is arranged by program and numerically by project number and contains year-end settlement statements used to reconcile amounts requisitioned from HUD regarding estimated HAP and fees verses actual HAP and fees. Information may include: voucher for payment of annual contributions, operating statement, balance sheet, and authorized signatures. This record series is maintained to reconcile the HAP funds requisitioned from HUD under the annual contributions contract and for audit purposes.

RETENTION: Retain for the life of the contract. Transfer terminated to storage for 4 years. Destroy 4 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-79.)

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PROGRAM: Accountant, Single Family
RECORDS OFFICER: Todd Hight
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SDHDA-72. FORECLOSURE FILES:

07-065

This series is divided by servicer number and arranged alphabetically by mortgagor name and contains information regarding the foreclosure activity for each mortgagor. Information may include, but is not limited to: correspondence, mortgage note, satisfaction of mortgage, title commitment, signed warranty deed, signed estoppel affidavit, insurance claims and settlements, and foreclosure expenses and reimbursements. This record series is maintained for reference and for audit purposes. This information is microfilmed after the final settlement and maintained in the homeownership program.

RETENTION: Retain microfilm 4 years in the homeownership program. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-80.)

SDHDA-73. FORECLOSURE STATUS REPORT FILES:

07-065

This monthly personal computer printout itemizes the current status of all loans which are in foreclosure. The report is used to summarize information included in the "Foreclosure Files." Information may include: date, borrower's name, servicer number, insurance type, loan number, status, interest rate, and principal balance. This record series is used for quick reference.

RETENTION: Retain 1 month in office, then destroy

(Note: Previous record series number was HDA-81.)

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SDHDA-74. LOAN LIST:

07-065

This monthly computer printout is arranged numerically by servicer and SDHDA loan number and contains a list of all active mortgages. Information may include: servicer, servicer loan number, SDHDA loan number, and mortgagor name. This record series is maintained to cross-reference servicer name and loan number.

RETENTION: Retain 1 month in office, then destroy

(Note: Previous record series number was HDA-82.)

SDHDA-75. LOAN LIST, SATISFIED:

07-065

This monthly computer printout is arranged alphabetically by mortgagor name and lists satisfied loans (pay-offs and foreclosed). Information may include: date, mortgagor name, servicer, servicer loan number, and SDHDA loan number. This record series is maintained for occasional reference and to inform the homeownership program of satisfied loans.

RETENTION: Retain 1 month in office, then destroy.

(Note: Previous record series number was HDA-83.)

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SDHDA-76. MORTGAGE PURCHASE SCHEDULES:

07-065

This two-part computer printout series is arranged numerically and summarizes seller and servicer mortgage loan purchase information. The first part includes seller information: purchase date, seller number, seller name, bond series, insurance, rate, SDHDA number, mortgagor name, monthly principal and interest payment, principal balance purchased, and interest to date. The second part includes servicer information: purchase date, servicer number, servicer name, bond series, insurance, rate, SDHDA number, mortgagor name, monthly principal and interest payment, principal balance purchased, and interest to date. This record series is maintained to verify bank records before wire transfers or refunds are sent and for audit purposes.

RETENTION: Retain 2 months in office, then transfer to storage for 3 years and 10 months. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-84.)

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RECORDS OFFICER: Todd Hight
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SDHDA-77. MORTGAGE PURCHASE STATEMENT SUMMARIES:

07-065

These monthly computer printouts are arranged numerically by seller number and contains information used to calculate interest due the seller and SDHDA and to trace wire transfers. Information may include: purchase date, insurance type, interest rate, purchase price, total unpaid principal, accrued interest and service fees, prepaid interest and service fee, interest income to the day prior to settlement date, service fee expenses, discount, net purchase total, servicer, seller, seller number, and bond series. This record series is maintained for reference to calculate interest due, to trace wire transfers, and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-85.)

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RECORDS OFFICER: Todd Hight
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SDHDA-78. OWNED REAL ESTATE FILES:

07-065

This series is arranged alphabetically by mortgagor and contains information on foreclosed property which becomes SDHDA owned real estate. Information may include, but is not limited to: correspondence, mortgage note, satisfaction of mortgage, title commitment, signed warranty deed, signed estoppel affidavit, insurance claims and settlements, foreclosure expenses and reimbursements, closing statements, loan history, and pool insurance materials. This record series is maintained for reference and for audit purposes. This information is microfilmed after the final settlement and maintained in the homeownership program.

RETENTION: Retain microfilm 4 years in the homeownership program. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-86.)

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RECORDS OFFICER: Todd Hight
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SDHDA-79. PURCHASE TOTALS, MONTHLY:

07-065

These monthly computer printouts are arranged numerically by servicer number and contains the number of mortgage loans purchased by each servicer. Information may include: servicer number, number of loans purchased, total principal balances purchased, and constant principal and interest total. This record series is maintained for reconciling with "Remittance Reconciliations" records.

RETENTION: Retain 1 month in office, then destroy.

(Note: Previous record series number was HDA-87.)

SDHDA-80. REFERENCE FILES:

07-065

This series contains information used by the single family accountant for convenience of reference in the daily operation of this accounting division. Information may include, but is not limited to: copies of correspondence and memorandums, staff meeting notes, operations manuals, and other information of interest or benefit to the single family accountant. This record series is used as a central depository for reference materials used to answer questions concerning each topic and for planning purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was HDA-88.)

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SDHDA-81. SDHDA LOAN ACTIVITY/TRIAL BALANCE:

07-065

This monthly computer printout series is arranged numerically by bond issue, servicer number, and interest rate and contains the combined trial balances from all servicers. Information may include: servicer number, loan number, interest rate, constant principal and interest (P&I) payment, interest paid to date, principal balance, P&I collections, P&I delinquencies, P&I prepaid, subtotal for each servicer, and grand totals for all servicers. This record series is used for reconciling the "Remittance Reconciliations," with the "Servicer Loan Activity/Trial Balance" and for audit purposes.

RETENTION: Retain 6 months in office, then transfer to storage for 3 1/2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-89.)

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SDHDA-82. SERVICERS REMITTANCE RECONCILIATIONS AND TRIAL BALANCES:

07-065

This monthly servicer report is arranged numerically and contains summaries of loan activity from individual servicers. Information may include: servicer number, loan number, interest rate, constant principal and interest (P&I) payment, interest paid to date, principal balance, P&I collections, P&I delinquencies, P&I prepaid, grand total, loans paid in full, and foreclosure statements. This record series is used for reconciling with the "SDHDA Loan Activity/Trial Balance" and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-90.)

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SDHDA-83. ADMINISTRATIVE REFERENCE FILES:

07-065

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Cull files on a yearly basis to avoid build-up of superseded or obsolete materials.)

(Note: Previous record series number was HDA-91.)

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SDHDA-84. BOND TRANSCRIPTS:

07-065

This large hard-bound book series documents all aspects of each bond series. Information may include, but is not limited to certified copies of: current laws, rules and regulations, bond resolutions, minutes, purchase agreements, official statements, trustee certificates, arbitrage certificates, correspondence, opinions regarding financial data, purchase price of each series, remarketing agreements, Blue Sky Memoranda and Legal Investment Survey, and Secretary of State's information statement. This record series is maintained for reference purposes and as a historical record of each bond issue.

RETENTION: Retain one copy permanently.

(Note: Consider microfilming to provide security for these vital records.)

(Note: Previous record series number was HDA-92.)

