

Columbus Metropolitan Housing Authority
Records Retention - Matrix
July 2008

Record ID	Department	Record Description	Record Location	Retention Period	Record Media / Format
AH-01	AHSC (AH)				
ACCT-01	Accounting (ACCT)				
BD-01	Board (BD)				
BU-01	Business Development (BU)				
CI-01	Capital Improvements (CI)				
EX-01	Executive (EX)				
FI-01	Finance (FI)				
HR-01	Human Resources (HR)				
IT-01	Information Technology (IT)				
PAY-01	Payroll (PAY)				
PLAN-01	Planning (PLAN)				
PH-01	Public Housing (PH)				
PMC-01	Purchasing (PMC)				
S8-01	Section 8 (S8)				

Record ID	Department	Record Description	Record Location	Retention Period	Record Media / Format
AH-01	AHSC - Ohio/DC	AHSC Corporate Documents	CMHA Exec. Office	Permanent	Paper
AH-02	AHSC - Ohio	CMHA/HUD ACC's and extensions	AHSC Offices	5 years after Audit	Paper
AH-03	AHSC - Ohio	CGI/CMHA Contract and amendments	CMHA Exec. Offices	5 years after Audit	Paper
AH-04	AHSC - Ohio	CGI/CMHA PB CA Sub-Contract and amendments	CMHA Exec. Offices	5 years after Audit	Paper
AH-05	AHSC - Ohio	CGI/PBCA Subcontracts with PHAs	CGI Offices	5 years after Audit	Paper
AH-06	AHSC - Ohio	CMHA/AHSC Conflict of Interest Certifications	CMHA Exec. Offices	5 years after Audit	Paper
AH-07	AHSC - Ohio	Conflict of Interest Certifications - all PHA's	AHSC & CGI Offices	5 years after Audit	Paper
AH-08	AHSC - Ohio	AHSC Fee Payments to Sub-Contractors	AHSC & CGI Offices	5 years after Audit	Paper and electronic
AH-09	AHSC - Ohio/DC	Depository Agreements	CMHA Finance	5 years after Audit	Paper
AH-10	AHSC - Ohio	HUD Compliance Reviews and Responses	AHSC Offices	5 years after closeout	Paper
AH-11	AHSC - Ohio	Section 236 IRP Monitoring Contract Files	AHSC Offices	5 years after closeout	Paper
AH-12	AHSC - Ohio/DC	Board of Advisors Meetings - Minutes	AHSC Offices	Indefinite	Paper
AH-13	AHSC - Ohio/DC	Trustee Meetings - Minutes	AHSC Offices	Indefinite	Paper
AH-14	AHSC - Ohio/DC	Fidelity Bonds	AHSC Offices	1 year after expiration	Paper
AH-15	AHSC - DC	CMHA/HUD ACC's and extensions	AHSC Offices	5 years after Audit	Paper
AH-16	AHSC - DC	CGI/CMHA Contract and amendments	CMHA Exec. Offices	5 years after Audit	Paper
AH-17	AHSC - DC	AHSC Fee Payments to Sub-Contractors	AHSC & CGI Offices	5 years after Audit	Paper
AH-18	AHSC - DC	HUD Compliance Reviews and Responses	AHSC Offices	5 years after Audit	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media / Format
ACCT-01	Finance (FI)	General Ledgers	Acctng file room-2 years	7 years after audit closed	Paper
			Basement storage-2 years		Paper
			Fireproof storage-3 years		Paper
ACCT-02	Finance (FI)	Accounts Payable Ledgers	Acctng file room-2 years	7 years after audit closed	Paper
			Basement storage-2 years		Paper
			Fireproof storage-3 years		Paper
ACCT-03	Finance (FI)	Tenant Accounts Receivable Ledgers	Acctng file room-1 year	7 years after audit closed	Paper
			Basement storage-2 years		Paper
			Fireproof storage-4 years		Paper
ACCT-04	Finance (FI)	Tenant Accounting interface JV	Acctng file room-1 year	7 years after audit closed	Paper
			Basement storage-2 years		Paper
			Fireproof storage-4 years		Paper
ACCT-05	Finance (FI)	Section 8 interface JV	Acctng file room-1 year	7 years after audit closed	Paper
			Basement storage-2 years		Paper
			Fireproof storage-4 years		Paper
ACCT-06	Finance (FI)	Section 8 check register	Acctng file room-1 year	7 years after audit closed	Paper
			Basement storage-2 years		Paper
			Fireproof storage-4 years		Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media / Format
ACCT-07	Finance (FI)	Accounts Payable check register	Acctng file room-1 year	7 years after audit closed	Paper
			Basement storage-2 years		Paper
