Item	Identifier	Where Kept	Time Kept
**	1099 Forms	Finance Director's office, R-Drive, Lindsey	6 year minimum
Accounting, Finance, Tax & Payroll Records	1099 FOTHIS	Finance Director's office, R-Drive, Linusey	o year minimum
Record of Demonstrated Signficant	E Voor 9 Annual Dian Changes	B Drive Everytive Director's office	20 years
Administrative or Historical Value Accounting, Finance, Tax & Payroll Records	5-Year & Annual Plan Changes 990 Forms	R-Drive, Executive Director's office Finance Director's office, R-Drive, Lindsey	20 years
,			6 year minimum
Accounting, Finance, Tax & Payroll Records	Account payable records	Finance Director's office, R-Drive, Lindsey	6 year minimum
Record of Demonstrated Signficant	Advated B. deet	Electric Bireles (Electric Bireles	Data's Barrary
Administrative or Historical Value	Adopted Budget	Finance Director/Executive Director	Retain Permanently
Record of Demonstrated Signficant			
Administrative or Historical Value	Annual Contributions Contract	Finance Director/Executive Director	Retain Permanently
Administrative Records	Annual Inspections/Vacancies	Lindsey software, Filevision	Retain 5 years
		Operation Director's office, R-Drive, Lindsey,	
Debt Collection Records	Applicable repayment or settlement agreement	FileVision	10 years after judgement is satisfied in full
Administrative Records	Applicant Pending or Eligible	Lindsey software, Filevision	Disposal not recommended while so classified
Administrative Records	Applicant Selected	Lindsey software, Filevision	Disposal not recommended while so classified
Administrative Records	Application Files Withdrawn	Lindsey software, Filevision	Dispose after 2 years
		Finance Director's office, Personnel File, Lindsey	
Accounting, Finance, Tax & Payroll Records	Application for PERS Refund/Wavier	Software	Retain Permanently
Administrative Records	Application Pending	Lindsey software, Filevision	Retain 3 years after Participation
Administrative Records	Application Waiting List	Lindsey software, Filevision	Retain 3 years after exhaustion
Permanent Records	Approved Board Resolutions & Minutes	Executive Director's office, R-Drive	Permanent
Accounting, Finance, Tax & Payroll Records	Architects & Engineer Contracts	Finance Director's office, R-Drive	Dispose 10 years following final contract settlement
Potentially Significant Records	Arrest & incident report	Operation Director's office, R-Drive	up to 50 years, depending on the severity of issue
Real Property Records	Asbestos inspection records	Operation Director's office, R-Drive	5 year minimum
Accounting, Finance, Tax & Payroll Records	Attendance Reports/Records	Finance Director's office, R-Drive	Retain 6 years
Audit Records	Audit Records	Finance Director's office, R-Drive, Lindsey	Retain 6 years
		Finance Director's office, Executive Director's office,	
Accounting, Finance, Tax & Payroll Records	Audit Reports	R-Drive	Retain 6 years
Β,		Finance Director's office, Operations Director's	
Accounting, Finance, Tax & Payroll Records	Audit Reports - Internal	office	Retain Permanently
Accounting, Finance, Tax & Payroll Records	Audit Reports -Auditor of the State	Finance Director's office, R-Drive	Retain 6 years
Accounting, Finance, Tax & Payroll Records	Audit Reports -Federal	Finance Director's office, R-Drive	Retain Permanently
riccounting, rindricc, rax a rayren necestar	Tradit Reports Teacher	Timanoc Birector 9 cinise) N Birec	necam remanently
Accounting, Finance, Tax & Payroll Records	Auditor's Adjustment Schedules	Finance Director's office, Lindsey Software, R-Drive	Retain Permanently
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Accounting, Finance, Tax & Payroll Records	Automobile and Equipment Records	Finance Director's office, R-Drive, Lindsey Software	Retain for Life of Automobile or Equipment
Accounting, Finance, Tax & Payroll Records	Backup withholding records	Finance Director's office, Midwest	Retain 6 years
		Finance Director's office, Executive Director's office,	7-2
Accounting, Finance, Tax & Payroll Records	Bad Check/ Bad Debt Record	R-Drive, Lindsey Software	Retain 6 years
