

OFFICE OF THE GOVERNOR
N.C. HOUSING FINANCE AGENCY

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.** The

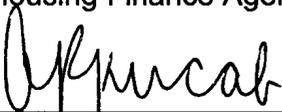
N.C. HOUSING FINANCE AGENCY

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Lisa White, Chief Records Officer
N.C. Housing Finance Agency



A. Robert Kucab, Executive Director
N.C. Housing Finance Agency



David Brook, Director
Division of Historical Resources

APPROVED



Michael F. Easley, Governor
Office of the Governor



Lisbeth C. Evans, Secretary
Department of Cultural Resources

**OFFICE OF THE GOVERNOR
N.C. HOUSING FINANCE AGENCY
DIRECTOR'S OFFICE**

ITEM 3894. N.C. HOUSING FINANCE AGENCY BOARD MINUTES FILE. Minutes of the board and signed resolutions.

DISPOSITION INSTRUCTIONS: Transfer a duplicate copy of the official signed minutes to an off-site storage location after each meeting for security storage. Transfer original minutes to the State Records Center after 1 year. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy duplicate copy of official signed minutes when administrative value ends.

ITEM 19596. DIVISION CORRESPONDENCE FILE. Director's and Administrative Director's correspondence, memorandums, and other records in paper and electronic form relating to the organization and daily operation of the N.C. Housing Finance Agency.

DISPOSITION INSTRUCTIONS: Print and interfile electronic records with related paper records. Destroy electronic records once they have been printed and interfiled. Transfer paper records to the State Records Center when administrative value ends. Records will be held for agency for 5 additional years and then transferred to the custody of the Archives.

ITEM 19597. N.C. HOUSING FINANCE AGENCY BOARD OF DIRECTORS FILE. Memorandums concerning meetings of the Board of Directors of the N.C. Housing Finance Agency and other information concerning members of the N.C. Housing Finance Agency Board.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 19601. AGENCIES FILE. Records in paper and electronic form concerning correspondence between the Director's Office and other agencies, departments, and businesses concerning agency-related subjects.

DISPOSITION INSTRUCTIONS: Print and interfile electronic records with related paper records. Destroy electronic records once they have been printed and interfiled. Transfer paper records to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**OFFICE OF THE GOVERNOR
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COMMUNICATIONS**

ITEM 19655. ADVERTISEMENTS FILE. Records concerning advertisements appearing in trade journals regarding special programs for the agency. File includes correspondence, results of marketing research, surveys, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office contracts 5 years after expiration. Destroy in office billing information and other fiscal records when released from all audits. Destroy in office remaining records when administrative value ends.

ITEM 19660. CORRESPONDENCE AND MEMORANDUMS FILE. Office correspondence and memorandums concerning public-relations matters.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 19664. NEWS RELEASES FILE. News releases issued concerning programs, activities, and services of agency.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

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HUMAN RESOURCES**

ITEM 19631. PERSONNEL FILE. Official individual personnel file for each agency employee. File includes applications, personnel action forms, payroll deduction information, and other personnel records concerning the service history of each employee. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

**OFFICE OF THE GOVERNOR
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INFORMATION TECHNOLOGY**

Item 28103. MORTGAGE CREDIT CERTIFICATES (DATABASE) FILE. Electronic records concerning individual borrowers receiving mortgage credit certificates. File includes information regarding borrowers and properties.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 28104. SINGLE FAMILY MORTGAGE PURCHASES (DATABASE) FILE. Electronic records concerning individual borrowers receiving mortgage credit certificates. File includes information regarding borrowers and properties.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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FINANCE SECTION
ACCOUNTING**

ITEM 3448. LEDGER REPORTS FILE. Reports concerning all month-end general ledgers, trial balances, general journals, and mortgage loan sub-ledgers by program.

DISPOSITION INSTRUCTIONS: Destroy in office after 13 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy records after completion of action and resolution of issues involved.

