

ALL DEPARTMENTS

<u>REFERENCE #</u>	<u>DESCRIPTION OF RECORD</u>	<u>RECOMMENDED RETENTION</u>	<u>FORMAT</u>	<u>O/C?</u>
	Correspondence:			
AD-001	- General Inquiry & Replies	Retain 1 year, then destroy	Paper	<i>original</i>
AD-002	- Inter-departmental Memos received	Retain 1 year, then destroy	Paper	<i>copy</i>
AD-003	- Inter-departmental Memos sent (originating dept.)	Retain 1 year, then destroy	Paper	<i>original</i>
AD-004	- Letters explaining but not establishing AMHA policy	Retain 2 years, then destroy	Paper	<i>original</i>
AD-005	- Quotation Letters where no contract results	Retain 2 years, then dispose	Paper	<i>original</i>
AD-006	- Routine Form Letters that require no follow-up	Retain 1 year, then destroy	Paper	<i>original</i>
AD-007	Contracts / RFP's	Destroy 6 years after expiration of contract and warranty provisions	Paper/Elec	<i>original</i>

CONSTRUCTION & HOPE 6

<u>REFERENCE #</u>	<u>DESCRIPTION OF RECORD</u>	<u>RECOMMENDED RETENTION</u>	<u>FORMAT</u>	<u>O/C?</u>
CN-001	Capital	Destroy 5 years per HUD approval	Paper	<i>original</i>
CN-002	Construction Contracts / RFP's	Destroy 6 years after exp. of contract and warranty provisions	Paper	<i>original</i>
CN-003	Contract Register	Permanent file	Paper	<i>original</i>
H6-001	Cost Studies	Retain 5 years, then destroy	Paper	<i>original</i>
H6-002	Environmental Assessments	Permanent	Paper	<i>original</i>
H6-003	HOPE VI Submissions	Retain 5 years, then destroy	Paper	<i>original</i>
H6-004	Mixed-financing Information	Permanent	Paper	<i>original</i>
H6-005	Needs Assessments	Retain 5 years, then destroy	Paper	<i>original</i>
CN-004	New Construction & Substantial Rehab Contracts	Permanent file	Paper	<i>original</i>
H6-006	Property & Asset Management	Retain 5 years, then destroy	Paper	<i>original</i>
H6-007	Rent Reasonableness Reports	Retain 5 years, then destroy	Paper	<i>original</i>
H6-008	Site Selection Reports	Retain 5 years, then destroy	Paper	<i>original</i>
CN-005	Specifications	Destroy 6 years after final settlement	Paper	<i>original</i>

CONTRACT ADMINISTRATION & ASSISTED HOUSING

REFERENCE #	DESCRIPTION OF RECORD	RECOMMENDED RETENTION	FORMAT	O/C?
	AMHA owned Property Files			
CA-004	Audit Files (annual all properties w/ & w/o tax credit)	Destroy 6 years after date the report has been closed	Paper	original
CA-012	MORS & Physical Inspections (LHA)	Destroy 6 years following audit	Paper	original
CA-006	HAP Vouchers LHA no tax credit	Destroy 3 years after date of voucher	Paper	original
CA-007	HAP Contract/Renewals (LHA)	Permanent	Paper	original
CA-002	Initial leasing records tax credit (year one documents)	Destroy 38 years *	Paper	original
CA-003	HAP Vouchers properties with tax credit	Destroy 6 years after federal income tax filing due date	Paper	original
CA-011	Washington Square HOME funds/NPS docs	Destroy 5 years after the affordability period terminates	Paper	original
CA-008	New and Substantial MOD Vouchers	Destroy 3 years after date of voucher	Paper	original
	PBCA Subcontract AHSC Files			
CA-001	Audit Files, all MOR documentation	Permanent (these files belong to AHSC)	Paper	original
	TCA Property Files			
CA-005	Audit Reports, all MOR documentation	Destroy 3 years following the date of the report	Paper	original
CA-015	HAP Vouchers, TCA properties	Destroy 3 years following the date of the voucher	Paper	original
CA-016	HAP Contract/Renewals TCA properties	Permanent	Paper	original
	Miscellaneous			
CA-009	Operating Budget	Destroy 6 years following audit	Paper	original
CA-010	Special Financial Reports	Discretionary	Paper	original
CA-011	Budget and Cost Utility Reports	Destroy 6 years following audit	Paper	original
CA-013	Annual Requisitions/Budgets	Destroy 2 years following audit	Paper	original
CA-014	OHFA	Retain 7 years, then destroy	Paper	original
All Developments				
CA-020	Rejected Applicant file	Retain 3 years, then destroy	Paper	original
CA-021	Street Files (Work Orders)	Retain 5 years, then destroy	Paper	original
CA-022	T/A Reports (Daily Cash, and Recap reports, Pre-Rent Run report, etc.)	Retain 2 years, then destroy	Paper	original
Eastland Woods & Wilbeth-Arlington Homes				
	TC Tenant Eligibility File, Active	Permanent	Paper	original
CA-023	TC Tenant Eligibility File, NON-original lease up, vacated non-owing	MO + 6 years (check for extensions)	Paper	original
CA-024	TC Tenant Eligibility File, NON-original lease up, vacated owing	Until bal. paid, or MO + 6 years, whichever is later	Paper	original
CA-025	TC Tenant Eligibility File, original lease up, vacated non-owing	MO + 21 years (check for extensions)	Paper	original
CA-026	TC Tenant Eligibility File, original lease up, vacated owing	Until bal. paid, or MO + 21 years, whichever is later	Paper	original
	Section 8 file, Active	Permanent	Paper	original
CA-027	Section 8 file, vacated non-owing	MO + 3 years	Paper	original
CA-028	Section 8 file, vacated owing	Until bal. paid, or MO + 3 years, whichever is later	Paper	original
Edgewood Village, Phases 1, 2, 3, & 4				
	TC/HOME Tenant Eligibility File, Active	Permanent	Paper	original