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SDHDA-85. BUDGET FILES:

07-065

This series is arranged chronologically and contains yearly budget summaries for each individual program within the agency. Information may include: budget requests, budget drafts, operating budgets, and related working papers. This record series is used throughout the year in monitoring program activities and for preparing future budget requests.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was HDA-93.)

SDHDA-86. BUDGET REQUESTS:

07-065

This series is arranged chronologically and contains budget requests from the various programs throughout the SDHDA. Information may include: department hierarchy, dollar amount requested, justifications for increased request amounts, performance indicators, mission statements, goals and objectives, and revenue projections. This record series is used to formulate the newest SDHDA budget request and for reference to determine budget amounts from previous years.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was HDA-94.)

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SDHDA-87. CORRESPONDENCE, GENERAL:

07-065

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was HDA-95.)

SDHDA-88. DEPRECIATION SCHEDULES:

07-065

This annual personal computer printout series is arranged chronologically and documents the depreciation of fixed assets. Information may include: class, fixed asset number, description, general ledger number, expenditure number, date accrued, override option, estimated life, cost, salvage value, previous accumulated depreciation, current year's depreciation, and current accumulated depreciation total. This record series is used for reporting and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-96.)

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SDHDA-89. EQUIPMENT FILES:

07-065

This series is arranged alphabetically by equipment name and contains information concerning all equipment owned by the SDHDA. Information may include, but is not limited to: equipment identification (name, model number, serial number, and specifications), location, vendor name, operation manuals, warranty information, and maintenance records. This record series is maintained as a quick reference concerning the features and repairs made to equipment and to document the need for equipment replacement.

RETENTION: Retain in office for life of equipment. Destroy when equipment is declared surplus or sold.

(Note: Previous record series number was HDA-97.)

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SDHDA-90. FINANCIAL STATEMENTS:

07-065

Financial statements provide an overview of the South Dakota Housing Development Authority's financial condition for a given year. Information may include but is not limited to: Financial Statements and Supplementary Information (balance sheets, statement of revenues, expenditures and changes in fund balances, statement of fixed assets, summary of significant accounting procedures); Independent Auditors' report on and schedule of federal financial assistance; and Compliance Matters and Internal Accounting and Administrative Controls. This record series is maintained to document the annual financial condition of the SDHDA for historical reference purposes.

RETENTION: Retain one copy permanently.

(Note: Consider microfilming to provide security for these vital records.)

(Note: Previous record series number was HDA-98.)

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RECORDS RETENTION &
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DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Accounting Manager
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

<u>RECORD</u>		<u>R.D.B.</u>
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

SDHDA-91. INSURANCE FILES:

07-065

This series is arranged alphabetically by insurance company name and contains information regarding insurance policies maintained by the SDHDA. Information may include, but is not limited to: actual insurance policies, endorsements, claim forms, filing procedures and guidelines, and correspondence. The information is used to document insurance coverage and for reference to policy terms and conditions when filing claims. This record series serves as the central depository for all SDHDA insurance policies.

RETENTION: Retain current in office. Transfer superseded to storage for 4 years. Destroy 4 years after superseded provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-99.)

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DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Accounting Manager
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SDHDA-92. MULTIFAMILY DEVELOPMENT AUDITS:

07-065

This series is arranged numerically by development number and contains certified public accountant's annual audits of financial condition for each multifamily development. Information may include, but is not limited to: date received; development name, number, owner, accounting firm, and housing management officer; accountant's certification, balance sheet, statement of income and expenses, changes in financial position, partner's equity, cash receipts and disbursements, changes in fixed assets, and auditor's confirmation of fidelity bond coverage. This record series is maintained by SDHDA to monitor the financial condition of each development and for reference when making recommendations for corrective action. The Multifamily Program maintains this information in the "Multifamily Development Files" for three years after loan satisfaction.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was HDA-100.)

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DEPARTMENT: Executive Management
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OFFICE: SDHDA
PROGRAM: Accounting Manager
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

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SDHDA-92.1. SURPLUS PROPERTY FILES:

09-012

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Senior Accountant
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD R.D.B.
SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE AUTHORITY
NUMBER

SDHDA-93. ACCOUNTS PAYABLE INVOICE FILES:

07-065

This series is arranged chronologically and contains information regarding the accounts payable and payment process for goods and services. Information may include: invoices, check copies, purchase orders, packing lists, returned goods or refund requests, and vouchers. This record series is maintained to provide a record of outstanding liabilities and payment of bills and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-103.)

SDHDA-94. ACCOUNTS RECEIVABLE CONTROL LEDGERS:

07-065

This series is arranged chronologically and contains a detailed accounts receivable summary of sales, cash receipts, and daily cash receipt journal entries. Information may include: beginning balance, sales, debits, credits, finance charges, adjustments, payments, discounts, miscellaneous cash, and ending balance. This record series is maintained for annual audit purposes and for monthly reconciliation with the general ledger.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-104.)

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DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Senior Accountant
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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SDHDA-95. ADMINISTRATIVE REFERENCE FILES:

07-065

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Cull files on a yearly basis to avoid build-up of superseded or obsolete materials.)

(Note: Previous record series number was HDA-105.)

SDHDA-96. APPLICATIONS, UNSUCCESSFUL:

07-065

This series is arranged alphabetically by applicants' names and may contain copies of resumes, credentials, and job application forms from individuals who have applied for employment with the SDHDA. Information may include: name of applicant, address, education, training, and experience. This record series is maintained as a source of information when filling vacant positions within the agency. Applications for individuals who are successful in securing employment are transferred to their respective "Personnel Files."

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was HDA-106.)

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DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Senior Accountant
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

RECORD R.D.B.
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SDHDA-97. BANK STATEMENTS:

07-065

This series is arranged chronologically and contains records sent from individual banks to use for reconciliation purposes. Separate checking accounts are maintained for general fund, multifamily, and payroll. Information may include: date of statement, cancelled checks, deposit records, and bank balances. This record series is used to reconcile checking accounts with bank balances, for reference, and audit purposes. Cancelled checks are stored separately for convenience.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-107.)

SDHDA-98. CASH DISBURSEMENTS JOURNAL:

07-065

This series is arranged chronologically and contains cash disbursement information taken from checks. Information may include: dates, account titles, explanations, folio, debit amounts, and credit amounts. This record series is maintained for reconciling the check registers, general ledger, and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-108.)

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DEPARTMENT: Executive Management
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OFFICE: SDHDA
PROGRAM: Senior Accountant
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

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SDHDA-99. CASH RECEIPT JOURNALS:

07-065

This computer series is arranged chronologically and is used to record checks deposited in each checking account. Information may include: journal reference, transaction source number, transaction description, general ledger entries, batch sequence, and journal total. This record series is used for reference to monitor total revenues and for audit purposes.

RETENTION: Retain full book 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-109.)

SDHDA-100. CASH RECEIPT TRANSMITTALS:

07-065

This series is arranged chronologically and contains the standard forms used to deposit funds into checking accounts. Information may include: date, agency name, agency number, accounting codes, memorandums, amounts, total deposits, and authorized signatures. The information is maintained to document and credit each account with the amounts deposited.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-110.)

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OFFICE: SDHDA
PROGRAM: Senior Accountant
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

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SDHDA-101. CHART OF ACCOUNTS:

07-065

This series is arranged numerically and contains a list of account numbers assigned to receipts, expenditures, and general ledger accounting entries. The chart is maintained for reference when coding vouchers, requisitions, and payroll/personnel forms.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-111.)