ITEM 3492. TRUSTEE REPORTS FILE. Monthly reports from the Trustees concerning activity and month-end asset balances by fund program.

DISPOSITION INSTRUCTIONS: Destroy in office after 13 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy records after completion of action and resolution of issues involved.

ITEM 19652. SECTION EIGHT/APPALACHIAN REGIONAL COMMISSION FILE. Monthly and year-end reports of the commission. File includes year-end spreadsheets, ledgers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 13 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy records after completion of action and resolution of issues involved.

ITEM 19661. BOND DOCUMENTS FILE. Records concerning bonds not included in the closing proceedings and actions of the agency subsequent to the closing proceedings related to bonds issued by the agency. File includes call notifications, cash flow analyses, cash flow certificates, officer's certificates, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after the bonds are no longer outstanding if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy records in office after completion of action and resolution of issues involved.

ITEM 19669. SECTION EIGHT EXPENDITURE FILE. Computer printouts concerning expenditures for federally-funded Multi-Family Housing Program (Section Eight) for existing housing, new construction, and rehabilitation programs.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after the program has been closed and audited.

ITEM 19670. SECTION EIGHT CHECK FILE. Checks disbursed as payments for federally-funded Multi-Family Housing Program (Section Eight) for existing housing, new construction, and rehabilitation programs.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after the program has been closed and audited.

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FINANCE SECTION
ACCOUNTING**

ITEM 28098. AGENCY CASH FLOW ANALYSES (DATABASE) FILE. Electronic records concerning details of investments, loans, and bonds for each agency bond issued so that cash flow analyses can be generated. (File maintenance and backup procedures are conducted by the Information Technology Section of the N.C. Housing Finance Agency.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when approval is obtained by the Finance Section of the N.C. Housing Finance Agency.

Item 47409. AGENCY CASH FLOW ANALYSES (PRINTOUT) FILE. Printouts generated from Item 28098.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 28100. GENERAL LEDGER FINANCIAL (DATABASE) FILE. Electronic records concerning individual entries to all agency accounts, account balances, and loan sub-ledger activities and balances. (File maintenance and backup procedures are conducted by the Information Technology Section of the N.C. Housing Finance Agency.)

DISPOSITION INSTRUCTIONS: Erase in office records after 4 years if no litigation, claim, audit, or other official action involving the records has been initiated and when permission is received from the Finance Section. If official action has been initiated, destroy records after completion of action and resolution of issues involved.

ITEM 28105. AGENCY CASH FLOW ANALYSES (DATABASE) FILE. Electronic records concerning details of investments, loans, and bonds for each agency bond issued so that cash flow analyses can be generated. (File maintenance and backup procedures are conducted by the Information Technology Section of the N.C. Housing Finance Agency.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 28106. AGENCY CASH FLOW ANALYSES UPDATE FILE. Updated information concerning details of agency investments, loans, and bonds. File includes current cash flow analyses.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 28107. BONDS CLOSING DOCUMENTS FILE. Records concerning the closing proceedings for bonds issued by the agency. File includes documents executed at closing and initial cash flow analyses.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after bonds are no longer outstanding if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy records after completion of action and resolution of issues involved.

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ITEM 28108. GENERAL LEDGER FINANCIAL (DATABASE) FILE. Electronic records concerning individual entries to all agency accounts, account balances, and loan sub-ledger activities and balances. (File maintenance and backup procedures are conducted by the Information Technology Section of the N.C. Housing Finance Agency.)

DISPOSITION INSTRUCTIONS: Transfer input records to Journal Entries File (Item 3450) after information is transferred electronically to the General Ledger Financial (Database) File (Item 28100). Destroy in office remaining records when administrative value ends.

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FINANCE SECTION
SERVICING**

ITEM 3315. DELINQUENCY AND FORECLOSURE FILE. Records concerning delinquent mortgage payments by individuals participating in the Single-Family Mortgage Program. File includes delinquency reports, reports of default, loans in foreclosure, records of mortgages actually foreclosed, and other related records. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 15 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy records after completion of action and resolution of issues involved.

