





STATE OF DELAWARE  
DELAWARE PUBLIC ARCHIVES

Record Group: 1432

Agency: DELAWARE STATE HOUSING AUTHORITY

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SERIES #	SERIES TITLE AND DESCRIPTION	<u>C</u> ONF/ <u>V</u> ITAL/ <u>I</u> MPORTANT <u>U</u> SEFUL/ <u>N</u> ONESSENTIAL	RETENTION AND DISPOSITION INSTRUCTIONS	DATE APPROVED / REVISIED
DSHA-009	<p><b>ADMINISTRATION - BOND ISSUE BINDERS</b></p> <p>Record of bond issue: Includes general and series resolutions, offering statements, mortgage loan purchasing and servicing agreements, investment agreements, trustee's appointments, underwriter, legal counsel and auditor's letters, trustee distribution certificate, bond coupon specimen, bond purchase agreements and related documentation specific to individual bond issue.</p>	<b>Confidential and Important</b>	Retain one copy of original binders at agency permanently.	
DSHA-010	<p><b>ADMINISTRATION - DEBT SERVICE SCHEDULES</b></p> <p>Record of debt payment calculations for bond issues</p>	<b>Confidential and Important</b>	Retain original documents at agency permanently.	
DSHA-011	<p><b>DEVELOPMENT - COMMUNITY DEVELOPMENT AND FILES NEIGHBORHOOD STABILIZATION PROGRAM</b></p> <p>Documentation of Community Development Block Grant and NSP Programs</p> <ul style="list-style-type: none"> <li>A. Policy and Procedures (HUD)</li> <li>B. Individual Contracts</li> <li>C. Reports and Correspondence</li> </ul>	<p><b>Confidential</b></p> <p><b>Useful</b></p> <p><b>Important</b></p> <p><b>Important</b></p>	Retain at agency until HUD closeout plus 3 years; destroy.	<b>7/17/2014</b>
DSHA-012	<p><b>DEVELOPMENT - HOUSING CODE ENFORCEMENT FILES</b></p> <p>Documentation of Housing Code Enforcement Program</p> <ul style="list-style-type: none"> <li>A. Policy and Procedures</li> <li>B. Housing Code Reviews</li> <li>C. Reports and Correspondence</li> </ul>	<p><b>Confidential</b></p> <p><b>Vital</b></p> <p><b>Vital</b></p> <p><b>Vital</b></p>	<p>Retain original documents at agency permanently.</p> <p><b>NOTE:</b> Two copies of all DSHA policies and procedures are to be submitted in human-readable format to Delaware Public Archives for permanent preservation. 29 Del Code § 519</p>	



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DSHA-014	<p><b>MANAGEMENT - PUBLIC HOUSING MANAGEMENT FILES</b></p> <p>A. Consists of tenant files, applicant files rejected, applicant files deleted, general correspondence, maintenance files, PHMAP files and utility allowance files.</p> <p>B. Criminal history reports of accepted applicants. (Information copy used only for applicant screening purposes)</p> <p>C. Criminal history reports of rejected applicants. (Information copy used only for applicant screening purposes)</p> <p>D. Public Housing &amp; Resident Homeownership Programs</p> <p>E. Capital Fund Program</p>	<p><b>Confidential and Vital</b></p> <p><b>Confidential and Useful</b></p> <p><b>Confidential and Useful</b></p> <p><b>Confidential and Vital</b></p> <p><b>Confidential and Vital</b></p>	<p>A. Scan/Retain at agency electronically; successful audit; delete after 3 years after move-out/termination</p> <p>B. <b>1. In-State information.</b> Scan/Retain at agency electronically for 5 years or until the final disposition of any legal action, and/or after move-out/termination; whichever is later; destroy. <a href="#">29 C.F.R. § 1602.31</a> <b>2. Out-of-State Information.</b> Scan/Retain at agency electronically for 5 years or until the final disposition of any legal action, and/or after move-out/termination; whichever is later; destroy. Out-Of-State Information must be shredded onsite and conducted or witnessed by authorized personnel.</p> <p>C. <b>1. In-State information.</b> Scan/Retain at agency electronically for 5 years or until the final disposition of any legal action, and/or after move-out/termination; whichever is later; destroy. <a href="#">29 C.F.R. § 1602.31</a> <a href="#">1 Del. Admin. C. § 1301-7.0</a> <b>2. Out-of-State Information.</b> Scan/Retain at agency electronically for 5 years or until the final disposition of any legal action, and/or after move-out/termination; whichever is later; destroy. Out-Of-State Information must be shredded onsite and conducted or witnessed by authorized personnel. <a href="#">11 Del. C. § 8605</a> <a href="#">1 Del. Admin. C. § 1301-7.0</a> <a href="#">29 C.F.R. § 1602.31</a></p> <p>D. Scan/Retain at agency electronically; successful audit; delete after 3 years after move-out/termination</p> <p>E. HUD closeout plus 5 years</p>	3/26/2018

