



Economic Development Department
Records Retention Schedule

Approvals



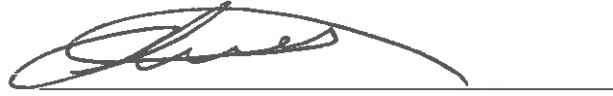
David Spaur,
Director of Economic Development



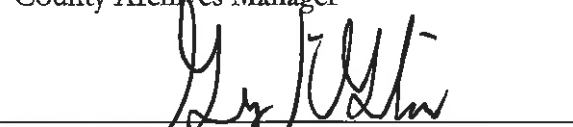
Rebecca Cenicerros,
Deputy County Counsel



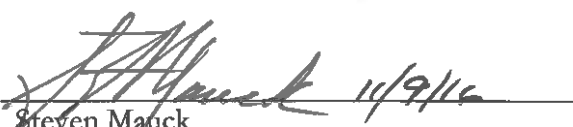
Michael Gross
Records Retention Center Manager



County Archives Manager



Michael Miller, Gary Giboney
County Auditor-Controller, Deputy



Steven Mauck
Risk Manager

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Economic Development
Records Retention Schedule

Code	Category of Record	Description	Retention Period	Justification	Disposition	Confidential or Sensitive Record
CDBG PI	CDBG	Program Income	End of fiscal year program income was received + 3 years	2 CFR § 200.333 (e)	Shred / Delete	No
CDBG Displace (S)	CDBG - State	Displacement / Relocation Assistance	5 years after final payment under Grant Agreement.	State of CA Standard Agreement, Exhibit D CDBG General Terms and Conditions, 12. Audit/Retention and Inspection of Records, B.	Shred / Delete	Yes
CDBG GMM (S)	CDBG - State	Grants Management Manuals	5 years after final payment under Grant Agreement. May cover multiple grants, use latest final payment date of all subject grants to begin retention	State of CA Standard Agreement, Exhibit D CDBG General Terms and Conditions, 12. Audit/Retention and Inspection of Records, B.	Shred / Delete	No
CDBG Program (S)	CDBG - State	HCD-County Program / Project Documents, Grant Reports, Correspondence	5 years after final payment under Grant Agreement.	State of CA Standard Agreement, Exhibit D CDBG General Terms and Conditions, 12. Audit/Retention and Inspection of Records, B.	Shred / Delete	No
CDBG - Multi (S)	CDBG - State	HCD-County Program / Project Documents, Grant Reports, Correspondence	5 years after final payment under Grant Agreement.	State of CA Standard Agreement, Exhibit D CDBG General Terms and Conditions, 12. Audit/Retention and Inspection of Records, B.	Shred / Delete	Yes
CDBG - SFD (S)	CDBG - State	First Time Home Buyer and Housing Rehabilitation loan applications, correspondence and monitoring	5 years after final payment under Grant Agreement.	State of CA Standard Agreement, Exhibit D CDBG General Terms and Conditions, 12. Audit/Retention and Inspection of Records, B.	Shred / Delete	Yes
CDBG Program (U)	CDBG - Urban County	HUD-County Program / Project Documents, Grant Reports, Correspondence	Date of final expenditure report to HUD + 3 years	2 CFR § 200.333	Shred / Delete	No
CDBG Agree (U)	CDBG - Urban County	Executed agreement or contract to provide goods and services including employment, but excluding those related to real property. Original contract or agreement, all change orders or amendments thereto.	Date of last expenditure report to HUD for grant year Contract/Agreement was funded + 3 years	2 CFR § 200.333	Shred / Delete	No
COM01	BoS Advisory Commissions / Committees Staffed by the Department	Agendas, minutes, staff reports, distribution lists and handouts, By-Laws	Retain until advisory body is dissolved by the Board of Supervisors, then retain for 2 additional years	GC § 26202	Shred / Delete	No
GRANT	County Grant Applications Submitted to Outside Agencies	Grant applications submitted to other agencies - Not Funded	FY + 2	GC § 26202	Shred / Delete	No
HOME Displace	HOME	Displacement / Relocation Assistance	Date of final assistance payment + 5 years	24 CFR § 92.508 (c)(5)	Shred / Delete	Yes
HOME Multi	HOME - Multi-Family Rental Housing Projects	Annual project monitoring records	Project completion date plus 5 years, ongoing; 5 years after term of affordability ends	24 CFR § 92.508 (c)(1)	Shred / Delete	No
Monitor HOME Multi	HOME - Multi-Family Rental Housing Projects	HCD-County Program / Project Documents, Grant Reports, Correspondence	Project completion date + 5 years	24 CFR § 92.508	Shred / Delete	No
HOME PI	HOME	Program Income	Project completion date + 5 years	24 CFR § 92.508	Shred / Delete	No
HOME Tenant	HOME - Multi-Family Housing Projects	Initial Tenant Income Verification	Project completion date plus 5 years, ongoing; 5 years after term of affordability ends	24 CFR § 92.508 (c)(1)	Shred / Delete	Yes
HOME SFD Loan	HOME - Single Family Down Payment Assistance & Rehabilitation Projects	First Time Home Buyer and Housing Rehabilitation loan applications, correspondence and monitoring	Later of the term of affordability or loan repayment + five years	24 CFR § 92.508 (c)(2)	Shred / Delete	Yes