ITEM 3317. SERVICERS' REPORT FILE. Monthly reports received from lending institutions servicing individual mortgages for Single Family Mortgage Purchase Program. Information includes statements of payments; trial balances; escrow, interest, and principal amounts; delinquency summaries; and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Service Reports File (Item 3449).

ITEM 3447 GENERAL FISCAL RECORDS FILE.

Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 3449. SERVICE REPORTS FILE. Monthly reports received from lending institutions servicing individual mortgages for Single Family Mortgage Purchase Program. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy records after completion of action and resolution of issues involved.

ITEM 3450. JOURNAL ENTRIES FILE. Monthly journal entries and supporting documentation. File includes or concerns investment accounts, statements, cancelled checks, quarter-end entries and computations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 13 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy records after completion of action and resolution of issues involved.

ITEM 19654. MORTGAGE PURCHASE SCHEDULES AND REQUISITIONS FILE. Records concerning loans purchased by servicers and date of purchase. Records dated after 1992 transferred to the Mortgage Revenue Bond (MRB) (Database) File (Item 28156).

DISPOSITION INSTRUCTIONS: Destroy in office when the life of the applicable bond expires.

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FINANCE SECTION
SERVICING**

ITEM 19667. SINGLE FAMILY FORWARD PURCHASE AND LOAN SERVICING AGREEMENTS FILE.

Agreements executed by the lenders to originate and service loans on each bond issue. File includes or concerns forward agreement, servicing agreement, forward agreement's opinion of counsel, and servicing agreement's opinion of counsel.

DISPOSITION INSTRUCTIONS: Destroy in office after 31 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy records after completion of action and resolution of issues involved.

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HOME OWNERSHIP SECTION**

ITEM 3312. SINGLE FAMILY MORTGAGE PURCHASE PROGRAM FILE. Records concerning loans for the purchase of houses. File includes borrowers' credit histories, property data, deeds of trust, seller affidavits, house notes, and other related records. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office when the life of the applicable bond expires.

ITEM 3893. HOME IMPROVEMENT LOAN PROGRAM LOAN FILE. Records concerning each borrower's loan application. File includes verifications, credit reports, certificates of income, value determination forms, appraisals, property improvement, instant insurability guidelines, work write-ups, deeds of trust, notes, deeds of assignment, notices of right to cancel, truth in lending disclosure statements, certificates of mortgage insurance, mortgagors' affidavits, lenders' affidavits, escrow agreements, construction contract title opinions, hazard insurance policies, and certificates of completion. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office when the life of the applicable bond expires.

ITEM 19663. LENDER CORRESPONDENCE FILE. Correspondence between the agency and lending institutions throughout the state that participate in the Single-Family Mortgage Purchase Program.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 19666. MORTGAGE CREDIT CERTIFICATE PROGRAM FILE. Records concerning individual borrowers. File includes mortgage credit certificates, legal affidavits, and other related records. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 19678. HOME IMPROVEMENT LOAN PROGRAM GENERAL CORRESPONDENCE FILE. Correspondence between participating cities and lenders and other organizations involved in the loan process.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 19679. HOME IMPROVEMENT LOAN PROGRAM SERVICING FILE. Correspondence and monthly reports received from the servicing individual mortgage companies concerning the Home Improvement Loan Program.

DISPOSITION INSTRUCTIONS: Destroy in office when the life of the applicable bond expires.

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HOME OWNERSHIP SECTION**

ITEM 28155. MORTGAGE CREDIT CERTIFICATES (DATABASE) FILE. Electronic records concerning individual borrowers receiving mortgage credit certificates. File includes information regarding borrowers and properties. (File maintenance and backup procedures are conducted by the Information Technology Section of the N.C. Housing Finance Agency.) (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Erase in office 30 years after date of loan closing.