SDHDA-102. CHECK COPIES:

07-065

This copy machine series is arranged chronologically and contains copies of all incoming checks. The information is maintained to document receipt of checks and for reference purposes. Incoming check copies are also microfilmed and maintained by the appropriate program. Cancelled checks and bank statements are also maintained separately in this office.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-112.)

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OFFICE: SDHDA
PROGRAM: Senior Accountant
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

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SDHDA-103. CHECK REGISTERS:

07-065

This computer printout series provides a numeric listing of checks issued for SDHDA general fund, multifamily, and payroll. Information may include: check number, issue date, payee, amount, purpose, voucher number, and beginning and ending balances. This record series is maintained for quick reference to checks issued and for reconciling with bank statements.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-113.)

SDHDA-104. FINANCIAL STATEMENTS:

07-065

This monthly and year-end computer series contains financial statements which provide an overview of SDHDA's internal financial condition for a given year. Information may include, but is not limited to: balance sheets, numerous individual and combined income statements, retained earnings reports, cost reports (budgeted and actual), income and expense reports, general ledger trial balance, sub-fund general ledger trial balances, and working papers. The statements are maintained for reference, for disseminating information to program managers, and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-114.)

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DEPARTMENT: Executive Management
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OFFICE: SDHDA
PROGRAM: Senior Accountant
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

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SDHDA-105. GENERAL LEDGERS AND SUBSIDIARIES FILES:

07-065

These computer diskettes and printouts are arranged chronologically and document the monthly financial transactions of the SDHDA. Information may include: account number, account name, transaction date, reference, beginning balance, debit and credit balances, receipt amount, transfer amount, refund amount, and ending balance. This record series is used for fund accountability, reconciliation with other accounting reports, and audit purposes.

RETENTION: Retain computer diskettes 4 years in office. Erase and reuse diskettes after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain computer printouts 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Consider maintaining an off-site current backup copy of these files as vital records protection.)

(Note: Previous record series number was HDA-115.)

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 OFFICE: SDHDA
 PROGRAM: Senior Accountant
 RECORDS OFFICER: Todd Hight
 RM CUSTOMER #: 0283

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SDHDA-106. INVENTORY, CAPITAL ASSETS:

07-065

This series is arranged chronologically and contains information regarding SDHDA assets. Information may include: inventory printout, file maintenance forms which reflect changes in the inventory, inventory procedural manuals, and surplus property received and transferred forms. This record series is maintained for property management and accountability purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain procedures manuals current in office. Destroy obsolete or superseded.

(Note: Previous record series number was HDA-116.)

SDHDA-107. LEAVE BALANCE PRINTOUTS:

07-065

This biweekly computer report contains employee names, social security numbers, number of hours of leave earned, hours of leave used, and the balance of leave hours still available for use. This record series is used for reference to determine if an employee can be granted leave permission for the number of hours he/she has requested.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-117.)

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 OFFICE: SDHDA
 PROGRAM: Senior Accountant
 RECORDS OFFICER: Todd Hight
 RM CUSTOMER #: 0283

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SDHDA-108. LEAVE REQUESTS:

07-065

This series is arranged alphabetically by name of employee and contains the standard forms used to request annual or sick leave. Information may include: name of employee, leave days requested, hours requested, purpose, type of leave, and employee's and supervisor's signatures. Leave requests are attached to the "Time Sheets" and maintained for payroll and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-118.)

SDHDA-109. MULTIFAMILY PROJECT FILES:

07-065

This series is arranged numerically by project number and contains information regarding multifamily projects expenditures and receipts. Information may include: audit copies of notices of payments due, check copies, payment authorization, and backup copies of invoices and correspondence. This record series is maintained for reference and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-119.)

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OFFICE: SDHDA
PROGRAM: Senior Accountant
RECORDS OFFICER: Todd Hight
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SDHDA-110. PERSONNEL FILES:

07-065

This series is arranged alphabetically by name and contains a folder for each employee in the agency. Information may include but is not limited to: applications for employment, personal data sheets, personnel action notices, authorizations for payroll deductions, letters of reprimand and commendation, resumes, service records, notices of resignation, W-4 forms, training records, and supervisors' reports of employee separation. These files serve as a history of the employees' service and training with the facility and provide payroll information. This record series is maintained to review work history of former employees who apply for work and for audit purposes.

RETENTION: Retain active in office. Transfer terminated to storage for 4 years. Destroy 4 years after terminated provided sufficient data on hours worked and compensation received have been maintained, and : provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Consider maintaining in office on updatable microfilm jackets instead of paper.)

(Note: Previous record series number was HDA-120.)

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DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Senior Accountant
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

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SDHDA-111. PERSONNEL/PAYROLL REPORTS:

07-065

This series consists of biweekly computer printout reports concerning payroll and personnel. Reports may include, but are not limited to: Accumulated (YTD/QTD) Earnings and Tax Report, Leave Account Balances, Payroll Authorization, Payroll Register, and Payroll Distribution Register. This record series is used to check the accuracy of the payroll system for proper expenditure and benefit money and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-121.)

SDHDA-112. POSITION DESCRIPTION FILES:

07-065

This series is arranged numerically by position number and contains copies of the standard Bureau of Personnel position descriptions for all approved positions at the agency. Information may include: position number, position name, description of duties, list of education requirements, list of work experience, and the nature of the position. This record series is useful in determining a position title by comparing the duties of a vacant position with those listed in these descriptions.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-122.)

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DEPARTMENT: Executive Management
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OFFICE: SDHDA
PROGRAM: Senior Accountant
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

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SDHDA-113. PURCHASE ORDERS:

07-065

This series is arranged numerically and contains the yellow copies of all purchase orders. Information may include, but is not limited to: purchase order number, date, vendor name and address, date required, shipping instructions, account codes, number of items ordered, stock number, description, unit cost, total cost, and authorized signatures. This record series is used for reference concerning items ordered, to determine delivery dates, and for reordering purposes. The audit copies are attached to the "Accounts Payable Invoices" and maintained for three years.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was HDA-123.)

SDHDA-114. TIME SHEETS:

07-065

This series is arranged chronologically and contains completed time sheets submitted by program employees. Information may include: name, social security number, pay period ending date, days worked, days off, hours worked, hours off, total hours for the period, and signatures of employees and the supervisor. Time sheets are attached to "Leave Requests" and are used to initiate the payroll process and document hours worked by program employees.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-124.)

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OFFICE: SDHDA
PROGRAM: Senior Accountant
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

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SDHDA-115. TRUSTEE STATEMENTS:

07-065

This monthly series is arranged numerically by account number and contains trustee statements regarding bond activity. Statements may include: Multifamily, Homeownership, Federal National Mortgage Association, and Multifamily Housing Revenue Bonds. Information may include: beginning and ending balances, payments, investments (matured and purchased), and month-end investment listing. This record series is maintained for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-125.)

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DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Governor's House Program
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

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SDHDA-116. GOVERNOR'S HOUSE FILES:

24-005

This microfilm and electronic series is arranged alphabetically and contains the Governor's House Files. Information may include: purchase agreements, tax returns, copy of payment check, income and asset list, and miscellaneous notes. This record series is maintained for reference and documentation purposes.

RETENTION: Retain 30 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ONE TIME DISPOSAL AUTHORITY REQUEST: Destroy original microfilm stored at Records Management.

(Note: Document imaging system exists.)

