

## Retention and Classification Report

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

2479 Lake Park Boulevard  
West Valley City, UT 84120

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

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**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:** 6674

3

**TITLE:** Cancelled/expired loan application packages

**DATES:** 1987-2002.

**ARRANGEMENT:** Alphabetical by applicant surname

**DESCRIPTION:**

These are cancelled or expired applications to the Utah Housing Finance Agency (UHFA) submitted by lending agencies on behalf of families interested in reserving UHFA monies for a housing loan. For any number of reasons, a family or lending agency may not complete the loan approval process. These records have been used to answer questions pertaining to cancelled applications during infrequent inquiries regarding the agency's compliance with nondiscrimination laws. Each package usually includes a Commitment Reservation Request, a Mortgage Purchase Agreement, a photocopy of the commitment fee check, and a Loan Application Certificate. These forms contain the applicant's name, home address, and social security number; the loan amount requested; and signatures and dates.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office until the end of the year and then transfer to State Records Center. Retain in State Records Center for 25 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based upon the administrative need expressed by the agency to maintain these records for a period equal to that required of lenders participating in HUD mortgage assistance programs. According to 24 CFR 107.30 (1989), lenders are required to retain applications "for assistance with regard to residential property and related facilities" for 25 months. This series does include signed lease agreements as part of initial requests for loan reservations, but because the loan has not been approved the seven year statute of limitations on real property contracts does not apply.

**AGENCY:** Utah Housing Corporation

**SERIES:** 6674

**TITLE:** Cancelled/expired loan application packages

(continued)

**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:** 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:** 6653

3

**TITLE:** Delinquent loan monthly reports

**DATES:** 1981-2002.

**ARRANGEMENT:** Chronological, thereunder alphabetical by loan servicer name

**DESCRIPTION:**

These monthly reports are created by mortgage loan servicers to track and report delinquent loans to the Utah Housing Finance Agency (UHFA). A separate report is completed for each delinquent loan. UHFA enters selected information from the reports into a computer data base in order to compile a monthly summary report on loan payment activity. Each delinquent loan report includes servicer name, address, and phone number; UHFA loan number, borrower's name, bond series, unpaid principal balance, monthly principal and interest constant, number of payments delinquent, and action authorized by UHFA (foreclosure, deed in lieu, bankruptcy, or a written liquidation plan). The report also provides the total number of loans serviced, the total number of delinquent loans, and the delinquency rate.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based upon the reports usefulness to the agency as a reference tool in the event of a contractual disagreement between the agency and lenders.

**RETENTION JUSTIFICATION:**

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

**AGENCY:** Utah Housing Corporation

**SERIES:** 20007

3

**TITLE:** Escrow disbursement backup files

**DATES:** 1996-2002.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document disbursements made from borrower escrow accounts and are used for verification of disbursements if they are in question by the borrower or payee. Borrower escrow accounts are savings accounts, from which the Utah Housing Finance Agency pays the home owner insurance and taxes on the borrower's behalf for 30-year fixed rate mortgage loans. Information includes duplicate checks, invoices, and check registers.

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

**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:** 20007

**TITLE:** Escrow disbursement backup files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Utah Housing Corporation

**SERIES:** 13821

1

**TITLE:** Executive correspondence

**DATES:** 1977-2002.

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by staff name/title.

**DESCRIPTION:**

These correspondence records relate to the authorization of contracts, inquiries with legal advisors and board of directors, discuss investment authorizations, and relate to other official agency business. These records document policy decisions of the agency.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Protected

**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:** 13799

3

**TITLE:** Foreclosure general financial ledger

**DATES:** 1977-2002.

**ARRANGEMENT:** Chronological by fiscal year

**DESCRIPTION:**

These records are a summary of Utah Housing Finance Agency's (UHFA) foreclosure financial activity on real estate loans acquired through foreclosures. They document expenditures incurred and the receipt of insurance claims due.

**RETENTION:**

Retain for 33 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:**

Computer data files: Retain in Office for 33 years and then delete.

