

**PERRY METROPOLITAN HOUSING AUTHORITY**  
**Retention and Destruction Procedure**

CFR Reference Number: 24CFR982.158;990.325

ORC Reference Number: 149.381

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In accordance with all applicable HUD and State of Ohio regulations, the Perry Metropolitan Housing Authority will adhere to the following policy with respect to the retention of records. The Executive Director shall have the responsibility of implementing and maintaining procedures applicable to this policy.

<u>Description of Record</u>	<u>Retention</u>
<b>Accounts Payable</b>	
Vendor Files (A-Z)	Destroy 5 Years following audit
Travel Expense Records	Destroy 7 years following audit
Utility Allowance Checks-Check copies	Destroy 5 Years following audit
Check Registers	Destroy 5 Years following audit
Utility Files	Destroy 5 Years following audit
Vendor 1099s	Destroy 6 Years following audit
<b>Administration (Director's Office)</b>	
Annual Contributions Contract (ACC)	Permanent
Board agenda & supporting documents (1 Copy)	Permanent
Board Minutes/Resolutions (1 Copy)	Permanent
Board appointments/oath/officer correspondence	Permanent
By-Laws	Permanent
Cooperation Agreements	Permanent
Deeds, Purchased property	Permanent
Depository Agreements	Permanent
Correspondence, HUD	5 years
Correspondence, Misc.	5 years
Employment Applications (not hired)	Destroy 2 years after close of recruitment
Job advertisement	Destroy 2 years after close of recruitment
Job postings	Destroy 2 years after close of recruitment
Resumes	Destroy 2 years after close of recruitment
Wage/Salary surveys	Destroy 3 years after superseded
Job descriptions	Destroy 6 years after superseded
Personnel Files	15 years after termination
PHAS Reports	5 years
REAC Reports	5 years
Vehicle accident report	Retain 3 years, then destroy

Titles, Vehicle	Destroy 2 years following sale of vehicle
<b>Legal</b>	
Personal injury reports	Retain 3 years, then destroy
Personal injury reports-MINOR	Retain 3 years, after 18 years of age then destroy
S-8 Hearings	Retain 5 years, then destroy
Insurance Claims (property)/property loss	Retain 3 years, then destroy
Fire damages	Retain 10 years then destroy
Eviction hearings	Retain 5 years, then destroy
Litigation Files	Retain 5 years, then destroy
<b>Audit</b>	
Final Report (all programs)	Permanent
<b>Construction</b>	
New Construction	Permanent
Capital Fund Grant files, supporting financial records and documentation	Destroy 5 years following audit
<b>Bids</b>	
Successful-for goods/services	Destroy 5 years following audit
Unsuccessful- for goods/services	Destroy 5 years following audit
Successful bid part of a contract	Retain 15 years then destroy
RFP's	Destroy 7 years after project completed following audit
<b>Financial</b>	
Bank Reconciliation	5 years
Bank Statements	5 years
Cancelled Checks	5 years
Check Register	5 years
Receipt Books	5 years
Journal Vouchers and Supporting Documents	5 years
Monthly General Ledger/Financial Statements	5 years
Year-End General Ledger/Financial Statements	Permanent
<b>Fixed Assets</b>	
Ledgers	Permanent
<b>Housing Choice Voucher</b>	
Annual Requisitions	Destroy 2 years following audit
Operating Budget	Destroy 6 years following audit
HUD HAP Reports	Destroy 5 years following audit
PIC Corrections	6 years
Receipt Books	5 years
VMS	6 years
SEMAP	Retain 5 years, then destroy
Tenant-Active File	Permanent
Tenant-Inactive Owing Deceased File	Retain 5 years, then destroy

Tenant-Inactive Owing File  
Tenant – / Inactive file  
Voucher Control Register  
Rent Reasonableness

Permanent until paid  
Retain 5 years, then destroy  
Destroy 5 years following audit  
Destroy 5 years following audit

### **HUD Reports**

Management Review  
Occupancy Audit  
Utilities Review  
Maintenance Operations Review  
All Other

Retain two latest reviews  
Retain two latest audits  
Retain two latest reviews  
Retain two latest reviews  
Retain two latest reviews

### **Inventory**

Annual Physical inventory final  
Work Order Reports  
Maintenance daily time sheets

Destroy 5 years following audit  
Retain 3 years, then destroy  
Retain 3 years, then destroy

### **Payroll/Personnel**

Payroll Printout Records  
Leave, VAC/deduction/attendance records  
Time Records/sheets  
W-2 forms  
Tax Payment Forms  
Labor Law Posters  
Retirement system payment records

Permanent  
6 years following audit  
6 years following audit  
Permanent  
6 years following audit  
Retain for 3 years, then destroy  
Permanent

### **Tenant Accounting-Public Housing**

Tenant-Active File  
Tenant-Inactive Owing Deceased File  
Tenant-Inactive Owing File  
Tenant – / Inactive file  
Tenant Monthly Reports

Permanent  
Retain 5 years, then destroy  
Permanent until paid  
Retain 5 years, then destroy  
Retain 5 years, then destroy

### **Waiting List**

Annual Applicant Purge Letter  
Applications-withdrawn

Destroy 2 years following audit  
Destroy 2 years following audit

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