			Fireproof storage-4 years		Paper
ACCT-08	Finance (FI)	Journal vouchers and supporting documents	Acctng file room-2 years	7 years after audit closed	Paper
			Basement storage-2 years		Paper
			Fireproof storage-3 years		Paper
ACCT-09	Finance (FI)	Inventory interface JV	Acctng file room-1 year	7 years after audit closed	Paper
			Basement storage-2 years		Paper
			Fireproof storage-4 years		Paper
ACCT-10	Finance (FI)	Check copy with supporting documentation	Acctng file room-2 years	7 years after audit closed	Paper
			Basement storage-2 years		Paper
			Fireproof storage-3 years		Paper
ACCT-11	Finance (FI)	Section 8 check copy	Acctng file room-1 year	7 years after audit closed	Paper
			Basement storage-1 year		Paper
			Fireproof storage-5 years		Paper
ACCT-12	Finance (FI)	Account Reconciliation	Acctng file room-2 years	7 years after audit closed	Paper
			Basement storage-1 year		Paper
			Fireproof storage-4 years		Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media / Format
ACCT-13	Finance (FI)	Miscellaneous cash receipts documentation	Acctng file room-2 years	7 years after audit closed	Paper
			Basement storage-2 years		Paper
			Fireproof storage-3 years		Paper
ACCT-14	Finance (FI)	1099's	Acctng file room-2 years	7 years after audit closed	Paper
			Fireproof storage-5 years		Paper
ACCT-15	Finance (FI)	Tenant cash receipts	Acctng file room-2 years	7 years after audit closed	Paper
			Basement storage-2 years		Paper
			Fireproof storage-3 years		Paper
ACCT-16	Finance (FI)	Notices to tenant who have moved out	Acctng file room-2 years	7 years after audit closed	Paper
			Basement storage-2 years		Paper
			Fireproof storage-3 years		Paper
ACCT-17	Finance (FI)	Tenant move out files owning CMHA money	Basement storage-2 years	7 years after audit closed	Paper
			Fireproof storage-3 years		Paper
ACCT-18	Finance (FI)	Tenant move out files not owning CMHA money	Basement storage-2 years	3 years after audit closed	Paper
ACCT-19	Finance (FI)	Open invoices/purchase orders	Acctng files	Until paid or cancel	Paper
ACCT-20	Finance (FI)	Section 8 Housing Assistance payment reports	Acctng file room-2 years	7 years after audit closed	Paper
			Basement storage-2 years		Paper
			Fireproof storage-3 years		Paper

Columbus Metropolitan Housing Authority
Records Retention - Executive
July 2008

Record ID	Department	Record Description	Record Location	Retention Period	Record Media / Format
EX-01	Executive (EX)	HUD Management Review	Executive Office	5 years after Audit	Hard Copy
EX-02	Executive (EX)	HUD Year End Filings	Executive Office	Permanent	Hard Copy
EX-03	Executive (EX)	HUD Conference Information	Executive Office	5 years after Audit	Hard Copy
EX-04	Executive (EX)	HUD Correspondence, Notices, Complaints	Executive Office	Permanent	Hard Copy
EX-05	Executive (EX)	Community Agencies, Partnership Files, United WayVision Council	Executive Office	3 years	Hard Copy
EX-06	Executive (EX)	City of Columbus Files	Executive Office	3 years	Hard Copy
EX-07	Executive (EX)	Rebuilding Lives (RBL) Funding, Resolutions, General Information	Executive Office	3 years after Audit	Hard Copy
EX-08	Executive (EX)	YMCA Supportive Service Agreement	Executive Office	3 years	Hard Copy
EX-09	Executive (EX)	Annual Reports (other PHAs)	Executive Office	5 years	Hard Copy
EX-10	Executive (EX)	Agency Policies/Travel	Executive Office	Permanent	Hard Copy
EX-11	Executive (EX)	Legal Agreements/Contracts	Executive Office	5 years after agreement	Hard Copy
EX-12	Executive (EX)	Senior Staff Meeting Minutes (Management Meeting notices/sign-in sheets)	Executive Office	3 years	Hard Copy
EX-13	Executive (EX)	Senior Staff Retreats	Executive Office	3 years	Hard Copy