Updated 10/22/12
By L. Schmeltzer

AMHA RECORD RETENTION SCHEDULE

CA-029	TC/HOME Tenant Eligibility File, NON-original lease up, vacated non-owing	MO + 6 years (check for extensions)	Paper	<i>original</i>
CA-030	TC/HOME Tenant Eligibility File, NON-original lease up, vacated owing	Until bal. paid, or MO + 6 years, whichever is later	Paper	<i>original</i>
CA-031	TC/HOME Tenant Eligibility File, original lease up, vacated non-owing	MO + 21 years (check for extensions)	Paper	<i>original</i>
CA-032	TC/HOME Tenant Eligibility File, original lease up, vacated owing	Until bal. paid, or MO + 21 years, whichever is later	Paper	<i>original</i>
	Public Housing file, Active	Permanent	Paper	<i>original</i>
CA-033	Public Housing file, vacated non-owing	MO + 3 years	Paper	<i>original</i>
CA-034	Public Housing file, vacated owing	Until bal. paid, or MO + 3 years, whichever is later	Paper	<i>original</i>
Edgewood Village, Phase 5 (Marion Hall Bldg)				
	TC Tenant Eligibility File, Active	Permanent	Paper	<i>original</i>
CA-023	TC Tenant Eligibility File, NON-original lease up, vacated non-owing	MO + 6 years (check for extensions)	Paper	<i>original</i>
CA-024	TC Tenant Eligibility File, NON-original lease up, vacated owing	Until bal. paid, or MO + 6 years, whichever is later	Paper	<i>original</i>
CA-025	TC Tenant Eligibility File, original lease up, vacated non-owing	MO + 21 years (check for extensions)	Paper	<i>original</i>
CA-026	TC Tenant Eligibility File, original lease up, vacated owing	Until bal. paid, or MO + 21 years, whichever is later	Paper	<i>original</i>
	Public Housing/PBV file, Active	Permanent	Paper	<i>original</i>
CA-033	Public Housing/PBV file, vacated non-owing	MO + 3 years	Paper	<i>original</i>
CA-034	Public Housing/PBV file, vacated owing	Until bal. paid, or MO + 3 years, whichever is later	Paper	<i>original</i>
LHA & 334				
	Section 8 and/or tenant file, Active	Permanent	Paper	<i>original</i>
CA-027	Section 8 and/or tenant file, vacated non-owing	MO + 3 years	Paper	<i>original</i>
CA-028	Section 8 and/or tenant file, vacated owing	Until bal. paid, or MO + 3 years, whichever is later	Paper	<i>original</i>
Washington Square				
	HOME Eligibility File, Active	Permanent	Paper	<i>original</i>
CA-035	HOME Eligibility File, NON-original lease up, vacated non-owing	MO + 6 years (check for extensions)	Paper	<i>original</i>
CA-036	HOME Eligibility File, NON-original lease up, vacated owing	Until bal. paid, or MO + 6 years, whichever is later	Paper	<i>original</i>
CA-037	HOME Eligibility File, original lease up, vacated non-owing	MO + 21 years (check for extensions)	Paper	<i>original</i>
CA-038	HOME Eligibility File, original lease up, vacated owing	Until bal. paid, or MO + 21 years, whichever is later	Paper	<i>original</i>
	Market file, Active	Permanent	Paper	<i>original</i>
CA-039	Market file, NON-original lease up, vacated	Until bal. paid, or MO + 3 years, whichever is later	Paper	<i>original</i>
CA-040	Market file, original lease up, owing, vacated	Until bal. paid, or MO + 3 years, whichever is later	Paper	<i>original</i>
Notes:				
PBCA - Performance Based Contract Administrator (subcontract of AHSC)				
TCA - Traditional Contract Administrator (direct contract with HUD)				
LHA - Akron 14; Akron 73; Hilltop; Thornton Terrace				
Tax Credit Properties - W/A; Eastland Woods; Edgewood Village				
Edgewood Homes will follow the retention schedule of W/A due to tax credits				
*15 year initial compliance + 15 ext period + 6 years requirement + 2 years to file federal taxes				
HOME funds - Washington Square				

DIRECTOR'S OFFICE

<u>REFERENCE #</u>	<u>DESCRIPTION OF RECORD</u>	<u>RECOMMENDED RETENTION</u>	<u>FORMAT</u>	<u>O/C?</u>	
DO-001	Board Minutes/Resolutions	Permanent file	Paper/Elec	<i>original</i>	
DO-002	Board Retreats	Retain 4 years, then destroy	Paper	<i>original</i>	
DO-003	Deeds, Purchased Property	Permanent file	Paper	<i>original</i>	
DO-004	Employee Incentive Awards	Retain 2 years, then destroy	Paper	<i>copy</i>	
DO-005	Employee Performance Appraisals	Retain 2 years, then destroy	Paper	<i>copy</i>	
DO-006	Employee Service Recognition	Retain 2 years, then destroy	Paper	<i>copy</i>	
DO-007	History Book (Archive)	Permanent file	Paper/Elec	<i>original</i>	
DO-008	HUD Correspondence	Retain 5 years, then destroy	Paper	<i>orig/copy</i>	
DO-009	PHAS Reports	Retain 5 years, then destroy	Paper	<i>original</i>	
DO-010	RASS Reports	Retain 5 years, then destroy	Paper	<i>original</i>	
DO-011	REAC Reports	Retain 5 years, then destroy	Paper	<i>original</i>	
DO-012	Reports to Board	Discretionary, suggest 3 - 5 years	Paper	<i>original</i>	
DO-013	Staff Retreats	Retain 2 years, then destroy	Paper	<i>original</i>	