recounting, rindrice, rax & rayron records	Bud checky bud best necord	Finance Director's office, Executive Director's office,	netani o years
Accounting, Finance, Tax & Payroll Records	Balance Sheet	R-Drive, Lindsey Software	Retain 6 years
Accounting, Finance, Tax & Fayron Records	Bulance Sheet	it Brive, Emasey software	netani o years
	Bank Deposit Records - Receipts, Reconciliation,	Finance Director's office, Executive Director's office,	
Accounting, Finance, Tax & Payroll Records	Statements	R-Drive, Lindsey Software, Park National Website	Retain 6 years
Accounting, Finance, Tax & Payron Records	Statements	Operation Director's office, R-Drive, Lindsey,	netani o years
Debt Collection Records	Pank denocit statements related to mency award	FileVision	10 years after judgement is satisfied in full
Debt Collection Records	Bank deposit statements related to money owed  Bid & Contract Forms, Bills of Sale, Other Documents	FIIEVISIOII	10 years after judgement is satisfied in full
Assounting Finance Toy & Down II Personal		Finance Director's office B Drive	Dispose of 15 years ofter Final normant
Accounting, Finance, Tax & Payroll Records	Evidencing Sale	Finance Director's office, R-Drive	Dispose of 15 years, after Final payment
Accounting, Finance, Tax & Payroll Records	Bid Bonds - Successful Bidder	Finance Director's office, R-Drive	Retain 15 years, After Project completed
Assounting Finance Terr 9 December 1	Bid Forms, Notice to Proceed, Progress Reports &	Finance Directoris office Maintenance Description	Retain 15 years After Project completed
Accounting, Finance, Tax & Payroll Records	Photographs	Finance Director's office, Maintenance Department	
Accounting, Finance, Tax & Payroll Records	Bids - Unsuccessful	Finance Director's office, R-Drive	Retain 2 years, after Letting of Contract

Item	Identifier	Where Kept	Time Kept
Administrative Records	Birth Certificates for all Household Members	Lindsey software, Filevision	Retain 3 years After End of Participation
Accounting, Finance, Tax & Payroll Records	Bodily Injury to Non-Employees	Finance Director's office - Personnel Files	Retain 3 years, if no Action pending
Accounting, Finance, Tax & Payroll Records	Budget adjustment records	Finance Director's office, R-Drive, Lindsey	6 year minimum
Accounting, Finance, Tax & Payroll Records	Budget Preparation Documents (Working Papers)	Finance Director's office, R-Drive	Retain 6 years
		Administrative Office, Bethel Office, Maintenance	
Accounting, Finance, Tax & Payroll Records	Bulletins, Posters, Notices to Employees	Shop	Retain until no longer Administratively needed
-		Finance Director's office, R-Drive, Park National	
Accounting, Finance, Tax & Payroll Records	Cancelled check records	website, Lindsey	6 year minimum
		Finance Director's office, Executive Director's office,	
Accounting, Finance, Tax & Payroll Records	Capital Funds Grants	R-Drive	Retain For 3 years after Final Payment
Accounting, Finance, Tax & Payroll Records	Capital Improvement Bonds	Finance Director's office, R-Drive	Retain until Paid Off & Audited- Appraised for Historical Value
Accounting, Finance, Tax & Payroll Records	Case Files - Civil	Personnel File; Tenant File	Retain 6 years, If no action Pending
Accounting, Finance, Tax & Payroll Records	Case Files -Criminal	Personnel File; Tenant File	Retain 6 years, If no action Pending
-		Finance Director's office, Executive Director's office,	
Accounting, Finance, Tax & Payroll Records	Cash Books/ Cash Reports	R-Drive, Lindsey Software	Retain 6 years, After Audit
		Finance Director's office, Executive Director's office,	Transfer to storage after register audit; Dispose 10 years following
Accounting, Finance, Tax & Payroll Records	Cash Disbersements	R-Drive, Lindsey Software	close of the FYE
Accounting, Finance, Tax & Payroll Records	Cash management records	Finance Director's office, R-Drive, Lindsey	6 year minimum
,		Finance Director's office, Executive Director's office,	·
Accounting, Finance, Tax & Payroll Records	Cash Receipts	R-Drive, Lindsey Software	6 year minimum
Accounting, Finance, Tax & Payroll Records	Certificate of cremation bonds & interst coupon	Finance Director's office, R-Drive	Dispose 4 years following report of date.
