

IRONTON METROPOLITAN HOUSING AUTHORITY **RECORDS RETENTION SCHEDULE**

DESCRIPTION OF RECORDS	RETENTION PERIOD
ADMINISTRATION FILES	
Public Housing Authority creation documents	Retain Permanently
HUD to PHA: Annual Contribution Contract for Public Housing	Retain Permanently
Annual Contributions Contract for Section 8 / Voucher	Retain Permanently
PHA to City or County: Cooperation Agreement	Retain Permanently
Grant Agreements: Capital Fund Grants	Retain Permanently
Declarations of Trust: Public Housing - AMP or Development	Retain Permanently
Correspondence - Annual Contributions Contract & fiscal / policy matters	Retain Permanently
Annual Budget Reports	Retain Permanently
Audit Reports	Retain Permanently
Contracts & Agreements	Retain Permanently
Reports of Proceedings	Retain Permanently
Minutes of Board Meetings: Approved Hard Copy	Retain Permanently
Surveying - Field Notes	Retain Permanently
Jurisdiction - Territory Maps	Retain Permanently
Property files	Retain Permanently
Site Acquisition Records	Retain Permanently
Unsuccessful Bids	Retain until contract awarded
Accident Reports Files	Place in Workers Compensataion File
Employee Injury Reports	Retain 3 years, if no action pending

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Damage to PHA Vehicle or Property	Retain 3 years, if no action pending
Meeting Agendas	Retain 6 years
Attendance Reports / Records	Retain 7 years
Audio-visual, PR & Training Materials	Retain until superseded, replaced or obsolete
Automobile and Equipment Records	Retain until after vehicle disposed of
Bid & Contract Forms, Biils of Sale, Other Documents Evidencing Sale	Retain 15 years after final payment
Blank Forms	Retain until superseded, replaced or obsolete
Budget Preparation Documents (working papers)	Transfer to storage 3 yrs. after budget year end
Bulletins, Posters, Notices to Employees	Retain until no longer adminstratively needed
Copies: Reading / Informational / Reference Copy	Retain until no longer needed
Correspondence:	
General (No Policy Matters)	Retain 2 years
Routine Form Letters	Retain 1 year
Routine Management Letters	Retain 2 years, if audited
Maintenance Letters	Retain 2 years, if audited
Delivery Slips & Packing Slips	Retain 2 years, if audited or longer if digital
Disaster Plans	Retain until updated or superseded
Equipment Inventories	Retain 7 years
Executive Orders	Retain until replaced, superseded, or replaced
Expense Records	Retain 7 years
Fuel Usage Records	Retain 7 years
General Orders, Directives, Policies, Rules, Regulations, Procedures	Retain 1 copy until superseded & audited
Inventory of Expendable Equipment, Materials & Supplies or non-expendable equipment	Retain 5 years after audit
Leases:	
Equipment	Retain 2 years after expiration
Real Estate	Retain 5 years after expiration
Licenses, Permits, Certifications	Retain 7 years after expiration

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DESCRIPTION OF RECORDS	RETENTION PERIOD
Mail:	
Unsolicited Mail (e.g anonymous/slandorous letters, groundless complaints, sales material, transitory messages, informational brochures, etc.)	Retain until no longer needed by Administration
Postal Records (e.g. Registered, Certified, Insured, Logs or Receipts, Postal Meter Documents)	Retain 7 years
Electronic Mail (E-Mail)	Retain according to correspondence retention
Manuals, Handbooks, Directives	Retain until replaced, superseded, or obsolete.
Maps / Plats	Retain until superseded or obsolete
Material Safety Data Sheets	Retain until superseded or obsolete
Meeting Notices (See ORC 121.22)	Retain one year
Minutes of Meetings:	
Audio Recordings of Meetings	Retain 1 year, transcribed to permanent hardcopy
Drafts / Notes	Retain until hard copy of minutes are approved
Motor Vehicle Titles	Retain until PHA disposes of vehicle
Newsletters, PHADA Advocate	Dispose of at end of year
Photo Files	Retain until no value - appraise for historic value
Press / News Releases	Retain for 3 years
Project Plans / Drawings / As Built	Retain for life of project
Receipts / Receipt Books	Retain 7 years, until audited
Records Retention Documents	Retain permanently
Records Requests	Retain 2 years
Table of Organization / Organizational Chart	Retain until superseded

