

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>
Accounts Payable	
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
Administration (Director's Office)	
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Wage/Salary surveys	Destroy 3 years after superseded
Job descriptions	Destroy 6 years after superseded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
Legal	
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
Audit	
Final Report (all programs)	Permanent
Construction	
Capital Fund Grants	Permanent
New Construction	Permanent
Bids	
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
Financial	
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
Fixed Assets	
Ledgers	Permanent
Housing Choice Voucher	
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

Permanent until paid
Retain 5 years, then destroy

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

Destroy 5 years following audit
Retain 3 years, then destroy

Payroll/Personnel

Payroll Printout Records
Leave, VAC/deduction/attendance records
Time Records/sheets
W-2 forms

Permanent
6 years following audit
6 years following audit
Permanent
6 years following audit

Tax Payment Forms

Permanent

Retirement system payment records

Tenant Accounting-Public Housing

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

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

Tenant Monthly Reports

Waiting List

Annual Applicant Purge Letter
Applications-withdrawn

Destroy 2 years following audit
Destroy 2 years following audit

Resolution # 20-053

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