

New Brunswick Housing Authority

Records Retention and Disposition Policy

Overview

This Records Retention and Disposition Policy ("Policy") outlines the New Brunswick Housing Authority's ("NBHA") procedures for maintenance and disposition of records related to its business as a local housing authority in the State of New Jersey. The Policy describes various types of records, the length of time each record shall be maintained, and disposition of each record. Unless in litigation, the records covered in this Policy may be destroyed after appropriate length of time as stated in this Policy.

This Policy includes some record series which are maintained in an electronic format. In the normal course of business, the NBHA will take the necessary actions to ensure hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance public records.

Record series listed in this Policy with a "Permanent" retention shall not be disposed of, and are to be preserved in perpetuity in a legally sanctioned format. The NBHA should maintain them in the office as long as they are needed on a regular basis for transacting business. Once active use ceases, the NBHA may consider transferring the records to a central archival facility maintained by the county or local government.

All employees of the NBHA should properly maintain and dispose of files as described in this Policy. Any questions related to maintenance and disposition of any records should be directed to John Clarke, Executive Director of the NBHA.

Director's Office Records

- Project Files shall be retained for 10 years after completion of construction, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0001-0000 page 1
- Blueprints and Maps shall be retained for 10 years after completion of construction, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0002-0000 page 1.

Federal Grant Files, including but not limited to Federal Grant Agreements, financial records, statistical records, and supporting documentation, shall be maintained and disposed of as follows:

- Federal Grant File Agreements shall be retained for 6 years after termination of the grant, provided that all litigation, claims, or audit findings are resolved and all non-expendable property has been disposed of, after which they shall be destroyed.

New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0003-0001, page 1.

- Federal Grant File Supporting Documentation, Financial Records, and Statistical Records shall be retained for 6 years after termination of the grant, provided that all litigation, claims, or audit findings are resolved and all non-expendable property has been disposed of, after which they shall be destroyed.

New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0003-0002 page 1.

Economic Development Records

- Economic Development Studies and Surveys shall be permanently maintained.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0050-0000 page 2.
- Urban Renewal Files shall be maintained for 10 years after completion of construction, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0051-0000 page 2.

Neighborhood Development Records

- Project File and Correspondence shall be maintained for 10 years after completion of construction, after which they shall be destroyed. New Jersey Division of Archives and Records Management, *Municipal Housing and Development Retention Records*, Series # 0120-0000, page 2.
- Affordable Housing Agreement File, consists of application, income, verification correspondence, deed (copy), and supporting documentation. New Jersey Division of Archives and Records Management, *Municipal Housing and Development Retention Records*, Series # 0121-0000, page 2.
- Affordable Housing Agreement File-Approved shall be maintained for 30 years, after which shall be destroyed. New Jersey Division of Archives and Records Management, *Municipal Housing and Development Retention Records* Series # 0121-0001, page 2 .
- Affordable Housing Agreement File- Denied or Withdrawn shall be maintained for 2 years, after which they shall be destroyed. New Jersey Division of Archives and Records Management, *Municipal Housing and Development Retention Records*, Series # 0121-0002, page 2.
- List of Approved and Denied Applicants, shall be maintained for 6 years, after which they shall be destroyed. New Jersey Division of Archives and Records Management, *Municipal Housing and Development Retention Records*, Series # 0122-0000, page 2

Affordable Housing Project Files, including but not limited to Documentation from the Developer including Developer Certifications, Planned Real Estate Development (PRED) Public Offering Statement, deed, municipal land use approval and/or grant contract, project total number of units, total number of affordable units, total number of very-low, low, and moderate income units, number of units by bedroom disposition by very-low, low, and moderate income, floor plans, project maps, list of project principals or partners, project construction schedule, proposed pricing, list of public funding sources, grant agreement (copies), loan agreement (copies), condominium or homeowner fees, real estate taxes, utilities, flood insurance, contact information, rental lease agreement, Planning and Zoning Board Resolutions (copies), Condominium/Homeowner Association or Rental Project Recorded files, Affirmative Marketing Plans and Advertisements, and cost of Advertising records, shall be maintained and disposed of as follows:

