



# Low-Income Housing Tax Credit (LIHTC) Non-Funded Applications

## Core Data

<b>RDA Number:</b>	11501
<b>Effective Date:</b>	2025-10-20
<b>Record Series Abstract:</b>	Records include, but not limited to: Non-Funded Application documents on low-income housing 9% and 4% tax credit projects and related documents.
<b>Record Series Active:</b>	Yes
<b>Cut Off at End of:</b>	Other
<b>Total Retention Years:</b>	5
<b>Total Retention Months:</b>	0
<b>Retention End Action:</b>	Destroy
<b>Disposition Notes:</b>	Records may be maintained in either paper or electronic format, as authorized by applicable law, as long as the electronic content has been verified for completeness, accuracy, and usability. The Certificate of Records Disposal and Records Disposal Review Form (“RDRF”) shall be fully completed, as applicable, and all other procedures followed as detailed in THDA’s Records Management Policy in connection with the disposal of any records in this Record Series.
<b>RDA Signed Agency Form:</b>	RDA 11501 Signed Form.pdf



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### Worksheet (A)

<b>Record Location:</b>	502 Deaderick Street Nashville, TN 37243
<b>File Arrangement:</b>	Alphanumeric
<b>Media Format Generated:</b>	Electronic Paper
<b>Media Format Generated Summary:</b>	Electronic: Spreadsheet/Database Paper: Sheet
<b>Media Format Stored:</b>	Electronic Paper
<b>Media Format Stored Summary:</b>	Electronic: Spreadsheet/Database Paper: Sheet
<b>Date Range:</b>	1989 to current
<b>Agency:</b>	TN Housing & Development Agency
<b>Allotment Code:</b>	316.20
<b>Annual Accumulation:</b>	500 Mg, 5 cu.ft.
<b>Current Volume:</b>	2 Gig, 250 cu.ft.



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## Worksheet (B)

<b>Record Value:</b>	Administrative Fiscal Legal
<b>Audit Requirements:</b>	Both
<b>Information Shared Outside the State:</b>	Yes
<b>Shared Agencies:</b>	Internal Revenue Service, US Department of the Treasury
<b>Essential Record:</b>	Yes - Original
<b>Confidential:</b>	Yes
<b>Does this record series contain sensitive information?:</b>	Yes
<b>Agency Retention:</b>	5 years
<b>Retention Legal Citation:</b>	Comptroller Memo dated November of 2014
<b>Record Sample PDF:</b>	THDA Confidential Record Series_1.pdf



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### Electronic Records Plan Inventory

<b>System Name:</b>	THOMAS
<b>Hardware Description:</b>	THDA maintains its own separate LAN/WAN infrastructure onsite at our main office in the Andrew Jackson building. A Storage Area Network supports all THDA's electronic data, which is then replicated real-time offsite.
<b>Software Description:</b>	THOMAS is an in-house built, proprietary system used to house all LIHTC electronic data.
<b>System Location:</b>	THDA maintains its own separate LAN/WAN infrastructure onsite at our main office.
<b>Backup Procedures:</b>	THDA's backup strategy utilizes enterprise-level software and high speed disk storage as well as data tapes which are used for offsite archival purposes. Most THDA production servers are backed up to an encrypted volume on weeknights using incremental/Full backup methods. Incremental jobs run Monday - Thursday and are rolled into a full backup on Friday night. The previous incremental backups become rollbacks. The rollbacks are retained on the volume for one year.
<b>Disaster Recovery:</b>	THDA's Operations division employs a Certified Business Continuity Specialist who maintains and executes the agency's Business Continuity Plan, which has been established and in place since 2008.
<b>Data Migration Description:</b>	Overseen and conducted by THDA according to the agency's Business Continuity Plan.
<b>Metadata Description:</b>	THDA captures metadata relative to an individual and/or business, i.e. SSN or Tax ID, as well as the month and date of the file relative to the business function.



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### RDA Comments

<b>Records Management Division (RMD)</b>	<b>2025-09-18</b> Recommend changing Cut Off to "After funds are awarded" and Retention remaining 5 years, to clarify a total retention of 5 years instead of 10. Update: Communicated with agency and clarified Cut-Off Explanation. (09/18/2025)
<b>Tennessee State Library and Archives</b>	<b>2025-09-22</b> No recommended changes.
<b>Comptroller Audit Review</b>	<b>2025-09-18</b> We have reviewed RDA 11501 from an audit standpoint. We concur with the recommended changes to the retention period and Cut Off. We agree with the disposition specifications.
<b>Agency Records Officer</b>	<b>2025-09-24</b> Thank you.
<b>RMD Director</b>	<b>2025-09-24</b> RDA 11501 is a request to create an RDA. The retention period will be five years and destroy. The format will be paper/electronic. Recommend approval of the request to create RDA 11501.
<b>Public Records Commission</b>	<b>2025-10-20</b> PRC approves RDA 11501