

1. Minute Book
2. Agency/Dept. File
3. Requesting Agency/Dept.

DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORDS DIVISION
 Middlesex, Vermont

No. **009999**

To: Custodian of Public Records

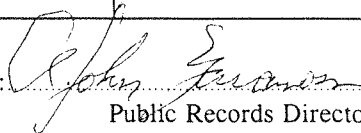
Date: **December 7, 1999**

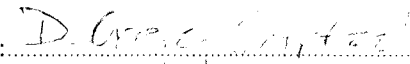
VT State Housing Authority

Your request dated **June 22, 1999** asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
.001	<p>Current Tenant Files R/S 019</p> <p>Current tenant files broken down because of file size. Participants in housing programs administered by the Vermont State Housing Authority; and residents in properties and mobile home parks managed by the Vermont State Housing Authority. Arranged chronologically by year and then alphabetically by the last name of tenant. Includes lease contracts, inspection reports, correspondence, evictions and litigation information.</p>	<p>CR+7</p> <p>Transfer all or partial files to State Records Center. Hold until 7 years old and until audited. Review for current status before destruction.</p> <p>Restricted per. 1VSA 317(B) (7)</p>

Approved: 
 Public Records Director

Approved: 
 Chairman, Public Records Advisory Board

- 1. Record Custodian
- 2. PRD-Numerical
- 3. PRD-Custodian

DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORD DIVISION
 Montpelier, Vermont

No. **9853**

Date February 11, 1996

To Custodian of Public Records

.....**Vermont State Housing Authority**.....

Office **One Prospect Street**.....

Address **Montpelier, VT 05602**.....

Your request dated January 1, 1997..... asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
001	<p>Vacated Tenants in Vermont State Housing Authority Managed Properties, Funded with Low Income Housing Tax Credits.</p> <p>Arranged chronologically by year and then alphabetically by last name of tenant. Includes lease contracts, inspection reports, correspondence, evictions, litigation information.</p> <p>Record Series 016</p>	<p>CR+7</p> <p>Transfer to State Record Center after one year, hold until 7 years old, then microfilm (reference & security copies) and destroy by recycling.</p> <p>CONFIDENTIAL - RESTRICTED</p>

A. John Zucconi

 Public Records Director

Approved: *D. Gregory Sanford*

 Chairman, Public Records Advisory Board

- 1. Record Custodian
- 2. PRD-Numerical
- 3. PRD-Custodian

DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORD DIVISION
 Montpelier, Vermont

No. **09217**

Date November 8, 1993

To Custodian of Public Records

Richard M. Williams

Office Vermont State Housing Authority

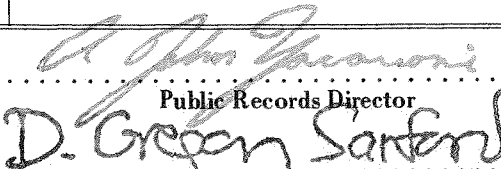
Address 1 Prospect Street

Montpelier

Your request dated April 20, 1993 asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
.001	<p><u>Section 8 New Construction/Substantial Rehabilitation Program Project Files</u> These project files contain: General correspondence, annual management and tenant record reviews, fiscal performance reports, rent adjustments, project lease-up information and approved project lease and management p plan. R.S. #13</p> <p style="text-align: center;"><i>4/8/77</i></p>	<p><i>AUD</i> 3+3 Retain in office for three years and after Federal audit, then transfer to Public Records for microfilming of reference and security copies. Destroy source documents by shredding. Retain microfilm permanently</p>


 Public Records Director
 Approved: D. Gregory Sargent
 Chairman, Public Records Advisory Board

- 1. Record Custodian
- 2. PRD-Numerical
- 3. PRD-Custodian

DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORD DIVISION
 Montpelier, Vermont

No. 09213

Date November 8, 1993.....