ITEM 28156. MORTGAGE REVENUE BOND (DATABASE) FILE. Electronic records concerning single family mortgages. File includes borrower information, property information, loan information, delinquency and foreclosure information, and paid-in-full information. (File maintenance and backup procedures are conducted by the Information Technology Section of the N.C. Housing Finance Agency.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when the life of the applicable bond expires.

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POLICY AND STRATEGIC INVESTMENT SECTION**

ITEM 19642. HOUSING POLICY REPORT FILE. Records concerning the development of the state Housing Policy Report. File includes correspondence and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 19644. HOUSING PARTNERSHIP BOARD POLICIES FILE. Official policies adopted by the Housing Partnership Board.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 19645. MINUTES FILE. Official minutes of the North Carolina Housing Partnership board.

DISPOSITION INSTRUCTIONS: Transfer a duplicate copy of the official signed minutes to an off-site storage location after each meeting for security storage. Transfer original minutes to the State Records Center after 1 year. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy duplicate copy of official signed minutes when administrative value ends.

ITEM 19646. HOUSING TRUST FUND FILE. Records concerning Housing Trust Fund expenditures by program area and for administrative expenses. File includes monthly state budget reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy records in office after completion of action and resolution of issues involved.

ITEM 19648. TAX-EXEMPT BOND REPORTING FILE. Records concerning federal tax-exempt bond requirements. File includes reports submitted to the U.S. Internal Revenue Service.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 28101. HOUSING TRUST FUND (DATABASE) FILE. Electronic records concerning recipients of the Housing Trust Fund. (File maintenance and backup procedures are conducted by the Information Technology Section of the N.C. Housing Finance Agency.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 28102. HOUSING RESOURCES (DATABASE) FILE. Electronic records concerning housing organizations and assisted rental units in North Carolina. (File maintenance and backup procedures are conducted by the Information Technology Section of the N.C. Housing Finance Agency.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 28116. BYLAWS FILE. Bylaws adopted by the North Carolina Housing Partnership board.

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DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 28118. COMMITTEES FILE. Records concerning North Carolina Housing Partnership board committees. File includes correspondence, lists of committee members, and materials submitted to committees for review.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 28124. DEEDS OF TRUST AND NOTES FILE. Deeds of trust and promissory notes for Housing Trust Fund programs.

DISPOSITION INSTRUCTIONS: Destroy in office 16 years after loan term ends if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy records after completion of action and resolution of issues involved.

ITEM 28125. ECONOMIC AND DEMOGRAPHIC DATA FILE. Records concerning economic and demographic interpretations regarding housing issues on the state and national level.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 28126. FUNDING AGREEMENTS FILE. Funding agreements entered into for programs administered by the section.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 28127. FUNDING BY PROGRAM AND COUNTY FILE. Listings of grants and loans allocated from the Housing Trust Fund for specific programs in each county of the state.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 28128. GOALS AND OBJECTIVES FILE. Goals and objectives established for the section and the agency.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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ITEM 28130. HOUSING RESOURCES (DATABASE) FILE. Electronic records concerning housing organizations and assisted rental units in North Carolina. (File maintenance and backup procedures are conducted by the Information Technology Section of the N.C. Housing Finance Agency.)

DISPOSITION INSTRUCTIONS: Transfer input records to Housing Resource Manual File (Item 28131) after information is transferred electronically to the Housing Resources (Database) File (Item 28102). Erase remaining records in office when superseded or obsolete.

ITEM 28131. HOUSING RESOURCES MANUAL FILE. Records concerning housing organizations and assisted rental units in the state.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 28132. HOUSING TRUST FUND (DATABASE) FILE. Electronic records concerning Housing Trust Fund program recipients. (File maintenance and backup procedures are conducted by the Information Technology Section of the N.C. Housing Finance Agency.) (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Transfer input records to Housing Trust Fund Programs File (Item 28133) after information is transferred electronically to Housing Trust Fund (Database) File (Item 28101). Erase in office remaining records when administrative value ends.

