

SWANSEA HOUSING AUTHORITY
SECURE RECORDS INFORMATION POLICY

- Swansea Housing Authority employees may be designated to request and use record information for the purpose of evaluating applicants for public housing.
- Applicants will be informed in writing that records/information will be obtained.
- Information collected will be used to determine eligibility, establish rent based on salary and wages, financial institutions, interest and dividends, IRS, Social Security and State Wage Information Collection Agencies. Authorization for Release of Information Privacy Act Notice and CORI.
- CORI will be obtained for all applicants 18 years of age or older including applicant's household members and other persons to be listed on the lease as authorized occupants as well as any other person to be added at a later date. Tenant selector and Managing Agent are the only employees authorized to submit or receive CORI. Only one copy of CORI will be kept on an individual at any time. CORI receipts will be kept in a separate locked file cabinet. CORI will be destroyed when applicant has been house; if ineligible for housing, the CORI will be stored for three years then destroyed.
- All applications will be kept in locked filing cabinets; employees that are allowed access include the Managing Agent and OFFICE personnel only.
- All resident files are kept in locked filing cabinet; employees that are allowed access include the Managing Agent and OFFICE personnel only.
- Files of past applicants and residents shall be kept stored for a period of seven years in a locked storage area with access to the Managing Agent and OFFICE personnel only. (Time frame subject to change as per MA Retention Schedule.)
- All files shall be destroyed by use of shredding machine or independent shredding company. All shredding/destruction of files will be approved by The Secretary of State's Retention Schedule.