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<b>DSHA-014 (cont.)</b>	F Rental assistance Demonstration (RAD)/LIHTC	<b>Confidential and Vital</b>	F. <b>PBV Files</b> - Scan/Retain at agency electronically; successful audit delete 3 years after move- out/termination <b>LIHTC Files</b> – Retain hardcopy of initial year tenant files for 10 years or until all interested parties (Investors, HUD, HOME DSHA, RAD) have fully audited, reviewed and approved the initial year move-in documentation. Once approved, scan and destroy initial move-in files	<b>3/26/2018</b>
<b>DSHA-015</b>	<p><b>DEVELOPMENT - SECTION 8 NEW CONSTRUCTION AND CONTRACT ADMIN FILES</b></p> <p>A. Correspondence Not related to a specific project: Includes routine requests for information, complaints and other routine program matters not otherwise provided for in this schedule</p> <p>B. General Management File Includes project and subject files of correspondence and documents relating to management reviews, management agreements, audits and reports, status reports of management operations, trip reports and management checklists</p> <p>C. Occupancy File Includes occupancy audit reports, tenant applications, re-certifications, documents relating to eligibility, admissions, initial occupancy and tenant characteristics and correspondence and other documents related to occupancy</p>	<p style="text-align: center;"><b>Confidential and Nonessential</b></p> <p style="text-align: center;"><b>Confidential and Vital</b></p> <p style="text-align: center;"><b>Confidential and Vital</b></p>	<p>A. Retain original documents at agency 1 year; break file at end of fiscal year; destroy at end of subsequent fiscal year.</p> <p>B. Retain at agency 6 years; successful audit; destroy.</p> <p>C Retain at agency 3 years; successful audit; destroy.</p>	<b>7/17/2014</b>



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DSHA-016	<b>FINANCE - HOUSING FINANCE RECORDS</b>			
	<p>A. Documentation of Residential Mortgage Revenue Bond Program</p> <ul style="list-style-type: none"> <li>• Revenue Bond Program</li> <li>• Progress Reports</li> <li>• Bond Issue Correspondence</li> <li>• Financial Analysis</li> <li>• Cash Flow</li> <li>• Allocation Requested</li> <li>• Closing Documentation</li> <li>• Proposals</li> <li>• Program Reports</li> <li>• Deduction Letters of Credit</li> <li>• Purchase Vouchers</li> <li>• Purchase Invoices</li> <li>• Commitments</li> <li>• Mortgage Loan Service</li> <li>• Mortgage Purchase Agreement</li> <li>• Reconciliation Summaries</li> <li>• Investments</li> <li>• Transfers</li> <li>• Disbursements</li> <li>• Cost of Insurance</li> <li>• Bond Inter-Fund Transfer</li> <li>• Officers Certificates</li> </ul>	<b>Confidential and Useful</b>	Retain at Wilmington office 5 years and successful audit; destroy.	
	<p>B. Housing Rehab Program, N.E. Initiative, Neighborhood Revitalization Fund, Applications, Loan Documents, general correspondence</p>	<b>Confidential and Vital</b>	Retain for length of rehab loan plus 7 years; successful audit; destroy.	<b>8/1/2011 7/17/2014</b>
<p>C. Wilmington Sr. Tax Assistance Program</p> <ul style="list-style-type: none"> <li>• IRS Reports</li> <li>• General Program Records</li> </ul>	<b>Confidential and Vital Confidential and Vital</b>	<p>Audit plus 3 years</p> <ul style="list-style-type: none"> <li>• Retain at agency 6 years; successful audit; destroy.</li> <li>• Retain at agency 3 years; successful audit; destroy.</li> </ul>	<b>8/1/2011 7/17/2014</b>	