- Approved Affordable Housing Project Files shall be maintained for the life of the Deed restriction plus 10 years, or until the Municipality relinquishes control plus 10 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ County Housing and Development Retention Records*, Series # 0120-0001 page 4.
- Denied/Withdrawn Affordable Housing Project Files shall be maintained for 3 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ County Housing and Development Retention Records*, Series # 0120-0002 page 4.
- Affordable Housing Project File Referral Lists shall be maintained for 3 years after the referral list is purged, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ County Housing and Development Retention Records*, Series # 0120-0003 page 4.

Individual Affordable Housing Application Files, including but not limited to preliminary and final applications documentation, disclosures, appeals, extensions, and correspondence, shall be maintained as follows:

- Individual Affordable Housing Application Files in which Certification was Approved shall be maintained for 3 years after recording of the discharge of mortgage, or 3 years after the expiration of the lease, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ County Housing and Development Retention Records*, Series # 0121-0001 page 4
- Individual Affordable Housing Application Files in which Certification was Denied or Expired shall be maintained for 3 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ County Housing and Development Retention Records*, Series # 0121-0002 page 4.
- Affordable Housing Unit Files, including but not limited to deeds with restrictions, recorded mortgages and notes, discharges, approved increases, correspondence,

certifications, contracts, and liens, shall be maintained for the life of the Deed restriction plus 10 years, after which they shall be destroyed.

New Jersey Division of Archives and Records Management, *NJ County Housing and Development Retention Records*, Series # 0122-0000 page 4.

- Affordable Housing Unit Files related to Mailing Notification of Responsibilities shall be maintained for 3 years after recording of the discharge of mortgage, or 3 years after expiration of the lease, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ County Housing and Development Retention Records*, Series # 0122-0001 page 5.
- Affordable Housing Unit Inventory Files shall be maintained for 3 years after update, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ County Housing and Development Retention Records*, Series # 0123-0000 page 5.
- Affordable Housing Trust Fund and/or Regional Contribution Agreement (RCA) Bank Account Files shall be maintained for 6 years after termination of the account, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ County Housing and Development Retention Records*, Series # 0124-0000 page 5.
- Enforcement Files of Projects and Units, including but not limited to Notices to Absentee Owner and correspondence, shall be maintained for 10 years after the case is closed, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ County Housing and Development Retention Records*, Series # 0125-0000 page 5
- Monitoring Reports related to Annual Submission shall be maintained for 10 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ County Housing and Development Retention Records*, Series # 0126-0000 page 5.
- Operations Manuals shall be maintained for the life of the Deed restriction plus 10 years, or until the Municipality relinquishes control plus 10 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ County Housing and Development Retention Records*, Series # 0127-0000 page 5.

Neighborhood Planning Records

- Environmental Assessment Files shall be permanently maintained.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0150-0000 page 2.

- Housing Project Files shall be maintained for 10 years after completion of construction, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0151-0000 page 3.
- General Planning Project Files shall be maintained for 10 years after completion of construction, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0152-0000 page 3.
- Green Acres Project Files shall be permanently maintained.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0153-0000 page 3.
- Urban Renewal Files shall be maintained for 10 years after completion of construction, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0154-0000 page 3
- Flood Control Files shall be permanently maintained.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0155-0000 page 3.
- Rent Stabilization Files shall be maintained for 7 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0156-0000 page 3
- Recreation Recovery Action Plan Files shall be permanently maintained.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0157-0000 page 3.

Property Improvement Records

- Financial, Construction and Loan Data for Each Property Assisted by a Property Improvement Program shall be maintained for 10 years after completion of construction or repayment of the loan, whichever is later, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0200-0000 page 3.
- Estimator's Records shall be maintained for 10 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0201-0000 page 3.

