

**THE HOUSING AUTHORITY OF THE COUNTY OF KING
RESOLUTION NO. 5280**

**AUTHORIZING CHANGES TO THE PUBLIC HOUSING ADMISSIONS AND
CONTINUED OCCUPANCY POLICY (ACOP) RELATING TO THE
DISPOSITION OF RECORDS**

WHEREAS, the Public Housing Program is administered within previously adopted program guidelines known as the Public Housing Admissions and Continued Occupancy Policy (herein called the “ACOP”); and,

WHEREAS, the Housing Authority currently has an agency-wide records retention policy adopted via Resolution No. 4007 on July 10, 2003; and,

WHEREAS, the Public Housing Department’s ACOP currently calls for less stringent retention timeframes for tenant records; and,

WHEREAS, KCHA’s Public Housing Management staff has identified the need for a uniform and consistent record retentions policy; and

WHEREAS, KCHA’s Public Housing Management staff has concluded that several changes must be made to the current policy in order to achieve the desired consistency; and,

WHEREAS, Board approval of revised operational policies and procedures is required before KCHA can implement such changes.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING:

EXHIBIT S. DISPOSITION of RECORDS POLICY

I. Tenant/Participant Files

A. *Vacate Files*

Dispose three (3) years after tenant/participant vacates in cases where no balance is owing the Housing Authority or where the balance owing the Housing Authority is \$500 or less.

B. *Current Files*

1. Original Application for Admission and Supporting Data and Lease

Do not dispose.

2. General Correspondence with Tenants/Participants and Local Records Which May be Important Basis for Future Action

Do not dispose.

3. Leases and Riders Other Than Original

Dispose five (5) years after being superseded for existing tenants/participants.

4. Applications for Continued Occupancy and Supporting Data

Dispose five (5) years after being superseded for existing tenants/participants.

II. Application Files

A. *Withdrawn/Ineligible/Canceled Applications*

Dispose of ~~six~~three (63) years from date the application was classified withdrawn, ineligible or canceled - unless applicant or family member filed an INS appeal of their approved citizenship in conjunction with the application for housing assistance. In such cases, retain the documentation relating to the appeal for a period of ~~five~~six (65) years from the date the determination of the appeal.

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III. Maintenance Work Orders, Service Requests, and Related Papers Involved in Repair and Maintenance Work (Public Housing and Section 8 Project-Based)

Dispose Maintenance copies three (3) years after date of last audit.

IV. Correspondence

Do not dispose of correspondence relating to matters of policy and procedure or memos from the Central Office relating to matters of policy or procedure.

Dispose after ~~five-six~~ (65) years, correspondence relating to routine management and maintenance matters.

V. HACK/HUD Management Reports

Dispose Area Office copies ~~sixfive~~ (65) years after date of report.


- (1.) The Board of Commissioners hereby adopts the revisions to the Public Housing Admissions and Continued Occupancy Policy as attached; and
- (2.) Authorizes the Housing Authority to take the necessary steps to implement these revisions effective May 1, 2010.

**ADOPTED AT A MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE COUNTY OF KING THIS 21ST DAY
OF APRIL, 2010.**

**THE HOUSING AUTHORITY OF THE
COUNTY OF KING, WASHINGTON**



NANCY HOLLAND-YOUNG, Chair
Board of Commissioners



STEPHEN NORMAN
Secretary-Treasurer