

February 9, 2021



David Long
President
Texas State Affordable Housing Corporation
P.O. Box 12637
Austin TX, 78711

Dear Mr. Long,

Your agency's records retention schedule is approved for use as of **2/4/2021**, and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please ensure that all old copies of the schedule are superseded with this certified copy.

This approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state rules (13 TAC §6.8) require documentation of the final disposition of records by your agency. This requirement may be met by maintaining a disposition log or other evidence of the records series titles, dates covered, volume, and date of disposition. The destruction of any records of your agency not on your schedule requires special authorization from us.

Each agency schedule must be reviewed, updated, and submitted for recertification according to a timeline established by the Texas State Library and Archives Commission. Your next recertification is scheduled for **February 2026**.

During a certification period, changes may need to be made to your schedule. State rules (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency:

Andrew Glass
512-463-2631
aglass@tsl.texas.gov

Your efforts in developing a records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program.

Sincerely,

A handwritten signature in black ink, appearing to read "C Kelso".

Craig Kelso
Director and State Records Administrator

cc: Cynthia Gonzales

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

P.O. Box 12927
Austin, Texas
78711-2927

www.tsl.texas.gov

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Assistant State Librarian
Gloria Meraz

TSLAC

*Preserving yesterday
Informing today
Inspiring tomorrow*



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 012

Agency Name Texas State Affordable Housing Corp.

(Check one)

- Initial Certification - Form SLR 105
Recertification - Form SLR 105
Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
Records Management Officer

Signature

Handwritten signature of David Long

Name (Print or type) David Long

Date 08/07/2019

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

(For the exclusive use of the State Auditor's Office)

Not Required at This Time

Signature

Name (Print or type)

Date

Texas State Library and Archives Commission

(For the exclusive use of the State Library and Archives Commission)

Signature

Handwritten signature of Gloria Meraz

Name (Print or type)

Gloria Meraz

Date

2-4-2021

Cert/Recert No.

5

Amendment No.

CAUTION

A state record with an expired retention period may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record with a retention period that expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

Amendment Note: If this schedule is amended at any point after certification, updated records series will be indicated by an asterisk (*) preceding the Agency Item Number (AIN).





STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
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 FE – Fiscal year end
 LA – Life of Asset
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Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
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					Years	Months	Days				
CR01		Articles of Incorporation		PM							
CR02		Bylaws of the Corporation		PM							
CR03	1.1.074	Sunset Advisory Commission Reports		AC	3			AC = until subsequent Sunset Review.	R		
CR04	1.1.058	Meeting Agenda and Minutes	Official agenda and minutes of Board and Committee meeting as required by <u>Government Code, Chapter 551.</u>	PM					A		
CR05	1.1.059	Certified Agendas or Tape Recordings of Closed Meetings	Certified agendas or tape recordings of close meetings of Board can/or Committee meetings.	PM							
CR06	1.1.062	Meeting – Supporting Documentation	Documents submitted at Board and Committee meetings including documentation for agenda items, documents sent in advance of meetings for breeding purposes, some of which may not be submitted at an actual meeting, resolutions, as well as the transcripts of Board and Committee meetings.	PM							
CR07		Board Resolutions	Signed Resolutions passed by the Board.	PM							
CR08	1.1.066	Annual Report		US	6				A	The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	



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					Years	Months	Days				
CR09	1.1.055	Strategic Plans (Including Business Plan and Annual Action Plan)		US	6				A	The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
CR10	1.1.070	Corporation Rules, Policies and Procedures		US	3				R		
CR11	1.1.023	Organizational Charts		US					A		
CR12	1.1.063	Staff Meetings		FE	1						
CR13	1.1.019	Press Releases			2				R		
CR14		Public Notices			2						
CR15	1.1.057	Transitory Information		AC				AC=Purpose of record has been fulfilled.			
CR16	1.1.026	Texas Register Submissions		AC	1			AC=Date of publication in the Texas Register.			
CR17	1.1.008	Correspondence - General		FE	2						
CR18	5.2.014	Inventory - Annual Physical	Property, equipment, supply verification.	FE	3						
CR19	1.2.003	Forms Management Documentation		AC	2			AC=Discontinuance of use of form.			
CR20	1.2.005	Records Retention Schedule (SLR 105)		US						Original is retained permanently by State and Local Records Management Division, Texas State Library and Archives Commission.	