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DESCRIPTION OF RECORDS	RETENTION PERIOD
Telephone Messages / Telephone Records:	
Charges/Bills/Call Detail Records	Retain 2 years, if audited
Messages	Retain until no longer necessary
Service Records	Retain 2 years
Training Material	Retain until superseded
Uniform Records	Retain 3 years, provided audited
Vehicle Maintenance Records	Retain 1 year after vehicle disposed of
Warranties	Retain 2 years after expiration
Work Orders	Retain 2 years
LEGAL FILES	
Deeds	Retain permanently
Easements	Retain permanently
Legal Opinions from Legal Counsel	Retain permanently
Worker's Compensation Claims	Retain permanently
Property Files	Retain permanently
Case Files - Civil	Retain 6 years, if no action pending
Case Files - Criminal	Retain 6 years, if no action pending
Claims For Damages	Retain 3 years after case settled, appeals exhausted
Court Transcripts	Retain 3 years after case settled
Legal Notices:	
Tear Sheets	Retain 2 years
Proof of Publication	Retain 5 years
Liability Waivers	Retain 6 years, if no action pending
Settlements	Retain 3 years

**IRONTON METROPOLITAN HOUSING AUTHORITY
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DESCRIPTION OF RECORDS	RETENTION PERIOD
FINANCIAL RECORDS	
Annual Budget / Worksheets	Transfer to storage 3 years after fiscal year end and then dispose of after 6 years
Balance Sheet (Statement of Net Position)	Retain permanently
Income Statement (Statement of Revenue and Expense)	Retain permanently
Cash Flow Statement	Retain permanently
General Depository Agreements	Retain permanently
General Ledger	Retain permanently
Insurance / Insurance Register	Retain permanently
Audit Reports:	
Federal	Retain permanently (HUD requirement)
Auditor of State	Retain 7 years (State of Ohio requirement)
Development Cost Records	Retain permanently
Retirement System Payment Records	Retain permanently
Certified Reports of Audits	Retain permanently
Accounts Ledger	Retain 7 years, after audit
Accounts Payable Ledger	Retain 7 years, after audit
Accounts Receivable Ledger	Dispose after 3 years after audit
Annual Report to Auditor of State (Hinkle)	Retain 7 years, after audit
Bad Check / Bad Debt Record	Retain 7 years, after payoff
Bid Bonds - Successful Bidder	Retain until acceptance of project performance bond
Bid Bonds - Unsuccessful Bidder	Return after project is completed
Bids - Successful	Retain 15 years after project completed
Bids - Unsuccessful	Retain 2 years after letting of contract
Cancelled Checks	Retain 7 years after audit
Cash Receipts and Disbursements	Retain 15 years after fiscal year involved
Check Register / Stubs	Retain 7 years after audit

**IRONTON METROPOLITAN HOUSING AUTHORITY
RECORDS RETENTION SCHEDULE**

DESCRIPTION OF RECORDS	RETENTION PERIOD
Checking Account Statement	Retain 7 years after audit
Checks Voided	Retain 7 years after audit
Client Payment Files	Retain 3 years after move-out
Computer Generated Financial Reports: Monthly, Quarterly, Semi-Annual, Annual	Retain until replaced by next report
Computer Records	Retain 7 years
Report of Cash Received	Retain 7 years after audit
Damage Claims	Retain 7 years provided claim settled / audited
Expense Ledger	Retain 10 years after FYE close of year involved
Fixed Asset Record	Retain 10 years - dispose 4 years following FYE
Insurance / Fidelity Bonds	Retain 10 years after expiration date
Insurance Policies	Retain 7 years after expiration date
Insurance Register	Retain 6 years after audit
Investment Records	Retain 7 years after audit
Invitation to Bid	Retain 5 years
Invoices and Supporting Documents	Retain 7 years
Journal Vouchers and Supporting Documents	Retain 10 years after close of fiscal year involved
Landlord 1099s	Retain 4 years after filing
Payments in Lieu of Taxes	Retain permanently
Performance Records	Dispose of after project completed and accepted
Permits	Retain 3 years, provided they've been audited
Personal/Professional Services - Invoice/Statement of Services	Retain 7 years
Petty Cash Record	Retain 4 years after audit
Phone Quotes / Confirmations	Retain 2 years
Prevailing Wage Records	Retain 7 years after updates
Property Inventories	Retain 7 years
Property Ledger	Retain 7 years after fiscal year involved
Purchase Orders	Retain 7 years

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RECORDS RETENTION SCHEDULE**

