



**ARIZONA STATE  
LIBRARY, ARCHIVES AND PUBLIC RECORDS**  
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:  
All Arizona Counties, Municipalities, and Special Districts  
Housing Records**

**Schedule Number:  
GS-1063**

- Authority:** Pursuant to ARS 41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS 39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS 41-151.09).
- Disposition:** This schedule is used in conjunction with the Certificate of Records Destruction. All records disposed under this schedule must be reported on the Certificate of Records Destruction, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Certificate of Records Destruction when they are disposed.
- Supersedence:** **This schedule supersedes General Schedule 000-12-57, dated June 15, 2012.**

Records Analyst, Secretary of State: Richard Carroll	State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Assistant Director of Archives: Dennis Preisler, Ph.D.	Records Management Officer:
<i>Records Series Electronically Approved in RSM Database</i>	Records series approval on file

**RECORDS MANAGEMENT CENTER**

1919 West Jefferson Street • Phoenix, Arizona 85009 • <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: [records@azlibrary.gov](mailto:records@azlibrary.gov)

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**Housing Records**

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20651	<p><b>Capital Fund Grant Program Records</b></p> <p>Including records by unit of work carried out to permit HUD to review the extent to which units have been substantially rehabilitated (24 CFR 968.310; 24 CFR 905.666); files and records of planning meetings including minutes and resident surveys; and source documents of physical and management assessment identifying all work necessary to bring each development up to the modernization and energy standards, to comply with lead-based testing and abatement requirements, and to comply with other program requirements (24 CFR 968.320; 24 CFR 905.672).</p>	5 Years	After Federal fiscal year created.		6/15/2012
20652	<p><b>Community Development Block Grant (CDBG) Records, Local determination of eligibility (24 CFR 570.200)</b></p>	5 Years	After date of submission of the Consolidated Annual Performance and Evaluation Report (CAPER) where specific activity is reported on for the final time or after retention period required by contract is met, whichever is later (ARS 35.214).	ARS 35.214	6/15/2012

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20653	<b>Community Development Block Grant (CDBG) Records, Slum and blight area records including boundaries and conditions (24 CFR 570.208)</b>	5 Years	After date of submission of the CAPER where specific activity is reported on for the final time or after retention period required by contract is met, whichever is later (ARS 35.214).	ARS 35.214	6/15/2012
20654	<b>Community Development Block Grant (CDBG) Records, Displacement, relocation, acquisition and replacement of housing records (24 CFR 570.488; 24 CFR 570.606)</b>	5 Years	After date of submission of the CAPER where specific activity is reported on for the final time or after retention period required by contract is met, whichever is later ARS 35.214).	ARS 35.214	6/15/2012

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20655	<b>Community Development Block Grant (CDBG) Records, Records describing each activity assisted with CDBG funds including the location, the amount of CDBG funds budgeted, obliged and expended for each activity; and records demonstrating that activities meet national objectives of benefiting low and moderate income persons</b>	5 Years	After date of submission of the CAPER where specific activity is reported on for the final time or after retention period required by contract is met, whichever is later (ARS 35.214).	ARS 35.214	6/15/2012
20656	<b>Community Development Block Grant (CDBG) Records, Lead-based inspection and/ or test reports</b>	3 Years	After date of report or after retention period required by contract is met After date of submission of the CAPER where specific activity is reported on for the final time or after retention period required by contract is met, whichever is later (24 CFR 570.608).	24 CFR 570.608	6/15/2012
20657	<b>Fraud Recoveries Program Judgment Records</b> Including amounts recovered, nature of judgment, amount of legal fees and expenses incurred (24 CFR 892.204).	3 Years	After date of judgment (HUD recommendation).	HUD recommendation	6/15/2012

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20658	<p><b>Home Investment Partnerships Program Records, Records referring to periods of affordability</b></p> <p>Including program requirement records; project records; community housing development organization set-aside records; affirmative marketing procedures and requirements records; environmental compliance review records; displacement, relocation and real property acquisition records; labor requirements; lead- based paint records; certifications; and program administrative records.</p>	5 Years	After required period of affordability ended or after retention period required by contract is met (24 CFR 92.508).	24 CFR 92.508	6/15/2012
20659	<p><b>Home Investment Partnerships Program Records, Down Payment Assistance Program records</b></p> <p>Including program requirement records; project records; community housing development organization set-aside records; affirmative marketing procedures and requirements records; environmental compliance review records; displacement, relocation and real property acquisition records; labor requirements; lead- based paint records; certifications; and program administrative records.</p>	5 Years	After recapture period ended.		6/15/2012

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20660	<b>Home Investment Partnerships Program Records, Records covering displacement and acquisition</b> Including program requirement records; project records; community housing development organization set-aside records; affirmative marketing procedures and requirements records; environmental compliance review records; displacement, relocation and real property acquisition records; labor requirements; lead- based paint records; certifications; and program administrative records.	5 Years	After date by which all persons displaced from property, and all persons whose property is acquired for the project have received final payment or after retention period required by contract is met (24 CFR 92.508).	24 CFR 92.508	6/15/2012
20661	<b>Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Existing Housing, Certifications and relevant documentation, rent reasonableness limitation records</b>	3 Years	After Federal fiscal year created (24 CFR 882.106).	24, CFR 882.106	6/15/2012
20662	<b>Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Existing Housing, Lead-based paint inspection and/or test reports</b>	3 Years	After date of report (24 CFR 882.109; 24 CFR 882.405; 24 CFR 882.211).	24 CFR 882.109; 24, CFR 882.405; 24, CFR 882.211	6/15/2012
20663	<b>Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Existing Housing, Complaints by families concerning compliance by owner with housing quality standards</b>	3 Years	After Federal fiscal year received (24 CFR 882.211).	24, CFR 882.211	6/15/2012
20664	<b>Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Existing Housing, Applications, notices to applicants and applicant responses retained in order to provide HUD with racial, ethnic, gender, and disability status</b>	5 Years	After Federal fiscal year created or received.		6/15/2012