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CR21	1.2.006	Records Transmittal Forms		AC	2			AC=Date of destruction, transfer from storage or transfer to Archives.			
CR22	1.2.010	Records, Disposition Log			10						
CR23	1.2.001	Request for Authority to Dispose of Public Records		FE	3					Original is retained permanently by State and Local Records management Division, Texas State Library and Archives Commission.	
CR24	1.2.012	Records Inventory Worksheets		US							
CR25	5.2.016	Inventory System Update Listing		AC				AC = Transfer of information into annual listing. Includes all additions, changes, deletions, and transfer items for the monthly processing period.			
CR26	5.4.013	Disaster Recovery Plan		US							
CR27	5.1.001	Contracts & Leases		AC	7			AC = Expiration or termination of the instrument according to its terms.			
HR01		Employee Personnel Files		AC	5			AC = Termination of Employment. Includes job application, Personnel Action – Forms, job description evaluations, training, verification of prior state service.			



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HR02	3.1.011	Employee Insurance Files		US							
HR03	3.4.004	Time and Leave Records		FE	4						
HR04	3.1.001	Application Files - Not Hired		AC	2			AC= Time of Receipt.			29 CFR 1602.31
HR05	3.3.011	Former Employee Verification Records		AC	75			AC=Termination of Employmnt.			
HR06	5.4.001	Accident Reports & Associated Documentation		CE	5					Accident or occupational disease reports (by supervisors reuse) in other associated reports required to be submitted to the Texas Worker's Compensation or maintained internally on accident frequency.	
HR07	3.3.004	Benefits Plans	Employee benefit plans such as pension, life, health, and disability insurance: deferred compensation, etc. including amendments.	US	1						29 CFR 1627.3 (b)(2)
HR08	3.3.031	EEO and Supporting Documentation		FE	3						
HR09	3.1.029	Documentation of Employment Eligibility (INS I-9) -- Federal Reporting Form.		AC	5			AC = Termination of Employment.			



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HR10	3.3.024	Personnel Policy and Procedures	Any internally distributed manuals, guidelines, or similar records that define corporate wide policies and procedures concerning the personnel of a corporate or government entity.	US	3						
HR11	3.2.009	401K Plan Doc		AC	5			AC = All accounts with a vendor or vendors for the individual have been closed.			
HR12	3.3.001	Affirmative Action Plans.		FE	5						
ACT01	1.1.002	Texas State Affordable Housing Corporation Annual Financial Audits.		PM							
ACT02	4.1.003	Cancelled Checks/Warrants/Stubs/Bank Statements		FE	3						
ACT03	4.5.002	Internal Fiscal Management Reports		FE	5						
ACT04	3.2.003	Federal Tax Records		AC	4			AC = Tax due date, date claim is filed, or date tax is paid whichever is later.			29 CFR 31.6001-1(e)(2)
ACT05	4.5.006	Annual Operating Budgets		FE	3						
ACT06	4.1.001	Accounts Payable Information		FE	3						
ACT07	4.4.001	General and Subsidiary Ledgers		FE	3						
ACT08	4.4.002	Accounts Receivable Ledgers		FE	3						
ACT09	4.4.003	Accounts Payable Ledgers		FE	3						



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ACT10		Trustee & Treasury Financial Reports		AC	30			AC = Bond documents require that records are kept until bonds are paid in full.			
ACT11	4.6.002	Reconciliation		FE	3						
ACT12	4.5.002	Internal Fiscal Management Reports	Includes but is not limited to agency monthly budget reports.	FE	3						
ACT13	4.2.002	Cash Receipts		FE	3						
ACT14	4.1.006	Investment Transaction Files	Including but not limited to quarterly investment reports.	FE	5						
ACT15	4.4.002	Accounts Receivable – – Compliance Fee records	(Low Income Housing Tax Credit, Resolution Trust Corporation, and Multi-Family). Inspection Fee records.	FE	5						
ACT16	3.3.023	Reimbursable Activities, Requests and Authorizations	For travel; participation in educational programs, workshops, or college classes, or for other work-related activities for which expenses of the employee are defrayed or reimbursed	FE	3						
ACT17	3.2.002	Employee Earnings Records		AC	5			AC=Termination of Employment.			40 TAC 815.106(i).
ACT18		Journal Document Files		FE	5						
ACT19		Vendor Files		FE	4						
ACT20	4.5.003	Annual Financial Reports & Supporting Documentation		AC	6			AC = September 1 of odd-numbered calendar years.			
ACT21	4.5.005	External Fiscal Reports	Includes Forms 1099 and supporting documentation.	FE	5						
ACT23		Seller/Service Reports		FE	3						



