



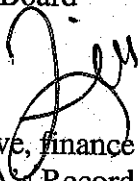
**Berkeley Housing Authority**

1901 Fairview St., Berkeley, CA 94703  
Telephone: (510) 981 5470 Fax: (510) 981 5480

*Office of the Executive Director*

Item 5C  
CONSENT CALENDAR  
October 13, 2011

To: Honorable Chairperson and  
Members of the Housing Authority Board

From: Tia M. Ingram, Executive Director 

Subject: Destruction of outdated administrative, finance and program records that are beyond the required retention period as per BHA's Record Retention Policy.

RECOMMENDATION

Adopt a Resolution authorizing the destruction of outdated administrative, finance and program records that are beyond the required retention period as per BHA's Record Retention Policy.

BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) for the Section 8 and Public Housing Programs, and the State of California Housing and Community Development Department for the Rental Housing Construction Program (RHCP) have regulations that govern the amount of time a record must be retained. The schedules include specific requirements for administrative, finance and program records. The BHA Record Retention Policy (adopted April 2008) sets forth the locally adopted retention schedule, which is consistent with the applicable federal or State requirements. Because records *must* be maintained – we have to take precautions to ensure that they are stored in a facility that is guarded against water or other damage, and that is secure – access is limited to those on a need to know basis. We have limited space on site for storage of current and historical records, and thus contract for off-site space with the option to have records returned to the office as required.

STATUS

We have two goals in seeking authorization to destroy outdated records: (1) we have satisfied the retention requirement for the specific documents, and (2) we are trying to reduce the amount of storage space we rent, and thus reduce our cost.

FINANCIAL IMPLICATIONS

Reduction in cost for storage space of approximately \$5,000 per year.

CONTACT PERSON

Jesy Yturalde, Finance Manager 981-5488  
Tia Ingram, Executive Director 981-5471

**Attachments:**

1. Resolution
2. List of items for destruction

RESOLUTION NO. 11-\_\_\_\_\_

DESTRUCTION OF OUTDATED ADMINISTRATIVE, FINANCE AND PROGRAM RECORDS

WHEREAS, the Berkeley Housing Authority administers programs funded by the U.S. Department of Housing and Urban Development (HUD) and the State of California Housing and Community Development Department (CA HCD); and

WHEREAS, HUD and CA HCD have regulations that govern the amount of time an administrative, finance or program record must be retained; and

WHEREAS, Berkeley Housing Authority has a Record Retention Policy that specifies the length of time specific records will be retained; and

WHEREAS, staff has identified a set of records that have been retained for the minimum length of time required.

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is authorized to destroy the records identified in attachment 2, incorporated herein as Exhibit 1.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on October 13, 2011 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest:

\_\_\_\_\_  
Tia M. Ingram, Secretary