

## Retention and Classification Report

**Agency:** Utah Housing Corporation (3487)

2479 Lake Park Boulevard  
West Valley City, UT 84120

**Records Officer:** \_\_\_\_\_

30728	Accounts payable
13867	Bank statement files
30729	CROWN (CRedits-to-OWN) records
20008	Daily activity reports
09970	Foreclosed housing loan files
84345	Housing loan files
12491	Low income housing tax credit application files
13750	Low income housing tax credit compliance files
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30730	Multi-family bond files Carrington Place
06666	Multi-family mortgage project files
13868	Operating fund check vouchers and paid invoices
30745	Reconveyances and Paid In Full (PIF) loans

**AGENCY:** Utah Housing Corporation

**SERIES:** 30728

3

**TITLE:** Accounts payable

**DATES:** 2004-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are records related to monies collected or paid in the conduct of business. Information may include bank records, invoices, revenue, expenses, and related accounting records. Trust records are not included.

**RETENTION:**

Retain for 30 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the Records Management Committee.

**APPROVED:** 04/2024

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

Computer data files: Retain in Office for 30 years and then delete.

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Utah Housing Corporation

**SERIES:** 30728

**TITLE:** Accounts payable

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Housing Corporation

**SERIES:** 13867

3

**TITLE:** Bank statement files

**DATES:** 1977-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records document the funds and expenditures in bank accounts held by the Utah Housing Corporation. The bank statements are used to reconcile account information and for audit purposes. Information includes account number, check numbers, and amounts expended.

**RETENTION:**

Retain for 30 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the Records Management Committee.

**APPROVED:** 02/2024

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 28 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

Some information in this series pertains to loans and needs to be kept the same amount of time as the loans (30 years).

**RETENTION JUSTIFICATION:**

All State Records Center holdings transferred to the Utah Housing Corporation when privatized in 2002.

**AGENCY:** Utah Housing Corporation

**SERIES:** 13867

**TITLE:** Bank statement files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Housing Corporation

**SERIES:** 30729

3

**TITLE:** CROWN (CRedit-to-OWN) records

**DATES:** 1992-

**ARRANGEMENT:** Chronological, thereunder alphabetical.

**DESCRIPTION:**

These files contain contracts and loan documents with housing partners, construction disbursements, LIHTC certifications, investment information, project development information, private tenant/purchaser information.

**RETENTION:**

Retain for 32 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series are authorized by the Administrative Office of the Courts.

**APPROVED:** 01/2024

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 31 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Utah Housing Corporation

**SERIES:** 20008

3

**TITLE:** Daily activity reports

**DATES:** 1996-2002; 2021-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 15.00 cubic feet.

**DESCRIPTION:**

These records track and verify all daily activity of 30-year fixed rate mortgage loans with regard to any borrower's account, any banking transactions, and any other monetary transaction in which the mortgage loan servicing department was involved. Information includes copies of checks, payment coupon stubs, posting reports, disbursement reports, and banking reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 34 years and then destroy.

Computer data files: Retain in Office for 34 years and then delete.

**APPRAISAL:**

These records have fiscal, and/or legal value(s).

This retention is based on the fiscal and legal values the records hold during the 30-year mortgage, plus the recommendations of the Fannie Mae Servicing Guide (I, 404: Record Retention (09/30/96)), which says "After a mortgage is liquidated, the servicer must keep the individual mortgage records for at least four years."

**RETENTION JUSTIFICATION:**

All State Records Center holdings transferred to the Utah Housing Corporation when privatized in 2002.

**AGENCY:** Utah Housing Corporation

**SERIES:** 20008

**TITLE:** Daily activity reports

(continued)

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Utah Housing Corporation

**SERIES:** 9970

3

**TITLE:** Foreclosed housing loan files

**DATES:** 1979-

**ARRANGEMENT:** Chronological, thereunder numerical by loan number.

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These records document the foreclosure process of homes which have been purchased through Utah Housing Finance Agency (UHFA) loans. They also document evictions, post-foreclosure property valuations, property preservation and repairs, property dispositions, mortgage insurance claims, and reimbursement records for all expense advances. Information includes the legal documents, valuation records, expense and income schedules, mortgage papers, insurance claim packages, and loan servicer correspondence.

**RETENTION:**

Retain for 34 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 33 years and then destroy.

**APPRAISAL:**

These records have legal value(s).

This retention is based on the UCA 78-12-5 (1998).