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ACT24		403B Retirement Plan	Fiduciary documents related to the Corporation's 403B Retirement Plan.	FE	6						
LS01		Delinquency Reports		CE	30						
LS02		Remittance Information		CE	30						
LS03		Loan Files	All program loan files that include but are not limited to pay off files, foreclosures/disposed files, canceled/denied loans, home improvement/construction loan contracts, down payment assistance program files, pre-foreclosure sales and HUD assignments, and assumptions.	AC	30			AC=Term of Loan.			
LS04		Loan Administration Reports		CE	30						
LS05		Contract for Deed		AC	30			AC=Term of Contract.			
LS06		Subsidized Home Purchase Loan Program		AC	30			AC=Term of Loan.			
LS07	5.1.001	Loan Servicing Contracts		AC	10			AC=Expiration or termination of the instrument according to its terms.			
LS08		Loan Servicing Compliance Reviews		AC	30			AC=Date of Review.			
LS09		Purchase Mortgage Serviceing Rights Reports		AC	3			AC = Expiration or termination of the instrument according to its terms.			
HRC02	1.1.019	News/Press Releases			2				R		
HRC03	1.1.008	Correspondence - General		FE	3						



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SF01		Single-Family Files	Program Summaries, Lender Invitations, Income & Purchase Price Limit.	AC	30			AC=After End of Program			
SF02		Single Family Official Statements	Bond related. At thirty-year review, because of refunding if land-use restriction agreements are in place, reevaluation of retention period must be conducted.	LA	30						
SF03	1.1.008	Single Family Correspondence - General		FE	2						
SF04	1.1.053	Single Family Public Hearings	Single Family Bond related hearings.	FE	8						
SF05		Single Family Master Servicer File		AC	30			AC = after Termination of Service Agreement.			
SF06		Single Family Bond Program Reports		FE	3						
SF07		Single Family Non-Bond Program Reports		FE	3						
SF08	5.1.001	Single-Family Bond Program Applications, Contracts and Agreements.		AC	7			AC=After End of Program.			
SF09	5.1.001	Single-Family Non-Bond Program Applications, Contracts and Agreements.		AC	7			AC=After End of Program.			
SF10		Single-Family Loan Reservation/Compliance.		AC	4			AC = Expiration or termination of the instrument according to its terms.			



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SF11		Single-Family Rental Program -- Rental Applications and Leases.		AC	4			AC = Expiration or termination of the instrument according to its terms.			
MF01		Multifamily Private Activity Bonds Program -- Requests for Proposals.		AC	15			AC=End of Program Year.			
MF02		Both the Family Private Activity Bond Program -- Applications.		AC	6			AC=End of Program Year.			
MF03		Multifamily Private Activity Bonds Program -- Questions on RFP's (published on websites).		AC	6			AC=End of Program Year.			
MF04		Multifamily Private Activity Bond Program -- Bonds Losing Documents (ALL).		AC				AC=Term of Bond and Retirement of Debt.			
MF05	1.1.053	Or the Family Private Activity Bond Program -- TEFRA Hearing Notices, Attendance and Tapes (Audio).		AC				AC=Term of Bond and Reports filed with the Texas Ethics Commission.			
MF06	1.1.008	Multi Family Private Activity Bond Program -- Correspondence and Notes		AC				AC=Term of Bond and Retirement of Debt.			



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MF07		Multi-Family 501(c)(3) Bond Program -- Applications and Supporting Documentation.		AC				AC=Term of Bond and Retirement of Debt.			
MF08		Multi-Family 501(c)(3) Bond Program -- Program Guidelines.		AC	6			AC=Term of Bond and Retirement of Debt.			
MF09		Multi-Family 501(c)(3) Bond Program -- Bond Review Board Documentation.		AC				AC=Term of Bond and Retirement of Debt.			
MF10		Mult-Family 501(c)(3) Bond Program -- Bond Closing Documents.		AC				AC=Term of Bond and Retirement of Debt.			
MF11	1.1.008	Mult-Family 501(c)(3) Bond Program -- Correspondence and Notes.		AC				AC=Term of Bond and Retirement of Debt.			
MF12	4.5.005	Multi-Family 501(c)(3) Bond Program -- Trustee Statements.		AC				AC=Term of Bond and Retirement of Debt.			
MF13		Multi-- Family Lending Programs (ICAP & DLP) -- Policies, Guidelines and Application Forms.		AC	6			AC = End of Program Year.			