FINANCE

ACCOUNTS PAYABLE

<u>REFERENCE #</u>	<u>DESCRIPTION OF RECORD</u>	<u>RECOMMENDED RETENTION</u>	<u>FORMAT</u>	<u>O/C?</u>
	Accounts Payable Voucher File			
AP-001	- Vendor Files (A-Amer, etc.)	Destroy 5 years following audit	Paper	<i>original</i>
AP-002	- Utility Files	Destroy 5 years following audit	Paper	<i>original</i>
AP-003	Accounts Payable Voucher File - Fixed Assets	Permanent file	Paper	<i>original</i>
AP-004	Check Registers	Destroy 4 years following audit	Paper	<i>original</i>
AP-005	Community Room Deposit Sheets	Destroy 3 years following audit	Paper	<i>original</i>
AP-006	Distribution Journal	Destroy 4 years following audit	Paper	<i>original</i>
AP-007	Outstanding Payables	Destroy 3 years following audit	Paper	<i>original</i>
AP-008	Specifications - Bid Deposit Sheets	Destroy 3 years following audit	Paper	<i>original</i>
AP-009	Utility Allowance Checks - Check Copies	Destroy 5 years following audit	Paper	<i>original</i>
AP-010	Vendor 1099's	Destroy 6 years following audit	Paper	<i>original</i>

GENERAL LEDGER

<u>REFERENCE #</u>	<u>DESCRIPTION OF RECORD</u>	<u>RECOMMENDED RETENTION</u>	<u>FORMAT</u>	<u>O/C?</u>
GL-001	Bank Account Analysis	Destroy 5 years following audit	Paper	<i>original</i>
GL-002	Bank Reconciliation	Destroy 5 years following audit	Paper	<i>original</i>
GL-003	Bank Statements	Destroy 5 years following audit	Paper	<i>original</i>
GL-004	Cancelled Checks	Destroy 5 years following audit	Paper	<i>original</i>
GL-005	Cash Receipts Back - up	Destroy 5 years following audit	Paper	<i>original</i>
GL-006	Cash Receipts Journal	Destroy 5 years following audit	Paper	<i>original</i>
GL-007	Depository Agreements	Destroy 4 years following expiration	Paper	<i>original</i>
GL-008	Development Files	Permanent, except certain reports	Paper	<i>original</i>
GL-009	Fixed Assets Ledger	Permanent file	Paper	<i>original</i>
GL-010	Journal Vouchers and Supporting Documents	Destroy 4 years following audit	Paper	<i>original</i>
GL-011	Monthly General Ledger	Destroy 4 years following audit	Paper	<i>original</i>
GL-012	Monthly General Ledger Transaction Register	Destroy 1 year following audit	Paper	<i>original</i>
GL-013	Monthly Inventory Transaction and Usage PO's	Destroy 1 year following audit	Paper	<i>original</i>
GL-014	Utility Allowance Consumption Record	Destroy 4 years following audit	Paper	<i>original</i>
GL-015	Year - End General Ledger	Permanent file	Paper	<i>original</i>

PAYROLL				
REFERENCE #	DESCRIPTION OF RECORD	RECOMMENDED RETENTION	FORMAT	O/C?
PR-001	Deduction Authorization Forms	Destroy when superseded	Paper	<i>original</i>
PR-002	Deduction Authorization Letters	Destroy 4 years following audit	Paper	<i>original</i>
PR-003	Employee Name and Address Listing	Destroy when superseded	Paper	<i>original</i>
PR-004	Leave/Vacation/Deduction/Attendance Records	Destroy 4 years following audit	Paper	<i>original</i>
PR-005	Master File Changes	Destroy 1 year following audit	Paper	<i>original</i>
PR-006	Payroll Detail	Destroy 4 years following audit	Paper	<i>original</i>
PR-007	PERS Records	Permanent	Paper	<i>original</i>
PR-008	Quarterly Tax Report	Destroy 4 years following audit	Paper	<i>original</i>
PR-009	Tax Payment Forms	Destroy 4 years following audit	Paper	<i>original</i>
PR-010	Time Cards/Sheets	Destroy 4 years following audit	Paper	<i>original</i>
PR-011	W - 2 Forms	Permanent	Paper	<i>original</i>
PR-012	Wage Rate Tables	Destroy 4 years following audit	Paper	<i>original</i>
PR-013	Work Assignment Record/Schedule/Log	Destroy 4 years following audit	Paper	<i>original</i>
PURCHASING & INVENTORY				
REFERENCE #	DESCRIPTION OF RECORD	RECOMMENDED RETENTION	FORMAT	O/C?
PU-001	Bid Specs	Destroy 6 years after date of record	Paper	<i>original</i>
PU-002	Blanket Purchase Orders	Destroy when superseded or of no value	Paper	<i>original</i>
PU-003	Commodity Quotes	Destroy 4 years following bid expiration date	Paper	<i>original</i>
IC-001	Fixed Assets Annual Printout	Destroy 5 years following audit	Paper	<i>original</i>
IC-002	Fixed Assets Movement Form	Destroy 5 years following audit	Paper	<i>original</i>
IC-003	Inventory Adjustments	Destroy 4 years following audit	Paper	<i>original</i>
IC-005	Inventory Tags	Destroy 1 year following audit	Paper	<i>original</i>
IC-006	Inventory Update Item Listing	Destroy when superseded	Paper	<i>original</i>
IC-007	Inventory Variance Report	Destroy 4 years following audit	Paper	<i>original</i>
IC-008	Material and Tools Inventory	Destroy 5 years following audit	Paper	<i>original</i>
PU-005	MBE Quarterly Report	Discretionary, suggest 1 - 5 years	Paper	<i>original</i>
IC-009	Physical Inventory Final (Annual)	Destroy 5 years following audit	Paper	<i>original</i>
IC-010	Price Quotes	Destroy when of no value, or within 2 years	Electronic	<i>original</i>
PU-007	Purchase Order Files - Development	Retain 5 years, then destroy	Paper	<i>original</i>

