

# Development (CPED) Retention Schedule With Section Detail (Updated 10/05/2007)

## **DAC DEVELOPMENT ACCOUNTING**

### **DAC-10 Accounts Payable Records**

DAC-10-02 Contract Payments (PG's)  
 DAC-10-04 Payment Voucher Payments (P1's)  
 DAC-10-06 Purchase Order Payments (PC's)  
 DAC-10-08 Payment Detail Record - Department Processing  
 DAC-10-10 Utility Payments  
 DAC-10-14 Telephone Billings  
 DAC-10-16 Contract Payment Verification  
 DAC-10-18 All Payments Log  
 DAC-10-20 Checks Distributed List  
 DAC-10-22 Petty Cash

### **DAC-20 Accounts Receivable/Cash Mgmt.**

DAC-20-02 Rental Receivable Accounts  
 DAC-20-04 Escrow Deposits  
 DAC-20-06 Cash Deposits and Receipts  
 DAC-20-08 Employee Advances  
 DAC-20-10 Non-Sufficient Funds  
 DAC-20-12 Letters of Credit  
 DAC-20-14 Bank Trustee & Escrow Accounts  
 DAC-20-16 Program Trustee Activity Detail  
 DAC-20-18 Theatre Receipts and Reports  
 DAC-20-20 Loan C/MINS Receivable Accounts

### **DAC-30 Journals, Ledgers and Adjustments**

DAC-30-02 Inter-Governmental Payment Vouchers (IGPV's)  
 DAC-30-04 Water Bills  
 DAC-30-06 Journal Vouchers  
 DAC-30-08 Interest Allocation

### **DAC-40 Financial Reports**

DAC-40-02 Year End Financial Reports  
 DAC-40-04 Planning Fund Reimbursement Reports

### **DAC-50 Audit**

DAC-50-02 Annual Financial Audit  
 DAC-50-06 Audit Work Papers  
 DAC-50-08 Common Bond Fund Annual Audits  
 DAC-50-10 Joint Board Audit  
 DAC-50-12 Mortgage Lending Audit

### **DAC-60 Fixed Assets**

DAC-60-02 Vehicle Inventory List  
 DAC-60-04 Salvage Store  
 DAC-60-06 Equipment Inventory

### **DAC-70 Accounting Management**

DAC-70-02 Annual Financial Report - MCDA  
 DAC-70-06 Chart of Accounts  
 DAC-70-08 Federal ID Accounting Identifiers

### **DAC-80 Payroll**

DAC-80-02 Time Records  
 DAC-80-04 Payroll Period Activity Report  
 DAC-80-06 Payroll Summary (Proof) Reports  
 DAC-80-08 Year to Date Salary Record  
 DAC-80-10 Salary Increases and Adjustments  
 DAC-80-12 Payroll Registers  
 DAC-80-14 Deduction Registers  
 DAC-80-16 Labor Cost Distribution  
 DAC-80-18 Employee Leave Records

### **DAC-90 Purchasing/Contracting**

DAC-90-02 Request for Proposals - Accepted  
 DAC-90-04 Request for Proposals - Not Accepted  
 DAC-90-06 Bid Minutes  
 DAC-90-08 Advertising Confirmations  
 DAC-90-10 Price Agreements (PA's)  
 DAC-90-12 Purchase Orders (PC's)  
 DAC-90-14 Performance and Payment Bonds

### **DAC-99 Tax Reporting & Compliance**

DAC-99-02 Wage and Tax Statements (W-2)  
 DAC-99-04 Employer's State Withholding Tax Returns (Form MW-1)  
 DAC-99-06 Employers Quarterly Wage Reports (MDES - 1406)

DAC-99-08 Employer's Federal Withholding Tax Return (Form 941)

## **DVF DEVELOPMENT FINANCE**

### **DVF-10 Bond Management**

DVF-10-02 Notice of Entitlement  
 DVF-10-04 Administrative/Issue Fees  
 DVF-10-06 Bond Transcripts  
 DVF-10-08 Bond Indexes  
 DVF-10-10 Trustee Reports/Account Statements  
 DVF-10-12 Financial Statements - Common Bond Fund (GARFS)

### **DVF-20 Budget**

DVF-20-02 Annual Budget - Final/Approved  
 DVF-20-04 Annual Budget - Five Year Plan  
 DVF-20-06 Annual Budget Work Papers  
 DVF-20-08 Annual Budget Work Papers - Capital Rollover  
 DVF-20-14 Department Budget - Monthly/Quarterly Recaps  
 DVF-20-16 Budget Appropriation Adjustment Log  
 DVF-20-18 Budget Adjustments

### **DVF-30 Loan Servicing/Program Financial Oversight**

DVF-30-02 Loan Monitoring  
 DVF-30-04 Loan Servicer Reports  
 DVF-30-06 Loan History Index  
 DVF-30-08 Loan Defaults - Guaranteed by City  
 DVF-30-10 Loan Purchases  
 DVF-30-12 Closed Loan Recaps/Drop and Cancelled Files  
 DVF-30-14 Line of Credit  
 DVF-30-16 Loan Balances  
 DVF-30-18 Program Balances  
 DVF-30-20 Program Financial Records (General)  
 DVF-30-22 Joint Board Accounting Review