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DEPARTMENT: Executive Management
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OFFICE: SDHDA
PROGRAM: Homeownership Manager
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

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SDHDA-117. ADMINISTRATIVE REFERENCE FILES:

07-065

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Cull files on a yearly basis to avoid build-up of superseded or obsolete materials.)

(Note: Previous record series number was HDA-126.)

SDHDA-118. ATTORNEY GENERAL OPINIONS:

07-065

This series contains official opinions handed down by the State Attorney General concerning questions pertaining to the South Dakota Housing Development Authority bonding activities. This record series is used for occasional reference and as support for the administrative decisions made and actions taken.

RETENTION: Retain 3 years in office, then destroy.

(Note: All Attorney General's Official Opinions are printed in the Biennial Report of the Attorney General.)

(Note: Previous record series number was HDA-127.)

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DEPARTMENT: Executive Management
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OFFICE: SDHDA
PROGRAM: Homeownership Manager
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

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SDHDA-119. BOND AND GENERAL COUNSEL OPINIONS:

07-065

This series contains official opinions handed down by the SDHDA Bond Counsel and the General Counsel concerning questions pertaining to the South Dakota Housing Development Authority bonding activities. This record series is used for occasional reference and as support for the administrative decisions made and actions taken.

RETENTION: Retain 30 years in office, then destroy.

(Note: Microfilm when volume warrants.)

(Note: Previous record series number was HDA-128.)

SDHDA-120. CONTRACTS AND AGREEMENTS:

07-065

This updatable microfilm jacket series contains contracts and agreements between the SDHDA homeownership program and originating lenders and servicers. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is for reference and audit purposes.

RETENTION: Retain updatable microfilm jackets 6 years after terminated, then destroy.

(Note: Destroy paper once film has been verified.)

(Note: Previous record series number was HDA-129.)

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 OFFICE: SDHDA
 PROGRAM: Homeownership Manager
 RECORDS OFFICER: Todd Hight
 RM CUSTOMER #: 0283

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SDHDA-121. CORRESPONDENCE, GENERAL:

07-065

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received which are not specific to a particular loan file or bond issue. This record series is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was HDA-130.)

SDHDA-122. DELINQUENCIES AND FORECLOSURES REPORTS:

07-065

This series is arranged chronologically and contains information on delinquent mortgages and mortgages in foreclosure. Information may include but is not limited to: graphs, chart, analysis notes, and Analysis of Total Delinquent Mortgages computer printouts. The three-part computer printout lists the same information in different formats. This record series is maintained for reference when analyzing delinquencies and foreclosures for trends over time, for administrative decision making, and for reporting purposes.

RETENTION: Retain 3 years in office, then destroy.

(Note: Previous record series number was HDA-131.)

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OFFICE: SDHDA
PROGRAM: Homeownership Manager
RECORDS OFFICER: Todd Hight
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SDHDA-123. POOL INSURANCE FILES:

07-065

This series is arranged alphabetically by insurance company name and contains information regarding pool insurance policies maintained by the homeownership program. Information may include, but is not limited to: actual insurance policies, endorsements, claim forms, filing procedures and guidelines, and related correspondence. This record series is used to document insurance coverage and for reference to policy terms and conditions when filing claims.

RETENTION: Retain current in office. Transfer superseded to storage for 4 years. Destroy 4 years after superseded provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-132.)

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PROGRAM: Homeownership Manager
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

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SDHDA-124. RULES AND REGULATIONS:

07-065

This series is arranged alphabetically and contains copies of rules and regulations pertaining to the SDHDA homeownership program. Information may include, but is not limited to: federal grant management guidelines, procedural manuals, communication procedures, and other miscellaneous rules and regulations. This record series is used to document the most current rules and regulations and for reference concerning actions to be taken in certain situations.

RETENTION: Retain current in office. Transfer superseded or obsolete to storage and maintain for the life of the bond. Destroy after bond termination.

(Note: Consider microfilming when volume warrants.)

(Note: Previous record series number was HDA-133.)

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RECORDS OFFICER: Todd Hight
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SDHDA-125. SERIES COMMITMENT, HISTORICAL FILES:

07-065

This monthly computer printout series contains summaries of series commitments regarding mortgage loans. Information may include: originating lender, servicer, loans committed, amounts committed, loans purchased, and cancellations. This record series is maintained for reference when analyzing trends in mortgage loan activities for each originating lender and servicer, for administrative decision making, and for reporting purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years.

(Note: Previous record series number was HDA-134.)

SDHDA-126. SURVEYS AND QUESTIONNAIRES:

07-065

This series is arranged alphabetically by title and contains surveys and questionnaires sent from or received by the division in gathering information concerning various housing authority topics. Information may include: copies of completed surveys or questionnaires, respondent's name or identification number (where necessary), date completed, respondent's comments, and summary of results. This record series is maintained for statistical reporting and for administrative purposes. Substantive surveys and questionnaires completed by the agency are required to be sent to the Governor's Clearinghouse for review and approval.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-135.)

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OFFICE: SDHDA
PROGRAM: Mortgage Purchase Assistant
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

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SDHDA-127. ADMINISTRATIVE REFERENCE FILES:

07-065

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, and property management information; monthly reports; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Cull files on a yearly basis to avoid build-up of superseded or obsolete materials.)

(Note: Previous record series number was HDA-136.)

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OFFICE: SDHDA
PROGRAM: Mortgage Purchase Assistant
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SDHDA-128. COMMITMENT REPORTS, 120 DAY:

07-065

These monthly computer printouts contain names of lenders and contractors whose reserved fund commitments are 120 days or more old. Information may include: seller name, mortgagor, mortgage property address, amount of loan, construction type (existing or new home), commitment number, commitment date, bond series, interest rate, expiration date, extension date, and the number of extensions granted. This record series is maintained for reference purposes to determine why commitments have not been purchased and for making recommendations for corrective actions.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-137.)

SDHDA-129. MORTGAGE PURCHASE SCHEDULES:

07-065

This computer printout series is arranged numerically and summarizes servicer mortgage loan purchase information. Information may include: purchase date, servicer number, servicer name, bond series, insurance type, insurance rate, SDHDA loan number, mortgagor name, monthly principal and interest payment, principal balance purchased, and interest to date. This record series is used for reference when verifying that servicers have completed loan packages in their possession prior to SDHDA's loan purchase. The accounting division maintains this information for three years.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-138.)

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PROGRAM: Mortgage Purchase Officer
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0283

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SDHDA-130. ASSUMPTION FILES:

07-065

This series is arranged numerically by the original SDHDA loan number and documents the authority granted a new borrower to assume an existing loan rate. Information may include, but is not limited to: SDHDA form 101, Federal Housing Administration form 2210 and 2210-1, assumption authorization letter, assumption agreement with release of liability, correspondence, purchase agreements, affidavits, residence data form, residency verification, release of liability, and recertification insurance. When a loan assumption is authorized, this information becomes part of the homeowner's "Loan File" and is maintained for three years after the life of the loan.

RETENTION: Retain denied 2 months in office, then destroy.

(Note: Previous record series number was HDA-139.)

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SDHDA-131. BUILDER RESERVATION PROGRAM FILES:

07-065

This series is arranged alphabetically by lender and documents how builder reservation funds are allocated through lenders to builders and how funds are transferred from one builder to another builder. Builder reservation funds are not authorized by the SDHDA Board of Commissioners for every bond series. Information may include: SDHDA letter of invitation, lender's request for funds, original total amount reserved, amounts to be allocated to each builder, legal description of property (lot and block), supporting correspondence, and transfer request forms. This record series is maintained for reference and documentation purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 2 years. Destroy after 3 years.