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DSHA-017	<p><b>FINANCE - BORROWER'S FILES</b></p> <p>Contains necessary documents to obtain a low interest rate mortgage through the Single Family Mortgage program, including SMAL &amp; DHP, DEMAP, DTCHI, Delaware First Time Home Buyer Tax Credit</p> <ul style="list-style-type: none"> <li>• Copies of Mortgage</li> <li>• Assignment</li> <li>• Title Policy</li> <li>• Borrower's Affidavit</li> <li>• Seller's Affidavit</li> <li>• Note</li> <li>• Application</li> <li>• Appraisal</li> <li>• Verification of Pool Insurance</li> <li>• Sales Contract</li> <li>• SMAL Borrower's Information</li> <li>• Lenders Affidavit</li> <li>• Closing Affidavit</li> <li>• Mortgage Credit Certificate</li> </ul>	<b>Confidential and Vital</b>	<p>Once mortgages are satisfied, letter and satisfaction piece is scanned in office to the borrower's files, borrower's files are then sent to DSHA's storage center of choice to be maintained for thirty (30) years (life of the bond issue), plus an additional seven (7) years</p> <p><b>NOTE:</b> Scan original, certified, commitment and other pertinent docs as soon as practical; send original docs for Series 1 thru 24 to Wilmington Trust Co. (WTC) for storage / maintenance; Series 25 and above are to be retained and stored in DSHA storage center of choice; import scanned docs from disk to scanning system; retain one (1) copy of disk in DSHA Housing Finance office &amp; one (1) back-up copy of disk at DSHA storage center of choice; doc index will not be removed from scanning system; retrieve original docs from WTC or DSHA storage center (whichever is applicable) for satisfaction &amp; foreclosure of mortgage, foreclosure of mortgage documents are to be retained at DSHA Housing Finance office; Boxes are numbered sequentially-those meeting their total retention requirement are destroyed July 1 each fiscal year</p>	<b>7/17/2014</b>