**RETENTION JUSTIFICATION:**

All State Records Center holdings transferred to the Utah Housing Corporation when privatized in 2002.

**AGENCY:** Utah Housing Corporation

**SERIES:** 9970

**TITLE:** Foreclosed housing loan files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Utah Housing Corporation

**SERIES:** 84345

3

**TITLE:** Housing loan files

**DATES:** 1977-

**ARRANGEMENT:** Numerical by loan number

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These files are a verification of loan information which is used principally to substantiate loan payoff, back-up foreclosure action, or qualify legal action against a lender or appraiser. These files include mortgage submission vouchers [loan numbers (Utah Housing Finance Agency, Federal Housing Administration, Veterans Administration, lender); bond series; dates of application, receipt, and closing; loan, property, and tax information; borrower information including name, social security number, marital status, employer, position, gross income, and other income sources; mortgage lender; signature of lending authority; and date signed]; Housing and Urban Development disclosure/settlement statements (lending agency; type of loan; loan, file, and mortgage insurance numbers; names of borrower, seller, and lender; property location; loan commitment and settlement dates; summaries of borrower's and seller's transactions; settlement charges; signatures of buyers, sellers, and lender); trust deeds (title number; date; and signature of authorizing agent); assignments of trust deeds (county recordation number; date of record; signature of county recorder; lender name and signature; notary public signature; seal; date; and copy certification signature); title insurance policies (insurance company name; policy and file numbers; amount of insurance; amount of premium; date of policy; name of insured; tenants name; type of estate; property location description; mortgage assignment; and authorizing signatures); certificates of hazard insurance (mortgagor name; property address; insurance policy; effective date; amount of coverage; policy expiration date; type of coverage; and lender's signature). A summary of this data is entered into the agency's data base.

**RETENTION:**

Retain for 34 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AGENCY:** Utah Housing Corporation

**SERIES:** 84345

**TITLE:** Housing loan files

(continued)

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1977 and continuing to the present. Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 34 years and then destroy.

Computer data files: Retain in Office for 34 years and then delete.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).

This retention is based primarily upon the agency's foreseeable administrative needs which may extend three years beyond the loan close-out dates. The majority of loans represent thirty-year mortgages.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Utah Housing Corporation

**SERIES:** 12491

3

**TITLE:** Low income housing tax credit application files

**DATES:** 1986-

**ARRANGEMENT:** Chronological, thereunder numerical by order as received in office.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records document tax credits applied for and received by developers who want to build low income housing, as specified by 26 CFR 1.42-1T (1992). The information includes an application packet which identifies the applicant, proposed ownership of the housing development, number of units, cost, rent proposals, legal status of applicant, and federal identification number. Also included are tax credit calculations, an appraisal report, updates on the project, income and rent restrictions by county, allocation certificate (Internal Revenue Service form 8609), site data, neighborhood descriptions, and maps. These records are microfilmed on an annual basis after March 1.

**RETENTION:**

Retain for 100 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 99 years and then destroy.

Microfilm master: Retain in State Records Center for 60 years and then destroy.

Microfilm duplicate: Retain in Office for 60 years and then destroy.

**AGENCY:** Utah Housing Corporation

**SERIES:** 12491

**TITLE:** Low income housing tax credit application files

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. Also, 26 CFR 1.42-1T (1992) indicates that the compliance period for tax credits is approximately 21 years.

**RETENTION JUSTIFICATION:**

All State Records Center holdings transferred to the Utah Housing Corporation when privatized in 2002.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Developers' financial statements

**AGENCY:** Utah Housing Corporation

**SERIES:** 13750

3

**TITLE:** Low income housing tax credit compliance files

**DATES:** 1986-

**ARRANGEMENT:** Chronological, thereunder numerical by order as received in office

**DESCRIPTION:**

These records document tax credits received by developers who build low income housing projects. They verify that a project is in compliance with Internal Revenue Service regulations, that the renter's income is at the proper level, and the rents appropriate for the housing project. These records contain the initial application packet (series 12491); compliance audit reports; income certifications; record keeping forms which indicate number of buildings in the project, number of units, type of units (how many bedrooms), utilities for the unit, and total rent; working papers (including hand-written notes when an audit is being conducted); and pictures of the projects. These records are microfilmed on an annual basis after July 1.

**RETENTION:**

Retain for 100 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 99 years and then destroy.

Microfilm master: Retain in State Records Center for 60 years and then destroy.

Microfilm duplicate: Retain in Office for 60 years and then destroy.

