



PERRY METROPOLITAN HOUSING AUTHORITY

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RECORDS Retention and Destruction Procedure

This procedure is established for uniform retention and destruction of applicable records retained by Perry Metropolitan Housing Authority.

<u>Description of Record</u>	<u>Retention</u>
Accounts Payable	
• Vendor Files (A-Z)	6 years
• Utility Registers	6 years
• Check Registers	6 years
• Utility Allowances	6 years
• Vendor 1099s	6 years
Administration (Director's Office)	
• Annual Contributions Contract (ACC)	Permanent
• Applications/Resumes for Employment	2 years
• Board Minutes	Permanent
• Cooperation Agreements	Permanent
• Deeds, Purchased property	Permanent
• Depository Agreements	Permanent
• Correspondence, HUD	6 years
• Correspondence, Misc.	6 years
• Insurance Claims (property)	3 years
• Insurance Register	6 years
• Inventory Files	6 years
• Personnel Files	15 years after termination
• PHAS Reports	6 years
• Price quotes	2 years
• REAC Reports	6 years
• Resolutions	Permanent
• Titles, Vehicle	Vehicle has been removed from inventory
Audit	
• Final Report (all programs)	Permanent
Construction	
• Capital Fund Program	Permanent
• New Construction	Permanent

Financial

- Bank Reconciliation 6 years
- Bank Statements 6 years
- Cancelled Checks 6 years
- Check Register 6 years
- Journal Vouchers and Supporting Documents 6 years
- Monthly General Ledger/Financial Statements 6 years
- Year-End General Ledger/Financial Statements Permanent

Fixed Assets

- Ledgers Permanent

Housing Choice Voucher

- Budget and Requisition for Funds 3 years
- Monthly HAP Reports 6 years
- PIC Corrections 6 years
- Receipt Books 3 years
- VMS 6 years
- Tenant – Active Permanent

HUD Reports

- Management Review Retain two latest reviews
- Occupancy Audit Retain two latest audits
- Utilities Review Retain two latest reviews
- Maintenance Operations Review Retain two latest reviews
- All Other Retain two latest reviews

Inventory

- Materials Reports 6 years

Payroll/Personnel

- Payroll Printout Records 6 years
- Attendance Records 6 years
- Time Records 6 years
- W-2 forms 6 years

Tenant Accounting

- Tenant File Permanent
- Tenant Monthly Reports 6 years

Waiting List

- Applications (not housed) Permanent

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