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<b>DSHA-018</b>	<b>MANAGEMENT - SECTION 8 VOUCHER SRAP AND FAMILY UNIFICATION PROGRAM FILES</b>  A. Documents and correspondence relating to Section 8 Rental Assistance Program  B. Annual Contributions Contracts between DSHA and HUD  C. Move-out Files Includes applications, re-certifications and documents relating to eligibility and admission  D. General Management Files Includes subject files and correspondence relating to management and operations matters  E. State Rental Assistance	<p style="text-align: center;"><b>Confidential and Important</b></p> <p style="text-align: center;"><b>Confidential and Vital</b></p> <p style="text-align: center;"><b>Confidential and Useful</b></p> <p style="text-align: center;"><b>Confidential and Important</b></p> <p style="text-align: center;"><b>Confidential</b></p>	A. Retain at agency until contract expiration plus 6 years; destroy.  B. Retain at agency for duration of HAP contract plus 6 years; destroy.  C. Retain at agency 3 years; successful audit; destroy.  D. Retain at agency 6 years; destroy.  E. Audit plus 3 years	
<b>DSHA-019</b>	<b>PLANNING - PLANNING FILES</b>  Documentation of Housing Planning Studies A. CHAS/Consolidated Plan B. Housing Needs Assessment C. Housing Assistance Production Report (HAPR)	<p style="text-align: center;"><b>Confidential</b></p> <p style="text-align: center;"><b>Important</b></p> <p style="text-align: center;"><b>Useful</b></p> <p style="text-align: center;"><b>Useful</b></p>	Retain original documents at agency permanently.  <b>NOTE:</b> Transfer two (2) copies to Delaware Public Archives for permanent preservation. 29 Del C § 519	<p style="text-align: right;">7/17/2014 3/26/2018</p>
<b>DSHA-020</b>	<b>DEVELOPMENT - EMERGENCY SHELTER GRANT PROGRAM FILES</b>  Documentation of Emergency Shelter Grant Program A. Policy and procedures (HUD) B. Individual contracts C. Reports and correspondence	<p style="text-align: center;"><b>Confidential</b></p> <p style="text-align: center;"><b>Useful</b></p> <p style="text-align: center;"><b>Important</b></p> <p style="text-align: center;"><b>Important</b></p>	Retain at agency until HUD closeout plus 3 years; destroy.	<p style="text-align: right;">7/17/2014</p>

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DSHA-021	<b>DEVELOPMENT - HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS FILES</b>  Documentation of the Housing Opportunities for Persons with AIDS Program A. Policy and procedures (HUD) B. Individual contracts C. Reports and correspondence	<b>Confidential</b>  <b>Useful</b> <b>Important</b> <b>Important</b>	Retain at agency until HUD closeout plus 3 years; destroy.	7/17/2014
DSHA-022	<b>ADMINISTRATION - CONTRACTS, AGREEMENTS, LEASES</b>	<b>Confidential and Vital</b>	Retain at agency until termination; successful audit, destroy.	
DSHA-023	<b>ADMINISTRATION - BID, RFP, RFQ SPECIFICATIONS, QUOTATIONS, REQUISITIONS</b>	<b>Confidential and Important</b>	Retain at agency until successful audit; destroy.	
DSHA-024	<b>ADMINISTRATION - GRANT FILES</b>  Financial records, supporting documents, statistical records and all other records pertinent to an award	<b>Confidential and Vital</b>	Retain at agency 3 years; successful audit; destroy.	
DSHA-025	<b>ADMINISTRATION - STATE BUDGET</b>	<b>Confidential and Important</b>	Retain original documents at agency until successful audit and no longer needed; destroy.	
DSHA-026	<b>ADMINISTRATION - AUDIT REPORTS</b>	<b>Confidential and Useful</b>	Retain at agency until successful audit and no longer needed; destroy.	
DSHA-027	<b>DIRECTOR - POLICIES, PROCEDURES, GENERAL ORDERS</b>	<b>Confidential and Vital</b>	Retain at agency permanently.	
DSHA-028	<b>PUBLIC RELATIONS - ANNUAL REPORTS, OTHER PUBLICATIONS HOUSING SERVICES DIRECTORY</b>	<b>Confidential and Important</b> <b>Useful</b>	Retain at agency permanently.  <b>NOTE:</b> Two copies of all DSHA Annual Reports and Other Publications are to be submitted in human readable format to Delaware Public Archives for permanent preservation. 29 Del C § 519	7/17/2014 3/6/2018
DSHA-029	<b>ALL - DSHA LEGAL COUNSEL OPINIONS</b>	<b>Confidential and Useful</b>	Retain at agency until no longer pertinent; destroy.	

