Record Retention Schedule
Portland Housing Bureau

7801-01 GRANT / PROGRAM MANAGEMENT RECORDS

This record series applies to all financial and programmatic records, supporting documents, statistical records, correspondence and other records of grantees or sub-grantees which are:

i. Required to be maintained by the terms of the applicable Federal program regulations or the grant agreement, or
ii. Otherwise reasonably considered as pertinent to program regulations or the grant agreement.

Confidential? Certain personal and financial information about grant applicants and recipients is confidential. Follow Bureau confidentiality procedures.
Vital Record? No
Record Copy? Yes

Retention: A) Final reports from significant (as defined by Bureau policy) grants, retain permanently;
B) Other grant administration or program records retain per table below.

Records Related to:	Retention:
Community Development Block Grants (CDBG)	Whichever is longer of: ▪ 5 years after submission date of final expenditure report (i.e. Consolidated Annual Performance and Evaluation Report - CAPER) ▪ 5 years after date of project completion, defined as after project is closed out in IDIS and reported in the CAPER ▪ 5 years after termination of any other written agreements ▪ 5 years after completion of action and resolution of issues arising from litigation, claim, negotiation, audit or other action involving the records.
Neighborhood Stabilization Program (NSP)	
American Recovery and Reinvestment Act of 2009 (ARRA)	
Homeless Prevention and Rapid Re Housing Program (HPRP)	
Housing Opportunities For Persons With Aids (HOPWA)	
Emergency Shelter Grant (ESG)	
Supportive Housing Program (SHP)	
Lead Based Paint Program	
HOME – (Home Investment Partnership Program) General Records	
Any other PHB-administered grant or program not included in those specified above	
HOME – rental housing project records	5 years after the affordability period terminates
HOME – homeownership housing project records imposing recapture/resale restrictions	
HOME – tenant-based rental assistance project records	5 years after the period of rental assistance terminates
HOME – displacements and acquisition records	5 years after the date by which all persons displaced from the property and all persons whose property is acquired for the project have received the final payment to which they are entitled in accordance with 24CFR92.353

AUTHORITY: OAR 166-200-0050(17); 24CFR85.42; 24CFR570.502; 24CFR574.530; 24CFR92.508

7801-03 TAX INCREMENT FINANCING RECORDS

The Portland Housing Bureau uses Tax Increment Financing as a subsidy to ensure that publicly assisted rental housing affordable to low and moderate income persons and households be preserved as a long-term resource to the maximum extent practicable, and that tenants of such properties will receive protections to facilitate securing new housing should the affordable units be converted to market rate units or otherwise be lost as a resource for low and moderate income housing. Records include loan documents, regulatory agreements, and System Development Charge exemptions when applicable.

Confidential? No
Vital Record? No
Record Copy? Yes

RETENTION: 60 years

AUTHORITY: PCC 30.01.090 City Subsidy Properties - Long-Term Affordability Requirements; (Ordinance # 172259);
PCC 30.01.095 (4) (a) Partial and Full Exemptions of System Development Charges for Affordable Housing Developments (Ordinance # 183448)
OAR 166-200-095(25)

7801-04 SINGLE FAMILY LOAN RECORDS

These records document Portland Housing Bureau Single Family Loans. Records usually include: Affidavits (income, intent to reside), Analysis (preliminary costs, final specs,), Applications (applicant), Approvals (city permit, loan summary), Certificates (completion, final cost), Closing documents (miscellaneous), Contracts (contractor), Correspondence (bid acceptance, commitment, consent to lien, close out, disclosure proceedings), Copies (invoices, divorce decrees, title policy, legal opinion, receipts), Deeds (trust), Disbursements, Notices (lead, loan approval), Suitability records (asset forms, credit reports, property owned, profit and loss statements, financial statements, bank statements, fire insurance, copies of tax returns), Verification forms (employment, mortgage, income), and Waivers (lien).

Confidential? Applicant financial information may be confidential. Consult City Attorney.
Vital Record? No
Record Copy? Yes

RETENTION: 10 years after loan repaid, denied, dismissed or deemed uncollectible.

AUTHORITY: OAR 166-200-0050(2); 166-200-0135(4); 166-150-0120(9)

7801-05 HOUSING PROPERTY TAX EXEMPTION RECORDS

The purpose of Portland's residential tax exemption programs is to implement City housing policies and the housing and community development elements of City and regional land use and transportation plans. Records include reports, correspondence, and background information for new construction, renter-occupied rehabilitation, nonprofit low-income housing and any other programs that grant property tax exemptions.

Confidential? No
Vital Record? No
Record Copy? Yes

RETENTION: 25 years, or 6 years after expiration of tax exemption, whichever is longer.

AUTHORITY: Oregon State Archives Special Schedule 2007-0022/001 valid until August 31, 2017