**AGENCY:** Utah Housing Corporation

**SERIES:** 13750

**TITLE:** Low income housing tax credit compliance files

(continued)

**APPRAISAL:**

These records have administrative, and/or legal value(s).

This disposition is based on the administrative needs expressed by the agency. These files are needed for the length of time that individual renters live in the housing project. Also, 26 CFR 1.42-1T (1992) indicates that the compliance period for tax credits is approximately 21 years.

**RETENTION JUSTIFICATION:**

All State Records Center holdings transferred to the Utah Housing Corporation when privatized in 2002.

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Utah Housing Corporation

**SERIES:** 30276

3

**TITLE:** Minutes and supplemental materials

**DATES:** 1975-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are the minutes and supplementary materials for the Utah Housing Corporation. Records may include both the open and closed portion of the minutes, as well as agendas, notices, public materials distributed or presented during the meeting, and meeting packets or other documents in final form distributed to body members.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are considered historical because they provide evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues.

**AGENCY:** Utah Housing Corporation

**SERIES:** 30276

**TITLE:** Minutes and supplemental materials

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(32) (2021)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2022.

**AGENCY:** Utah Housing Corporation

**SERIES:** 30746

3

**TITLE:** Monthly financial packets

**DATES:** 1979-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These documents are a summary of all the financial activity in the Financial Services department, which is combined into a monthly packet. The information includes reconciliation of incoming and outgoing funds, and a report of funds transferred within the company.

**RETENTION:**

Retain for 30 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the Records Management Committee.

**APPROVED:** 04/2024

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 30 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

Some information in this series pertains to loans and needs to be kept the same amount of time as the loans (30 years).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2)(c) (2023)

**AGENCY:** Utah Housing Corporation

**SERIES:** 30746

**TITLE:** Monthly financial packets

(continued)

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Utah Housing Corporation

**SERIES:** 30730

1

**TITLE:** Multi-family bond files Carrington Place

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

Files of bond deals that have been sold or paid off: Carrington Place, Devonshire Court, Hartland Apartments.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Utah Housing Corporation

**SERIES:** 6666

3

**TITLE:** Multi-family mortgage project files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by project name.

**DESCRIPTION:**

These project files were created by the Utah Housing Finance Agency to track loan applications relating to bond issues for multi-family housing projects as part of the Federal Housing Authority (FHA) approval process. Although the agency has not made loans for multi-family projects since 1985, some bond series are being redeemed and still require agency action. May include the loan application and other supporting documentation.

**RETENTION:**

Retain for 43 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until bond issue closes and then transfer to State Records Center. Retain in State Records Center for 42 years and then destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based upon the possibility of a legal dispute arising between Utah Housing Finance Agency and a lender during the course of a forty-year mortgage period. A dispute may require research back to the beginning of the bond issue date. A typical bond issue period is two to three years.

**RETENTION JUSTIFICATION:**

**AGENCY:** Utah Housing Corporation

**SERIES:** 6666

**TITLE:** Multi-family mortgage project files

(continued)

All State Records Center holdings transferred to the Utah Housing Corporation when privatized in 2002.

**AGENCY:** Utah Housing Corporation

**SERIES:** 13868

3

**TITLE:** Operating fund check vouchers and paid invoices

**DATES:** 1977-

**ARRANGEMENT:** Alphabetical by vendor name.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document payments made for operating fund expenses.  
Information includes paid invoices showing the amount charged.

**RETENTION:**

Retain for 30 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the Records Management Committee.

**APPROVED:** 02/2024

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

Computer data files: Retain in Office for 30 years and then delete.

**APPRAISAL:**

These records have fiscal value(s).

Some information in this series pertains to loans and needs to be kept the same amount of time as the loans (30 years).

**RETENTION JUSTIFICATION:**

All State Records Center holdings transferred to the Utah Housing Corporation when privatized in 2002.



**AGENCY:** Utah Housing Corporation

**SERIES:** 13868

**TITLE:** Operating fund check vouchers and paid invoices

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2024.

**AGENCY:** Utah Housing Corporation

**SERIES:** 30745

3

**TITLE:** Reconveyances and Paid In Full (PIF) loans

**DATES:** 1979-

**ARRANGEMENT:** Chronological by payoff date.

**DESCRIPTION:**

These records document loan payoff and reconveyance of the lien with the county.

**RETENTION:**

Retain for 3 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the Records Management Committee.

**APPROVED:** 02/2024

**FORMAT MANAGEMENT:**

Paper: Retain in Office until loan payoff and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public