



**U.S. Department of Housing and Urban Development
Office of Multifamily Housing
Region X Multifamily Hub**

Northwest/Alaska

**Subsidized Tenant File – Records Retention & Destruction Requirements
(as excerpted from HUD Handbook 4350.3, REV-1 CHG-3)**

CHAPTER 4. WAITING LIST AND TENANT SELECTION

4-22 Record-Keeping

- A. The owner must retain current applications as long as their status on the waiting list is active.
- B. Once the applicant is taken off the waiting list, the owner must retain the application, initial rejection notice, applicant reply, copy of the owner's final response, and all documentation supporting the reason for removal from the list for three years.
- C. When an applicant moves in...the application must be maintained in the tenant file for the duration of the tenancy and for three years after the tenant leaves the property.
- F. The owner must dispose of applicant and tenant files and records in a manner that will prevent any unauthorized access to personal information, e.g., burn, pulverize, shred, etc.

CHAPTER 5. DETERMINING INCOME AND CALCULATING RENT

5-23 Record-Keeping Procedures

- B. Owners must maintain documentation of all verification efforts throughout the term of each tenancy and for at least three years after the tenant moves out.
- E. Owners must dispose of tenant files and records in a manner that will prevent any unauthorized access to personal information, e.g., burn, pulverize, shred, etc.

CHAPTER 8. TERMINATION

8-14 Drug Abuse and Other Criminal Activity

C. Procedures for Accessing Criminal Records

- 14. Criminal records obtained by the **owner** are to be maintained confidentially, not misused or improperly disseminated, and destroyed three years after tenancy is terminated. Criminal records received for applicants who never move-in are to be retained with the application for three years.

CHAPTER 9. REQUIRED HUD-50059, HUD-50059-A AND SUBSIDY DATA REPORTING

9-7 Data Collection and Processing Procedures

E. Record-Keeping Requirements for HUD-50059, HUD-50059-A and Vouchers

1. Owners must keep the signed HUD-50059(s) and copies of the HUD-50059-A(s) for tenants from the time of move-in to move-out and for a minimum of three years thereafter. Owners may move older records off-site when files get large, however, upon request, the files must be made available for review by HUD or the Contract Administrator.
2. Owners must keep a signed paper copy of the subsidy vouchers for at least five years after HUD or the Contract Administrator action.
3. Owners must dispose of all files and records in a manner that will prevent any unauthorized access to personal information, e.g., pulverize, shred, etc.