(Note: Previous record series number was HAD-140.)

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SDHDA-132. COMMITMENT ENTRIES (SERIES COMMITMENTS):

07-065

This series is arranged chronologically and contains computer generated commitment letters and printouts regarding mortgage loan commitments. Information may include, but is not limited to: series, interest rate, lender number, lender name, lender address, loans committed, amounts committed for each loan type, builder number, commitment date, and commitment letters. This record series is maintained for reference to determine which lenders will get funds and how much, and for reporting purposes. The homeownership program manager maintains "Series Commitments, Historical Files" for four years.

RETENTION: Retain 1 year in office, then destroy.

(Note: Previous record series number was HDA-141.)

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SDHDA-133. COMMITMENT FILES:

07-065

This series is arranged numerically by lender number and alphabetically by applicant and contains information used to reserve funds for potential homeowners. Information may include: loan application, purchase agreement, commitment letter, cover letter, notice to applicant, requests for changes in commitment, federal regulation letter, uninsured documents, uninsured authorization letter, miscellaneous correspondence, notice of cancellation or approval, and a copy of the one percent commitment fee check. This record series is maintained for reference and documentation purposes. Successful commitments are transferred to "Loan Package" files and are maintained for the life of the loan on microfilm.

RETENTION: Retain 6 months in office, then transfer to storage for 12 months. Destroy after 18 months.

(Note: Previous record series number was HDA-142.)

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SDHDA-134. LOAN FILES:

24-005

This paper and updatable microfilm jacket series is arranged numerically by SDHDA loan number and contains approved loan package information regarding each homeowner's loan. Loan numbers are not changed even when the loan is assumed by a new borrower. Information may include, but is not limited to: original loan application, commitment materials, settlement statement, SDHDA form 101, promissory note copy, insurance, various mortgage notes, affidavits, residency data, various worksheets, notices, agreements, reports, correspondence, payment schedules, loan assumption information (when applicable), and miscellaneous information gathered over the life of the loan. This record series is maintained for reference and for documentation purposes. Original promissory notes, mortgage notes, and mortgage insurance certificates are maintained separately in the bank vault for three years after the life of the loan.

RETENTION: Retain 3 years after the life of the loan, then destroy provided all litigation, claims, and audit findings have been resolved and final action has been taken.

ONE TIME DISPOSAL AUTHORITY REQUEST: Destroy original microfilm stored at Records Management.

(Note: Previous record series number was HDA-143.)

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SDHDA-135. LOAN PACKAGES, PENDING:

07-065

This transitory series is arranged numerically by lender number and alphabetically by applicant and contains information regarding each potential homeowner's loan. Information may include, but is not limited to: original loan application, commitment materials, settlement statement, SDHDA form 101, promissory note copy, insurance, mortgage notes, affidavits, residency data, miscellaneous worksheets, notices, agreements, reports, and correspondence. This record series is used to determine whether a borrower is eligible for an SDHDA loan, for reference, and for documentation purposes. When a loan is approved and purchased, this information becomes part of the homeowner's "Loan File" and is maintained for three years after the life of the loan. Denied loan packages are returned to the originating lender.

RETENTION: APPROVED LOAN PACKAGES: Transfer to the respective "Loan File."

DENIED LOAN PACKAGES: Return to originating lender.

(Note: Previous record series number was HDA-144.)

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SDHDA-136. RESERVATION REPORTS:

07-065

This weekly and monthly computer printout series is divided numerically by bond series interest rate and documents names of lenders and contractors who have reserved funds for existing and new home construction projects. Information may include: list of lenders and number of active loans for each, summary of available funds, list of cities and number of commitments in each, list of lenders arranged by lender number, and summary of each lenders' active loans. This record series is maintained for quick reference to funds reserved in each program. "Commitment files" contain similar (more detailed) information. Monthly printouts are sent to building contractors and lenders.

RETENTION: Retain weekly report current in office. Destroy superseded or obsolete.

Retain monthly report 1 year in office, then destroy.

(Note: Previous record series number was HDA-145.)

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SDHDA-137. CORRESPONDENCE FILES:

07-065

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received which are not specific to a particular loan file or bond issue. This record series is used for occasional reference and documentation purposes.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was HDA-146.)

SDHDA-138. DELINQUENCY REPORTS, SERVICERS:

07-065

This series is arranged chronologically and contains information submitted by loan servicers concerning mortgages which are sixty or more days past due. Three delinquency reports are generated each month: Servicer, Monthly Single Family Mortgage, and Pool Insurance. Information may include: cover letter, list of names and payments delinquent, cause of delinquency, and actions taken. This record series is maintained for reference purposes, to monitor servicers' efforts to collect mortgage payments, and to study trends.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was HDA-147.)

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SDHDA-139. FORECLOSURE FILES:

07-065

This series is arranged alphabetically by mortgagor's name and contains information regarding foreclosures of single family home loans. Information may include, but is not limited to: foreclosure cover sheet (checklist), notices from banks, title report, notice sent to borrower, demand letter, certified mail receipt, summons and complaint, notice of "lis pendens," affidavit of mail, notice of "no personal claim," correspondence, admission of service, sheriff's return, judgment and decree, affidavit of default, sheriff's sale letter and sheriff's deed, dismissal, bankruptcy notices, "bidless" judgments, publication notices, oaths of receivers, administrators' appointments, payment authorizations, check copies, and proofs of payment of foreclosure expenses. This record series is microfilmed after final settlement and is maintained to document all foreclosure activities, for legal reference when foreclosures are challenged, and for audit purposes.

RETENTION: Retain film 10 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-148.)

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SDHDA-140. FORECLOSURE LISTING, ACTIVE:

07-065

This two-part weekly computer printout contains both alphabetic and chronologic lists of current foreclosure activities. Information may include: name, commencement of action, servicer, date summons and complaint served, earliest date for default judgment, judgment date, sale date, sheriff's deed received date, and comments. This record series is maintained for quick reference and for decision making purposes to prioritize and schedule activities regarding the foreclosure process.

RETENTION: Retain 1 month in office, then destroy.

(Note: Previous record series number was HDA-149.)

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SDHDA-141. FORECLOSURE LISTING (SUMMARY OF FORECLOSURE FILES):

07-065

This series is arranged numerically by computer assigned number and contains summary foreclosure information from 1981 to present. The on-line computer program is updated daily, and the computer printout is generated semiannually. Information may include: name, commencement of action date, servicer, date summons and complaint served, earliest date for default judgment, judgment date, sale date, sheriff's deed received date, and comments. This record series is maintained to provide an historical record of all foreclosure activities which have been done since SDHDA began doing its own foreclosures and for quick reference when answering telephone inquiries regarding foreclosures. The data processing division backs up this computer program weekly.

RETENTION: Retain computer printout current in office. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-150.)

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SDHDA-142. FORECLOSURE STATUS REPORTS:

07-065

This monthly and year-end computer printout series lists the status of each loan in foreclosure. Information may include: date; numbers of demand letters, actions commenced, assumptions, deeds-in-lieu of foreclosure, loans brought current, judgments received, sheriff's sale completed, expiration of redemption period; and total numbers for each column. This record series is maintained for historical reference purposes to monitor trends over time.

RETENTION: Retain monthly report current in office. Destroy superseded or obsolete.

Retain year-end report 10 years in office, then destroy.

(Note: Previous record series number was HDA-151.)

