



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF AFFORDABLE HOUSING PRESERVATION

**REHABILITATION ESCROW ADMINISTRATION TRACKING (REAT)
FILE RETENTION, ARCHIVAL, AND DISPOSITION POLICY**

A. Overview

Rehabilitation Escrow Administrators (REAs) accumulate many documents in the performance of their responsibilities in the Rehabilitation Escrow Deposit Agreement (REDA). This guidance outlines OAHP's requirements for retaining, archiving, and disposing of the REA's files.

B. Contents

The REA's files for each escrow are to be maintained in an orderly and professional manner. These files include a variety of documents including: the executed REDA, owner invoices and supporting documents, inspection reports, lien releases, copies of checks representing disbursements from the escrow, financial institution account statements of the escrow, and correspondence.

C. File Retention

The REA must retain its files for one (1) year following the closeout of an escrow (the Retention Period). After that time has expired, the REA will prepare the files for archiving, in accordance with instructions provided by OAHP.

D. File Archival

After the Retention Period has expired, the REA will ship its files for archiving to OAHP. OAHP will confirm that the files are prepared properly for archiving and arrange for delivery to an appropriate federal records center. These files will be archived for six (6) years, three (3) months (the Archival Period).

E. File Disposition

After the Archival Period has expired, the federal records center may destroy the files.

F. Contact

Questions or comments should be referred to Richard P. Daugherty, REAT Manager, by phone at 212-542-7665, or by email at Richard_P._Daugherty@HUD.GOV.