IC-011	Purchase Order Log	Retain 5 years, then destroy	Paper	<i>copy</i>
IC-012	Receiving and Posting	Destroy 1 year following audit	Paper	<i>original</i>
IC-013	Work Order Copies	Retain 3 years, then destroy	Paper	<i>copy</i>
IC-014	Work Orders by Location	Retain 3 years, then destroy	Paper	<i>original</i>
TENANT ACCOUNTING				
REFERENCE #	DESCRIPTION OF RECORD	RECOMMENDED RETENTION	FORMAT	O/C?
TA-001	Adjustment Forms	Destroy 4 years following audit	Paper	<i>original</i>
TA-002	Bank Deposit Slips - Lockbox Cash	Destroy 5 years following audit	Paper	<i>original</i>
TA-003	Bank Proof Lists	Destroy 5 years following audit	Paper	<i>original</i>
TA-004	Cash Receipts - Bank Validated Rent Receipts	Destroy 5 years following audit	Paper	<i>original</i>
TA-005	Cashbook Speadsheet	Destroy 5 years following audit	Paper	<i>original</i>
	Charge-off Register (Legal)	Destroy 1 year following audit	Paper	<i>copy</i>
TA-006	Collection Losses and Charge Offs	Destroy 5 years following audit	Paper	<i>original</i>
TA-007	Current Tenant Status Report	Destroy 5 years following audit	Paper	<i>original</i>
TA-008	Daily Cash Payment Sheets	Retain 3 months, then destroy	Paper	<i>original</i>
	Daily Cash Receipts and Adjustment Ticket (Field)	Destroy 2 years following audit	Paper	<i>copy</i>
TA-011	Deposit Report from Tenmast (monthly)	Destroy 5 years following audit	Paper	<i>original</i>
TA-012	Disposition Letters	Retain 1 year, then destroy	Paper	<i>copy</i>
TA-013	Extra Charges Forms	Destroy 4 years following audit	Paper	<i>original</i>
TA-014	HUD Accounts Receivable Report (TARS--quarterly)	Destroy 5 years following audit	Paper	<i>original</i>
TA-015	Manual Cash - Daily Cash	Destroy 5 years following audit	Paper	<i>original</i>
TA-017	Monthly Rental Register	Destroy 4 years following audit	Paper	<i>original</i>
TA-016	Pre-Rent Run Reports	Destroy 4 years following audit	Paper	<i>original</i>
	Registers (Field)	Destroy 2 years following HUD audit	Paper	<i>copy</i>
TA-018	Returned Check Register (NSF)	Destroy 4 years following audit	Paper	<i>original</i>
TA-019	Second Party Billing Forms	Destroy 4 years following audit	Paper	<i>original</i>
TA-020	Settled Accounts Posting Reports	Destroy 5 years following audit	Paper	<i>original</i>
TA-021	Tenant Accounting Summaries (Month End Reports)	Destroy 4 years following audit	Paper	<i>original</i>
	--Includes: Aged Receivables, Balancing, Current Receipts Journal, Deposits Charged, Negative Rent, Reconciliation, Tenant A/R, Voucher Pre-Creation			
	Tenant Information Form (Trans. Resubmitted--Field)	Retain 3 years, then destroy	Paper	<i>copy</i>

	Tenant Rent Profile (Field)	Destroy when superseded	Paper	<i>copy</i>
TA-022	Utility Accounts Marked "NEW" - Billbacks	Destroy 1 year following audit	Paper	<i>copy</i>
TA-023	Utility Consumption Records - HUD	Destroy 2 years following HUD audit	Paper	<i>original</i>
	Vacancy Report (Field)	Destroy 4 years following audit	Paper	<i>original</i>

HOUSING CHOICE VOUCHER PROGRAM (HCVP)

REFERENCE #	DESCRIPTION OF RECORD	RECOMMENDED RETENTION	FORMAT	O/C?
HC-001	Annual Requisitions/S8 Budgets	Destroy 2 years following audit	Paper	<i>copy</i>
HC-002	Audit Reports	Permanent file	Paper	<i>original</i>
HC-003	Budget and Cost Utility Reports - HUD Year-End Filing	Destroy 2 years following audit	Paper	<i>copy</i>
HC-004	Client Active File	Permanent file	Paper	<i>original</i>
HC-005	Client Inactive File - No Balance	Retain 5 years, then destroy	Paper	<i>original</i>
HC-006	Modernization Rehab - Approved	Destroy 5 years following approval	Paper	<i>original</i>
HC-007	Modernization Rental Rehab - Disapproved or Withdrawn	Destroy 2 years after disapproval/withdrawal	Paper	<i>original</i>
HC-008	New and Substantial Mod Vouchers	Destroy 6 years after HAP contract expires	Paper	<i>original</i>
HC-009	Ohio Housing Finance Agency (OHFA)	Retain 2 years, then destroy	Paper	<i>copy</i>
HC-010	Operating Budget	Destroy 6 years following audit	Paper	<i>copy</i>
HC-011	Owner Proposals - Rejected	Destroy 4 years after rejection	Paper	<i>original</i>
HC-012	Performance Funding	Destroy 6 years following audit	Paper	<i>copy</i>
HC-013	Quarterly HUD Reports	Destroy 5 years following audit	Paper	<i>original</i>
HC-014	Rosemary Square	Permanent file	Paper	<i>original</i>
HC-015	Special Financial Reports	Discretionary	Paper	<i>copy</i>
HCVP- Continued Assistance (CAS)				
REFERENCE #	DESCRIPTION OF RECORD	RECOMMENDED RETENTION	FORMAT	O/C?
HC-020	Cert 1 Daily Logs (Phone, appt books)	Retain 2 years, then destroy	Paper	<i>original</i>
HC-021	Cert 1 Vacation & Sick Calendar	Retain 2 years, then destroy	Paper	<i>original</i>
HC-022	Continued Assistance Reports	Retain 2 years, then destroy	Electronic	<i>original</i>
HC-023	Monthly Production Reports	Retain 2 years, then destroy	Electronic	<i>original</i>
HCVP- Continued Initiatives (CIN)				
REFERENCE #	DESCRIPTION OF RECORD	RECOMMENDED RETENTION	FORMAT	O/C?
HC-026	EIV Training	Retain 5 years, then destroy	Paper	<i>original</i>
HC-028	Investigation/Financial Reports	Retain 2 years, then destroy	Paper	<i>original</i>
HC-029	Money Receipts Book	Retain 1 year, then destroy	Paper	<i>original</i>
HC-030	Returned Complaints	Retain 2 years, then destroy	Paper	<i>original</i>