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SDHDA-143. OWNED REAL ESTATE FILES:

07-065

This series is arranged alphabetically by mortgagor and contains information on foreclosed property which becomes SDHDA owned real estate. SDHDA assumes ownership of those foreclosed properties which were not insured by Federal Housing Administration, Veterans Administration, and those below other base criteria. Information may include, but is not limited to: copy of claim letter, appraisal, correspondence, broker analysis, handwritten notes documenting telephone conversations, bid for property repairs, copy of real estate listing, copy of offer(s), purchase agreement, copy of deed conveyed to new buyer, Deed-In-Lieu or sheriff sale, mortgage note, satisfaction of mortgage, foreclosure expenses, title commitment, signed warranty deed, signed estoppel affidavit, named insurer, insurance claim worksheets and payment records, closing statements, loan history, pool insurance materials, and final settlement documentation. This record series is maintained for reference and for audit purposes. This record series is microfilmed after the final settlement and is maintained by the homeownership program.

RETENTION: Retain microfilm 4 years in the homeownership program. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-152.)

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SDHDA-144. OWNED REAL ESTATE STATUS REPORTS:

07-065

This on-line computer program and monthly computer printout series is arranged numerically by servicer number and lists the status of SDHDA owned real estate. Information may include: mortgagor, property address, mortgage insurer, loan series, insurance policy number, claim dates, marketing information, and net loss or gain to date. This record series is maintained for reference when considering an offer on the property. The data processing division backs up this computer program weekly.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-153.)

SDHDA-145. POOL INSURANCE RECONCILIATION REPORTS:

07-065

This annual series contains reconciliation reports showing the loans insured under each pool insurance policy. Information may include: pool insurance company identification; pool insurance company's policy numbers and lists of mortgages covered under each; SDHDA's computer printout showing mortgages covered under each policy; and correspondence. This record series is maintained to reconcile the lists of mortgages covered under each policy and to pay annual premiums to the insurer.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-154.)

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SDHDA-146. STATUS REPORTS:

07-065

This monthly computer printout series is arranged chronologically and contains status reports concerning loans in foreclosure. Computer reports may include, but are not limited to: Sheriff Sale/Deed-In-Lieu, Summons/Complaints Issued, Summons/Complaints Dismissed, Sheriff Sale/Deeds-In-Lieu Pending Final Settlement, and Summons/Complaints Issued Pending Sale/Dismissal. Information may include: date, servicer, SDHDA loan number, name, principal and interest balances, and current status. This record series is maintained for reference, for administrative planning, and for reporting purposes.

RETENTION: Retain 3 years, then destroy.

(Note: Previous record series number was HDA-155.)

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OFFICE: SDHDA
PROGRAM: Asst. Housing Mgmt. Officer
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0011

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SDHDA-147. DEVELOPMENT FILES, TENANT INFORMATION:

07-065

This series is arranged numerically by development number and contains a summary of tenant information submitted by the management agent for each development within the program. Information may include: HUD-50059 forms and easy worksheets. This record series is maintained for reference and for HUD audit purposes.

RETENTION: Retain 1 month in office, then microfilm and maintain film 3 years and 11 months after the loan completion. Destroy 4 years after the loan completion provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-178.)

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RM CUSTOMER #: 0011

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SDHDA-148. HISTORICAL RENT ADJUSTMENT FILES:

07-065

This annual updatable microfilm jacket series is arranged numerically by development number and contains an historical record of rent adjustment worksheets used to calculate rent subsidies paid to each landlord. The rental base figure is used on many other multifamily program forms. Information may include: private firm's report of rent comparisons between assisted units and private developments, HUD annual rent adjustment factor worksheets showing calculations for the rent base figures, SDHDA annual rent adjustment letter, and Exhibit A with authorized signatures. This record series is maintained to document how the development's rent base was calculated, for reference to insure that rent increases are warranted, and for reporting purposes.

RETENTION: Retain 1 year in office, then microfilm and maintain film for 3 years after HAP contract terminates. Destroy film 3 years after loan satisfaction.

(Note: Previous record series number was HDA-179.)

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SDHDA-149. INSURANCE FILES:

07-065

This annual series is arranged numerically by development number and contains current insurance policies for each multifamily program unit. Each development's insurance payments are held in escrow and payments are made by SDHDA directly to the insurer. This record series is maintained for reference during policy renewal and for documentation purposes. Insurance policies are physically maintained in a bank vault.

RETENTION: Retain current in bank vault. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-180.)

SDHDA-150. MONTHLY REQUISITIONS:

07-065

This series is arranged numerically by development number and contains monthly requisitions submitted by management agents for housing assistance payments (HAP) subsidies. Monthly requisitions summarize information found on the HUD-50059 form. Information may include: tenant names, unit number, tenant rent, HAP, contract rent (combined tenant and HAP rents), and rent adjustment information. This record series is maintained for audit and reference purposes.

RETENTION: Retain 1 year in office, then image and maintain 3 years in office. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was HDA-181.)

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SDHDA-151. MULTIFAMILY DEVELOPMENT FILES:

07-065

This updatable microfilm jacket series is arranged numerically by development number and serves as the central depository for information pertaining to each multifamily development within the program. Information is separated into sections and includes: development number, and development name; correspondence; active and inactive tenant profiles for determining subsidy payments and tenant rents; financial statements, budgets, cash flow reports, and operating statements; SDHDA technical service coordinator's physical reviews and HUD compliance reviews; notice of payment due statements; escrows; and requests for capital expenditures and payment authorizations. This record series is maintained for reference, for documentation, for budget, and for audit purposes. Portions of this information are also maintained by the development's management agent and SDHDA accounting division.

RETENTION: Retain film 3 years after loan satisfaction, then destroy.

(Note: Previous record series number was HDA-182.)

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SDHDA-152. PAYMENT AUTHORIZATIONS (HAP PAYMENTS):

07-065

This series is arranged alphabetically and contains copies of payment authorizations for Section 8 Housing Assistance Payments (HAP) programs. Payments are made for New Construction Units, HUD and Rural Development and administrative fees. Information may include: date, pay to the order of, amount, account name, account number, SDHDA authorizing signature; check number, date, amount paid, approval, footing, account; itemized list of development numbers, descriptions (unit name), and individual amounts. This record series is maintained for reference purposes. The accounting division maintains the audit copy for three years.

RETENTION: Retain 4 years in office, then image and microfilm. Maintain images and microfilm 3 years after the property mortgage has been paid off, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

(Note: Convert electronic images to microfilm as volume warrants.)

(Note: Destroy paper after microfilm and images have been verified.)

(Note: Previous record series number was HDA-183.)

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SDHDA-153. RENT REPORTS:

07-065

These monthly computer printouts are arranged numerically by development number and contain lists of current month rents by project and bedroom size for each development. Information may include: project number, total rents, and rents by bedroom size. This record series is maintained for reference purposes.

RETENTION: Retain current report in office. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-184.)

SDHDA-154. TAX FILES, NEW CONSTRUCTION:

07-065

This series is arranged numerically by development number and contains county treasurers' tax notices and receipts for all new construction projects in the multifamily housing program. Information for each contract may include: contract identification, tax notice, amount held in escrow, amount paid by SDHDA, and tax receipts for each. This record series is maintained for reference and to insure proper escrow collection and payment of taxes.

RETENTION: Retain 1 year in office, then image periodically and maintain for 3 years after loan satisfaction. Destroy 3 years after loan satisfaction.

(Note: Convert electronic images to microfilm as volume warrants.)

