## RECORDS RETENTION AND DISPOSITION SCHEDULE

**Agency:** Housing and Community Development Authority, Indiana

### ITEM NO. | RECORD SERIES | TITLE/DESCRIPTION | RETENTION PERIOD
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1 | 2001-16 | UNFUNDED RENTAL HOUSING TAX CREDIT APPLICATIONS | IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic records after ten (10) years. Retention based on IC 34-11-2-6. Disclosure of these records may be affected by IC 5-14-3-4.
2 | 2008-42 | SINGLE FAMILY MORTGAGE DOCUMENTS | IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic records ten (10) years after expiration of contract. Retention based on IC 34-13-1-1. Disclosure of these records may be affected by IC 5-14-3-4.
3 | 86-162 | ACCOUNTING RECORDS | IMAGE according to IARA imaging standards. DESTROY hard copies after three (3) years and after verification of images for completeness and legibility. DELETE electronic records ten (10) years after the end of the calendar year of creation. Retention based on IC 34-13-1-1.
4 | 87-90 | MORTGAGE ACCOUNTING RECORDS | IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic records after ten (10) years. Retention based on IC 34-13-1-1.