Retention and Classification Report

Agency: Housing Finance Agency (492)

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Records Officer

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AGENCY: Housing Finance Agency

SERIES: 13867 3
TITLE: Bank statement files
DATES: 1977-2002.
ARRANGEMENT: Chronological
DESCRIPTION:

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

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

RETENTION JUSTIFICATION:

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

AGENCY: Housing Finance Agency

SERIES: 13867
TITLE: Bank statement files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Housing Finance Agency

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:

Retain 25 months.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 06/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

AGENCY: Housing Finance Agency

SERIES: 6674
TITLE: Cancelled/expired loan application packages

(continued)

APPRAISAL:

Administrative
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.

RETENTION JUSTIFICATION:

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

PRIMARY CLASSIFICATION:
Private

AGENCY: Housing Finance Agency

SERIES: 20008 3
TITLE: Daily activity reports
DATES: 1996-2002.
ARRANGEMENT: Chronological
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:

Retain 34 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1999.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Fiscal Legal

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."

AGENCY: Housing Finance Agency

SERIES: 20008
TITLE: Daily activity reports

(continued)

RETENTION JUSTIFICATION:

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

PRIMARY CLASSIFICATION:
Private

AGENCY: Housing Finance Agency

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Administrative
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: Housing Finance Agency

SERIES: 6653
TITLE: Delinquent loan monthly reports

(continued)

AGENCY: Housing Finance Agency

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:

Retain 34 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1999.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Fiscal Legal
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

AGENCY: Housing Finance Agency

SERIES: 20007
TITLE: Escrow disbursement backup files

(continued)

records for at least four years."

RETENTION JUSTIFICATION:

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

PRIMARY CLASSIFICATION:
Private

AGENCY: Housing Finance Agency

SERIES: 13821 3
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2005.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

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

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

PRIMARY CLASSIFICATION:

Protected

AGENCY: Housing Finance Agency

SERIES: 9970 3
TITLE: Foreclosed housing loan files
DATES: 1979-2002.
ARRANGEMENT: Chronological, thereunder numerical by loan number
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 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

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

RETENTION JUSTIFICATION:

AGENCY: Housing Finance Agency

SERIES: 9970
TITLE: Foreclosed housing loan files

(continued)

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

PRIMARY CLASSIFICATION:
Private

AGENCY: Housing Finance Agency

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 33 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Administrative

RETENTION JUSTIFICATION:

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

AGENCY: Housing Finance Agency

SERIES: 13799
TITLE: Foreclosure general financial ledger

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Housing Finance Agency

SERIES: 13820 3
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:

Retain 7 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

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

AGENCY: Housing Finance Agency

SERIES: 13820
TITLE: General correspondence

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Housing Finance Agency

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Administrative Historical
These files comprise a history of the UHFA and are historically valuable.

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

AGENCY: Housing Finance Agency

SERIES: 59901
TITLE: Historical records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Housing Finance Agency

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 20 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Administrative

RETENTION JUSTIFICATION:

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

AGENCY: Housing Finance Agency

SERIES: 13800
TITLE: Housing development fund general ledger

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Housing Finance Agency

SERIES: 84345 3
TITLE: Housing loan files
DATES: 1977-2002.
ARRANGEMENT: Numerical by loan number
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 34 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 07/01/1989.

AGENCY: Housing Finance Agency

SERIES: 84345
TITLE: Housing loan files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1977 and continuing to the present. Retain in Office for 1 year or until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 33 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal
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.

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

PRIMARY CLASSIFICATION:
Private

AGENCY: Housing Finance Agency

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:

Retain 12 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Historical Legal
This disposition is based on evidential value these records hold for documenting major policy decisions of the agency.

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

AGENCY: Housing Finance Agency

SERIES: 13822
TITLE: Legal and financial matters case files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Housing Finance Agency

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:

Retain 30 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 09/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Legal
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

AGENCY: Housing Finance Agency

SERIES: 84417
TITLE: Lender remittance advice forms

(continued)

evidence in potential legal proceedings.

RETENTION JUSTIFICATION:

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

PRIMARY CLASSIFICATION:
Private

AGENCY: Housing Finance Agency

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:

Retain 33 years after loan issue closing.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1994.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Administrative Fiscal

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).

AGENCY: Housing Finance Agency

SERIES: 85091
TITLE: Loan purchase records

(continued)

RETENTION JUSTIFICATION:

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

PRIMARY CLASSIFICATION:
Private

AGENCY: Housing Finance Agency

SERIES: 12491 3
TITLE: Low income housing tax credit application files
DATES: 1986-2002.
ARRANGEMENT: Chronological, thereunder numerical by order as received in office
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1994.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until duration of compliance period and then microfilm and destroy provided microfilm has passed inspection.

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

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

APPRAISAL:

Administrative
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.

AGENCY: Housing Finance Agency

SERIES: 12491
TITLE: Low income housing tax credit application files

(continued)

RETENTION JUSTIFICATION:

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

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. Developers' financial statements

AGENCY: Housing Finance Agency

SERIES: 13750 3
TITLE: Low income housing tax credit compliance files
DATES: 1986-2002.
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1994.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until duration of compliance period and then microfilm and destroy provided microfilm has passed inspection.

