

**HANNIBAL HOUSING AUTHORITY  
CRIMINAL, DRUG TREATMENT, AND REGISTERED SEX OFFENDER  
CLASSIFICATION RECORDS AND MANAGEMENT POLICY**

**SECTION 1  
PURPOSE**

In the course of its regular operations, the Hannibal Housing Authority 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 Housing Authority business, these records must be maintained securely and kept from improper use.

The Hannibal Housing Authority may also be called upon to perform criminal record checks regarding applicants for, or tenants of, housing that receive project-based assistance in the jurisdiction of the Housing Authority. The authority 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.

## **SECTION 2 ACQUISITION**

All adult applicants and residents shall complete the Hannibal Housing Authority Authorization for Release of Police Records and Authorization of Release of Medical Records when they apply for housing. Through its cooperative agreement with the Hannibal Police Department, the Housing Authority will request a records check or local records as well as a National Crime Information Center check for a criminal history of any applicant. This check is done for the purpose of screening 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 to the supervisor of the applications office. Only this individual shall have access to the records received. He or she shall discuss the records with other Hannibal Housing Authority employees only as required to make a housing decision.

### **SECTION 3 MAINTENANCE**

The Hannibal Housing Authority will keep all criminal records or records of drug treatment or ex offender registration status that are received confidential. These records will be used only to screen applicants for housing or to peruse evictions. The records will not be disclosed to any person or other entity except for the official use in the applicant 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 specific employees shall have access to this cabinet.

**SECTION 4  
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.