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DSHA-030	ADMINISTRATION - SIGN IN LOGS	Nonessential	Retain at agency three years; destroy.	
DSHA-031	ADMINISTRATION - TITLES, DEEDS	Confidential and Vital	Retain original documents at agency permanently.	
DSHA-032	DEVELOPMENT - SURVEYS, DRAWINGS, PLANS	Confidential and Vital	Retain at Agency for two (2) years. After Permanent Closing, scan & destroy.	7/17/2014
DSHA-033	ADMINISTRATION - DEVELOPMENT WARRANTY FILES	Confidential and Important	Retain original documents at agency until warranty expiration or disposition of equipment, whichever comes first; destroy.	
DSHA-034	ADMINISTRATION - RECORDS RETENTION SCHEDULE  A. Schedules B. List of records transfers for storage and destruction.	Confidential and Important	Replace schedule and lists as updated; and retain record copy permanently.	
DSHA-035	COMMUNITY RELATIONS - PHOTOGRAPHS, VIDEO AND AUDIO RECORDINGS  A. Documenting significant agency events, missions and programs  B. All others	Confidential and Useful	A. Retain at agency permanently.  B. Retain at Agency until no longer needed; destroy.	3/1/2013
DSHA-036	ADMINISTRATION - DISASTER PLANNING AND RECOVERY FILES	Confidential and Important	Replace as updated.	

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DSHA-037	<p><b>ADMINISTRATION - ELECTRONIC RECORDS</b></p> <p>A. System files for network servers. To include semi-annual and end of year back-up files.</p> <p>B. E-mail files. Transitory Retention specific files</p> <p>C. DSHA records maintained in electronic forms (scanned documents) which duplicate the information in and taking the place of records that would otherwise be maintained in hard copy; may serve as the record copy once confirmed that it accurately reflects information set forth in the original record.</p>	<p style="text-align: center;"><b>Confidential and Vital</b></p> <p style="text-align: center;"><b>Useful</b></p> <p style="text-align: center;"><b>Vital</b></p>	<p>A. Maintain back-up files, tapes for retention period; destroy.</p> <p>B. Keep 30 days and delete automatically. Delete after record copy is printed.</p> <p>C. Retain original hard copy until accuracy of electronic copy verified. Destroy original hard copy. Delete electronic copy after the expiration of the record series retention period as authorized by agency records retention schedule.</p> <p><b>NOTE:</b> If electronic version replaces hard copy records with different retention periods, and agency software does not readily permit selecting deletion, delete after the longest retention period has expired.</p>	<p style="text-align: center;"><b>11/15/2010 8/1/2011</b></p>

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DSHA-038	<p><b>MINUTES OF COUNCIL ON HOUSING MEETINGS AND PROCEEDINGS</b></p> <p>A. Original official transcripts or records of council meetings and proceedings.</p> <p>B. Agendas and other supporting documentation</p> <p>C. Verbatim recordings of Council on Housing meetings and proceedings (stenographic, audio, and video)</p>	<p style="text-align: center;"><b>Confidential and Vital</b></p> <p style="text-align: center;"><b>Confidential and Vital</b></p> <p style="text-align: center;"><b>Confidential and Vital</b></p>	<p>A. Retain originals at agency 2 years; successful audit; transfer to Archives for permanent preservation. Retain duplicate copies at agency 10 years or until Sunset Committee Review; destroy.</p> <p>B. Retain originals at agency 2 years; successful audit; transfer to Archives for permanent preservation. Retain duplicate copies at agency 10 years or until Sunset Committee Review; destroy.</p> <p>C. Retain at Agency until transcribed and approved officially; destroy.</p> <p><b>NOTE:</b> If recordings are not transcribed, they must be retained per the retention instructions of DSHA - 038 A &amp; B.</p> <p><b>NOTE:</b> Minutes that are by statute, regulation, or court ruling confidential or restricted must be placed in separate containers and identified as such on the Transfer Document (Form RM3) when transferred to the Archives</p>	<p style="text-align: center;"><b>10/7/2009</b></p>

