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Previously known as Policy Notice OHCP 02-02

SUBJECT: Office of Community Development Record Retention Policy
ISSUED: November 4, 2002
DISTRIBUTED TO: Office of Community Development Award Recipients and their Affiliates

POLICY

Record retention:

The U.S. Department of Housing and Urban Development (HUD) revised the record retention requirements for those programs administered by HUD, including the Community Development Block Grant Program, the HOME Investment Partnerships Program, the Emergency Shelter Grant Program and the Housing Opportunities for Persons with AIDS Program.

Therefore, effective immediately, Office of Community Development (OCD) award recipients with an open OCD-awarded grant must maintain on file for review all records related to the awarded grant for a period of **four** years from the date of the OCD-issued final closeout letter, **regardless of the funding source (state or federal dollars).**

COMMENTARY

Although the revised record retention policy is a result of a federal programmatic change, the policy is applicable to all OCD-awarded grants and is effective immediately.