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					Years	Months	Days				
MF14		Multi-.Family Lending Programs (ICAP & DLP) -- Application, Underwriting and Correspondence.		AC				AC=Term of Bond and Retirement of Debt.			
MF15		Multi-Family Lending Programs (ICAP & DLP) -- Closing Documents.		AC				AC=Term of Bond and Retirement of Debt.			
MF16	5.1.001	Multi-Family Lending Programs (ICAP & DLP) -- Funding Agreements and MOU's		AC	4			AC = Expiration or termination of the instrument according to its terms.			
MF17	1.1.040	Multi-Family Public Speaking -- PowerPoint Presentations		AC	7			AC = End of term in office or termination of service in a state position.	R		
MFRP1	5.1.001	Multi-Family Rental Program - Rollins Martin Apartments	Rental Applications Approved and Declined, Leases, Tenant Income Certification Form.	AC	7			AC = End of Affordability Period which is in year 2029 plus 6 years.			
DEV01		The Affordable Communities of Texas -- Program Guidelines, Applications and Policies.		AC	6			AC = End of Program Year.			
DEV02		The Affordable Communities of Texas -- Local Partner Applications, Notes and Communications.		AC	3			AC = Date of Submission.			



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DEV03		The Affordable Communities of Texas -- Local Partner MOU.		AC	15			AC=Date of Approval.			
DEV04		The Affordable Communities of Texas -- Property Acquisitions	Closing Docs, Leases, Etc.	AC	15			AC=Date of Closing.			
DEV05		The Affordable Communities of Texas -- Property Dispositions	Closing Docs, Rehab Reports, Sales Contracts, Etc.	AC	15			AC=Date of Closing.			
TFF1		Texas Foundations Fund Applicants -- Funded and Non-Funded Grant Applications.		AC	3			AC = Satisfaction of all uniform administrative requirements for grants and cooperative agreements to state and local governments.			
TFF2		Housing and Economic Assistance to Rebuild Texas HEART Program -- Funded and Non-Funded Grant Applications		AC	3			AC = Satisfaction of all uniform administrative requirements for grants and cooperative agreements to state and local governments.			
AOC1		Monthly Compliance Reports		AC	15			AC=Closing of Bonds.			
AOC2		Annual Compliance Audit and Supporting Documents.		AC	15			AC=Closing of Bonds.			
AOC3	1.1.067	Monthly Resident Services Reports		AC	15			AC=Closing of Bonds.	R		
AOC4	1.1.067	Annual Resident Services Reports		AC	15			AC=Closing of Bonds.	R		



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AOC5	1.1.067	Texas State Affordable Housing Corporation Asset Oversight Audit, Reports, and Supporting Documents.		AC	15			AC=Closing of Bonds.	R		
AOC6	1.1.067	Texas Department Of Housing & Community Affairs Asset Oversight Audit, Reports and Supporting Documents.		AC	15			AC=Termination of Contract	R		
AOC7	1.1.008	Owner/Management Correspondence		AC	15			AC=Closing of Bonds.			
IS01	1.2.015	Disaster Recovery Service Transmittals, (Tapes).		FE	1						
IS02	2.1.008	Hardware Documentation.		AC				AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.			



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Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end
 FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 012		2. Agency Name: Texas State Affordable Housing Corporation									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
IS03	2.1.007	Software Programs		AC				AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.			
IS04	2.1.009	Technical Documentation		AC				AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.			
IS05		Computer Hardware Maintenance Records		LA	3						
IS06	5.2.010	Equipment Manuals		LA							
IS07	1.1.024	Plans and Planning Records		AC	3			AC=After Completed.	R		
LD01	1.1.006	Complaint Records		AC	3			AC=Final Disposition of the Complaint.			



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LD02	1.1.048	Litigation		AC	1			AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.	R	ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation. See page ix for more information.	
LD03	1.1.014	Legal opinions and advice		AV					R	ARCHIVES NOTE: Opinions and advice that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation. See page ix for more information.	
LD04	1.1.020	Public Information Requests – Not Exempted.	Includes all correspondence and documentation relating to requests for records that are furnished to the public under the public information That Act (Chapter 552, Government Code)	AC	2			AC = Date request fulfilled.			
LD05	1.1.021	Public Information Requets - Exempted		AC	2			AC = Date of notification that records are exempt.			



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					Years	Months	Days				
LD06	5.1.001	Contract Files (Outside Counsel Contracts Only).		AC	7			AC = Expiration or termination of the instrument according to its terms.			