ITEM 28133. HOUSING TRUST FUND PROGRAMS FILE. Records concerning each program funded under the Housing Trust Fund. File includes applications, funding agreements, correspondence, performance reports, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 28134. INDEX FILE. Listings of where specific information can be located.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 28136. LEGISLATION FILE. Legislative bills and other legislative information concerning the agency. File includes proposed legislation related to housing.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 28139. OIL OVERCHARGE FUNDS FILE. Records concerning oil overcharge funds. File includes court settlement agreements. (Plans filed with U.S. Department of Energy.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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POLICY AND STRATEGIC INVESTMENT SECTION**

ITEM 28141. PLANNING AND DEVELOPMENT FILE. Records concerning the development of new programs for the agency. File includes correspondence and drafts of new programs.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 28144. PREPAYMENT STUDY FILE. Records concerning federally-assisted rental housing in North Carolina.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 28149. RULE CHANGES FILE. Records concerning agency rule changes. File includes drafts, forms, notices, public hearing minutes, and board resolutions.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 28151. SPEECHES FILE. Speeches made by departmental staff members.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 47398. NEW HOMES LOAN POOL FILE. Previously Affordable Home Ownership Program (AHOP), Home Ownership Production (HOP), Home Buyer's Assistance (HBA), and Housing Production Program-Ownership (HPPO). File includes program documents (notice of funding availability, application guidelines, application forms, applications received, loans approved, etc.) for loan pool.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after closeout if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 47399. COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDOs) FILE. U.S. Department of Housing and Urban Development (US HUD) CHDO requirements and agency-approved applications for CHDO certification.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after closeout if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 47400. CONSOLIDATED PLANS AND CAPERS FILE. US HUD-approved Consolidated Plans and Comprehensive Performance and Evaluation Reports (CAPERs) submitted by the state.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after closeout if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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ITEM 47401. HOUSING COUNSELING GRANT FILE. Applications and funding information for housing counseling grants received by the agency from US HUD. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after closeout if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 47402. EMERGING OPPORTUNITIES PROGRAM FILE. Program documents for the Emerging Opportunities Program. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after closeout if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 47403. HOME OWNERSHIP OF SINGLE FAMILY HOMES (HOPE 3) PROGRAM FILE.

Applications and funding information for the HOPE 3 grant received by the Agency from US HUD. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after closeout if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 47404. SINGLE FAMILY REHAB (SFR) PROGRAM FILE. Program documents (non-funded applications, application guidelines, application forms, applications received, grants-approved, etc.) for the SFR Program. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after closeout if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 47405. REHAB INCENTIVE PROGRAM (RIP) FILE. Program documents (non-funded applications, application guidelines, application forms, applications received, grants-approved, etc.) for the RIP. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after closeout if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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POLICY AND STRATEGIC INVESTMENT SECTION**

ITEM 47406. URGENT REPAIR PROGRAM (URP) FILE. Program documents (non-funded applications, application guidelines, application forms, applications received, grants-approved, etc.) for the URP. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after closeout if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 47407. SELF HELP HOUSING PROGRAM FILE. Program documents (non-funded applications, application guidelines, application forms, applications received, loans approved, etc.) for the program. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after closeout if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 47408. DISPLACEMENT PREVENTION DEMONSTRATION PROGRAM FILE. Applications and funding information for the program. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after closeout if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**OFFICE OF THE GOVERNOR
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RENTAL INVESTMENT PROGRAMS**

ITEM 3313. NEW CONSTRUCTION AND REHABILITATION PROGRAMS FILE. Records concerning the Multi-Family Housing Program (Section Eight) for new construction and rehabilitation programs housing assistance payments. File includes or concerns proposals, project information, development packets, and packets not financed by the agency.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 3318. MULTI-FAMILY MORTGAGE PURCHASE FILE. Records concerning Multi-Family Mortgage Loan packages. File includes pertinent Federal Housing Administration closing documents, legal opinions, as-built surveys, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 41 years if no litigation, claim, audit, or other official action involving the records has been initiated.