Paper copy: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

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

**AGENCY:** Utah Housing Corporation

**SERIES:** 13799

**TITLE:** Foreclosure general financial ledger

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Housing Corporation

**SERIES:** 13820

1

**TITLE:** General correspondence

**DATES:** 1977-2002.

**ARRANGEMENT:** Chronological, thereunder alphabetical by correspondent name.

**DESCRIPTION:**

This correspondence is between the Utah Housing Finance Agency (UHFA) non-executive staff members and the public, and includes correspondence with mortgage lenders regarding matters dealing with individual loan files. Interpretation of UHFA policies and procedures is contained within the series.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Utah Housing Corporation

**SERIES:** 59901

3

**TITLE:** Historical records

**DATES:** 1978-2002.

**ARRANGEMENT:** None

**DESCRIPTION:**

These files document the development and accomplishments of the Utah Housing Finance Agency (UHFA). The agency purchases insured mortgages to make them available to moderate income home buyers at reasonable rates. The agency also finances low-income housing projects. The files include proposals to the agency from private finance agencies, annual reports, UHFA meeting files and minutes, attorney general opinions and relating correspondence, congressional letters, board members resumes, and procedures.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These files comprise a history of the UHFA and are historically valuable.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Housing Corporation

**SERIES:** 13800

3

**TITLE:** Housing development fund general ledger

**DATES:** 1992-2002.

**ARRANGEMENT:** Chronological by fiscal year

**DESCRIPTION:**

These records are a summary of Utah Housing Finance Agency's (UHFA) assisted housing fund financial activity. The records are periodically reviewed to assure financial integrity. Information includes UHFA assisted housing general ledger financial statements.

**RETENTION:**

Retain for 20 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:**

Computer data files: Retain in Office for 20 years and then delete.

Paper copy: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 17 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

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

**AGENCY:** Utah Housing Corporation

**SERIES:** 13800

**TITLE:** Housing development fund general ledger

(continued)

**PRIMARY DESIGNATION:**

Public

**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:** 13822

3

**TITLE:** Legal and financial matters case files

**DATES:** 1977-2002.

**ARRANGEMENT:** Alphabetical by subject, lawsuit, or entity

**DESCRIPTION:**

These records document lawsuits, challenges, and financial and legal matters of historical significance to the operation and financial viability of the Utah Housing Finance Agency. Information includes correspondence; depositions, complaints, answers, and court findings; and investment bids and authorizations.

**RETENTION:**

Permanent. Retain for 12 year(s)

**DISPOSITION:**

Transfer to Archives.

**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 2 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical, and/or legal value(s).  
This disposition is based on evidential value these records hold for documenting major policy decisions of the agency.

**AGENCY:** Utah Housing Corporation

**SERIES:** 13822

**TITLE:** Legal and financial matters case files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Housing Corporation

**SERIES:** 84417

3

**TITLE:** Lender remittance advice forms

**DATES:** 1981-2002.

**ARRANGEMENT:** Chronological, thereunder alphabetical by lender name

**DESCRIPTION:**

These reports document each lender's monthly accounting of mortgage payments made to the Utah Housing Finance Agency. The reports are compared against agency receipt records to identify discrepancies. The reports also serve as evidence for agency recourse in legal disputes. Information includes lender's name, representative's name, phone number, bond series, collection period, cut-off date, curtailment detail, amount of principal and interest, total remitted to Utah Housing Finance Agency, amount deposited, deposit date, postmark date, check date, check number, and certifying initials.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1990

**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.

**APPRAISAL:**

These records have legal value(s).

The disposition of this record is based upon the agency's need to ensure that mortgage payment documentation is maintained on all housing loans through the mortgage period. It may be used as evidence in potential legal proceedings.

**RETENTION JUSTIFICATION:**

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

**AGENCY:** Utah Housing Corporation

**SERIES:** 84417

**TITLE:** Lender remittance advice forms

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Utah Housing Corporation

**SERIES:** 85091

3

**TITLE:** Loan purchase records

**DATES:** 1977-2002.

**ARRANGEMENT:** Chronological, thereunder alphanumerical by issue, thereunder alphabetical by lender name.

**DESCRIPTION:**

These records document the purchase of each loan by a lending institution. A copy of the record is attached to the requisition and sent to the bond trustee. The record serves as an accounting tool providing the agency with the origination date, amount of loan, date purchased, and the purchaser's name and address.

