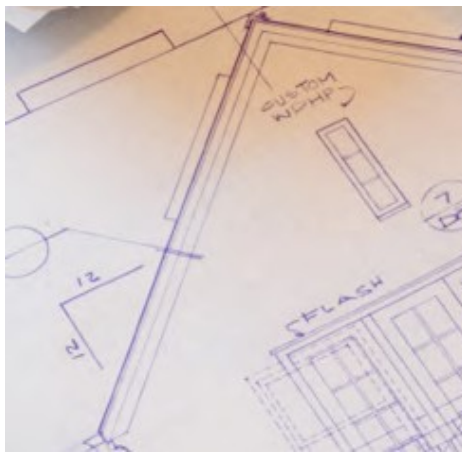
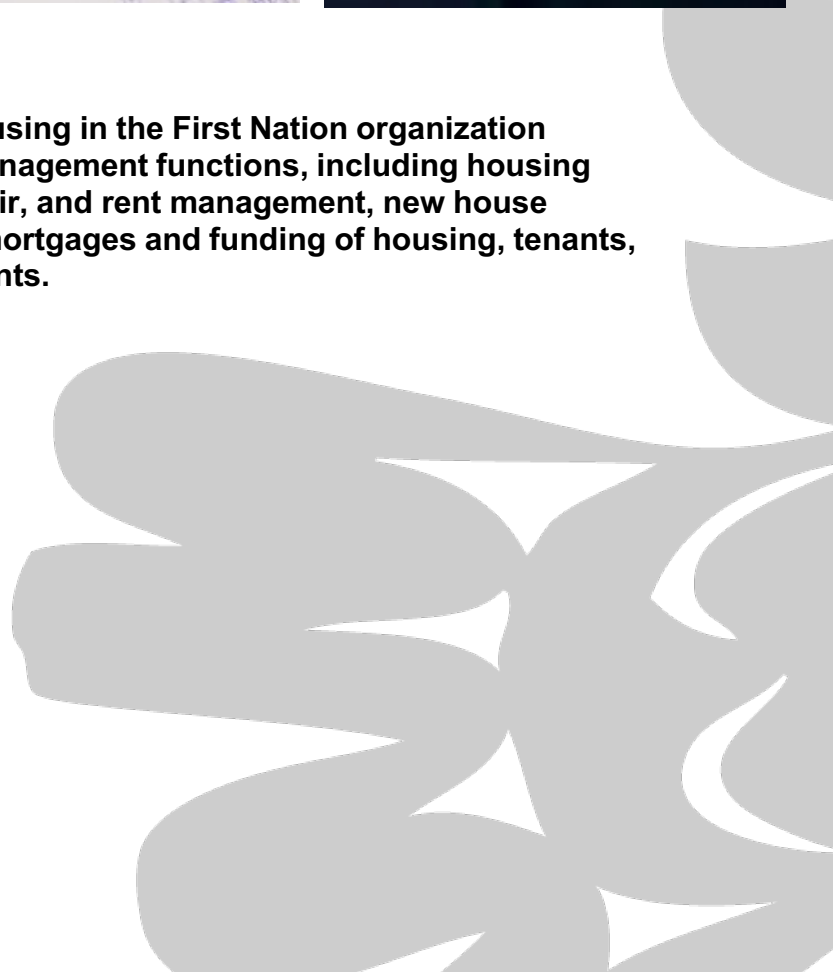


SECTION 9: HOUSING

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	

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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
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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
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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 = life of the buildings)	SO*	nil	P

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 = until contract is completed and all warranties are finished)	SO*	nil	P

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 = until housing is provided)	SO* + 1	6y	P

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 = until housing is provided)	SO* + 1	6y	P

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 = until project is complete)	SO* + 1	6y	P

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 = until paid and all warranties expire)	SO* + 1	6y	P

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 = until paid and all warranties expire)	SO* + 1	6y	P

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
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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= until records are updated or modified)	SO*	nil	P

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 = until records are updated or modified)	SO*	nil	D

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 = until records are updated or modified)	SO*	nil	D

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 = when completed)	SO*	6y	P