EX-14	Executive (EX)	Housing Publications	Executive Office	1 year	Hard Copy
EX-15	Executive (EX)	Internal Audits (Deloitte)	Executive Office	Permanent	Hard Copy
EX-16	Executive (EX)	S8 Hearings	Executive Office	5 years	Hard Copy
EX-17	Executive (EX)	Litigation Files	Executive Office	10 years after contract or settlement	Hard Copy
EX-18	Executive (EX)	Scattered Sites-Sales Dispositions	Executive Office	5 years after Disposition	Hard Copy

Record ID	Department	Record Description	Record Location	Retention Period	Record Media / Format
CI-01	Capital Improvements (CI)	Active/ongoing project files, drawings, specifications	CMHA Central Office	Until project completion	Paper/Hard Copy
CI-02	Capital Improvements (CI)	Project's blue prints/vellums and specifications	CMHA Central Office	Permanent	CD/Hard Copy
CI-03	Capital Improvements (CI)	AS built drawings	CMHA Central Office	Permanent	CD/Hard Copy
CI-04	Capital Improvements (CI)	Project A/E selection process & contract files	CMHA Central Office	5 years after project audit/destroy	Hard Copy
CI-05	Capital Improvements (CI)	Project construction contractor bidding process and contract award files (Project files #2 & 3)	CMHA Central Office	5 years after project audit/destroy	Hard Copy
CI-06	Capital Improvements (CI)	Contractor's correspondence, Project memorandums, Project pay requests, Project field correspondence, Project change orders, Contractor payroll reports	CMHA Central Office	5 years after project audit/destroy	Hard Copy
CI-07	Capital Improvements (CI)	Project closeout documents/Warranties	CMHA Central Office	5 years after project audit/destroy	Hard Copy
CI-08	Capital Improvements (CI)	Project lien and legal documents	CMHA Central Office	5 years after project audit/destroy	Hard Copy
CI-09	Capital Improvements (CI)	Project hazardous material abatement reports	CMHA Central Office	5 years after project audit/destroy	Hard Copy
CI-10	Capital Improvements (CI)	Funding applications	CMHA Central Office	5 years after project audit/destroy	Hard Copy
CI-11	Capital Improvements (CI)	Project Physical Need Assessment Reports	CMHA Central Office	5 years after project audit/destroy	Hard Copy
CI-12	Capital Improvements (CI)	HUD/Contractors correspondence	CMHA Central Office	5 years after project audit/destroy	Hard Copy
CI-13	Capital Improvements (CI)	Project City correspondence	CMHA Central Office	3 years after project audit/destroy	Paper/Hard Copy

Record ID	Department	Record Description	Record Location	Retention Period	Record Media / Format
FI-01	Finance (FI)	HUD approved budgets	Director's file room	5 years after audit closed	Paper
FI-02	Finance (FI)	Cooperation Agreement and Amendments	Director's file room	Permanent	Paper
FI-03	Finance (FI)	Lease Agreements for real estate and equipment	Director's file room	5 years after expiration	Paper
FI-04	Finance (FI)	Operations Contracts	Director's file room	5 years after expiration	Paper
FI-05	Finance (FI)	Annual Contribution Contracts (ACC) including amendments, waiver and related correspondence	Vault	Permanent	Paper
FI-06	Finance (FI)	Annual Financial audit-current 2 years	Director's file room	Permanent	Paper
FI-07	Finance (FI)	Annual Financial audit-2+ years	Vault	Permanent	Paper
FI-08	Finance (FI)	Capital Grant cost certificates-current 2 years	Director's file room	Permanent	Paper
FI-09	Finance (FI)	Capital Grant cost certificates-2+ years	Vault	Permanent	Paper
FI-10	Finance (FI)	Monthly Financial Statements	Director's file room	7 years after audit closed	Paper
FI-11	Finance (FI)	Monthly Project Financial Statements	Director's file room	7 years after audit closed	Paper
FI-12	Finance (FI)	HUD YE Section 8 Settlement Statements	Director's file room	7 years after audit closed	Paper