HCVP- Inspections (INS)				
REFERENCE #	DESCRIPTION OF RECORD	RECOMMENDED RETENTION	FORMAT	O/C?
HC-035	Annual Inspections	Retain 5 years, oldest 3 years may be imaged	Paper/elec	<i>original</i>
HC-036	Cancelled/Expired Unit Inspections (RTAs)	Destroy 3 years following SEMAP audit	Paper	<i>original</i>
HC-037	Clearance Results	Retain 5 years, then destroy	Paper	<i>original</i>
HC-038	Daily Activity Logs for Inspectors and Schedulers	Retain 5 years, then destroy	Paper	<i>original</i>
HC-039	LBP Owner Certifications	Retain 5 years, then destroy	Paper	<i>original</i>
	Quality Control			
HC-040	- Monthly & Inspector	Retain 5 years, then destroy	Paper	<i>original</i>
HC-041	- Spike Wipes	Retain 5 years, then destroy	Paper	<i>original</i>
HC-042	Vehicle Checks	Retain 3 years, then destroy	Paper	<i>original</i>
HCVP - Production Control & Compliance (PCC)				
REFERENCE #	DESCRIPTION OF RECORD	RECOMMENDED RETENTION	FORMAT	O/C?
HC-045	HCVP Checks	Retain 4 years, then destroy	Paper	<i>copy</i>
HC-048	Monthly Production Reports	Retain 2 years, then destroy	Paper	<i>original</i>
HC-049	MTCS/PIC Corrections	Retain 4 years, then destroy	Paper	<i>original</i>
HC-050	Vendor Files	Permanent file	Paper	<i>original</i>

HOUSING PLACEMENT

<u>REFERENCE #</u>	<u>DESCRIPTION OF RECORD</u>	<u>RECOMMENDED RETENTION</u>	<u>FORMAT</u>	<u>O/C?</u>
HP-001	Annual Tenant Purge Letter	Destroy 1 year following HUD audit	Paper	<i>original</i>
HP-002	Application File - Unplaced	Permanent file	Paper	<i>original</i>
HP-003	Application File - Withdrawn	Destroy 2 years following HUD audit	Paper	<i>original</i>
HP-004	Applications/Tenant Update Waiting List	Destroy 1 year following HUD audit	Paper	<i>original</i>
HP-010	Applications from Current Tenants (blue forms) - Accepted	Retain 2 years, then destroy	Paper	<i>original</i>
HP-011	Applications - Preliminary	Destroy 2 years following HUD audit	Paper	<i>original</i>
HP-005	Background Checks w/o disqualifying criminal record	Destroy immediately	Paper	<i>original</i>
HP-006	Background Checks with disqualifying criminal record	Retain 2 years, then destroy	Paper	<i>original</i>
HP-007	Change of Family Status (COFS) Background Check	Retain 2 years, then destroy	Paper	<i>original</i>
HP-008	Relocation	Retain 5 years, then destroy	Paper	<i>original</i>
HP-009	SEMAP Audits	Retain 5 years, then destroy	Paper	<i>original</i>
HP-012	Transfer - Completed	Retain 3 years, then destroy	Paper	<i>original</i>
HP-013	Transfer - Denied (Null & Void)	Retain 3 years, then destroy	Paper	<i>original</i>

