

Title 7. Record Retention Schedule

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Section 1. Statement of Policy. It is the policy of the Blaine County Housing Authority (“BCHA”) to retain all records in accordance with state and federal law which relate to the operation, organization, and activities of BCHA and as provided in this Title.

Section 2. Classification and Retention of Records. BCHA records shall be classified and retained as follows:

- A. Permanent records** shall be retained for not less than ten (10) years and shall consist of, but not be limited to, the following:
1. Proceedings of the BCHA Board,
 2. Resolutions,
 3. Building plans and specifications for commercial projects and government buildings,
 4. Bond register,
 5. Warrant register,
 6. Budget records,
 7. General ledger,
 8. Cash books and records affecting the title to real property or liens thereon, and
 9. Other documents or records as may be deemed of permanent nature by the BCHA Board.
- B. Semipermanent records** shall be kept for not less than five (5) years after date of issuance or completion of the matter contained within the record and shall consist of, but not be limited to, the following:
1. Claims,
 2. Contracts,
 3. Canceled checks,
 4. Warrants,
 5. Duplicate warrants,
 6. Departmental reports,
 7. Purchase orders,
 8. Vouchers,
 9. Duplicate receipts,
 10. Bonds and coupons,
 11. Financial records, and
 12. Other documents or records as may be deemed of semipermanent nature by the BCHA Board.
- C. Temporary records** shall be retained for not less than two (2) years and shall consist of, but not be limited to, the following:
1. Correspondence not related to subsections (1) and (2) of this section,
 2. Building applications, plans, and specifications for noncommercial and nongovernment projects after the structure or project receives final inspection and approval,
 3. Cash receipts subject to audit, and
 4. Other records as may be deemed temporary by the BCHA Board.
- D. Destruction of Records.** Records classified as “Permanent”, “Semipermanent”, and “Temporary” may only be destroyed by resolution of the BCHA Board and

upon the advice of an attorney. A resolution ordering destruction must list, in detail, records to be destroyed. Such disposition shall be under the direction and supervision of the Executive Director or his or her designee having custody for such records.

- E.** The provisions of this Title shall control the classification and retention schedules of all BCHA records unless otherwise provided in Idaho Code or any applicable federal law.