FI-13	Finance (FI)	Bank Depository Apps./Depository Agreement	Director's file room	7 years after audit closed	Paper
FI-14	Finance (FI)	Depository Banks' Collateral Reports	Director's file room	7 years after audit closed	Paper
FI-15	Finance (FI)	Bank statements for project-based Section 8	Director's file room	7 years after audit closed	Paper
FI-16	Finance (FI)	Group Health Insurance Agreement	Director's file room	3 years after contract expiration date	Paper
FI-17	Finance (FI)	Group Health Insurance Summary Plan document	Director's file room	3 years after contract expiration date	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media / Format
FI-18	Finance (FI)	Employee Trust document for self-funded Health Insurance Plan	Director's file room	3 years after contract expiration date	Paper
FI-19	Finance (FI)	Disability Insurance Contract	Director's file room	3 years after contract expiration date	Paper
FI-20	Finance (FI)	Employee Voluntary Life Insurance Contract	Director's file room	3 years after contract expiration date	Paper
FI-21	Finance (FI)	Joint Ventures audit report (Waggoner)	Director's file room	Permanent	Paper
FI-22	Finance (FI)	Joint Ventures monthly financial statements (Waggoner)	Director's file room	7 years after audit closed	Paper
FI-23	Finance (FI)	Joint Ventures tax returns (Waggoner)	Director's file room	7 years after tax year	Paper
FI-24	Finance (FI)	Joint Ventures formation documentations (Waggoner)	Director's file room	Permanent	Paper
FI-25	Finance (FI)	Joint Ventures bank statements	Director's file room	7 years after audit closed	Paper
FI-26	Finance (FI)	Joint Ventures evidentiary documents	Vault	Permanent	Paper
FI-27	Finance (FI)	Legal Bills	Director's file room	7 years after audit closed	Paper
FI-28	Finance (FI)	HUD Drug Grants	Director's file room	7 years after audit closed	Paper
FI-29	Finance (FI)	General Correspondence	Director's file room	2 years	Paper
FI-30	Finance (FI)	Subsidiary formation documents	Director's file room	Permanent	Paper
FI-31	Finance (FI)	General Partners formation documents	Director's file room	Permanent	Paper
FI-32	Finance (FI)	Lead base paint reports	Vault	1 year after property sold	Paper
FI-33	Finance (FI)	Rosewind tenant move out files	Basement Storage	2 years after the tax compliance period	Paper
FI-34	Finance (FI)	Copy of Gender Rd. tenant file/1st tenant in unit	Vault	2 years after the tax compliance period	Paper
FI-35	Finance (FI)	Closing documents for purchase of Scattered Sites	Vault	1 year after property sold	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media / Format
FI-36	Finance (FI)	Original Board Resolutions-1934 to current	Vault	Permanent	Paper
FI-37	Finance (FI)	Rosewind LTD check stock-Jenkins, Worley	Vault	Until bank account closed	Paper
FI-38	Finance (FI)	Rosewind GP check stock	Vault	Until bank account closed	Paper
FI-39	Finance (FI)	Gender Road GP check stock	Vault	Until bank account closed	Paper
FI-40	Finance (FI)	Jenkins Terrace LLC check stock	Vault	Until bank account closed	Paper
FI-41	Finance (FI)	Worley Terrace LLC check stock	Vault	Until bank account closed	Paper
FI-42	Finance (FI)	Temporary Housing check stock	Vault	Until bank account closed	Paper
FI-43	Finance (FI)	New Village Home check stock	Vault	Until bank account closed	Paper
FI-44	Finance (FI)	CMHA Tenant Rent Escrow account check stock	Vault	Until bank account closed	Paper
FI-45	Finance (FI)	Rosewind account reconciliations	Off Site	7 years after audit closed	Paper
FI-46	Finance (FI)	Rosewind check register	Off Site	7 years after audit closed	Paper
FI-47	Finance (FI)	Rosewind general ledger	Off Site	7 years after audit closed	Paper