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

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

APPRAISAL:

Administrative Legal
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

AGENCY: Housing Finance Agency

SERIES: 13750
TITLE: Low income housing tax credit compliance files

(continued)

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 CLASSIFICATION:
Private

AGENCY: Housing Finance Agency

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 32 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after end of fiscal year and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

APPRAISAL:

Administrative

RETENTION JUSTIFICATION:

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

AGENCY: Housing Finance Agency

SERIES: 13869
TITLE: Monthly accounting work papers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Housing Finance Agency

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:

Retain 33 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 06/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

AGENCY: Housing Finance Agency

SERIES: 6243
TITLE: Monthly reconciliation consolidation reports

(continued)

APPRAISAL:

Legal
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: Housing Finance Agency

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Legal
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: Housing Finance Agency

SERIES: 6662
TITLE: Mortgage purchase agreements

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Housing Finance Agency

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Legal
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

AGENCY: Housing Finance Agency

SERIES: 6675
TITLE: Mortgage submission vouchers

(continued)

dispute.

RETENTION JUSTIFICATION:

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

PRIMARY CLASSIFICATION:
Private

AGENCY: Housing Finance Agency

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 33 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Administrative

RETENTION JUSTIFICATION:

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

AGENCY: Housing Finance Agency

SERIES: 13798
TITLE: Multi family fund general ledger

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Housing Finance Agency

SERIES: 6666 3
TITLE: Multi-family mortgage project files
DATES: 1979-1985.
ARRANGEMENT: Alphabetical by project name
TOTAL VOLUME: 6.00 cubic feet.
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until bond issue closes and then transfer to State Records Center. Retain in State Records Center for 38 years and then destroy.

APPRAISAL:

Legal
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:

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

AGENCY: Housing Finance Agency

SERIES: 13868 3
TITLE: Operating fund check vouchers and paid invoices
DATES: 1977-2002.
ARRANGEMENT: Alphabetical by vendor name
TOTAL VOLUME:
DESCRIPTION:

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

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

RETENTION JUSTIFICATION:

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

AGENCY: Housing Finance Agency

SERIES: 13868
TITLE: Operating fund check vouchers and paid invoices

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Housing Finance Agency

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 33 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Administrative

RETENTION JUSTIFICATION:

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

AGENCY: Housing Finance Agency

SERIES: 13796
TITLE: Operating fund general ledger

(continued)

PRIMARY CLASSIFICATION:
Protected

AGENCY: Housing Finance Agency

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:

Retain 33 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Administrative Fiscal

RETENTION JUSTIFICATION:

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

AGENCY: Housing Finance Agency

SERIES: 13805
TITLE: Original single family mortgage program records

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Housing Finance Agency

SERIES: 20010 3
TITLE: Payroll tax records
DATES: 1991-2002.
ARRANGEMENT: Chronological
TOTAL VOLUME:
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:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 24.

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.

AGENCY: Housing Finance Agency

SERIES: 20010
TITLE: Payroll tax records

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Housing Finance Agency

SERIES: 6509 3
TITLE: Reports
DATES: 1978-
ARRANGEMENT: Chronological by year.

TOTAL VOLUME:
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:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

AGENCY: Housing Finance Agency

SERIES: 6509
TITLE: Reports

(continued)

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

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

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Housing Finance Agency

SERIES: 13804 3
TITLE: Sample single family program documents
DATES: 1977-1994.
ARRANGEMENT: Alphanumerical by year and bond issue
TOTAL VOLUME:
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:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

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

AGENCY: Housing Finance Agency

SERIES: 13804
TITLE: Sample single family program documents

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Housing Finance Agency

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 33 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Administrative

RETENTION JUSTIFICATION:

AGENCY: Housing Finance Agency

SERIES: 13802
TITLE: Single family fund general ledger

(continued)

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Housing Finance Agency

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 33 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Administrative Fiscal

RETENTION JUSTIFICATION:

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

AGENCY: Housing Finance Agency

SERIES: 13803
TITLE: Single family mortgage loan assumptions

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Housing Finance Agency

SERIES: 13806 3
TITLE: Single family unbound bond issue transcripts
DATES: 1977-2002.
ARRANGEMENT: Alphanumerical by year and bond issue
TOTAL VOLUME:
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 33 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Administrative Fiscal

RETENTION JUSTIFICATION:

AGENCY: Housing Finance Agency

SERIES: 13806
TITLE: Single family unbound bond issue transcripts

(continued)

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Housing Finance Agency

SERIES: 13797 3
TITLE: Trustee statements
DATES: 1977-2002.
ARRANGEMENT: Alphabetical by name of trustee bank, thereunder chronological
TOTAL VOLUME:
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:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

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

AGENCY: Housing Finance Agency

SERIES: 13797
TITLE: Trustee statements

(continued)

RETENTION JUSTIFICATION:

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Housing Finance Agency

SERIES: 13842 3
TITLE: Unbound bond issue multi-family transcripts
DATES: 1977-2002.
ARRANGEMENT: Alphanumerical by year and bond issue
TOTAL VOLUME:
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:

Retain 33 years.

DISPOSITION:

Transfer to the State Archives permanently.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

AGENCY: Housing Finance Agency

SERIES: 13842
TITLE: Unbound bond issue multi-family transcripts

(continued)

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Housing Finance Agency

SERIES: 13866 3
TITLE: Working drafts of bond documents
DATES: 1977-2002.
ARRANGEMENT: Alphanumerical by year and bond issue
TOTAL VOLUME:
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 33 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 07/01/2000.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

AGENCY: Housing Finance Agency

SERIES: 13866
TITLE: Working drafts of bond documents

(continued)

APPRAISAL:

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

RETENTION JUSTIFICATION:

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

PRIMARY CLASSIFICATION:
Public