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20665	<b>Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Existing Housing, Requests for lease approval, inspection reports, notices of lease approval/disapproval, executed leases, and executed housing choice voucher contract records (24 CFR 887.207)</b>	3 Years	After Federal fiscal year created or received.		6/15/2012
20666	<b>Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Existing Housing, Separate accounts and records of management function activities performed to meet contractual obligations when owner functions are not contracted out (24 CFR 887.305)</b>	3 Years	After Federal fiscal year created or received.		6/15/2012
20667	<b>Housing Choice Voucher (Section 8) Housing Assistance Payments Program for New Construction</b> Including race, ethnicity, gender and disability records of program beneficiaries.	3 Years	After Federal fiscal year created (24 CFR 880.603).	24 CFR 880.603	6/15/2012
20668	<b>Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Substantial Rehabilitation</b> Including race, ethnicity, gender and disability records of program beneficiaries.	3 Years	After Federal fiscal year created (24 CFR 881.602; 24 CFR 880.603; 24 CFR 880.603; 24 CFR 968.108).	24 CFR 881.602; 24, CFR 880.603; 24, CFR 968.108	6/15/2012
20669	<b>Housing and Urban Development (HUD) Grant Records, Down Payment Assistance Program records</b>	5 Years	After recapture period ended.		6/15/2012

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20670	<b>Housing and Urban Development (HUD) Grant Records, All other records</b>	3 Years	After final payment made or after final resolution of all issues regarding grant resolved, whichever is later (7 CFR 3016.42; 24 CFR 85.42).	7 CFR 3016.42; 24, CFR 85.42	6/15/2012
20671	<b>Public Housing Assistance Payments Program Records, Application, Participant and Family Records</b> provide HUD with racial, gender, ethnic and disability data including application, notices to the applicant, applicant responses, records of informal hearings, and a statement of final disposition in cases or ineligible determinations.	3 Years	After Federal fiscal year created or received (24 CFR 882.209; 24 CFR 994.214; 24 CFR 886.321; 24 CFR 968.108).	24 CFR 882.209; 24, CFR 994.214; 24, CFR 886.321; 24, CFR 968.108	6/15/2012
20672	<b>Public Housing Assistance Payments Program Records, Records that document the basis on which allowances for utilities and scheduled surcharges and revision are established and revised (24 CFR 965.473)</b>	3 Years	After Federal fiscal year created or received (HUD recommendation).	HUD recommendation	6/15/2012
20673	<b>Public Housing Assistance Payments Program Records, Records on which unites, common areas, exteriors, and child care facilities have been tested for lead-based paint; test results by location (24 CFR 965.709)</b>	3 Years	After Federal fiscal year created or received (HUD recommendation).	HUD recommendation	6/15/2012
20674	<b>Public Housing Voucher Program Records, Applications, notices to applications and applicant responses retained in order to provide HUD with racial, ethnic, gender and disability status</b>	5 Years	After Federal fiscal year created (24 CFR 887.155).	24 CFR 887.155	6/15/2012

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20675	<b>Public Housing Voucher Program Records, Requests for lease approval inspection reports, notices of lease approval/disapproval, executed lease, and executed housing choice voucher contract records (24 CFR 887.207)</b>	3 Years	After Federal fiscal year created (HUD recommendation).	HUD recommendation	6/15/2012
20676	<b>Public Housing Voucher Program Records, Separate accounts and records of management function activities performed to meet contractual obligations when owner functions are not contracted out (24 CFR 887.305)</b>	3 Years	After Federal fiscal year created or received (HUD recommendation).	HUD recommendation	6/15/2012
20678	<b>Public Housing Voucher Program Records, Full executed lease documents, move-in inspection reports, notices to tenants of lease violations, notices of lease terminations and evictions</b>	3 Years	After move out date		6/15/2012
20679	<b>Public Works Planning Records</b> Including accounting records for plan preparation (24 CFR 598.13).	5 Years	After completion of plan or plan abandoned.		6/15/2012
20680	<b>Rehabilitation Records, Down Payment Assistance Program records</b> Including Owner Occupied Housing Rehabilitation Program and Rental Rehabilitation Program.	5 Years	After recapture period ended.		6/15/2012
20681	<b>Rehabilitation Records, All other records</b> Including Owner Occupied Housing Rehabilitation Program and Rental Rehabilitation Program.	5 Years	After lien removed from property.		6/15/2012

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20682	<b>Residential Homeownership Program Records</b> necessary to calculate payments due to commissioner (24 CFR 248.173).	3 Years	After fiscal year of date of payment (HUD recommendation).	HUD recommendation	6/15/2012
20683	<b>Section 5(h) Homeownership Program Records</b> Including sales and financial records for all activities incident to the implementation of the plan (24 CFR 906.17; 24 CFR 905.1017).	3 Years	After Federal fiscal year created or received (HUD recommendation).	HUD recommendation	6/15/2012
20684	<b>Urban Homesteading Records, Financial records; property disposition records; supporting documents; statistical records; and all other related records pertinent to the program</b>	5 Years	After fee simple title has been conveyed to all homesteaders (24 CFR 590.25).	24 CFR 590.25	6/15/2012
20685	<b>Urban Homesteading Records, Race, ethnicity, gender and disability records of program beneficiaries</b>	5 Years	After calendar year created or received (HUD recommendation).	HUD recommendation	6/15/2012