FI-48	Finance (FI)	Rosewind check copy with supporting details	Off Site	7 years after audit closed	Paper
FI-49	Finance (FI)	Explanation of Benefits fr self-funded health ins.	Vault	7 years after audit closed	Paper
FI-50	Finance (FI)	Closing documents-Section 8 Assisted Project (11B Bonds)	Vault	Permanent	Paper
FI-51	Finance (FI)	Closing documents-Section 8 Assisted Project bond defeasance	Vault	Permanent	Paper
FI-52	Finance (FI)	Monthly worksheets for financial statements	Finance Director's Office	3 years after audit closed	Paper
FI-53	Finance (FI)	Temporary Housing Fund check book	Finance Director's Office	7 years after audit closed	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media / Format
FI-54	Finance (FI)	Temporary Housing Fund general ledger	Finance Director's Office	7 years after audit closed	Paper
FI-55	Finance (FI)	Management Fund general ledger	Finance Director's Office	7 years after audit closed	Paper
FI-56	Finance (FI)	Property tax exemption applications/approvals	Director's file room	Permanent	Paper
FI-57	Finance (FI)	Budget work papers	Finance Director's Office	3 years after audit closed	Paper
FI-58	Finance (FI)	Office supply requisitions, issues and inventory	Finance Director's Office	3 years after audit closed	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media / Format
HR-01	Finance (FI)	Active Employees Personnel Files (Application for Employment, Commendations, Promotions, Employee Evaluations, Employee Disability Records, Employment Verification Reports, FMLA Records, Medical Leave Records, Training Records, Employment History, Insurance Enrollment Records, Employee Information-Sensitive, Personnel Actions, Promotion Action, Unemployment Compensation, Wage History)	HR File Room	10 years after termination	Paper
HR-02	Finance (FI)	Terminated Employees Personnel Files (Application for Employment, Commendations, Promotions, Employee Evaluations, Employee Disability Records, Employment Verification Reports, FMLA Records, Medical Leave Records, Training Records, Employment History, Insurance Enrollment Records, Letter of Resignation, Personnel Actions, Promoton Action, Unemployment Compensation, Wage History, Employee ID Badge, Exit Interview)	HR File Room	10 years after termination	Paper
HR-03	Finance (FI)	Self funded health insurance claims	HR File Room	5 years	Paper
HR-04	Finance (FI)	Current Job Descriptions	HR Adm Asst Office	5 years (while active)	Paper
HR-05	Finance (FI)	Report to Bureau of Employment Services	Asst HR Mgrs Office	5 years	Paper
HR-06	Finance (FI)	Job Postings	Asst HR Mgrs Office	2 years	Paper
HR-07	Finance (FI)	Leave requests- Sick and Annual	HR Adm Asst Office	3 years	Paper
HR-08	Finance (FI)	Employee Sick Leave and Vacation Balances	HR Adm Asst Office	3 years	Paper
HR-09	Finance (FI)	Grievance Hearing Records	HR Mgrs Office	3 years after resolved	Paper
HR-10	Finance (FI)	Applications for Employment	HR File Room	6 mo. from date of application	Paper
HR-11	Finance (FI)	Workers Compensation Case Files	HR File Room	7 years	Paper
HR12	Finance (FI)	Health Insurance Booklets (current and prior)	HR File Room	Current/prior Plan until replaced	Paper
HR-13	Finance (FI)	Insurance Policies	HR File Room	Current/prior Policies	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media / Format
IT-01	Information Technology (IT)	Electronic Mail - current	Exchange Server	2 years	Electronic
IT-02	Information Technology (IT)	Electronic Mail - historical	Tape backup (Veritas)	2 years	Tape
IT-03	Information Technology (IT)	Electronic Mail, Calendars, Contacts etc. Archives- Outlook.pst files	File server, individual workstations, CDROM, floppy disks	2 years	Electronic
