# SECTION 9: HOUSING

### Primary Numbers: 4000 – 4599



##### Section 9 includes subjects relating to housing in the First Nation organization community. This includes the housing management functions, including housing allocation, housing maintenance and repair, and rent management, new house construction, social and rental housing, mortgages and funding of housing, tenants, including applications and lease agreements.

##### PRIMARY NUMBERS AND PRIMARY SUBJECTS

4000 Housing - General

4020 Building Regulations - General

4030 - Building Permits and Inspections

4050 Contractors

4100 Housing - Applications and Allocations

4120 - Maintenance and Repairs

4150 Housing Projects

4200 Mortgages

4210 Mortgage Funders

4300 Properties/Houses - General

4310 - Individual

4400 Rental Housing

4300 Social Housing

4500 Subdivisions and Subdivision Control

##### A SA FD

**4000 HOUSING – GENERAL**

Includes records of a general nature relating to housing matters within the First Nation organization jurisdiction not found elsewhere in this section.

-01 General CY + 1 6y D

##### 4020 BUILDING REGULATIONS – GENERAL

Includes records of a general nature relating to the regulation of buildings in the First Nation organization jurisdiction.

-01 General CY + 1 6y D

##### 4030 BUILDING REGULATIONS – BUILDING PERMITS AND INSPECTIONS

Includes records relating to the applications for construction of buildings, all inspections and approvals of building within the jurisdiction of the First Nation organization, for issuance of permits. This includes commercial as well as residential developments.

**NOTE:** There may be separate primaries for each type of permit, if the volume and method of work requires the splitting of information.

-01 General CY + 1 6y D

-20 Individual building arranged by street address SO\* nil P

 (\*SO = life of the buildings)

##### 4050 CONTRACTORS

Includes records relating to the contractors supplying services to the First Nation organization housing functions, including new construction and repairs.

-01 General CY + 1 6y D

-20 Contractors, by name of company SO\* nil P

 (\*SO = until contract is completed and all warranties are finished)

##### 4100 HOUSING APPLICATIONS AND ALLOCATIONS

Includes records relating to the housing applications, including the housing applications process, including administration and allocation of housing to qualified applicants.

-01 General CY + 1 6y D

-20 Applications, by name SO\* + 1 6y P

 (\*SO = until housing is provided)

##### A SA FD

##### 4120 HOUSING MAINTENANCE, REPAIRS AND RENOVATIONS

Includes records relating to the maintenance, repairs and renovations of housing. Includes mold remediation projects.

-01 General CY + 1 6y D

-20 Maintenance projects, by name SO\* + 1 6y P

 (\*SO = until housing is provided)

##### 4150 HOUSING PROJECTS

Includes records relating to housing projects, including capital works and new construction.

-01 General CY + 1 6y D

-20 Projects, by name SO\* + 1 6y P

 (\*SO = until project is complete)

##### 4200 MORTGAGES

Includes records relating to the mortgages for single family dwellings that are secured by First Nation organization members.

-01 General CY + 1 6y D

-20 Mortgages, by name of mortgage holder SO\* + 1 6y P

 (\*SO = until paid and all warranties expire)

**4210 MORTGAGE FUNDERS**

Includes records relating to the organizations providing mortgage funding for First Nation organization members.

-01 General CY + 1 6y D

-20 Mortgage funders, by name SO\* + 1 6y P

 (\*SO = until paid and all warranties expire)

##### 4300 PROPERTIES/HOUSES – GENERAL

Includes records of a general nature relating to the properties within the First Nation organization jurisdiction.

-01 General CY + 1 6y D

##### 4310 PROPERTIES/HOUSES – INDIVIDUAL

Includes individual records relating to the development, zoning, dwelling and other pertinent information on all lands within the First Nation organization. (These records may constitute the master property records for all properties within the First Nation organization jurisdiction.)

-01 General CY + 1 6y D

-20 Individual properties, by lot number SO\* nil P

 (\*SO= until records are updated or modified)

##### A SA FD

##### 4400 RENTAL HOUSING

Includes records relating to the development and operation of rental housing within the First Nation organization jurisdiction. For each rental housing unit, records include applications for accommodation and lease agreements.

-01 General CY + 1 6y D

-20 Individual properties, by lot number SO\* nil D

 (\*SO = until records are updated or modified)

##### 4430 SOCIAL HOUSING

Includes records relating to the development and operation of social housing within the First Nation organization jurisdiction. For each social housing unit, records include applications for accommodation and lease agreements.

-01 General CY + 1 6y D

-20 Individual properties, by lot number SO\* nil D

 (\*SO = until records are updated or modified)

##### 4500 SUBDIVISIONS AND SUBDIVISION CONTROL

Includes individual records relating to the application, inspection and approval of subdivisions within the First Nation organization jurisdiction.

-01 General CY + 1 6y D

-20 Individual properties, by year of application SO\* 6y P

 (\*SO = when completed)