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DSHA-039	<p><b>ADMINISTRATION - INSURANCE POLICY RECORDS TO INCLUDE:</b></p> <p>Original contract or policy forms; declaration pages; endorsements; riders; notices; application or enrollment forms for:</p> <ul style="list-style-type: none"> <li>• Building and Personal Property</li> <li>• Commercial General liability</li> <li>• Umbrella Liability</li> <li>• Commercial Automobile</li> <li>• Data Processing</li> <li>• Directors and Officers Liability</li> <li>• Crime and Employee Dishonesty</li> <li>• Workers Compensation</li> <li>• Flood Insurance</li> <li>• Boiler and Machinery</li> </ul>	<b>Confidential and Vital</b>	Retain at Agency for three years from the date the policy is no longer in force; or until after conclusion of an investigation of a claim subject to review; whichever is longer; destroy.	<b>10/7/2009</b>
DSHA-040	<b>HOUSING FINANCE - HOUSING COUNSELING GRANTS</b>	<b>Confidential and Important</b>	Retain at agency 3 years after closeout; successful audit; destroy.	<b>7/17/2014</b> <b>3/26/2018</b>
DSHAP-001	<p><b>PERSONNEL SECTION – ADMINISTRATION APPLICATION FOR EMPLOYMENT</b></p> <p>Applications for employment; may also include DD214s, interview note, letter of commendation or recommendations, resumes, selection criteria, tests and rankings and transcripts.</p>	<b>Confidential and Important</b>	<p>Retain at agency 3 years or through final disposition of charges of discrimination or legal action; destroy.</p> <p><b>NOTE:</b> Applications of persons hired by the agency should be retained in the Departmental Personnel Record (DSHAP-005)</p>	<b>7/9/2018</b>
DSHAP-002	<p><b>ADMINISTRATION - JOB ANNOUNCEMENTS</b></p> <p>Includes notices of existing or anticipated job openings within an agency reflecting a description of the position, qualifications, salary, job location and opening and closing dates</p>	<b>Confidential and Important</b>	Retain at agency 3 year or through final disposition of charges of discrimination or legal actions; destroy	<b>7/9/2018</b>
DSHAP-003	<p><b>ADMINISTRATION - RECRUITMENT LISTING</b></p> <p>Certification of listing of applicants recruited for DSHA job postings</p>	<b>Confidential and Important</b>	Retain at agency 3 year or through final disposition of charges of discrimination or legal actions; destroy	<b>7/9/2018</b>

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DSHAP-004	ADMINISTRATION - LISTING OF AUTHORIZED POSITIONS	Confidential and Useful	Replace as updated.	
DSHAP-005	<p>ADMINISTRATION - PERSONNEL RECORD, DEPARTMENTAL</p> <p>Master personnel record for employee established and maintained by the appointing agency.</p> <p><b>A. Successful Applicants, Promotions, Transfers, Separation and Personnel Transaction.</b> Applications of persons hired and documentation regarding personnel actions taken by agency</p> <p><b>B. Attendance and Leave Records (Cumulative)</b> Documents recording employee's attendance and leave for an annual period; amount of leave earned and used; total leave accumulated, related information</p> <p><b>C. Recommendations, Commendations</b> Letters of appreciation/commendation on employee's performance</p> <p><b>D. Discipline</b> Formal written notification of disciplinary action</p> <p><b>E. Employee Performance Plan/Review (PP/R)</b></p> <p><b>F. Benefits</b> Signed benefits (health, life insurance, blood bank, credit union, savings bonds, etc.) agreed to or waived by employee.</p>	<p>Confidential and Vital</p> <p>Confidential and Vital</p> <p>Confidential and Vital</p> <p>Confidential and Vital</p> <p>Confidential and Vital</p> <p>Confidential and Vital</p>	<p>Retain at agency for 50 years; destroy</p> <p>A. Retain in Departmental Personnel Record</p> <p>B. Retain in personnel record</p> <p>C. Retain at agency employment is terminated; return to employee</p> <p>D. Retain in personnel record 2 years after last of any subsequent offense; destroy</p> <p>E. Retain in personnel record 5 years; destroy or return to employee</p> <p>F. Replace as updated. Retain latest elections in personnel record</p>	7/9/2018



