

**FORT MILL HOUSING SERVICES, INC.
CRIMINAL, DRUG TREATMENT, AND
REGISTERED SEX OFFENDER CLASSIFICATION RECORDS
MANAGEMENT POLICY**

1.0 PURPOSE

In the course of its regular operations, Fort Mill Housing Services, Inc. comes into possession of criminal records as well as records of drug treatment or registered sex offender status of both residents and applicants. While necessary to accomplish FMHSI business, these records must be maintained securely and kept from improper use.

Fort Mill Housing Services, Inc. may also be called upon to perform criminal record checks regarding applicants for, or tenants of, housing that receives project-based assistance in the jurisdiction of FMHSI. FMHSI shall maintain the records received for these residents or applicants in the manner prescribed by this policy. Such records will not be made available to the owner of the subject property, but will be used to make recommendations to the owner based on criteria supplied by the owner.

2.0 ACQUISITION

All adult applicants and residents shall complete the Fort Mill Housing Services, Inc. Authorization for Release of Criminal Records and Authorization of Release of Medical Records as needed when they apply for housing. Through its contract with The PI Company FMHSI will request a check of all local as well as national records for a criminal history of any applicant. This check is done for the purpose of screening applicants for housing. Also, public records will be obtained online, also for the purpose of screen applicants for housing.

All requests for criminal records or records of drug treatment or registered sex offender status will direct the records to be sent the Intake Specialist of the applications office. This individual shall have access to the records received. He or she shall discuss the records with other Fort Mill Housing Services, Inc. employees only as required to make a housing decision.

3.0 MAINTENANCE

Fort Mill Housing Services, Inc. will keep all criminal records or records of drug treatment or sex offender status that are received confidential. These records will be used only to screen applicants for housing or to pursue evictions. The records

will not be disclosed to any person or other entity except for official use in the application process or in court proceedings. No copies will be made of the records except as required for official or court proceedings.

Criminal records or records of drug treatment or registered sex offender status will be kept in a file separate from other application or eviction information. These files will be maintained in a different cabinet that is locked and kept in a secure location. Only specified employees shall have access to this cabinet.

4.0 DISPOSITION

The records shall be destroyed once action is taken on the application for housing and any grievance hearing or court proceeding has been completed and the action is finalized. A notification of destruction will be maintained.