(Note: Previous record series number was HDA-185.)

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SDHDA-155. TENANT LISTINGS:

07-065

This monthly computer printout series contains a numeric list of development numbers and alphabetic list of tenants within each multifamily development. Information may include: development number, tenant name, and apartment or unit number. This record series is maintained for reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was HDA-186.)

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SDHDA-156. ENVIRONMENTAL ASSESSMENT PACKETS:

07-065

This series contains environmental assessment information used in conjunction with "Site Specific Checklists" for those multifamily development projects which are required to have an environmental review. Information may include: project, number of units, undertaken by, site specific checklists, criteria, standards, policies and statutes, correspondence, miscellaneous supplement items, date, and landlord signature. This record series is maintained for reference, to recommend corrective actions, and to document compliance with environmental protection laws.

RETENTION: Retain 3 years in office after resolution, then destroy.

(Note: Previous record series number was HDA-189.)

SDHDA-157. EVALUATION FORMS, HOUSING STANDARDS:

07-065

This series contains forms used to evaluate physical condition and arrangement of housing units before and after rental construction. Information may include: project identification; general information about ownership; structural type; condition of each room; exterior condition of the building; heating and plumbing; general health and safety; lead based paint owner certification; and evaluation summary (includes reason for "fail" rating or comments). This record series is maintained for reference purposes and to document compliance with housing standards.

RETENTION: Retain in office 3 years after loan satisfaction, then destroy.

(Note: Previous record series number was HDA-190.)

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SDHDA-158. FEASIBILITY STUDIES:

07-065

This series contains multifamily landlord's debt service feasibility studies. Studies for each project are conducted after initial application and prior to SDHDA loan commitment. Information may include: project identification; reviewer's identification; calculation of base rents and contract rents; monthly base rents (rent approach, cost approach and agreement/HAP contract); monthly rehabilitation debt service; and monthly contract rent (agreement/HAP contract). This record series is maintained for reference when making recommendation regarding debt service feasibility and to document compliance with HUD requirement.

RETENTION: Image/microfilm and maintain for 3 years after loan satisfaction, then destroy.

(Note: Convert electronic images to microfilm as volume warrants.)

(Note: Previous record series number was HDA-191.)

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SDHDA-159. FLEX PROGRAM:

24-005

This series is arranged alphabetically by project and contains documentation for the various flex programs funded by the Housing Development Authority. Program may include, but are not limited to the following: Governor's House program, day care program, and rural site development program. Information may include: receipts, purchase agreement, mortgage notes, correspondence, applications, board resolutions, and payment documentation. This record series is maintained for administrative and audit purposes.

RETENTION: Retain in office until transaction has been completed, then image. Maintain until 5 years after affordable period terminates (maximum 40 years), then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ONE TIME DISPOSAL AUTHORITY REQUEST: Destroy original microfilm stored at Records Management.

(Note: Previous record series number was HDA-220.)

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SDHDA-160. PROJECT FILES:

24-005

This series is arranged numerically by project number and serves as the central depository for information regarding the rental development projects. Information may include: correspondence, monthly reports, application; bids; photographs; municipal certification; verification of funding; evidence of title; tenant questionnaire; original, interim, and final SDHDA inspections; original, interim, and final city inspections, market studies, and additional bids (if applicable); pre-rehabilitation report; request for drawdown funds; and payment voucher. Successful applications also include these loan closing documents: loan commitment, loan agreement, promissory note and mortgage, regulatory agreement, borrower's certification, and project completion report. This record series is maintained for reference, to monitor changes in loan status, and for documentation purposes.

RETENTION: Retain in office until transaction has been completed, then image. Maintain until 5 years after affordable period terminates (maximum 40 years), then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ONE TIME DISPOSAL AUTHORITY REQUEST: Destroy original microfilm stored at Records Management.

(Note: The original note, mortgage documents, and contract documents are retained in vault.)

(Note: Previous record series number was HDA-196.)

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SDHDA-161. MULTIFAMILY DEVELOPMENT AUDITS:

07-065

This series is arranged numerically by development number and contains certified public accountant's annual audits of financial condition for each multifamily development. Information may include but is not limited to: date received, development name, development number, owner, accounting firm, and housing management officer; accountant's certification; balance sheet, statement of income and expenses, changes in financial position, partner's equity, cash receipts and disbursements, changes in fixed assets, auditor's confirmation of fidelity bond coverage; and correspondence resulting in dividend distribution approval to the owner. This record series is maintained to monitor the financial condition of each development, to document contract compliance, for budget purposes, and for reference when making recommendations for corrective action. The accounting division also maintains the information for internal audit purposes for three years.

RETENTION: Retain 3 years in office, then image and microfilm. Maintain images and microfilm 3 years after the property mortgage has been paid off, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

(Note: Convert electronic images to microfilm as volume warrants.)

(Note: Destroy paper after microfilm and images have been verified.)

(Note: Previous record series number was HDA-200.)

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SDHDA-162. MULTIFAMILY DEVELOPMENT FILES:

24-005

This series is arranged numerically by development number and serves as the central depository for information pertaining to each multifamily development within the program. Information is separated into sections and may include: development number, development name, and address; correspondence; active and inactive tenant profiles for determining subsidy payments and tenant rents; financial statements, cash flow reports, and operating statements; SDHDA technical service coordinator's physical review and HUD compliance review; requisitions; notice of payment due statements; escrows; and requests for capital expenditures and payment authorizations. This record series is maintained for reference, for documentation, for budget, and for audit purposes. Portions of this information are also maintained by the development's management agent and the SDHDA accounting division.

RETENTION: Retain in office until transaction has been completed, then image. Maintain until 5 years after affordable period terminates (maximum 40 years), then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ONE TIME DISPOSAL AUTHORITY REQUEST: Destroy original microfilm stored at Records Management.

(Note: Previous record series number was HDA-201.)

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SDHDA-163. MULTIFAMILY LOAN DOCUMENTS:

24-005

This series is arranged numerically by development number and contains information regarding multifamily housing loans. Information may include, but is not limited to: management agent changes, ownership changes, mortgages, mortgage notes, pledge agreements, assignments of rents, construction contracts, building loan agreements, working capital escrow agreements, management agreements, title insurance, copy of warranty deed, and housing assistance payments (HAP) contracts. This record series is maintained for reference, to monitor changes in loans, and for documentation purposes.

RETENTION: Retain 3 years after loan satisfaction, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ONE TIME DISPOSAL AUTHORITY REQUEST: Destroy original microfilm stored at Records Management.

(Note: Previous record series number was HDA-202.)

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SDHDA-164. PRELIMINARY LOAN DOCUMENTATION, ROLL
MICROFILM:

07-065

This roll microfilm series is arranged numerically by development number and contains preliminary loan processing documents for each development loan. Information may include: original loan applications, feasibility approvals, conditional commitments, and final loan closing documentation. This record series is maintained for reference and for documentation purposes. Similar closing documents are maintained in the "Loan Documents, Updatable Microfilm" file for three years after loan satisfaction.

RETENTION: Retain 3 years after loan satisfaction, then destroy.

(Note: Previous record series number was HDA-203.)

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SDHDA-165. ADMINISTRATIVE RULES PROMULGATION FILES:

07-065

This series contains notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearings. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. Information serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

RETENTION: Retain in office for as long as rules are in effect, then destroy.