To Custodian of Public Records

Your request dated February 3, 1993..... asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

..... Richard M. Williams

Office Vermont State Housing Authority

Address 1 Prospect Street

..... Montpelier, VT 05602

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
001.	<p><u>Tenants Vacated</u> Vacated tenants in Vermont State Housing Authority managed properties and in programs administered by Vermont State Housing Authority; Section 23 Program (VT 7-1, 7-2, 7-3, 7-4); Farmers Home Administration Programs; Section 8 Programs; Mobile Home Parks. Includes lease contracts, inspection reports, evictions, correspondence, litigation. R.S. #001 Supersedes D.O. #003967.001</p>	<p>AUD+7 Retain in office one year, then transfer to State Records Center. Destroy by shredding after six years if Federal audit completed. CONFIDENTIAL</p>
002.	<p><u>Occupancy Applicant Files</u> Applicants no longer interested or ineligible to participate in Vermont State Housing Authority managed properties and in programs administered by Farmers Home Administration; Section 8 Programs; Mobile Home Parks. R.S. #011 Supersedes D.O. #005563.002</p>	<p>AUD+5 Retain in office one year, then transfer to State Records Center. Destroy by shredding after four years if Federal audit completed. CONFIDENTIAL</p>

John J. ...
 Public Records Director

Approved: *D. Green ...*
 Chairman, Public Records Advisory Board

- 1. Record Custodian
- 2. PRD-Numerical
- 3. PRD-Custodian

DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORD DIVISION
 Montpelier, Vermont

No. **07977** ✓

Date **10/18/89**

To Custodian of Public Records

Jo Ann Troiano

Office Vt. State Housing Authority


Address Tavern Building


Montpelier, Vermont 05602

Your request dated 7/28/89 asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
01.	<p><u>Executive Staff's Miscellaneous Files</u> Includes: All outside correspondence with other agencies, the staff, HUD, vendors, companies, insurance agencies, banks (including bank statements), and any other assorted correspondence necessary to the everyday operating of the authority - non-policy material. All outside correspondence pertaining to VSHS's Section 23, Section 8 Existing, Section 8 Model Rehab., and Section 8 New Construction Substantial Rehab. Housing programs. All in-house memos to and from staff. <u>RS #10</u></p> <p>Superseded D.O. #5563</p>	<p>Retain in office two years, then transfer to state records center, destroy after ten years.</p> <p>NOTE: Screen before destruction per Public Records Advisory Board guidelines.</p>



 Public Records Director


 Approved:
 Chairman, Public Records Advisory Board

- 1. Record Custodian
- 2. PRD-Numerical
- 3. PRD-Custodian

DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORD DIVISION
 Montpelier, Vermont

No. **07970** ✓

Date 10/18/99

To Custodian of Public Records

Jo Ann Troiano

Office Vt. State Housing Authority



Address Tavern Building

Montpelier, Vermont 05602

Your request dated 6/30/99 asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
01.	<u>Proposed Drawings</u> Drawing consisting of different stages of a proposal, i.e. Landscaping, Survey, Blueprints, Site Plans. Very important throughout the proposal stages. <u>R.S. #3</u>	Retain in office four years, then transfer to state records center, screen by Public Records then offer to Historic Preservation if they are interested, then destroy 15 years after proposal completed.
02.	<u>Legal Files</u> Legal files concerning the evictions of tenants. These files consist of 30 day notices, evictions, litigations, deed files, hearing files, and repayment schedule agreements. <u>R.S. #7</u>	Retain in office two years, then transfer to state records center, destroy after ten years by shredding.
03.	<u>Financial Records - Tenant/Landlord</u> These records consist of rent receipts to tenants, accounting books, and delinquency reports of tenants delinquent in their rent. Federal law states that these records will be readily available for use in legal cases. <u>R.S. #6</u>	Retain in office one year, then transfer to state records center, destroy by shredding after six years if audit has been completed.