IT-04	Information Technology (IT)	MS License Log (MS Office, Server, etc.)	Data Center	Life of system/Version	Paper
IT-05	Information Technology (IT)	General Ledger	Data Center	5 years fr audit close	Electronic
IT-06	Information Technology (IT)	Tenant Accounts Receivable (Client A/R)	Data Center	5 years fr audit close	Electronic
IT-07	Information Technology (IT)	Accounts Payable (payment history)	Data Center	5 years fr audit close	Electronic
IT-08	Information Technology (IT)	Purchase Order	Data Center	5 years fr audit close	Electronic
IT-09	Information Technology (IT)	Maintenance Work Order	Data Center	5 years fr audit close	Electronic
IT-10	Information Technology (IT)	Inventory Control (requisitions and issues)	Data Center	5 years fr audit close	Electronic
IT-11	Information Technology (IT)	Section 8 (payment history)	Data Center	5 years fr audit close	Electronic
IT-12	Information Technology (IT)	Housing Eligibility (Wait List, Offers)	Data Center	3 years	Electronic

Columbus Metropolitan Housing Authority
 Records Retention - Finance/Payroll
 July 2008

Record ID	Department	Record Description	Record Location	Retention Period	Record Media / Format
PAY-01	Finance (FI)	Payroll Check Register	Payroll File Room	7 years after audit closed	Paper
PAY-02	Finance (FI)	Payroll Deduction Report	Payroll File Room	7 years after audit closed	Paper
PAY-03	Finance (FI)	Payroll Master Control Report	Payroll File Room	7 years after audit closed	Paper
PAY-04	Finance (FI)	Ohio Unemployment Compensation Report	Payroll File Room	7 years after audit closed	Paper
PAY-05	Finance (FI)	Withholding Tax Report	Payroll File Room	7 years after audit closed	Paper
PAY-06	Finance (FI)	Labor Distribution Report	Payroll File Room	7 years after audit closed	Paper
PAY-07	Finance (FI)	Payroll Adjustments	Payroll File Room	7 years after audit closed	Paper
PAY-08	Finance (FI)	PERS Reports	Payroll File Room	Permanent	Paper
PAY-09	Finance (FI)	Quarterly Earnings Report	Payroll File Room	Permanent	Paper
PAY-10	Finance (FI)	Time Sheets	Payroll File Room	3 years	Paper
PAY-11	Finance (FI)	W-2's	Payroll File Room	Permanent	Paper, CD
PAY-12	Finance (FI)	Overtime Reports	Payroll File Room	3 years after audit closed	Paper
PAY-13	Finance (FI)	Payment of Employee Withholding with supporting documentation	Payroll File Room	7 years after audit closed	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media / Format
PH-01	Public Housing (PH)	Public Housing Policies	PH Director's Office Indefinitely	Expired/changed policies after 5 years destroy	Paper/Electronic
PH-02	Public Housing (PH)	PH Performance Preparation Records (PHAS)	PH Director's Office Indefinitely	5 years after audit	Paper/Hard Copy
PH-03	Public Housing (PH)	504 Transfers	PH Director's Office Indefinitely	5 years after audit	Paper/Hard Copy
PH-04	Public Housing (PH)	Legal Communication (Legal Aid/OCRC)	Administrative Area/1 year	3 years	Paper
PH-05	Public Housing (PH)	Employee Adverse Actions by PH Director	PH Director's Office	3 years	Paper
PH-06	Public Housing (PH)	Public Housing Administration Reports	Administrative Area/1 year	5 years	Paper
PH-07	Public Housing (PH)	Public Housing Training Manuals	Administrative Area	5 years or until revised	Paper
PH-08	Public Housing (PH)	Public Housing Development Correspondence	Administrative Area/2 years	5 years	Paper
PH-09	Public Housing (PH)	Relocation Files on Demo/Dispo-Tenants	CMHA Central Office	120 days after end of final relocation. Storage 7 years-destroy	Paper
PH-10	Public Housing (PH)	Current Interest Letters	PH Department	2 years on-site storage	Paper
PH-11	Public Housing (PH)	Applicant Withdrawal Letters	PH Department	2 years on-site storage	Paper
