

Special Projects Division

Record Keeping Policies and Procedure: Retention Schedule

Citations

GC	=	Government Code
CFR	=	Code of Federal Regulations
HUD	=	Housing and Urban Development
OMB	=	Federal Office of Management and Budget

Record Series Title	Retention Schedule	Citation	Description
Block Grants Advisory Committee (BGAC) Meeting Minutes	Permanent	GC 34090(e)	The approved, monthly meeting minutes as well as the minutes taken during special BGAC meetings such as deliberations and joint study sessions.
Agendas	Current year, plus 2 years	GC 34090	All BGAC meeting agendas and CDBG-related meeting agendas.
Staff Reports	Current year, plus 2 years	GC 34090	All City Council Staff Reports and Notes.
Resolutions	Permanent	GC 34090(e)	All City Council-approved resolutions related to Special Projects activities.
Federal and State	When activity is closed and reported, plus 5 years	GC 34090	Refer to grant application (ex. CDBG and HOME) close-out procedure.
Financial Records	When activity is closed and reported, plus 5 years	GC 34090	Refer to grant application (ex. CDBG and HOME) close-out procedure.
General Subject Files	Current year, plus 2 years	GC 34090	Any files pertaining to Special Projects, but not associated with a federal or state grant.

Record Series Title	Retention Schedule	Citation	Description
Grants, American Recovery and Reinvestment Act of 2009 (ARRA)	When activity is closed and reported, plus 10 years*	Title XII of the ARRA of 2009, Public Law 111-5; 24 CFR Part 570; 2 CFR Part 176	Applications, grant award documents/agreements, purchase orders, invoices, expenditures, drawdowns, project files, contracts, proposals and reports. *OR as required by granting agency and grant close-out procedures.
Grants, Private Foundations	When activity is closed and reported, plus 5 years*	As specified in Grant	Applications, grant award documents/agreements, purchase orders, invoices, expenditures, drawdowns, project files, contracts, proposals and reports. *OR as required by granting agency and grant close-out procedures.
Programs	When activity is closed and reported, plus 10 years	24 CFR 570.502(b)(3),	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Tenant-Based Rental Assistance (TBRA) Program, Homebuyer Assistance Program, and Housing Trust Fund.
Unsuccessful	When activity is closed and reported, plus 2 years	GC 34090	Applications not entitled, such as loans and grants

Record Series Title	Retention Schedule	Citation	Description
STATE MANDATES			
Claims Reimbursement	Permanent	GC 34090	Consultant requests for proposal, consultant contracts, claims for payment and documentation, correspondence, information and instructions on various State mandate programs and reimbursements.
LOANS			
Community Development Block Grant (CDBG) Program	When the loan has been paid off or fully amortized or forgiven, plus 5 years.	24 CFR 570.502(a)(16); 24 CFR Part 85.42 (b) & (c); OMB Cir. A-102, 133 and HUD regulations	Includes borrower files, project files, loan agreements and documents, and payment information.
HOME Investment Partnerships Program	When the loan has been paid off or fully amortized or forgiven, plus 5 years.	24 CFR Part 92.508	Includes borrower files, project files, loan agreements and documents, and payment information.
General Fund	When activity is closed, plus 10 years.	GC 34090	Includes borrower files, project files, loan agreements and documents, and payment information.