Administrative Records	Certificates of Insurance	Finance Director's office	2 year minimum
Accounting, Finance, Tax & Payroll Records	Certified Reports of Audits	Finance Director's office, R-Drive	Retain Permanently
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Accounting, Finance, Tax & Payroll Records	Change Orders	Finance Director's office, Maintenance Department	Place in Contract File - Transfer to Storage After Contract Settlement
-		Finance Director's office, Executive Director's office,	
Accounting, Finance, Tax & Payroll Records	Check Register/Stubs	R-Drive, Lindsey Software	Retain 6 years, After Audit
		Finance Director's office, R-Drive, Park National	
Accounting, Finance, Tax & Payroll Records	Checking Account Statement	Website	Retain 6 years, After Audit
-		Finance Director's office, R-Drive, Park National	
Accounting, Finance, Tax & Payroll Records	Checks Voided	Website	Retain 6 years, After Audit
Administrative Records	Child Care Expenses, Medical Verification Forms	Lindsey software, Filevision	Retain 3 years After End of Participation
Administrative Records	Citizen Complaints	Outlook, R-Drive	2 year minimum
Accounting, Finance, Tax & Payroll Records	Claims for Damages	Finance Department	Retain 3 years, After Case Settled and All Appeals Exhausted
-		Finance Director's office, R-Drive, Park National	
Accounting, Finance, Tax & Payroll Records	Client Payment Files	Website, Lindsey Software	Retain 3 years, After Move Out
Permanent Records	CMHA Repayment & Settlement Agreements	Executive Director's office, R-Drive	Permanent
Accounting, Finance, Tax & Payroll Records	Commendations, Promotions	Finance Director's office, Personnel File	Retain in Personnel File
Administrative Records	Community Meetings & Event Records	Finance or Operation Director's office, R-Drive	2 year minimum
Administrative Records	Complete Recertification Packets	Lindsey software, Filevision	Retain in Lindsey, FileVision for at least 3 years
	Computer Generated Financial Reports: Monthly;	Finance Director's office, Executive Director's office,	Retain until replaced by Next Report of Annual Report Print out of 6
Accounting, Finance, Tax & Payroll Records	Quarterly; Semi-Annual; Annual	R-Drive, Lindsey Software	years
Accounting, Finance, Tax & Payroll Records	Computer Records	Lindsey software, Filevision, R-Drive	Retain 6 years
·	Contract Audio Tapes- Pre-Construction & Pre-Bid		
Accounting, Finance, Tax & Payroll Records	Tapes	Finance Director's office	Retain 3 years, after project completion
Accounting, Finance, Tax & Payroll Records	Contract Forms	Finance Director's office, R-Drive	Disposal not recommended
			Dispose 2 years following audit of development costs or 3 years
			following issuance of Actual Development Cost Certificate, whichever
Accounting, Finance, Tax & Payroll Records	Contract Register Development	Finance Director's office, R-Drive	is later
Accounting, Finance, Tax & Payroll Records	Contract Register Management	Finance Director's office, R-Drive	Disposal 3 years following contract settlement
·			Retain 3 yrs. After Complication of Contract as Established by
Accounting, Finance, Tax & Payroll Records	Contractors Payroll	Finance Director's office, Maintenance Department	
Accounting, Finance, Tax & Payroll Records	Contractors Payroll	rmance Director's office, Maintenance Department	Certificate of Completion

Item	Identifier	Where Kept	Time Kept