HUMAN RESOURCES

REFERENCE #	DESCRIPTION OF RECORD	RECOMMENDED RETENTION	FORMAT	O/C?
	Employment Application Records (not hired)			
HR-001	Applications	Destroy 2 years after close of recruitment	Paper	<i>original</i>
HR-002	Job Advertisement	Destroy 2 years after close of recruitment	Paper	<i>original</i>
HR-003	Job Postings	Destroy 6 years after close of recruitment	Paper	<i>original</i>
HR-004	Physical Exams	Destroy 2 years after close of recruitment	Paper	<i>original</i>
HR-005	Resumes	Destroy 2 years after close of recruitment	Paper	<i>original</i>
HR-006	Tests	Destroy 2 years after close of recruitment	Paper	<i>original</i>
	Employee Personnel Records			
HR-007	Aptitude Tests	Retain 15 years, then destroy	Paper	<i>original</i>
HR-008	Basic Employee Data	Retain 15 years, then destroy	Paper	<i>original</i>
HR-009	Corrective Action Documents	Destroy 6 years after termination	Paper	<i>original</i>
HR-010	Employee Contracts	Retain 15 years, then destroy	Paper	<i>original</i>
HR-011	Employee Training History	Retain 15 years, then destroy	Paper	<i>original</i>
HR-012	FMLA (Hours of Leave, Notice of Leave, etc.)	Destroy 3 years from end of leave	Paper	<i>original</i>
HR-013	Job Evaluations	Retain 15 years, then destroy	Paper	<i>original</i>
HR-014	Personality Tests	Retain 15 years, then destroy	Paper	<i>original</i>
HR-015	Physical Exams	Retain 15 years, then destroy	Paper	<i>original</i>
	Medical, Health, & Safety Records			
HR-016	Medical Exams Used for Employment	Retain 30 years, then destroy	Paper	<i>original</i>
HR-017	Toxic Substance Exposure Records	Retain 30 years, then destroy	Paper	<i>original</i>
HR-018	Blood Borne Pathogen Exposure Records	Retain 30 years, then destroy	Paper	<i>original</i>
HR-019	Material Safety Data Sheets (MSDS)	Retain 30 years, then destroy	Paper	<i>original</i>
HR-020	Workers Comp Filings	Retain 30 years, then destroy	Paper	<i>original</i>
HR-021	Records of Health Insurance Claims	Retain 6 years, then destroy	Paper	<i>original</i>
HR-022	Records of Environmental Workplace Monitoring	Retain 30 years, then destroy	Paper	<i>original</i>
HR-023	Summary Plan Descriptions	Destroy 6 years after superseded	Paper	<i>original</i>
	Miscellaneous			
HR-024	Job Descriptions	Destroy 6 years after superseded	Paper	<i>original</i>
HR-025	Unemployment Insurance	Retain 5 years, then destroy	Paper	<i>original</i>
HR-026	Wage & Salary Surveys	Destroy 3 years after superseded	Paper	<i>original</i>
	Union Records			
HR-027	Collective Bargaining Agreement	Destroy 6 years after dissolution of union	Paper	<i>original</i>
HR-028	Grievances	Destroy 6 years after resolution	Paper	<i>original</i>

INFO SYSTEMS

<u>REFERENCE #</u>	<u>DESCRIPTION OF RECORD</u>	<u>RECOMMENDED RETENTION</u>	<u>FORMAT</u>	<u>O/C?</u>
IS-001	1099 Work File	Destroy 6 years following audit	Electronic	<i>original</i>
IS-002	Accounts Payable 1099 Work File	Destroy 6 years following audit	Electronic	<i>original</i>
IS-003	Accounts Payable Check Master File	Destroy 4 years following audit	Electronic	<i>original</i>
IS-004	Accounts Payable Recurring Payments Files	Destroy 4 years following audit	Electronic	<i>original</i>
IS-005	Accounts Payable Vendor Master File	Destroy 3 years following audit	Electronic	<i>original</i>
IS-006	Application Master File	Permanent file	Electronic	<i>original</i>
IS-007	General Ledger Master File	Permanent file	Electronic	<i>original</i>
IS-008	General Ledger Transaction File	Destroy 4 years following audit	Electronic	<i>original</i>
IS-009	General Ledger Transaction History File	Destroy 4 years following audit	Electronic	<i>original</i>
IS-010	Information Systems 1099 Forms/Audit Reports	Permanent file	Paper	<i>original</i>
IS-011	Information Systems Original DOS Software License	Permanent file	Paper	<i>original</i>
IS-012	Payroll History File	Destroy 4 years following audit	Electronic	<i>original</i>
IS-013	Payroll Master File	Destroy 4 years following audit	Electronic	<i>original</i>
IS-014	Tenant Accounting Master File	Permanent file	Electronic	<i>original</i>
IS-015	Tenant Accounting Transaction File	Destroy 4 years following audit	Electronic	<i>original</i>

LEGAL

<u>REFERENCE #</u>	<u>DESCRIPTION OF RECORD</u>	<u>RECOMMENDED RETENTION</u>	<u>FORMAT</u>	<u>O/C?</u>
LE-001	Accounts Receivable Cards	Permanent file until balance paid	Paper/Elec	<i>original</i>
LE-002	Annual Contribution Contracts (ACC)	Permanent file	Paper	<i>original</i>
LE-003	Charge-offs/Write-offs	Retain 6 months, then destroy	Paper	<i>copy</i>
LE-004	Collection File (W/A, LHA)	Permanent file until balance paid	Paper	<i>original</i>
LE-005	Cooperation Agreements	Permanent file	Paper	<i>original</i>
LE-006	Delinquency Printout	Destroy when superseded	Paper	<i>original</i>
LE-007	Eviction Hearings	Retain 5 years, then destroy	Paper	<i>original</i>
LE-008	HCVP Client Inactive File - Owing Balance	Permanent file until paid	Paper	<i>original</i>
	Exceptions:			
LE-009	- Balance unpaid within 20 years	Destroy after criteria met	Paper	<i>original</i>
LE-010	- Balance of less than \$100 unpaid within 5 years	Destroy after criteria met	Paper	<i>original</i>
LE-011	- Tenant is deceased	Destroy 5 years after move out	Paper	<i>original</i>
LE-012	Investigations - Complaints	Retain 5 years, then destroy	Paper	<i>original</i>
LE-013	Investigations - Fraud	Retain 5 years, then destroy	Paper	<i>original</i>
LE-014	Litigation Files	Retain 5 years, then destroy	Paper	<i>original</i>
LE-015	Personal Injury Reports	Retain 3 years, then destroy	Paper	<i>original</i>
LE-016	Personal Injury Reports - MINOR	Retain 3 years after 18 years of age, then destroy	Paper	<i>original</i>
LE-017	PH Tenant Inactive File - No Balance	Retain 5 years, then destroy	Paper	<i>original</i>
LE-018	PH Tenant Inactive File - Owing Balance	Permanent file until paid	Paper	<i>original</i>
	Exceptions:			
LE-019	- Balance unpaid within 20 years	Destroy after criteria met	Paper	<i>original</i>
LE-020	- Balance of less than \$100 unpaid within 5 years	Destroy after criteria met	Paper	<i>original</i>
LE-021	- Tenant is deceased	Destroy 5 years after move out	Paper	<i>original</i>
LE-022	PIF Collections	Retain 2 years after pay off, then destroy/Permanent	Paper/Elec	<i>original</i>
LE-023	Property Loss Insurance Claims	Retain 3 years, then destroy	Paper	<i>original</i>
LE-024	Real Estate Exemptions	Permanent file	Paper	<i>original</i>
LE-025	S8 Hearings	Retain 5 years, then destroy	Paper	<i>original</i>
LE-026	Vacant Property Information	Permanent file	Paper	<i>original</i>