### **DVF-40 Grant Tracking**

DVF-40-02 Grant Agreement Files  
 DVF-40-04 Grant Tracking Database

### **DVF-50 Redevelopment Financing Analysis**

DVF-50-02 Categorical Set-Asides Spreadsheets  
 DVF-50-04 City Bond Sales (Copies)  
 DVF-50-06 Development Account & Leveraged Investment Fund Creation  
 DVF-50-08 Master TI Model Templates  
 DVF-50-10 Municipal Bond Investors Assurance Corporation Records  
 DVF-50-12 Neighborhood Revitalization Program Phase II Funding  
 DVF-50-14 Target Center Finance Plan Management

### **DVF-60 TIF Monitoring & Reporting**

DVF-60-02 Fifty Percent Sharing Records  
 DVF-60-04 Tax Increment Disclosure Forms and Work Papers  
 DVF-60-06 Tax Increment Disclosure Reports  
 DVF-60-08 Tax Increment Knockdown Files  
 DVF-60-10 Tax Increment Program Administration

### **DVF-70 Tax Increment Financing (TIF) Work Papers**

DVF-70-02 Common Project & TIF Electronic Data  
 DVF-70-04 Debt Service Files  
 DVF-70-06 Tax Increment Settlement Warrants and Support Data  
 DVF-70-08 Neighborhood Revitalization Program Capitalization  
 DVF-70-10 Tax Increment Database  
 DVF-70-12 Tax Increment Frozen & Increment Valuation Reports  
 DVF-70-14 Tax Increment Master Sources and Uses Electronic Files  
 DVF-70-16 Tax Increment Revenue and Expenditure Reports  
 DVF-70-18 Common Project Creation Files

## **DLG DEVELOPMENT LOANS AND GRANTS**

### **DLG-10 Applications Unfunded/Denied (All Funding Sources)**

DLG-10-02 Grant Applications - Denied/Dropped  
 DLG-10-04 Loan Applications (Mortgage) Denied/Dropped  
 DLG-10-06 Loan Applications (Business) Denied/Dropped  
 DLG-10-08 Revenue Bond Applications - Denied/Dropped

### **DLG-20 Original Notes and Mortgages**

DLG-20-02 Notes and Mortgages - Home Improvement  
 DLG-20-04 Notes and Mortgages - Loan C/MINS

### **DLG-25 Program Administration (XREF)**

### **DLG-35 Loan and Grant Bond Funds**

DLG-35-02 Common Bond Files  
 DLG-35-04 Working Files After Closing  
 DLG-35-06 Mortgage Credit Certificates  
 DLG-35-08 Mortgage Revenue Bonds  
 DLG-35-10 Revenue Bonds  
 DLG-35-12 Housing Revenue Bonds

### **DLG-40 Loans & Grants - Various Funding Sources**

#### **DLG-40-01 Development Loans (General)**

DLG-40-02 CDBG Deferred Loans  
 DLG-40-04 CDBG Revolving Loans  
 DLG-40-06 HUD Rental Rehab Loans  
 DLG-40-08 HUD Lead Paint Abatement Loans and Grants  
 DLG-40-10 MHFA Deferred Loans  
 DLG-40-12 MHFA Fix Up and Energy Loans  
 DLG-40-14 MHFA Revolving Loans  
 DLG-40-16 MHFA Rental Rehabilitation Loans  
 DLG-40-18 2% Loans  
 DLG-40-20 Business Development Fund Loans  
 DLG-40-22 CEDF/NEDF Program Loans and Grants  
 DLG-40-24 GMMHC Assistance Program Loans  
 DLG-40-26 Middle Income Housing Program Loans  
 DLG-40-28 Minneapolis Employee Mortgage Program  
 DLG-40-30 Rehab Support Program Loans  
 DLG-40-32 Working Capital Loans  
 DLG-40-34 NRP Loans and Grants  
 DLG-40-36 NRP Loans Subordinations and Satisfactions  
 DLG-40-38 Development Loans and Grants - Federal Sources  
 DLG-40-40 General Loans and Grants - Multiple Funding Sources  
 DLG-40-42 Non-profit Development Assistance  
 DLG-40-44 Capital Acquisition Loans

## **DVP DEVELOPMENT PROJECTS**

### **DVP-10 Development Project Planning, Analysis & Establishment**

DVP-10-02 Blight Files  
 DVP-10-04 Plan and Modification Official Files  
 DVP-10-06 Plan and Modification Work Files  
 DVP-10-08 Property Data Books  
 DVP-10-10 Public Financial Assistance Log  
 DVP-10-12 Site Histories  
 DVP-10-14 Background Studies and Research  
 DVP-10-16 Official Actions - Project Coordinator File  
 DVP-10-18 Plan Documents  
 DVP-10-20 Proposal Development and Analysis  
 DVP-10-22 Project Proposals Not Selected/Completed