PH-12	Public Housing (PH)	Criminal Background Checks File	PH Department	3 months	Paper
PH-13	Public Housing (PH)	FABCO/Rental	PH Department	3 months	Paper
PH-14	Public Housing (PH)	Informal Conference Summaries Hearing Decisions	PH Department	1 year	Paper
PH-15	Public Housing (PH)	Tenant Files	PH Department	3 yrs after leaving program	Paper
PH-16	Public Housing (PH)	EIV Reports	Resident File	Remains for length of residency/file purged upon move out/transfer/2 years off-site	Paper
PH-17	Public Housing (PH)	General Policies and Procedures	Asst Director's Office	Keep until policies are updated, then 3 years	Paper
PH-18	Public Housing (PH)	Tax Credit Property Reports & Correspondence	CMHA Central Office	Permanent	Paper

Columbus Metropolitan Housing Authority
Records Retention - Finance/Purchasing-PMC
July 2008

Record ID	Department	Record Description	Record Location	Retention Period	Record Media / Format
PMC-01	Finance (FI)	Formal Bid Documents, RFP, RFQ	Purchasing Dept.	3 years after audit closed	Paper
PMC-02	Finance (FI)	Claims- Auto Accidents, Property Damage, Liability, Theft	PMC	3 years after claim closed	Paper
PMC-03	Finance (FI)	Property Dispositions - 1996 to present	Purchasing Dept	7 years after audit closed	Paper
PMC-04	Finance (FI)	Insurance Policies	PMC	7 years after audit closed	Paper
PMC-05	Finance (FI)	Lead Based Paint - Reports and Repair Files	PMC	Until properties sold	Paper
PMC-06	Finance (FI)	Gas Master Meter Reports	PMC	5 years	Paper
PMC-07	Finance (FI)	Physical Inventory	PMC	7 years after audit	Paper
PMC-08	Finance (FI)	PO's Green Copy, Warehouse & Pickup	PMC	3 years after audit	Paper
PMC-09	Finance (FI)	Vehicle Documents (present)	PMC	1 year after sale	Paper
PMC-10	Finance (FI)	Warehouse Requisitions	PMC	3 years	Paper
PMC-11	Finance (FI)	Legal Correspondence (Kimberly Watts)	PMC	3 years	Paper
PMC-12	Finance (FI)	Legal Correspondence (Bridgeview Villas)	PMC	3 years	Paper
PMC-13	Finance (FI)	Procurement Policy	Manager's Office	Current & prior 3 years	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media / Format
S8-01	Section 8 (S8)	Application Files--Approved for processing	CMHA Offices & Off-Site	3 years after leaving the Program	Paper
S8-02	Section 8 (S8)	Pre-Application Files--Denied Participation--no funds owed to CMHA	CMHA Offices & Off-Site	3 years after denial date	Paper
S8-03	Section 8 (S8)	Waiting List	CMHA Offices & Off-Site	3 years	Electronic
S8-04	Section 8 (S8)	Pre-Application Files--Denied Participation--funds owed to CMHA	CMHA Offices & Off-Site	Keep until debt is paid--10 years	Paper
S8-05	Section 8 (S8)	Tenant Files	CMHA Offices & Off-Site	3 years after leaving the Program	Paper
S8-06	Section 8 (S8)	Correspondence from Owners/Landlords	CMHA Offices & Off-Site	3 years	Paper
S8-07	Section 8 (S8)	Landlord Change Documents	CMHA Offices & Off-Site	3 years	Paper
S8-08	Section 8 (S8)	IRS Form W-9	CMHA Offices & Off-Site	3 years	Paper
S8-09	Section 8 (S8)	Sign-in Sheets	CMHA Offices & Off-Site	1 year	Paper
S8-10	Section 8 (S8)	Schedule Books and Planners	CMHA Offices & Off-Site	1 year	Paper
S8-11	Section 8 (S8)	SEMAP Documents	CMHA Offices & Off-Site	3 years	Paper
S8-12	Section 8 (S8)	Repayment Agreements	CMHA Offices & Off-Site	3 years after paid off	Paper
S8-13	Section 8 (S8)	Inspection Documents	CMHA Offices & Off-Site	3 years after leaving the Program	Paper
S8-14	Section 8 (S8)	Rent Reasonableness Records (Apt. Complexes)	CMHA Offices & Off-Site	3 years after leaving the Program	Paper
S8-15	Section 8 (S8)	Rent Increase Requests	CMHA Offices & Off-Site	3 years	Paper
S8-16	Section 8 (S8)	Telephone Logs	CMHA Offices & Off-Site	1 year	Paper