- Delinquent Account Files shall be maintained for 6 years after final payment, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0202-0000, page 3.
- Program Account Files shall be maintained for 6 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0203-0000 page 3.

Property Management Records

- Sold Properties and Indices Files shall be maintained for 7 years unless in litigation, after which they may be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0250-0000 page 4.
- Redeemed Property Files shall be maintained for 7 years unless in litigation, after which they may be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0251-0000 page 4.
- Inspection Files shall be maintained for 7 years unless in litigation, after which they may be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0252-0000 page 4.
- Relocation Files shall be maintained for 7 years unless in litigation, after which they may be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0253-0000 page 4.
- Owned Properties and Indices Files shall be permanently maintained.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0254-0000 page 4.
- Title Foreclosure Files shall be permanently maintained.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0256-0000 page 4

Property Maintenance Records

- Work Orders shall be maintained for 6 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0300-0000 page 4.
- Housing Plans shall be permanently maintained.

New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0301-0000 page 4.

- Utility Bills shall be maintained for 6 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0302-0000 page 4.
- Quarterly Reports shall be maintained for 3 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0303-0000 page 4.
- City Owned Property and Lot Files shall be maintained for 7 years after disposal of the property, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0304-0000 page 5.
- Seniority Lists shall be maintained as updated, after which they may be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0305-0000 page 5.
- Police Reports shall be maintained for 3 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0306-0000 page 5.
- Gas Usage Reports shall be maintained for 2 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0307-0000 page 5.
- Solid Waste Transport Reports shall be maintained for 6 years, after which they shall be destroyed. New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0308-0000 page 5.

Traffic and Parking Records

- Street Closing Files shall be maintained for 6 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0350-0000 page 5.
- Traffic Reports shall be maintained for 3 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0352-0000 page 5.
- Project Files shall be maintained for 6 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0353-0000 page 5

- Work Orders related to Street Sweeping and Street Lighting shall be maintained for 6 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0354-0000 page 5.
- Barricade Data Files shall be maintained for 3 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management *NJ Municipal Housing and Development Retention Records*, Series # 0355-0000 page 5.
- Crosswalk Data Files shall be maintained for 3 years after updated, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0356-0000 page 5.
- Yellow Curb Painting Work Orders shall be maintained for 3 years after updated, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0357-0000 page 5.
- Signal Requests shall be maintained for 6 years unless in litigation, after which they shall be destroyed.
New Jersey Division of Archives and Records Management , *NJ Municipal Housing and Development Retention Records*, Series # 0358-0000 page 5.
- Building Plans related to Public Buildings shall be permanently maintained.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0359-0000 page 5.
- Vehicle Use Data Reports shall be maintained for 3 years after disposal of the vehicle, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0360-0000 page 6.
- Daily Work Reports shall be maintained for 6 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0361-0000 page 6.
- Signing and Government Marking Files shall be permanently maintained.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0362-0000 page 6.
- Special Signing (Non-Traffic) and Lettering Files shall be permanently maintained.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0363-0000 page 6.

- Damage Reports and Billing Files shall be maintained for 6 years, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0364-0000 page 6.
- Drawings, Plans, and Maps shall be permanently maintained.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0365-000 page 6.

Community Affairs Records

- Relocation Hearing Files shall be maintained for 7 years after settlement, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0400-0000 page 6.
- Condemnation Hearing Files shall be permanently maintained.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0401-0000 page 6.
- Demolition Files shall be permanently maintained.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0402-0000 page 6.
- Project Case Files shall be maintained for 10 years after completion of construction, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0403-0000 page 6.
- Inspection Reports shall be maintained for 7 years unless in litigation, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0404-0000 page 6.
- Rental Assistance Certification/Recreation of Tenant Eligibility Files shall be maintained for 6 years unless in litigation, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0405-0000 page 6.
- Notice of Rent Increase Files shall be maintained for 7 years after termination of the lease, after which they shall be destroyed.
New Jersey Division of Archives and Records Management, *NJ Municipal Housing and Development Retention Records*, Series # 0406-0000 page 6.