**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 until loan issue closing and then transfer to State Records Center. Retain in State Records Center for 33 years and then destroy.

**APPRAISAL:**

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

This disposition is based on the administrative needs expressed by the agency. Previous decision: Retain for 5 years after audit or for 8 years, whichever comes first. The change is due to the agency's need to verify loans for the entire mortgage duration.

The records must be maintained at least 3 years from the date of the audit report, according to 24 CFR 44.12 (1988).

**RETENTION JUSTIFICATION:**

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

**AGENCY:** Utah Housing Corporation

**SERIES:** 85091

**TITLE:** Loan purchase records

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**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:** 13869

3

**TITLE:** Monthly accounting work papers

**DATES:** 1977-2002.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are a summary of all accounting transactions, which are reconciled monthly. Information includes a reconciliation chain of agency activity and a summary of trustee statements.

**RETENTION:**

Retain for 32 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 month and then transfer to State Records Center. Retain in State Records Center for 32 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

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

**AGENCY:** Utah Housing Corporation

**SERIES:** 13869

**TITLE:** Monthly accounting work papers

(continued)

**PRIMARY DESIGNATION:**

Public

**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:** 6243

3

**TITLE:** Monthly reconciliation consolidation reports

**DATES:** 1985-2002.

**ARRANGEMENT:** Chronological, thereunder alphabetical by loan service name.

**DESCRIPTION:**

These reports document each lender's monthly accounting of mortgage payments made to the Utah Housing Finance Agency (UHFA). The reports are compared against agency receipt records to identify discrepancies. UHFA compares the data on this report with actual monies received (series 84417), filed by each servicer (e.g. bank) showing servicers' accounts. UHFA is able to identify errors and negotiate remittance problems with the servicers, holding them accountable to their repayment contracts. The reports also serve as evidence for agency recourse in legal disputes.

**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 3 years or until purchasing is completed for bond issue and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based on the possibility of a legal dispute arising between the Utah Housing Finance Agency and a lender during the course of a thirty-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:**

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

**AGENCY:** Utah Housing Corporation

**SERIES:** 6662

3

**TITLE:** Mortgage purchase agreements

**DATES:** 1980-2002.

**ARRANGEMENT:** Chronological by bond series issue, thereunder numerical by loan number

**DESCRIPTION:**

These agreements are created by the Utah Housing Finance Agency to document the negotiation of contractual obligations between the agency and mortgage lenders. Each agreement specifies the mortgage loan number and includes the amount of the loan, the property address being purchased, the names and signatures of the applicants, their social security numbers, the lender's name and signature, and the date signed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years or until purchasing is completed for bond issue and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based upon the agency's expressed legal need, in the event of a contractual dispute with a lender, to maintain the agreements 30 years (the mortgage period) beyond the close of the bond series issue date. A typical bond issue period is between two and three years.

**RETENTION JUSTIFICATION:**

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

**AGENCY:** Utah Housing Corporation

**SERIES:** 6662

**TITLE:** Mortgage purchase agreements

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Utah Housing Corporation

**SERIES:** 6675

3

**TITLE:** Mortgage submission vouchers

**DATES:** 1980-2002.

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

These data and statistical recap forms are completed by lenders for each individual loan and are submitted to the Utah Housing Finance Agency (UHFA) as part of the Single Family Mortgage Program. This program permits families to secure loan monies from UHFA which are purchased by lenders in order to make housing loans available to the families. Selected information contained on the voucher form is entered into the UHFA data base. The voucher lists the UHFA loan number, date purchased, bond series, debt information, payment information, insurance information, income information, mortgagor information (including borrower name, social security number, sex, age, marital status, race/national origin, total household members), property information, and mortgage lender's name and lending officer's signature.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years or until purchasing is completed for bond issue and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based upon the agency's expressed legal need to maintain all mortgage program information related to the purchase of loans by lenders for 30 years (the mortgage period) beyond the close of the bond series issue date. A typical bond issue period is between two and three years. This information will prove valuable to UHFA in the event of a contractual dispute.