ITEM 3505. DAVIS-BACON FILE. Records concerning the monitoring of wages paid on state-funded multi-family housing. File includes payrolls, contracts, Section Eight proposals, and correspondence with housing developers, contractors, and sub-contractors.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after close of contract if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 3843. APPALACHIAN REGIONAL COMMISSION (ARC) PROJECT FILE. Requests for federal assistance for low-income housing-related projects within ARC boundaries in North Carolina. File includes correspondence, grant information, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately for immediate transfer to the custody of the Archives.

ITEM 19671. SECTION EIGHT INFORMATION FILE. Correspondence, memorandums, directives, and other records concerning the routine administration of Multi-Family Housing Program (Section Eight).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 19672. FEDERAL LOW-INCOME HOUSING TAX CREDITS APPLICATIONS FILE. Records concerning allocations of low-income housing tax credits. File includes applications, reservations, correspondence, federal tax credit allocation forms, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 15 years.

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ITEM 19673. NON-PROFIT AND CATALYST LOANS PROGRAMS FILE. Records concerning loans to non-profit corporations. File includes records concerning administrative organization of corporations, correspondence, applications for loans, contracts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 15 years.

ITEM 19674. RENTAL REHABILITATION PROGRAM FILE. Records concerning the US HUD Rental Rehabilitation Program. File includes US HUD documents, agency contracts, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 19675. OCCUPANCY RECORDS NONSUBSIDIZED PROGRAM FILE. Records concerning tenant income and occupancy of nonsubsidized multi-family projects financed by the N.C. Housing Finance Agency. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 19676. MULTI-FAMILY PROGRAM FILE. Records concerning tenant income and occupancy records. File includes subsidy payments for projects subsidized with state funds. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 19680. INTER-DEPARTMENTAL CORRESPONDENCE FILE. Inter-departmental correspondence with the Department of State Treasurer and the Division of Policy and Planning in the Department of Administration concerning Appalachian Regional Commission.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately for immediate transfer to the custody of the Archives.

ITEM 19682. APPALACHIAN REGIONAL COMMISSION (ARC) ADMINISTRATION BUDGET AND PROJECT BUDGET FILE. Federal payments for ARC projects and operation of programs. File includes vouchers, cash receipts, forms, cash transfer forms, project log sheets, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office when administrative value ends.

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ITEM 19683. TECHNICAL ASSISTANCE GRANT FILE. Grant contracts used to employ housing specialists on a yearly basis. Records are sent from six local development districts and include budgetary information, quarterly work reports, and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

ITEM 19684. CORRESPONDENCE FILE. Correspondence between the agency and the national office in Washington, D.C. File includes information relating to projects, general program operation, and budget matters.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 28099. FEDERAL LOW-INCOME HOUSING TAX CREDITS (DATABASE) FILE. Electronic records concerning allocations of low-income housing tax credits. File includes tax credit allocation information, reservation dates as they relate to the processing procedures, and other related records. (File maintenance and backup procedures are conducted by the Information Technology Section of the N.C. Housing Finance Agency.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Erase in office after 15 years.

ITEM 28109. FEDERAL LOW-INCOME HOUSING TAX (DATABASE) CREDITS FILE. Electronic records concerning allocations of low-income housing tax credits. File includes tax credits allocation information, reservation dates as they related to the processing procedures, and other related records. (File maintenance and backup procedures are conducted by the Information Technology Section of the N.C. Housing Finance Agency.)

DISPOSITION INSTRUCTIONS: Transfer input records to the Federal Low-Income Housing Tax Credits Applications File (Item 19672) after information is transferred electronically to the Federal Low Income Housing Tax Credits (Database) File (Item 28099). Erase in office remaining records after 15 years.