### **DVP-20 Development Project Management**

DVP-20-02 Site Assembly and Preparation Records  
 DVP-20-06 Financial Records  
 DVP-20-08 Contracts and Agreements  
 DVP-20-10 Contract Management and Compliance Monitoring  
 DVP-20-12 Closing and Due Diligence  
 DVP-20-14 Citizen Participation  
 DVP-20-16 Public Relations/Communications  
 DVP-20-17 Project Coordinator Files

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DVP-20-18 Low Income Housing (LIHTC) Project and Property Compliance  
DVP-20-20 Project/Property Compliance Records

DVP-25 Single Family Development Projects  
DVP-25-02 Projects w/Land Sale  
DVP-25-04 Projects w/Affordability Requirements - Pre 2002  
DVP-25-05 Projects w/Affordability Requirements - Post 2002  
DVP-25-06 Projects w/Loans  
DVP-25-08 Projects w/Leases  
DVP-25-10 Projects w/TIF (scattered site)

**DVP-30 Property Management**  
DVP-30-04 Financial/Contract Management  
DVP-30-06 Asset Properties - Construction Contracts  
DVP-30-08 Property Leases  
DVP-30-12 Plans and Drawings - MCDA Owned Property  
DVP-30-14 Property Files  
DVP-30-16 Right of Entry  
DVP-30-18 Work Orders

**DVP-35 Construction Management**  
**DVP-35-02 Construction Management Projects**  
**DVP-35-04 Construction Management Projects w/Remediation**  
**DVP-40 Special Projects and Initiatives**  
DVP-40-04 Interagency Special Initiatives  
DVP-40-08 Special Projects

## **DEN DEVELOPMENT ENGINEERING**

**DEN-10 Site Analysis and Preparation**  
DEN-10-02 Engineering Project Files  
DEN-10-04 Land Survey Deliverables  
DEN-10-06 Demolition Files and Index  
DEN-10-08 Environmental & Geotechnical Reports/Deliverables  
DEN-10-10 Civil, Structural, Architectural Reports and Deliverables  
DEN-10-12 Hazardous & Non-Hazardous Waste Manifests

## **DPR DEVELOPMENT PROPERTY /LEGAL**

**DPR-10 Legal - General**  
DPR-10-02 Development Attorney Assignments and Work Products (see also LEU-30)  
DPR-10-04 Development Closing Books

**DPR-20 Contacts, Agreements and Leases**  
DPR-20-02 Grant Agreements  
DPR-20-04 Grant Contracts - Sub-recipient Agreements  
DPR-20-06 Redevelopment Contracts  
DPR-20-08 Capital Construction Contracts  
DPR-20-10 Intergovernmental Agreements and Contracts  
DPR-20-12 Professional Services/Panel Contracts  
DPR-20-14 Trustee and Management Agreements - Common Bond Fund  
DPR-20-16 Loan Servicing Contracts  
DPR-20-18 Mortgage Lending Agreements  
DPR-20-22 Contracts and Agreements - General  
DPR-20-24 Leases (City Office Leases)  
DPR-20-26 Leases - Equipment

**DPR-30 Real Property**  
DPR-30-02 Property Acquisition Files  
DPR-30-04 Property Disposition Files  
DPR-30-06 Property Inventory Index  
DPR-30-08 Relocation Case Files  
DPR-30-14 Property Tax Statements  
DPR-30-16 Title Company Final Policies  
DPR-30-18 Appraisals - Reference Examples  
DPR-30-20 Condemnations

LEU-30-23 Legal Advice - Real Estate and Development with Significant Obligations  
LEU-30-22 Legal Advice - Real Estate and Development

## **DMR DEVELOPMENT PROGRAM MANAGEMENT MONITORING & REPORTING**

**DMR-10 Program Establishment**  
DMR-10-02 Establishment of Programs  
DMR-10-04 LIHTC Program Files

### **DMR-20 Program Management, Operation & Administration**

DMR-20-02 Program Management, Operation & Administration - General  
DMR-20-03 Program Management, Operation & Administration - Housing  
DMR-20-04 Program Management Low Income Housing Tax Credits (LIHTC)

### **DMR-30 Program Monitoring and Reporting**

DMR-30-02 Employment Status Report  
DMR-30-04 Business Subsidy Act - Program Reporting  
DMR-30-06 Business Finance Programs - Ongoing Monitoring and Reporting  
DMR-30-07 Bond Fund Monitoring and Reporting  
DMR-30-08 Federal - HUD Funds Monitoring and Reporting  
DMR-30-10 Federal - HUD Funds Abatement Monitoring and Reporting  
DMR-30-12 Federal Funds General - Program Monitoring and Reporting  
DMR-30-14 State/Metropolitan Council/County Monitoring and Reporting  
DMR-30-15 Low Income Housing (LIHTC) Program Monitoring and Reporting  
DMR-30-16 Affordability Monitoring and Reporting  
DMR-30-17 City Funds (General) Monitoring and Reporting  
DMR-30-18 City Funds (Development Account) Monitoring and Reporting  
DMR-30-20 City Funds (NRP) Monitoring and Reporting

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