**RETENTION JUSTIFICATION:**

**AGENCY:** Utah Housing Corporation

**SERIES:** 6675

**TITLE:** Mortgage submission vouchers

(continued)

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Utah Housing Corporation

**SERIES:** 13798

3

**TITLE:** Multi family fund general ledger

**DATES:** 1977-2002.

**ARRANGEMENT:** Chronological by fiscal year

**DESCRIPTION:**

These records are a summary of Utah Housing Finance Agency's (UHFA) financial activity on multi family revenue bond projects.

The records are periodically reviewed to assure financial integrity and compliance with bond documents. Information includes UHFA multi family general ledger financial statements.

**RETENTION:**

Retain for 33 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:**

Computer data files: Retain in Office for 33 years and then delete.

Paper copy: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

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

**AGENCY:** Utah Housing Corporation

**SERIES:** 13798

**TITLE:** Multi family fund general ledger

(continued)

**PRIMARY DESIGNATION:**

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:** 13796

3

**TITLE:** Operating fund general ledger

**DATES:** 1977-2002.

**ARRANGEMENT:** Chronological by fiscal year

**TOTAL VOLUME:** 2.00 cubic feet.

**DESCRIPTION:**

These records are a summary of Utah Housing Finance Agency's (UHFA) operating fund financial activity. The records are periodically reviewed to assure financial integrity. Information includes UHFA operating fund general ledger financial statements.

**RETENTION:**

Retain for 33 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:**

Computer data files: Retain in Office for 33 years and then delete.

Paper copy: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

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

**AGENCY:** Utah Housing Corporation

**SERIES:** 13796

**TITLE:** Operating fund general ledger

(continued)

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Utah Housing Corporation

**SERIES:** 13805

3

**TITLE:** Original single family mortgage program records

**DATES:** 1977-1987.

**ARRANGEMENT:** Alphanumerical by year and bond issue

**TOTAL VOLUME:** 2.00 cubic feet.

**DESCRIPTION:**

These records are contractual documents of the single family mortgage program and are utilized for auditing and legal purposes. Information includes lender certifications; invitations to participate; application agreements; notices of acceptance; mortgage purchase agreements; modification agreements; and selling servicing, accounting, reporting guides and supplements.

**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 32 years and then destroy.

**APPRAISAL:**

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

**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:** 20010

3

**TITLE:** Payroll tax records

**DATES:** 1991-2002.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Returns on income taxes such as IRS Form W-2 and reports of withheld federal taxes, such as IRS Form W-3, with related records, including reports regarding income and social security taxes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on the fiscal value of federal tax records.

**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:** 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

**AGENCY:** Utah Housing Corporation

**SERIES:** 6509

3

**TITLE:** Reports

**DATES:** 1978-2004.

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These report include information about Utah's need for adequate housing, statistics, names of lender institutions. The fiche are copies of the Utah Housing Finance Agency report to the governor and legislature in 1978.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Housing Corporation

**SERIES:** 13804

3

**TITLE:** Sample single family program documents

**DATES:** 1977-1994.

**ARRANGEMENT:** Alphanumerical by year and bond issue

**DESCRIPTION:**

These records are the official applications upon which the projects were selected or approved. Information includes developer's applications and various Housing and Urban Development (HUD) documents.

**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 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Housing Corporation

**SERIES:** 13802

3

**TITLE:** Single family fund general ledger

**DATES:** 1977-1998.

**ARRANGEMENT:** Chronological by fiscal year

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These records are a summary of Utah Housing Finance Agency's (UHFA) single family fund financial activity. The records are periodically reviewed to assure bond issue financial integrity. Information includes UHFA single family general ledger financial statements.

**RETENTION:**

Retain for 33 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:**

Computer data files: Retain in Office for 33 years and then delete.

Paper copy: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

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

**AGENCY:** Utah Housing Corporation

**SERIES:** 13802

**TITLE:** Single family fund general ledger

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Housing Corporation

**SERIES:** 13803

3

**TITLE:** Single family mortgage loan assumptions

**DATES:** 1992-1998.

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

**TOTAL VOLUME:** 5.00 cubic feet.

**DESCRIPTION:**

These records document single family loans that have been assumed. Information includes assumption applications, approvals, trust deed assumption agreements, certifications, affidavits, and credit reports.