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SERIES #	SERIES TITLE AND DESCRIPTION	<u>C</u> ONF/ <u>V</u> ITAL/ <u>I</u> MPORTANT <u>U</u> SEFUL/ <u>N</u> ONESSENTIAL	RETENTION AND DISPOSITION INSTRUCTIONS	DATE APPROVED / REVISED
<b>DSHAP-006</b>	<b>ADMINISTRATION – GRIEVANCES/EEO COMPLAINTS/CLAIMS</b>  Contains supporting documentation, investigative notes, findings and determinations by responding supervisors, any documents, recordings or other information presented by any party involved in the investigation and/or resolution of the grievance, complaint or clam	<b>Confidential and Vital</b>	Retain originals at agency 10 years after close of case and expiration of appeal period.  <b>NOTE:</b> Grievances should not be maintained in Personnel Record, but placed in a separate file	<b>7/9/2018</b>
<b>DSHAP-007</b>	<b>ADMINISTRATION - CLASS and HISTORY RECORDS</b>  Includes supporting documentation regarding classifying or reclassifying position: titles; pay grades, job descriptions, applications and supportive documents	<b>Confidential and Vital</b>	Retain originals at agency permanently.	<b>7/9/2018</b>
<b>DSHAP-008</b>	<b>ADMINISTRATION - POSITION HISTORY FILES</b>  Contains position classification questionnaire, interview records, analyst notes, initial/final recommendations, agency comments and background documentation	<b>Confidential and Vital</b>	Retain originals at agency permanently	<b>7/9/2018</b>
<b>DSHAP-009</b>	<b>ADMINISTRATION - PERSONNEL ACTION REQUESTS (PAL-1)</b>		Combined within DSHAP-007	<b>7/9/2018</b>
<b>DSHAP-010</b>	<b>ADMINISTRATION - ATTENDANCE SHEETS, TIME ENTRY</b>  Daily record of employee hours worked during a specific period.	<b>Confidential and Vital</b>	Retain at agency 3 years; successful audit; destroy.	<b>7/9/2018</b>
<b>DSHAP-011</b>	<b>ADMINISTRATION - AFFIRMATIVE ACTION CORRESPONDENCE</b>  Includes facility accessibility records, statistical data, plans and reposts (EEO-1/EEO-4) required by federal statue.	<b>Confidential and Vital</b>	Retain at agency 5 fiscal years; destroy	<b>7/9/2018</b>

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DSHAP-012	<b>ADMINISTRATION - COLLECTIVE BARGAINING RECORDS</b>  Includes contracts, correspondence and miscellaneous information regarding the bargaining contracts	<b>Confidential and Vital</b>	Retain at agency 10 years; successful audit; destroy.	<b>7/9/2018</b>
DSHAP-013	<b>ADMINISTRATION - EMPLOYEE IDENTIFICATION CARDS/BADGES</b>  Proof of employment with specific agency, including ID's, cards or other issued items.	<b>Confidential and Important</b>	Retrieve from employee upon termination of employment; return to IT	<b>7/9/2018</b>
DSHAP-014	<b>ADMINISTRATION - WORKER'S COMPENSATION FILES</b>  Documents incidents where employees are injured on the job or in the line of duty. Includes First Report of Occupational Injury or Illness and other personal injury reports, vehicle accident reports, invoices, doctor and medical bills, police reports and related correspondence.	<b>Confidential and Vital</b>	Merger medical in information with Employee Medical Record (DSHAP-  Retain non-medical records and information for 6 years; destroy	<b>7/9/2018</b>
DSHAP-015	<b>ADMINISTRATION - FIRST REPORT OF OCCUPATIONAL INJURY</b>	<b>Confidential and Vital</b>	Combined within DSHAP-014	<b>7/9/2018</b>
DSHAP-016	<b>ADMINISTRATION-BACKGROUND SCREENING HISTORY FILES</b>  Includes records that document identifiable descriptions and notations of arrest, detentions, indictments, information or other formal criminal charges, and any disposition arising therefrom, sentencing, correctional supervision and release	<b>Confidential and Vital</b>	Retain at agency 5 or until final disposition of any legal action; whichever is later; destroy	<b>7/9/2018</b>

