

Version Date: 10/12/2016

1990284 Arbitrage Workpapers & Records

Description: Per federal tax regulations, issuers of tax-exempt debt must compute and file with the U.S. Treasury Department a determination of yield on assets over or under bond yield. This record series consists of a listing of those issuers who must comply with this regulation.

Retention: Retain these records for a period of six (6) years after the final bond call.

Disposition: Destroy

1990285 Bond Call Notices

Description: This record series consists of advice given to bond holders that certain bonds may be called and where and how to redeem them.

Retention: Retain these records for a period of five (5) calendar years past the final maturity of the bond.

Disposition: Destroy

1990286 Cash Flow Projections

Description: This record series consists of various work papers to see if a program is financially feasible, (determined by the Chief Financial Officer) supplied by the bond underwriter.

Retention: Retain these records for a period of three (3) calendar years after the final maturity of the bond.

Disposition: Destroy

1990289 Division Computer Delinquency Reports

Description: This record series consists of a computer print-out of delinquent loans. The tracking is done one of three ways: (1) by program, (2) by servicer, and (3) by loan number. It is used by the Division loan officers, to make sure loans are being paid. If they are delinquent, the loan officers send out notices to the mortgagor(s) and also inform the lender.

Retention: Retain these records for a period of three (3) calendar years from the end of the report.

Disposition: Destroy

1990288 Division Delinquency Reports

Description: This record series consists of a quarterly report on delinquency status by program. It also includes information on repayment plans, bankruptcy, partials received, pending HUD assignments. Tracking of delinquency percentages by program for purpose of servicer monitoring, used for bond rating purposes and investor purposes.

Retention: Retain these records for a period of three (3) calendar years from the close of the report.

Disposition: Destroy

1990290 Division Tenant Eligibility Reports

Description: This record series consists of a quarterly report for each multiunit apartment complex. It may contain information on: number of units, maximum income by units, 80% and 120% median income, percent of occupied units rented to eligible borrowers, model, retired/disabled, undisclosed income, over maximum income, vacant units, percent of occupancy.

Retention: Retain these records for a period of six (6) calendar years after the redemption of the bond or six (6) years from the termination of the qualified project period and expiration of the regulatory agreement, whichever is longer.

Disposition: Destroy Securely

2012029 Home and Community Based Waiver Certification Files

Description: These records document the certification of assisted living facilities according to the Home and Community Based Waiver tax credit program (See NRS 422.2708 and NRS 319.147 et seq.). The records may consist of, but are not limited to: Request for certification with associated records; Inspection and verification documentation; Notification of tax credit documentation; Certification documentation and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year in which the application was received.

Disposition: Destroy Securely

1990287 Industrial Development Bonds (IDBs)

Description: This record series consists of Industrial Development Bonds (IDB) (formerly known as Cost of Issuance Bonds) or expenses incurred by IDB projects. These are used to bring new companies into Nevada, by offering them a lower interest rate on loans.

Retention: Retain these records for a period of six (6) calendar years from the bond cancellation date.

Disposition: Destroy

2016032 Multi Family Bonds - Accounting Workpapers

Description: This record series consists of accounting workpapers that are required to be submitted with the Trust Statement when a mortgage company wants to participate in a particular bond program. The files may consist of, but are not limited to: accounting workpapers and related documentation.

Retention: Retain for three (3) fiscal years from the end of the fiscal year in which they were generated.

Disposition: Destroy Securely

2005135 Multi-Family Bonds

Description: This record series consists of documents stating that a mortgage company wants to participate in a particular bond program. The files may consist of: Trust Statement including a bank balance and related correspondence.

Retention: Retain for thirty-six (36) calendar years from the date it was received.

Disposition: Destroy Securely

1990291 Multiunit Active Loan Files

Description: This record series consists of the loan package information. The files may contain, but are not limited to: Preliminary Loan Application and associated documentation; Marketing Analysis; General Location Map, Plot Plan, Legal Description, etc.; Deeds; Appraisal and; Financing Contract, Regulatory Agreement, etc.

Retention: Retain these records for a period of six (6) calendar years after redemption of the bond or six (6) years from the termination of the qualified project period and expiration of the regulatory agreement, whichever is longer.

Disposition: Destroy Securely

1990292 Multiunit Cancelled and Declined Loans

Description: This record series consists of the application package on cancelled and declined loans. The files may include, but are not limited to: Copy of completed application with supporting documentation; Verifications and affidavits Division appraisal and determinations and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years after the expiration of the contract.

Disposition: Destroy Securely

1990293 Multiunit Inspection Reports

Description: This record series contains property inspection reports with pictures and a description of problem areas. The purpose of the report is to make sure that the specifics of the agreement between the Division and the units are being complied with.