DESCRIPTION OF RECORDS	RETENTION PERIOD
Records of Funds Received	Retain 7 years if audited
Refund Check Ledger	Retain 5 years after audit
Real Property Disposition Records	Retain permanently
Request for Proposals	Retain 7 years after completion
Tax Abatement Records	Retain the duration of abatement plus one year
Tax Settlement Records	Retain permanently
Trial Balance Records	Retain 7 years
Transmittal of Ohio Wage and Tax Statement	Retain 7 years if audited
Travel Expense Records	Retain 7 years
Unemployment Compensation Records	Retain 7 years if audited
Uniform Allowance Records	Retain 7 years if audited
PAYROLL RECORDS	
Application for OPERS Refund / Waiver	Retain Permanently
Employee Earnings Records	Retain Permanently
Retirement System Report	Retain Permanently
Auditor's Adjustment Schedules	Retain Permanently
W-2 Forms	Retain Permanently
Court Orders for Payroll Deductions	Retain until employee is termed or order rescinded
Employee Income Tax Withholding Certificate	Retain 3 years after termination if audited
Withholding Payment Record	Retain 7 years if audited
Employee Pay Records	Continually updated until termination
Employee Withholding Requests	Retain until replaced or revoked by employee
Employee Quarterly Federal Tax Return	Retain 7 years if audited
Garnishment Orders	Retain until employee is termed or order rescinded
Leave Balance Reports	Retain 7 years
Notification of Wage Adjustments	Retain until superseded - copy to pesonnel file

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DESCRIPTION OF RECORDS	RETENTION PERIOD
PERSONNEL RECORDS	
Employee Records	Retain 10 years after employee separation
Employee Performance Evaluations	Retain 10 years after employee separation
Application for Employment:	
Original Application	Retain in Personnel File
Persons Hired	Retain in Personnel File
Persons Not Hired	Dispose of 6 months after date of application
Copies	Retain until no longer need by administration
Commendations, Promotions	Retain in Personnel File
Employee Exposure to Hazardous Chemicals/Biohazards or Infectious Diseases	Retain in Personnel File
Employee Sick Leave/Vacation Balances	Retain 10 years after separation
Employee Time Sheets	Retain 7 years
Employee Training Records	Retain in Personnel File
Employee Grievance Records	Retain in Personnel File
Employee Individual Earnings Records	Retain 10 years after year of separation
Employee Insurance Enrollment Records	Retain for one year after separation
Employee Health / Life Insurance	Retain 5 years after separation
Position Descriptions	Retain 3 years after position changes or separation
Employee Leave Records	Retain 7 years after audit
Deduction Register	Retain 5 years
Quarterly Earnings Report	Retain 5 years
Tax Payment Forms for City,State,Federal	Retain 5 years
Workers Compensation Claims	Retain 10 years
Drug Free Workplace Transmittals	Retain 3 years
Employee Medical Records	Retain 10 years
HOUSING RECORDS	
Application Files:	

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DESCRIPTION OF RECORDS	RETENTION PERIOD
Admission	Retain 3 years after move-out or termination
Eligible	Retain 3 years after move-out or termination
Pending	Retain until classified, then dispose
Selected Applications	Retain 3 years after move-out or termination
Application Files Updated	Retain 3 years unless withdrawn
Application Files Withdrawn	Dispose after 2 years
Applications Waiting List	Dispose after 1 year
Recertification Schedule	Retain for 1 year
Complete Recertification Packets	Retain for 3 years
Correspondence with Tenants	Dispose after 3 years or retain in tenant file
HUD Forms (completed)	Retain 3 years after move-out or termination
Progress Reports on Families Moving into Public Housing	Retain 3 years after move-out or termination
Occupancy Reports	Retain 3 years after move-out or termination
Report on Regular Re-Examination of Families in Public Housing	Retain 3 years after move-out or termination
Request for Refund of Security Deposit & Unearned Rent	Retain 7 years after audit
Schedule of Tenants Accounts Receivable	Retain 2 years after audit
Schedule Income Limits	Retain 1 year after schedule is superseded
TENANT FILES	
Tenant Accounts Receivable / Security Deposit Ledger	Retain 5 years after audit
PUBLIC HOUSING FILES	
Unit Turnaround	Retain 5 years
Unit Inventory	Retain 5 years
Priority Work Orders	Retain 5 years
Work Order Report	Retain 5 years
Emergency Work Orders	Retain 5 years
Annual Inspections / Vacancies	Retain 5 years

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