

**RECORDS RETENTION SCHEDULE**

Form RC-050 (Revised 01/2010)

**COPY**



**STATE OF CONNECTICUT**  
**Connecticut State Library**  
**Office of the Public Records Administrator**  
 231 Capitol Avenue, Hartford, CT 06106  
[www.cslib.org/publicrecords](http://www.cslib.org/publicrecords)

**RETENTION SCHEDULE**

# **10-7-1**

- AUTHORITY:** The Office of the Public Records Administrator issues this retention and disposition schedule under the authority granted it by CGS §11-8 and §11-8a.
- FORMAT:** Retention periods listed on this schedule apply to the record, regardless of physical format. Records may be either hard copy or electronic. If the record is electronic, the custodian of the record must be able to interpret and retrieve the data for the minimum retention period listed for the records series.
- DISPOSITION AUTHORIZATION:** This schedule is used concurrently with the *Records Disposition Authorization* (Form RC-108). The RC-108 must be signed by the agency Records Management Liaison Officer (RMLO), the State Archivist, and the Public Records Administrator *prior* to the destruction of public records.

<b>AGENCY:</b> Connecticut Housing Finance Authority (CHFA)	<b>AGENCY ADDRESS:</b> 999 West Street, Rocky Hill, CT 06067	<b>This schedule is:</b> <input type="checkbox"/> new <input checked="" type="checkbox"/> revised
<b>PROGRAM / UNIT:</b> All		<b>If revised, superseded retention schedule number(s):</b> CHFA 00-3

<b>RMLO (type or print):</b> John K. Craford	<b>TITLE (type or print):</b> Executive Vice President	<b>APPROVED (State Archivist):</b> Mark H. Jones (signature on file)	<b>DATE:</b> 9/16/2010
<b>APPROVED (RMLO):</b> John K. Craford (signature on file)	<b>DATE:</b> 9/14/2010	<b>APPROVED (Public Records Administrator):</b> LeAnn R. Power (signature on file)	<b>EFFECTIVE DATE OF SCHEDULE:</b> 9/21/2010

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
1.	<b>Low Income Housing Tax Credit Compliance Records</b> This series documents project compliance with tax credit requirements. Including but not limited to: audits, site reviews, and reports on compliance.	Until scanned and microfilmed	Life of the tax credit plus 7 years	Life of the tax credit plus 7 years	In accordance with State Library's Digital Imaging Standards, hard copy is destroyed after imaged copy is checked for quality assurance; Pursuant to 26 CFR 1.42-5(b)(2), records must be retained for "at least 6 years after the due date (with extensions) for filing the federal income tax return for that year."

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SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
2.	<p><b>Low Income Housing Tax Credit Records</b></p> <p>This series documents awarding and issuance of tax credits. Including but not limited to: commitments and IRS notifications.</p>	Until scanned and microfilmed	Life of the tax credit plus 7 years	Life of the tax credit plus 7 year	In accordance with State Library's Digital Imaging Standards, hard copy is destroyed after imaged copy is checked for quality assurance; Pursuant to 26 CFR 1.42-5(b)(2), records must be retained for "at least 6 years after the due date (with extensions) for filing the federal income tax return for that year."
3.	<p><b>Multifamily Loan Records</b></p> <p>This series documents multifamily loan transactions. Including but not limited to: loan documents, supporting information, and title verifications.</p>	Until scanned and microfilmed	7 years from loan maturity date	7 years from loan maturity date	In accordance with State Library's Digital Imaging Standards, hard copy is destroyed after imaged copy is checked for quality assurance.
4.	<p><b>Section 8 Records</b></p> <p>This series documents commitment of section 8 support, monitoring of issuance and compliance. Including but not limited to: voucher tracking, project reviews, and assessments.</p>	Until scanned and microfilmed	10 years from expiration of HAP contract	10 years from expiration of HAP contract	In accordance with State Library's Digital Imaging Standards, hard copy is destroyed after imaged copy is checked for quality assurance; HAP is Housing Assistance Payment.
5.	<p><b>Single Family Loan Records</b></p> <p>This series documents loan and borrower information for single family loans. Including but not limited to: mortgage documentation and application information.</p>	Until scanned and microfilmed	3 years from loan maturity date, or 6 years from date foreclosure process is completed, whichever is later	3 years from loan maturity date, or 6 years from date foreclosure process is completed, whichever is later	In accordance with State Library's Digital Imaging Standards, hard copy is destroyed after imaged copy is checked for quality assurance.
6.	<p><b>Single Family Loan Tax Compliance Records</b></p> <p>This series documents application and status requirements for single family loans. Including but not limited to: tax returns and settlement statements.</p>	Until scanned and microfilmed	3 years from loan maturity date, or 6 years from date foreclosure process is completed, whichever is later	3 years from loan maturity date, or 6 years from date foreclosure process is completed, whichever is later	In accordance with State Library's Digital Imaging Standards, hard copy is destroyed after imaged copy is checked for quality assurance.

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7.	<p><b>Single Family Loan Servicing Records</b></p> <p>This series documents defaults and refinancing for single family loans. Including but not limited to: claims, bankruptcy, and releases.</p>	Until scanned and microfilmed	3 years from loan maturity date, or 6 years from date foreclosure process is completed, whichever is later	3 years from loan maturity date, or 6 years from date foreclosure process is completed, whichever is later	In accordance with State Library's Digital Imaging Standards, hard copy is destroyed after imaged copy is checked for quality assurance.
8.	<p><b>Single Family Loan Underwriting Records</b></p> <p>This series documents application and appraisals for single family loans. Including but not limited to: tax returns, employment verifications, and sales contracts.</p>	Until scanned and microfilmed	2 years	2 years	In accordance with State Library's Digital Imaging Standards, hard copy is destroyed after imaged copy is checked for quality assurance.
9.	<p><b>Single Family Loan Underwriting Tax Compliance Records</b></p> <p>This series documents eligibility for single family loans. Including but not limited to: tax returns, sales contracts, and settlement statements.</p>	Until scanned and microfilmed	3 years from loan maturity date, or 6 years from date foreclosure process is completed, whichever is later	3 years from loan maturity date, or 6 years from date foreclosure process is completed, whichever is later	In accordance with State Library's Digital Imaging Standards, hard copy is destroyed after imaged copy is checked for quality assurance.