(Note: SDCL 1-26-7 states, in part, that "each agency shall keep the original records, documents, and instruments required by this chapter." There is no time frame included for these records. Since SDCL 1-26-6.8 provides that "No rule is enforceable in the Courts unless properly adopted," the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26A-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD. Consider maintaining on microfilm instead of paper.)

(Note: Previous record series number was HDA-204.)

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SDHDA-166. APPLICANT FILES, EMERGENCY SHELTER GRANT PROGRAM:

07-065

This series is arranged alphabetically by applicant and contains emergency shelter grant applications and information related to funded projects. Information may include, but is not limited to: file memo; application and recertification of eligibility; verification statements; verification worksheets; certification of compliance with HUD procedures; checklist; operating budgets and financial statements; and related approval or denial correspondence. This record series is maintained for reference, for monitoring funded applications, and for documentation purposes.

RETENTION: Retain active loan file in office, then image. Transfer denied or terminated to storage for 3 years. Destroy 3 years after terminated.

(Note: Previous record series number was HDA-205.)

SDHDA-167. ATTORNEY GENERAL OPINIONS:

07-065

This series contains official opinions handed down by the State Attorney General concerning questions pertaining to the agency. The opinions are used for occasional reference and as support for the administrative decisions made and actions taken.

RETENTION: Retain 3 years in office, then destroy.

(Note: All Attorney General's Official Opinions are printed in the Biennial Report of the Attorney General.)

(Note: Previous record series number was HDA-206.)

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SDHDA-168. AUDIT REPORTS:

07-065

This series contains HUD audit reports concerning the expenditure and administration of SDHDA multifamily housing program funds. This record series is used to identify problem areas and discrepancies so that corrective measures can be implemented. The accounting division also maintains copies of the reports.

RETENTION: Retain 3 years in office, then image and microfilm. Maintain images and microfilm 3 years after the property mortgage has been paid off, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

(Note: Convert electronic images to microfilm as volume warrants.)

(Note: Destroy paper after microfilm and images have been verified.)

(Note: Previous record series number was HDA-207.)

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SDHDA-169. BUDGET FILES:

07-065

This series is arranged chronologically and contains yearly budget summaries for the multifamily housing program. Information may include: budget requests, budget drafts, operating budgets, and related working papers. This record series is used to monitor program activities and for preparing future budget requests.

RETENTION: Retain 3 years in office, then image and microfilm. Maintain images and microfilm 3 years after the property mortgage has been paid off, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

(Note: Convert electronic images to microfilm as volume warrants.)

(Note: Destroy paper after microfilm and images have been verified.)

(Note: Previous record series number was HDA-208.)

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SDHDA-170. CONSOLIDATED PLAN:

07-065

This annual series contains information concerning South Dakota's Consolidated Plan. Information may include, but is not limited to: federal correspondence copies, interdepartmental correspondence, input data, working papers, program narratives, results of surveys and questionnaires, and mailing lists of service providers and State agencies. This record series is used for administering current funding and for reference when requesting new funding.

RETENTION: Retain 6 years in office, then destroy.

(Note: Previous record series number was HDA-209.)

SDHDA-171. CORRESPONDENCE, GENERAL:

07-065

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received. The information is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was HDA-210.)

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DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Multifamily Housing Manager
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0011

RECORD		R.D.B.
SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	AUTHORITY
		NUMBER

SDHDA-172. EMERGENCY SHELTER GRANT PROGRAM FILES:

07-065

This series contains information concerning the administration of the Emergency Shelter Grant Program. SDHDA administers the funded grant. Applicants are jointly reviewed by the representatives of the Department of Education, Department of Social Services, Department of Labor, and the SDHDA. Information may include, but is not limited to: copies of appropriate federal register pages, federal correspondence copies, interdepartmental correspondence, input data, working papers, program narratives, results of surveys and questionnaires, grant applications, grant documentation, monitoring and accounting records. This record series is used for administering current grants and for reference when requesting new grants. Audit information is maintained by the accounting division for three years.

RETENTION: Retain 3 years in office after final disbursement, then image and microfilm. Maintain images and microfilm 6 years after final disbursement, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

(Note: Convert electronic images to microfilm as volume warrants.)

(Note: Destroy paper after microfilm and images have been verified.)

(Note: Previous record series number was HDA-212.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Multifamily Housing Manager
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0011

RECORD **R.D.B.**
SERIES NO. **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**
NUMBER

SDHDA-173. HOUSING NEEDS ANALYSIS FILES:

07-065

This series contains information regarding all types of housing needs in South Dakota. Information may include, but is not limited to: statistical demographics, surveys, questionnaires, copies of correspondence, related reference materials, and working papers.

RETENTION: Retain 2 years in office, then destroy.

(Note: Subject to archival screening prior to disposal.)

(Note: Previous record series number was HDA-213.)

SDHDA-174. LEGISLATION FILES:

07-065

This series is arranged chronologically and serves as the multifamily program's central file of all proposed legislation and legislation from previous years. Information may include: resource materials, correspondence, bill tracking printouts, copies of House and Senate bills, preliminary bill drafts, and the final drafts of proposed legislation. This record series is used for bill drafting, submission, and tracking during the legislative session.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was HDA-214.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Multifamily Housing Manager
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0011

RECORD		R.D.B.
SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	AUTHORITY
		NUMBER

SDHDA-175. REFERENCE FILES:

07-065

This series contains information used by the program manager for convenience of reference in the daily operation of the multifamily housing division. Information may include, but is not limited to: copies of correspondence and memorandums, budget requests, journals, operations guides, technical reference manuals, employee status reports, performance schedules, convenience copies of staff meeting minutes, federal register pages, and other information of interest or benefit to the multifamily housing program managers. This record series serves as a central depository for reference materials used to answer questions concerning each topic and for planning purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was HDA-215.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Multifamily Housing Manager
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0011

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

SDHDA-176. RULES AND REGULATIONS:

07-065

This series is arranged alphabetically and contains copies of rules and regulations pertaining to the SDHDA multifamily housing program. Information may include, but is not limited to: federal grant management guidelines, procedural manuals, communication procedures, and other miscellaneous rules and regulations. This record series is used to document the most current rules and regulations and for reference concerning actions to be taken in certain situations.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Cull files at least once a year to avoid a build-up of superseded or obsolete material.)

(Note: Previous record series number was HDA-216.)

SDHDA-177. SURVEYS AND QUESTIONNAIRES:

07-065

This series is arranged alphabetically by title and contains surveys and questionnaires sent from or received by the division in gathering information concerning various housing topics. Information may include: copies of completed surveys or questionnaires, respondent's name or identification number (where necessary), date completed, respondent's comments, and summary of results. This record series is maintained for statistical reporting and for administrative purposes.

RETENTION: Retain current in office. Image then destroy superseded or obsolete.

(Note: Previous record series number was HDA-217.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: G.O.E.D.
OFFICE: SDHDA
PROGRAM: Technical Service Coordinator
RECORDS OFFICER: Todd Hight
RM CUSTOMER #: 0011

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

SDHDA-178. PLANS AND SPECIFICATIONS FILES:

24-005

This series is arranged numerically by project number and contains building plans and specifications for each development unit constructed or rehabilitated within the multifamily housing program. Information may include: large architectural drawings, specification books, shop drawings, and manufacturers' warranty information. This record series is maintained for reference purposes and to record measurements and product specifications for each development.

RETENTION: Retain for the life of the loan, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ONE TIME DISPOSAL AUTHORITY REQUEST: Destroy original microfilm stored at Records Management.

(Note: Previous record series number was HDA-219.)