PUBLIC HOUSING DEVELOPMENTS

<u>REFERENCE #</u>	<u>DESCRIPTION OF RECORD</u>	<u>RECOMMENDED RETENTION</u>	<u>FORMAT</u>	<u>O/C?</u>
PH-001	Development Key/FOB Request Forms (Active)	Permanent	Paper	<i>original</i>
PH-002	Development Key/FOB Request Forms (Inactive)	Retain 2 years, then destroy	Paper	<i>original</i>
PH-003	Electronic Access Manager Self-Audit	Destroy 1 month after Security audit	Paper	<i>original</i>
PH-010	Housekeeping files	Retain until move out, the combine w/tenant file	Paper	<i>copy</i>
	Rent Roll Reports (Monthly)	Retain 1 year, then destroy	Paper	<i>copy</i>
	Rent Schedule Control Form	Retain 1 year, then destroy	Paper	<i>copy</i>
PH-004	Street Files (Work Orders)	Retain 5 years, then destroy	Paper	<i>original</i>
PH-005	Repayment Agreement Registers	Destroy 2 years following HUD audit	Paper	<i>original</i>
	T/A Aged Balance Report	Retain 1 year, then destroy	Paper	<i>copy</i>
PH-006	T/A Daily Cash Receipts and Adjustment Ticket	Destroy 2 years following audit	Paper	<i>original</i>
	T/A Pre-rent Run Reports	Retain 1 year, then destroy	Paper	<i>copy</i>
	T/A Second Party Billing Reports	Retain 1 year, then destroy	Paper	<i>copy</i>
PH-008	T/A Tenant Rent Profile	Destroy when superseded	Paper	<i>original</i>
PH-009	T/A Vacancy Report	Destroy 4 years following audit	Paper	<i>original</i>
	Tenant Active File	Permanent file	Paper	<i>original</i>
	Transfer Files	Permanent file; place with active file	Paper	<i>original</i>

RECERTIFICATIONS

<u>REFERENCE #</u>	<u>DESCRIPTION OF RECORD</u>	<u>RECOMMENDED RETENTION</u>	<u>FORMAT</u>	<u>O/C?</u>
RE-001	Active Recertification Files	Permanent file	Paper	<i>original</i>
RE-002	EIV/TASS Log	Term of tenancy plus 3 years	Electronic	<i>original</i>
RE-003	EIV/TASS Reports - Unused	Destroy immediately after documented	Paper	<i>original</i>
RE-004	Inactive Recertification Files	Retain 5 years, then destroy	Paper	<i>original</i>

RESIDENT SERVICES

<u>REFERENCE #</u>	<u>DESCRIPTION OF RECORD</u>	<u>RECOMMENDED RETENTION</u>	<u>FORMAT</u>	<u>O/C?</u>
RS-002	Community Agency Files	Destroy when superseded or of no value	Paper	<i>original</i>
RS-003	Community Service Requirement Report	Retain 5 years, then destroy	Paper	<i>original</i>
RS-004	Case Manager Files	Destroy 5 years after tenant separates from AMHA	Paper	<i>original</i>
RS-005	Development - Newsletters/Flyers	Retain 2 years, then destroy	Paper/Elec	<i>original</i>
RS-006	FSS Inquiries - Homeownership, etc. (not enrolled)	Retain 2 years, then destroy	Paper	<i>original</i>
	Grants - ALL ORIGINAL APPS. ARE PERMANENT			
RS-007A	- FSS Public Housing and HCVP	Retain 5 years, then destroy	Paper	<i>original</i>
RS-007B	- Hope VI	Retain 15 years from end of grant, then destroy	Paper/Elec	<i>original</i>
RS-007C	- Hope VI Cascade Village & Edgewood Village	Retain 15 years from end of grant, then destroy	Paper/Elec	<i>original</i>
RS-007F	- Neighborhood Network	Retain 5 years from end of grant, then destroy	Paper	<i>original</i>
RS-007J	- PRC (SCDJFS)	Retain 5 years from end of grant, then destroy	Paper	<i>original</i>
RS-007K	- Service Coordinators	Retain 5 years from end of grant, then destroy	Paper	<i>original</i>
RS-007L	- Shelter Plus	Retain 5 years from end of grant, then destroy	Paper	<i>original</i>
RS-001	Reasonable Accommodation Files	Retain 3 years, then destroy	Paper	<i>original</i>
RS-010	Single-Family Homes (SFH) Applications	Retain 2 years, then destroy	Paper	<i>original</i>
RS-008	Stipend Worker Enrollment Forms	Destroy 3 years after worker resigns	Paper	<i>copy</i>
RS-009	Tenant Council Minutes, Constitution, By-laws, etc.	Permanent	Paper/Elec	<i>original</i>

