



Berkeley Housing Authority

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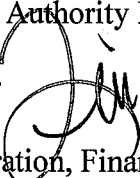
Office of the Executive Director

Item 6G

NEW BUSINESS

July 12, 2012

To: Honorable Chairperson and
Members of the Berkeley Housing Authority Board

From: Tia M. Ingram, Executive Director 

Subject: Destruction of Outdated Administration, Finance and Program (Client) Records

RECOMMENDATION

Approve a resolution authorizing the Executive Director to destroy outdated Administration, Finance and Program (Client) records.

BACKGROUND

On April 21, 2008, the Board approved a Record Retention Policy that established a retention schedule, and process for obtaining approval for destruction of specific documents. The Record Retention Policy, including the record schedule, was amended on July 14, 2011 by way of Resolution No. 11-44.

There are three important considerations when contemplating destruction of documents: (1) complying with the local record retention policy; (2) complying with HUD and/or State retention requirements; and (3) avoiding retention beyond the required period. As a cost saving measure we terminated our contract for off-site storage. In the process of storing the items in our back-office once again, we identified a number of files that are beyond the retention period. We are carefully reviewing the contents of each box, and will, over a series of months, complete the destruction of the outdated records. In addition to the files we are going to destroy, there are a number of miscellaneous items that were in storage, now back in the office, such as holiday decorations.

In a recent case we were served a subpoena requesting the history of inspection results, property management, and periods of assisted tenancy for a particular unit. Fortunately our history only dated back 3 years (covering 1 tenancy), but the research could have been considerably more involved had the unit been assisted for a longer period. This in part served as an incentive to complete our review, and begin the process of destroying outdated records. Additionally, there is limited office space to store the scores of boxes we received back from the storage company.

FINANCIAL IMPACTS OF RECOMMENDATION

\$300 including cost of permanent pull out and shredding.

CONTACT PERSON

Jesy Yturralde, Finance Manager, 981-5488
Tia M. Ingram, Executive Director, 981-5471

Attachments:

1. Resolution
2. List of Documents to be destroyed (*Exhibit A*)

BERKELEY HOUSING AUTHORITY
RESOLUTION NO. 12-_____

APPROVE A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO DESTROY
OUTDATED ADMINISTRATION, FINANCE AND PROGRAM (CLIENT) RECORDS.

WHEREAS, the Record Retention Policy establishes the retention period for various documents and reports; and

WHEREAS, BHA has limited storage space within the administrative office; and

WHEREAS, staff has identified records that have reached or exceeded the retention period and can be destroyed; and

WHEREAS, it is prudent to destroy documents at the conclusion of the retention period.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Berkeley Housing Authority that the Executive Director is authorized to destroy the documents listed on Exhibit A, attached hereto and incorporated by reference.

The foregoing was adopted by the Board of the Berkeley Housing Authority on July 12, 2012 by the following vote:

Ayes:

Abstain:

Absent:

Attest: _____
Tia M. Ingram, Secretary