 Public Records Director
 Approved: 
 Chairman, Public Records Advisory Board

- 1. Record Custodian
- 2. PRD-Numerical
- 3. PRD-Custodian

DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORD DIVISION
 Montpelier, Vermont

No. **07659** ✓

Date 8/30/88

To Custodian of Public Records

JoAnn Troiano


Vermont State Housing Authority
 Office
Montpelier
 Address
Vermont 05602

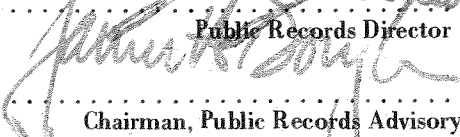
Your request dated 6/30/88

 asking permission for continuing authority for disposition of certain
 public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following
 records as listed below, will have no further value after the specified
 period of time. Continuing Authority for disposition of the same is
 hereby granted, after the retention period indicated, and you are ordered
 to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
01.	<u>Original Documents</u> Original documents consisting of: Contracts, leases, agreements, notes, mortgage notes, computer agreements, etc. <u>PL #12</u>	Retain in office area for 2 years, then transfer to State Records Center for permanent retention. Resurvey in 10 years.



 Public Records Director
 Approved: 

 Chairman, Public Records Advisory Board

- 1. Record Custodian
- 2. PRD-Numerical
- 3. PRD-Custodian

DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORD DIVISION
 Montpelier, Vermont

No. **07437**

Date **February 1, 1988**

To Custodian of Public Records

Jo Ann Troiano

Office **VT State Housing Authority**

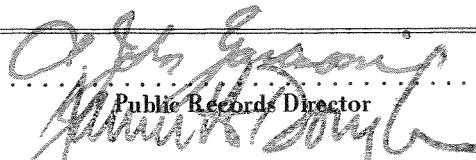
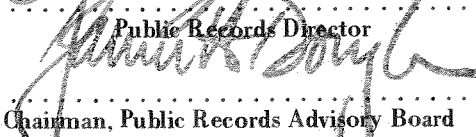
Address **Tavern Building**

Montpelier, Vermont 05602

Your request dated **December 29, 1986** asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. 5454.

Item	Description	Retention and Disposition
01.	<p><u>Davis - Bacon Wage Reports</u> Davis - Bacon wage reports showing wages of the contractors and all employees. This insures that employees are paid fairly and equitable to individuals of similar professions. <u>RD #4</u></p>	<p>Hold in current file area two years then transfer to State Records Center; hold until six years old and after audit.</p>

Approved: 
 Public Records Director

 Chairman, Public Records Advisory Board

- 1. Record Custodian
- 2. PRD-Numerical
- 3. PRD-Custodian

DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORD DIVISION
 Montpelier, Vermont

No. **06741** ✓

Date ... **12/3/86**

To Custodian of Public Records

..... **JoAnn Troiano**

Office ... **Vt. State Housing Authority** ...
Executive Office

Address ... **Montpelier**

..... **Vermont, 05602**

Your request dated ... **6/17/86** asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
01.	<p><u>Rejected Proposed Projects</u> Rejected Proposals consisting of proposals which may have an actual bid or there were competition with a particular proposal, but were rejected for various reasons. <u>RL#5</u></p>	<p>Hold in current file area 2 years, then transfer to State Records Center, hold 7 years or after audit. Destroy by shredding.</p>

Approved: _____
Alphonse J. Garrison
 Assistant Public Records Director

Approved: _____
James H. Doyle
 Chairman, Public Records Advisory Board

- 1. Record Custodian
- 2. PRD-Numerical
- 3. PRD-Custodian

DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORD DIVISION
 Montpelier, Vermont

No. **05563**

Date 5/21/85

To Custodian of Public Records

JoAnn Troiano, Chairman of the Board

Office Vermont Housing Authority

Address Tavern

Montpelier, Vermont 05602

Your request dated 4/12/85 asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
01.	<u>Executive Staff Miscellaneous Files</u> Executive staff's miscellaneous files include: All outside correspondence with other agencies, the staff, HUD, vendors, companies, insurance agencies, banks (inc. bank statements), and any other assorted correspondence necessary to the everyday operating of the authority non-policy material. All outside correspondence pertaining to VSHA's Section 23, Section 8 Existing, Section 8 Model Rehab., and Section 8 New Construction Substantial Rehab. Housing Programs. All in-house memos to and from staff. <u>RL#10</u>	Hold in current file area two years, then transfer to State Records Center. Hold until 7 years old, then destroy.
01	<i>Superseded by D.O. 7977</i>	
02.	<u>Occupancy Applicant Files</u> All files of applicant's who are no longer interested or have been found ineligible to participate in VSHA's Section 8, Existing and/or Section 23 Housing Program. Subsidized Rental Housing Program. <u>RL#11</u>	Hold in current file are one year, then transfer to State Records Center. Hold until 7 years old, then destroy.

