

# Chillicothe Metropolitan Housing Authority (CMHA) Records Retention and Disposition

**CFR Reference Number:** 24CFR982.158; 990.325

Reference also: [www.ohiohistory.org](http://www.ohiohistory.org)

In accordance with all applicable HUD and State of Ohio regulations, the Chillicothe 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.

Years will be counted excluding the current year and counting back.

**PARTICIPANT & APPLICANT FILES:** All Housing Choice Voucher files and pre-applications will be kept for five (5) years following termination. All Public Housing files and pre-applications will be kept for five (5) years following termination. (Excluding tenant files that owe a debt to the CMHA.)

**HUD REQUIRED REPORTS:** All HUD required reports for the Housing Choice Voucher Program, including inspection reports (not individually kept in client files) and outdated rent reasonable data will be retained, per HUD regulation 982.158 for a period of at least three (3) years. All HUD required reports for the Public Housing Program will be retained, per HUD regulation 990.325 for at least a period of five (5) years. The CMHA acknowledges that lead based paint reports are also included in the regulations but has determined that any lead report of a positive nature (positive for lead) will be retained permanently.

**FISCAL RECORDS:** All fiscal records, including but not limited to accounts receivable ledger and documents, bank deposit receipts, bank statements (ORC 1304.29), canceled checks (ORC 1304.29), cash books and cash journals (ORC 311.11), check registers (ORC 1304.29), pay-ins to treasury records, appointing authority copies of payroll records, petty cash records, provided they have been through an auditing process will be retained five (5) years.

**ANNUAL BUDGETS & ANNUAL REPORTS:** Retention is Permanent.

**BONDS:** (Redeemed) five (5) fiscal years after redeemed, provided they have been through an auditing process. Bond Registers must be kept for twenty (20) years after issue called and Bond Coupons must be kept five (5) fiscal years, provided they have been through an auditing process. Official's Bonds (ORC 2305.12) will be retained ten (10) years after expiration, provided audited.

**FEDERAL GRANTS FILES, SUPPORTING FINANCIAL RECORDS AND DOCUMENTS:** After audited, audit reports released and all litigation, claims, or audit finding involving the records have been resolved (minimum of five (5) years).

**INVOICES (PAID):** All paid invoices may be destroyed after five (5) fiscal years, provided they have been through an auditing process.

**PURCHASE ORDERS:** Retention is five (5) fiscal years.

**TRAVEL EXPENSE REPORTS, WARRANT REGISTERS/JOURNALS, PAID WARRANTS, VOUCHERS AND VOUCHER REGISTERS:** Retention is five (5) fiscal years, provided they have been through an auditing process.

**RECEIPT DOCUMENTS AND RECORDS OF ACCRUED FEES:** Stubs or copies of original issued for payments of fees etc. and records for accrued fees, will be retained for five (5) years, providing they have been through an audit process.

**AUDIT REPORTS (FEDERAL, STATE & INTERNAL AND MANAGEMENT/OPERATION REPORTS):** Retention is five (5) fiscal years after final audit.

**REQUISITIONS AND INVENTORIES:** Retention is five (5) years.

**INSURANCE POLICIES (ORC 2305.10):** Retention is five (5) years after expiration, provided all claims have been settled.

**CLAIMS AND LITIGATION RECORDS:** Retention, although only required at five (5) years after case is closed, will be maintained at a minimum of five (5) years or longer based upon the determination of the Executive Director.

**ACCIDENT REPORTS:** Reporting of personnel accidents will be retained permanently in an employee personnel file. Other reports of personal or property damages will be retained for five (5) years after the end of any claim. Any reports of personal or property damages without litigation processed or pending will be kept permanently.

**TELEPHONE:** Telephone bills and long distance logs will be retained for five (5) fiscal years. Telecommunications service requests will be retained for five (5) fiscal years. Telephone Messages will be retained until no longer of administrative value to the office which is determined by each department. For client messages the telephone logs are kept for a period of six (6) months.

**SIGN IN SHEETS (ORC 2305.11):** Five (5) fiscal years, provided they have been through an audit process.

**LEAVE REQUESTS (sick and vacation):** Retention is five (5) fiscal years, provided they have been through an audit process. This shall include time cards/sheets (ORC 2305.11 requires only three years however most CMHA requests for leave are attached to these cards/sheets. 990.325 requires five (5) years retention for all documents related to financial management and activities funded under an Operating Fund).

**PAYROLL RECORDS:** Payroll records which shows the rate of pay, pay periods, gross pay, and retirement deductions for each employee requires permanent retention.

**APPLICATION FOR EMPLOYMENT:** Unsuccessful/not hired applications will be retained for a period of one (1) year.

**BIDS:** Successful and unsuccessful bids for goods and/or services shall be retained for a period of five (5) years, providing have been through an auditing process. A successful bid made part of a contract will be retained for fifteen (15) years.

**CONTRACTS (ORC 2305.06):** retention is fifteen (15) years including any bids made part of the contract.

**LEASES (excludes client files):** Five (5) year retention after expiration.

**PERSONNEL FILES:** All personnel records will be retained permanently. Once an employee terminates the CMHA has the option to destroy the records after placing them on microfilm and retaining the film permanently.

**RECORDS OF A HISTORICAL NATURE:** including organization information, decision, policies and procedures, and operations will be retained permanently. This shall include all plats and maps.

**OTHERS:** blank forms (obsolete, unneeded or superseded forms), employee bulletins, duplicate copies, general office correspondence, obsolete job descriptions, preliminary drafts or letters, memoranda, worksheets, reports etc., publication stock, professional association records, will be retained for a minimum period of thirty (30) days. After the thirty (30) day period the CMHA may destroy these items when no longer of administrative value.