SECURITY

<u>REFERENCE #</u>	<u>DESCRIPTION OF RECORD</u>	<u>RECOMMENDED RETENTION</u>	<u>FORMAT</u>	<u>O/C?</u>
SE-003	Archival Photos & Documents	Permanent	Paper/Elec	<i>original</i>
SE-005	Access/Key Audits	Retain 2 years, then destroy	Elec	<i>original</i>
	Community Room Event/Security Assessment Form	Retain 1 year, then destroy	Paper	<i>copy</i>
SE-007	Daily Activity Reports (Logs)	Retain 2 years, then destroy	Paper	<i>original</i>
SE-008	Everest D Core Log	Destroy 2 years after keyway is obsolete	Electronic	<i>original</i>
SE-009	Everest D Key Blank Log	Destroy 2 years after keyway is obsolete	Electronic	<i>original</i>
SE-010	Fingerprint Results	Retain until monthly invoice is verified, then destroy	Electronic	<i>copy</i>
SE-011	Incident/Police Reports	Retain 2 years, then destroy	Paper/Elec	<i>copy</i>
SE-012	Key/FOB Request Forms (Active)	Permanent	Paper	<i>original</i>
SE-013	Key/FOB Request Forms (Inactive)	Retain 2 years, then destroy	Paper/Elec	<i>original</i>
SE-006	Notice of Criminal Trespass - Appeals	Destroy 2 years after removal from trespass list	Paper	<i>original</i>
SE-014	Notice of Criminal Trespass - Forms	Destroy 2 years after removal from trespass list	Paper	<i>original</i>
SE-015	Notice of Criminal Trespass - List	Destroy when superceded/Permanent	Paper/Elec	<i>original</i>
SE-017	Recertification Background Checks	Retain 2 years, then destroy	Paper	<i>original</i>
SE-016	Retention Schedules & Updates	Permanent	Paper/Elec	<i>original</i>
SE-018	Security Roster	Destroy when superceded	Paper/Elec	<i>original</i>
SE-020	Timesheets (Bi-weekly)	Destroy 6 years following audit	Paper/Elec	<i>original</i>
SE-021	Timesheets (Bi-weekly) of officers living in PH	Destroy 2 years following move out	Paper/Elec	<i>original</i>
SE-022	Vehicle Sign-out Sheets	Retain 1 year, then destroy	Paper	<i>original</i>

SERVICE CENTER

<u>REFERENCE #</u>	<u>DESCRIPTION OF RECORD</u>	<u>RECOMMENDED RETENTION</u>	<u>FORMAT</u>	<u>O/C?</u>	
SC-002	Fire Damages	Retain 10 years, then destroy	Paper	<i>original</i>	
SC-004	Pest Control	Permanent file	Paper	<i>original</i>	
SC-005	Property Loss/Vehicle Accident Reports	Retain 3 years, then destroy	Paper	<i>original</i>	
SC-006	Vacancy Rehab Training	Retain 5 years, then destroy	Paper/Elec	<i>original</i>	
SC-007	Vehicles	Destroy 2 years following sale of vehicle	Paper	<i>original</i>	

WORK ORDERS

<u>REFERENCE #</u>	<u>DESCRIPTION OF RECORD</u>	<u>RECOMMENDED RETENTION</u>	<u>FORMAT</u>	<u>O/C?</u>
WO-001	Air Conditioner Requests	Retain 1 year, then destroy	Electronic	<i>original/fax</i>
WO-002	Desk Reference Policies & Procedures	Permanent until superceded	Paper/Elec	<i>original</i>
WO-003	Elevator Log Book - Edmonds	Permanent	Paper	<i>original</i>
WO-004	Faxed-in Work Requests	Retain 3 months, then destroy	Electronic	<i>copy/fax</i>
WO-005	General Complaints	Retain 2 years, then destroy	Paper	<i>original/copy</i>
WO-006	General Complaints Spreadsheet	Retain 4 years, then destroy	Electronic	<i>original</i>
WO-007	Appliance Requests	Retain 1 year, then destroy	Electronic	<i>original/fax</i>
WO-008	Appliance Spreadsheet	Retain 1 year, then destroy	Electronic	<i>original</i>
WO-009	Pest Control Schedule (handwritten)	Retain 1 month, then destroy	Paper	<i>copy/fax</i>
WO-010	Pest Control Schedule (typed)	Retain 1 year, then destroy	Paper	<i>original</i>
WO-011	Quality Control Call Sheets	Permanent	Paper	<i>original</i>
WO-012	Quality Control Ratings Spreadsheet	Permanent	Paper/Elec	<i>original</i>
WO-013	Request for Periodic Maintenance	Retain 1 year, then destroy	Paper	<i>original/fax</i>
WO-014	Request for Periodic Maint. Log Book	Permanent	Paper	<i>original</i>
WO-015	Security Complaints Spreadsheet	Retain 4 years, then destroy	Electronic	<i>original</i>
WO-016	Security-Related Complaints	Retain 2 years, then destroy	Paper	<i>original</i>
WO-017	Standby Overtime Call Reports	Retain 3 months, then destroy	Electronic	<i>copy/fax</i>
WO-018	Text Message Log	Retain 1 month, then destroy	Electronic	<i>original</i>
WO-019	Training Manuals	Permanent until superceded	Paper/Elec	<i>original</i>
WO-020	UPIS Inspections Log Book	Retain 5 years, then destroy	Paper	<i>original</i>
WO-021	Work Order Special Requests	Retain 1 year, then destroy	Electronic	<i>original</i>
WO-022	Work Order Special Requests Log	Permanent	Electronic	<i>original</i>