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SERIES #	SERIES TITLE AND DESCRIPTION	<u>C</u> ONF/ <u>V</u> ITAL/ <u>I</u> MPORTANT <u>U</u> SEFUL/ <u>N</u> ONESSENTIAL	RETENTION AND DISPOSITION INSTRUCTIONS	DATE APPROVED / REVISIED
<b>DSHAP-017</b>	<p><b>ADMINISTRATION-EMPLOYMENT ELIGIBILITY VERIFICATION FORMS (1-9)</b></p> <p>Employment Eligibility Verification Forms(1-9) as well as copies of passports, valid driver's licenses, birth certificates, etc. that verify the identity and employment authorization of individuals hired for employment in the United States, as required by the United States Citizenship and Immigration Services</p>	<b>Confidential and Important</b>	Retain at agency 3 years after date of hire or 1 year after termination of employment, whichever is later; destroy	<b>7/9/2018</b>
<b>DSHAP-018</b>	<p><b>ADMINISTRATION-EMPLOYEE MEDICAL RECORD</b></p> <p>Provides documentation of an employee's illness, injuries, prognosis and treatment that are used to determine eligibility for ADA requests for accommodation, disability (long term and short term), FMLA, sick leave, donated leave, return to work, worker's compensation benefits, etc.</p>	<b>Confidential and Vital</b>	Retain at agency 50 years; destroy	<b>7/9/2018</b>

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**Delaware State Housing Authority was located under 1306 Delaware Development Office/Delaware State Housing Authority until 9/15/1997**

1. Delaware Codes
  - a. [29 Del C § 5](#) Public Records Law
  - b. [29 Del C § 100](#). Freedom of Information Act (FOIA)
  - c. [6 Del C § 12A](#). Uniform Electronic Transaction Act
  - d. [29 Del C § 86](#) Delaware State Housing Authority
  - e. [31 Del C § 40](#) Delaware State Housing Authority
  - f. [11 Del C § 8605](#) Delaware Criminal Justice Information System
2. Delaware Administrative Code
  - a. [1 Del Admin C § 1301-7.0](#)
3. United States Code/Code of Federal Regulation
  - a. [24 CFR](#) Housing and Urban Development
  - b. [29 CFR § 1602.31](#) Preservation of Records made or kept
4. The destruction of paper and electronic records requires an authorized Destruction Notice from the Delaware Public Archives (DPA)
5. For electronic records or electronic systems consisting of multiple record series with differing retention periods, the records should be retained until the longest retention period has been met, unless the software permits selective deletion.
6. Vital Records or Contingency Back-up Records (paper and electronic) are those records essential to the continued functioning or reconstitution of an organization before, after, and during an emergency or disaster and those that are needed to protect the legal and financial rights of the government and those affected by government activities. These records should be duplicated and dispersed to sites that are located a sufficient distance to avoid being subject to the same emergency ([36 CFR 1223.22.](#))

**Notes: Retention Schedule Modification History**

Series	Title and Explanation and action taken	Retention	Date of change
	<b>Recent changes to the schedule have been approved by a General Order and signed by the Director of the agency</b>		<b>7/14/2017</b>
	<b>Recent changes to the schedule have been approved by a General Order #650 and signed by the Director of the agency</b>		<b>3/26/2018</b>
	<b>Recent changes to the Administration-Personnal Records by General Order #654 and signed by the Director of the agency</b>		<b>7/9/2018</b>
	<b>These changes include the combination of series and creating 3 new series.</b>		