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11/10/2016

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HOME SFD Program	HOME - Single Family Down Payment Assistance & Rehabilitation Projects	HCD-County Program / Project Documents, Grant Reports, Correspondence, etc.	Final grant expenditure report to HCD + 5 years	24 CFR § 92.508 (c)	Shred / Delete	No
INC Lottery	Inclusionary Housing	Interested Purchaser Lottery Files	Establishment of new list + 2 years	GC § 26202	Shred / Delete	Yes
INC Monitor	Inclusionary Housing	Owner occupied and rental unit Annual Monitoring Files	FY of monitoring + 2 years	GC § 26202	Shred / Delete	Yes
INC Grant Loan	Inclusionary Housing	Grant and loan files to housing developers and providers.	Final disposition of loan or 15-years from date of grant + 2 years	GC § 26202	Shred / Delete	Yes
LOAN NF Apps	Loan Applications - Not Funded	First Time Home Buyer, Housing Rehabilitation, and Small Business loan applications not funded	FY application received + 2 years	GC § 26202	Shred / Delete	Yes
OTHER Grant Program	Grants from Other Funding Programs - E.G. BEGIN, CalHOME, and Joe Serna	Grant Agency-County Program / Project Documents, Grant Reports, Correspondence, etc.	As dictated by individual funding agreement and/or program; otherwise, FY + 2 years	GC § 26202	Shred / Delete	No
RDA Financial	Redevelopment	Annual Reports & Audits	FY report was prepared + 5 years		Shred / Delete	No
RDA Studies	Redevelopment	Technical Studies, Planning Documents & Community Organizing/Meetings (not CAC), and community programs.	FY documents were prepared + 2 years	GC § 26202	Shred / Delete	No
RDA SFD Loan	Redevelopment	Single family down payment assistance or housing rehabilitation loans & multi-family rental project loans.	Final disposition of loan + 2 years	GC § 26202	Surrender / Shred / Delete	No
RP CDBG (S) Loan	Real Property Documents - State CDBG	Conveyances of real property, Deeds, promissory notes, easements, restrictive covenants, deeds of trust	Final disposition of loan + 5 years	State of CA Standard Agreement, Exhibit D CDBG General Terms and Conditions, 12. Audit/Retention and Inspection of Records_B.	Surrender / Shred / Delete	No
RP CDBG (U) Loan	Real Property Documents - Urban County CDBG	Conveyances of real property, Deeds, promissory notes, easements, restrictive covenants, deeds of trust	Final disposition of loan + 3 years	2 CFR § 200.333 (c)	Surrender / Shred / Delete	No
RP HOME Loan	Real Property Documents - State HOME	Conveyances of real property, Deeds, promissory notes, easements, restrictive covenants, deeds of trust	Final disposition of loan + 3 years	2 CFR § 200.333 (c)	Surrender / Shred / Delete	No
RP INC Dev	Real Property Documents - Inclusionary Developer In-Lieu Fee Loans & Arrangements	Developer Agreements and loan documents to secure performance on Inclusionary Housing Conditions of Approval	Permanent		Surrender / Shred / Delete RRC	No
RP INC Grant Loan	Real Property Documents - Inclusionary Housing - Development & Rehabilitation Grants & Loans	Loan applications, correspondence and loan documents with third party developers funded with Inclusionary Housing In-Lieu fees	Final disposition of loan or 15-years from date of grant + 2 years	GC § 26202	Surrender / Shred / Delete	No
RP INC OO	Real Property Documents - Inclusionary Owner - Occupant	Unit File	Permanent		RRC	Yes

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RP RDA Loans	Real Property Documents - Redevelopment Down payment Assistance, Multi-Family Housing and Housing Rehabilitation Loans	Conveyances of real property, Deeds, promissory notes, easements, restrictive covenants, deeds of trust	Final disposition of loan + 2 years	GC § 26202	Surrender / Shred / Delete	No
RP RLF	Real Property Documents - Small Business Loans	Conveyances of real property, Deeds, promissory notes, easements, restrictive covenants, deeds of trust	Final disposition of loan + 3 years	13 CFR § 307.13(a)	Surrender / Shred / Delete	Yes
SBRLF	Small Business RLF	General Administration, grant correspondence, financial records, Administrative Manual, etc.	3 years from submission date of semi-annual report for period costs were claimed	13 CFR § 307.13(b)	Surrender / Shred / Delete	No
SBRLF	Small Business RLF	Loan Files - funded	Final disposition of loan + 3 years	13 CFR § 307.13(a)	Shred / Delete	Yes
STICA	State Treasurer's Affordable Housing Tax Credit Allocation Committee	County staff reviews of TCAC Affordable Housing Project Applications	FY review was conducted + 2 years	GC § 26202	Shred / Delete	No
Abbreviations Used in Code						
CDBG (S) - Community Development Block Grant - State Program						
CDBG (U) - Community Development Block Grant - Urban County Program						
DEV - Developer						
Displace - Displacement and Relocation subject to the Uniform Relocation Act, as amended, 49 CFR Part 24 and Section 104(d) of the Housing and Community Development Act of 1974						
INC - Inclusionary Housing Program, by County Ordinance						
Multi - Multi-family residential projects						
NF - Not Funded						
OO - Owner Occupied						
PI - Program Income						
RDA - Redevelopment Agency of the County of Monterey						
RP - Real Property						
RRC - Monterey County Records Retention Center						
SFD - Single Family Dwelling						