**RETENTION:**

Retain for 33 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 32 years and then destroy.

**APPRAISAL:**

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

**RETENTION JUSTIFICATION:**

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

**AGENCY:** Utah Housing Corporation

**SERIES:** 13803

**TITLE:** Single family mortgage loan assumptions

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Utah Housing Corporation

**SERIES:** 13806

3

**TITLE:** Single family unbound bond issue transcripts

**DATES:** 1977-2002.

**ARRANGEMENT:** Alphanumerical by year and bond issue

**DESCRIPTION:**

These records are the original single family bond issue documents containing indentures and resolutions evidencing the Utah Housing Finance Agency's obligations to repay the debt. The bonds are obligations solely of UHFA and not of the state or any of its subdivisions. The records contain legal opinions, bond purchase agreements, contracts with mortgage lenders, warranties and representation of the various parties, schedules of debt service payments, bond maturity dates, bond interest rates, official statements and other vital records.

**RETENTION:**

Retain for 33 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 32 years and then destroy.

**APPRAISAL:**

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

**RETENTION JUSTIFICATION:**

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

**AGENCY:** Utah Housing Corporation

**SERIES:** 13806

**TITLE:** Single family unbound bond issue transcripts

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Housing Corporation

**SERIES:** 13797

3

**TITLE:** Trustee statements

**DATES:** 1977-2002.

**ARRANGEMENT:** Alphabetical by name of trustee bank, thereunder chronological  
**DESCRIPTION:**

These monthly trustee statements are reconciled to Utah Housing Finance Agency (UHFA) records and require periodic review for the first few years of a bond issue. Information includes the monthly financial activity of each issue or series of bonds, loan purchases, monthly receipts, debt service payments, sinking fund transfers, etc.

**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 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

**APPRAISAL:**

These records have fiscal value(s).

This retention is based on the audit requirements of general financial records.

**RETENTION JUSTIFICATION:**

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

**AGENCY:** Utah Housing Corporation

**SERIES:** 13797

**TITLE:** Trustee statements

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Housing Corporation

**SERIES:** 13842

3

**TITLE:** Unbound bond issue multi-family transcripts

**DATES:** 1977-2002.

**ARRANGEMENT:** Alphanumerical by year and bond issue

**DESCRIPTION:**

These records are the original multi-family rental housing bond issue documents containing indentures and resolutions evidencing the Utah Housing Finance Agency's obligations to repay the debt. The bonds are obligations solely of UHFA and not of the state or any of its subdivisions. The records contain legal opinions, bond purchase agreements, contracts with mortgage lenders, warranties and representations of the various parties, schedules of debt service payments, bond maturity dates, bond interest rates, official statements and other vital records.

**RETENTION:**

Permanent. Retain for 30 year(s)

**DISPOSITION:**

Transfer to Archives.

**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 3 years and then transfer to State Records Center. Retain in State Records Center for 27 years and then transfer to State Archives.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical research value these records offer regarding the purpose and activities of the Utah Housing Finance Agency.

**AGENCY:** Utah Housing Corporation

**SERIES:** 13842

**TITLE:** Unbound bond issue multi-family transcripts

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Housing Corporation

**SERIES:** 13866

3

**TITLE:** Working drafts of bond documents

**DATES:** 1977-2002.

**ARRANGEMENT:** Alphanumerical by year and bond issue

**DESCRIPTION:**

These records demonstrate the development of various bond issue documents, for use as possible legal defenses. Included are drafts and working copies of official statements, indentures, bond purchase agreements, general certificates, and bonds. The records also contain statistical information regarding market mortgage rates and similar bond issues sold at the same time. The documents are developed by attorneys representing the Utah Housing Finance Agency and bond holders, trustees, and attorneys representing investment bankers. The records relate to both multi-family rental housing bonds and single family bonds.

**RETENTION:**

Retain for 33 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 32 years and then destroy.

**APPRAISAL:**

These records have legal value(s).

This retention is based on the usefulness of these records during litigation.

**RETENTION JUSTIFICATION:**

**AGENCY:** Utah Housing Corporation

**SERIES:** 13866

**TITLE:** Working drafts of bond documents

(continued)

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

**PRIMARY DESIGNATION:**

Public