Retention: Retain these records for a period of six (6) calendar years after the redemption of the bond or six (6) years from the termination of the qualified project period and expiration of the regulatory agreement, whichever is longer.

Disposition: Destroy Securely

1990294 Multiunit Regulatory Agreement Annual Submissions

Description: This record series contains the Profit and Loss Statement and Budgets from the sponsors (the developer or owner of the project). Reports are received quarterly, containing information on tenant eligibility; semi-annually, containing information on certification that the sponsors are in compliance with regulations; and annually, containing information on the profit and loss, and operating statements of the sponsors.

Retention: Retain these records for a period of six (6) calendar years after the redemption of the bond or six (6) years from the termination of the qualified project period and expiration of the regulatory agreement, whichever is longer.

Disposition: Destroy Securely

1990295 Official Statements

Description: This record series consists of the official statement issued for each program the Division does.

Retention: Retain these records for a period of six (6) calendar years after the expiration of the bond.

Disposition: Destroy Securely

1990297 Recurring Work Papers

Description: This record series consists of a tracking system of investments (including bonds, number and maturity date).

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy

1990300 Servicer Delinquency Reports

Description: This record series consists of computer printed or typed delinquency reports recapping service's delinquent loans. Delinquency tracking is done in three ways: 1) by service, 2) by program, and 3) by loan number. This report is used by the loan officers of the Division to track delinquent loans.

Retention: Retain these records until superseded by an updated delinquency report.

Disposition: Destroy Securely

1990299 Servicer Reports

Description: This record series contains Cash Receipt Summary Sheet and a Monthly Statement of Mortgage Accounts.

Retention: Retain these records for a period of two (2) calendar years after the date of the list.

Disposition: Destroy Securely

1990302 Single Family Cancelled and Declined Loans

Description: This record series contains the preapproval package and reservation package.

Retention: Retain these records for a period of two (2) calendar years after the date of cancellation or declined.

Disposition: Destroy Securely

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1990303 Single Family Lender Files

Description: This record series consists of documents from various mortgage companies showing an interest in participating in a particular program. The files may include, but are not limited to: Application with supportive documentation; Mortgage Purchase Agreement, Mortgage Servicing Agreement, etc.; Opinion of Counsel and; Related correspondence

Retention: Retain these records for a period of six (6) calendar years after the expiration of the contract or agreement.

Disposition: Destroy Securely

2005134 Single Family Loans

Description: This record series consists of the preapproval/loan package. The files may include, but are not limited to: Application with supportive documentation; Mortgage Purchase Agreement, Mortgage Servicing Agreement, etc.; Copies of credit reports and verifications; Borrower's affidavit; Certificate of eligibility and; Related correspondence

Retention: Retain these records for a period of thirty-six (36) calendar years from the date the bonds that financed the loan were issued or from the date the loan was approved, whichever is later.

Disposition: Destroy Securely

1990304 Tenant Eligibility Exhibits/Tenant Eligibility Reports

Description: This record series contains the income verification, Certification of Tenant Eligibility and Certification of Continuing Program Compliance. It is used to insure the multiunit complexes are renting out the correct percentage of apartments to low or moderate income persons.

Retention: Retain these records for a period of six (6) calendar years after the redemption of the bond or six (6) years from the termination of the qualified project period and expiration of the regulatory agreement, whichever is longer.

Disposition: Destroy Securely

1992542 Weatherization Program Client Files

Description: This records series consists of files maintained by program staff which document the Weatherization Assistance Program. The files may contain, but are not limited to: Monthly Program Report; Copies of the Recipient Application with associated documentation; Eligibility Determination Worksheet and; Related correspondence

Retention: Retain these records for a period of three (3) fiscal years from the year to which they pertain.

Disposition: Destroy Securely

1992541 Weatherization Program Client Satisfaction Questionnaires/Responses

Description: This record series consists of client satisfaction questionnaires and responses. Information from the questionnaires is tabulated and used for reporting purposes.

Retention: Retain these records for a period of three (3) calendar years from the calendar year to which they pertain.

Disposition: Destroy Securely

1992530 Weatherization Program Sub-grantee/PAC Memo Log

Description: This record series consists of Subgrantee/PAC Memo Log files for the Weatherization Program. The records may include, but are not limited to: Monthly Activity Reports, Monthly Financial Reports, Monthly Production Reports; Monitoring Reports/Responses, copies of program reports and; Related correspondence

Retention: Retain these records for a period of three (3) fiscal years from the year to which they pertain.

Disposition: Destroy Securely