.....
 Assistant Public Records Director

Approved:
 Chairman, Public Records Advisory Board

- 1. Record Custodian
- 2. PRD-Numerical
- 3. PRD-Custodian

DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORD DIVISION
 Montpelier, Vermont

No. **05560**

Date 5/21/85

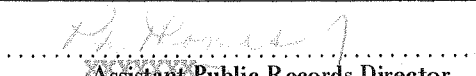
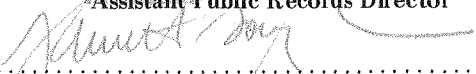
To Custodian of Public Records

Joanne Troiano, Chairman of the Board
 Office Vermont State Housing Authority
 Address Tavern
Montpelier, Vermont 05602

Your request dated 3/20/85
 asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
01.	<p><u>Personnel and Financial Records</u> Personnel records include Staff Resumes, Applications and Evaluation. Financial Records include: Check Vouchers of Payrolls paid to staff and Personnel Expense Check Vouchers and Forms. <i>R&F 9</i></p> <p style="text-align: center;"><i>DISCONTINUED UPDATED 8/25/2004. SEE MEMO IN FILE. -SL</i></p>	<p>Hold in current file area two years, then transfer to State Records Center; hold until 7 years old, then destroy by shredding.</p>


 Assistant Public Records Director
 Approved: 
 Chairman, Public Records Advisory Board

- 1. Record Custodian
- 2. PRD-Numerical
- 3. PRD-Custodian

DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORD DIVISION
 Montpelier, Vermont

No. **4876**

Date **7/20/82**

To Custodian of Public Records

William F. Kearns, Jr.

Office **Vermont State Housing Authority**

Address **Montpelier**

Vermont 05602

Your request dated **4/19/82**
 asking permission for continuing authority for disposition of certain
 public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following
 records as listed below, will have no further value after the specified
 period of time. Continuing Authority for disposition of the same is
 hereby granted, after the retention period indicated, and you are ordered
 to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
01.	<u>Field Representatives Work Logs/Work Plans</u> Former Personnel Travel Logs/Work Plans supplement to Expense Account. Reference and possible Litigation. <i>RD#8</i>	Destroy when 7 years old.

[Signature]
 Assistant Public Records Director

Approved: _____
 Chairman, Public Records Advisory Board

DISPOSITION ORDER

No. 3967

- 1. Record Custodian
- 2. PRD-Numerical
- 3. PRD-Custodian

State of Vermont
 Agency of Administration
 PUBLIC RECORD DIVISION
 Montpelier, Vermont

Date August 21, 1979

To Custodian of Public Records

Your request dated May 16, 1979 asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Geraldine Stubbs

Office Vt. State Housing Authority

Address Montpelier

Item	Description	Retention and Disposition
1.	<p>TENANTS VACATED: SECTION 8 & SECTION 23 PROGRAMS Tenant vacated files, program, Vt. 7.1, 7.2, 7.3, and 7.4. HUD-funded subsidized rental housing program administered by Vt. State Housing Authority, arranged chronologically by year and then alphabetically by last name of tenant; includes lease contracts, inspection reports, correspondence, evictions, litigation information and history of renter. R.S.#1</p> <p><i>Superseded by D.O. 009213.001</i></p>	<p>Transfer to State Records Center after one year, destroy after ten years, if audit is completed</p>
2.	<p>OWNERS CANCELLED: SECTION 23 PROGRAM Owners cancelled files, program Vt. 7.1, 7.2, 7.3, 7.4. HUD-funded subsidized housing program administered by the Vt. State Housing Authority, arranged chronologically by year and then alphabetically by last name of owner; includes lease contracts, inspection reports and litigation information. R.S. #2</p>	<p>Transfer to State Records Center after one year, destroy after ten years if audit is completed.</p>

John Yacononi
 Assistant Public Records Director

Approved: _____
 Chairman, Public Records Advisory Board