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Accounting, Finance, Tax & Payroll Records	Contractor's Prevailing Wage Records	Finance Director's office, Maintenance Department	Retain 5 years
, and a second s	<u> </u>	Finance Director's office, Executive Director's office,	
Accounting, Finance, Tax & Payroll Records	Contracts & Agreements	R-Drive	Retain 6 years - then place in storage
		Finance Director's office, Executive Director's office,	
Accounting, Finance, Tax & Payroll Records	Contributions Form HUD 52266	R-Drive	Retain Permanently
Administrative Records	Copy of General Correspondence	Lindsey software, Filevision, R-Drive	Retain until no longer needed by Administration
Administrative Records	Correspondence With Tenants	Lindsey software, Filevision	Retain 3 years after Participation
Accounting, Finance, Tax & Payroll Records	Court Orders for Payroll Deductions	Finance Director's office, R-Drive	Retain Until Employee is Terminated or Order is Rescinded
Accounting, Finance, Tax & Payroll Records	Court Transcripts	Personnel File; Tenant File	Retain 3 years, After Case Settled and All Appeals Exhausted
Accounting, Finance, Tax & Payroll Records	Damage Claims	Finance Director's office, R-Drive	Retain 6 years, Provided Claim Settled/Audited
Accounting, Finance, Tax & Payroll Records	Damage to PHA vehicle or Property	Finance Director's office, Insurance Files	Retain 3 years, if no Action pending
Record of Demonstrated Signficant			
Administrative or Historical Value	Declaration of Trust - Defines PHA	Finance Director/Executive Director	Retain Permanently
Accounting, Finance, Tax & Payroll Records	Deduction Register	Midwest Payroll System, Lindsey Software	Retain 5 years
Accounting, Finance, Tax & Payroll Records	Deeds	Finance Department	Retain Permanently
Accounting, Finance, Tax & Payroll Records	Deficit Form HUD 52598	Finance Director's office	Retain Permanently
Accounting, Finance, Tax & Payroll Records	Delivery Slips/Packing Slips	Lindsey software, Filevision, R-Drive	Retain 6 years - then place in storage
Administrative Records	Department Audit Records	Finance Director's office, R-Drive	2 year minimum
		Finance Director's office, Executive Director's office,	
Accounting, Finance, Tax & Payroll Records	Development Costs Records	R-Drive, Lindsey Software	Retain Permanently
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Accounting, Finance, Tax & Payroll Records	Direct deposit records	Finance Director's office, Park National Records	6 year minimum
Accounting, Finance, Tax & Payroll Records	Disaster Plans	Personnel Policy Manual (PPM), R-Drive	Retain until Updated or Superseded
<i>J.</i> , ,	Documentation of asbestos removal and remediation	, , , , ,	, ,
	activities owned by CMHA or an instrumentality of	Modernization & Maintenance Supervisor's office, R-	
Potentially Significant Records	СМНА	Drive	10 years
Administrative Records	Draft 5 -Year	Executive Director's office	2 year minimum
Administrative Records	Draft Annual Plan	Executive Director's office	2 year minimum
Administrative Records	Draft Budget files	Executive Director's office	2 year minimum
Accounting, Finance, Tax & Payroll Records	Easements	Finance Department	Retain Permanently
Administrative Records	Education Grant Forms	Lindsey software, Filevision	Retain 3 years After End of Participation
Administrative Records	Emergency Work Orders	Lindsey software, Maintenance	Retain 5 years
Employee Records	Employee - Application for leaves	Finance Director's office	4 years after the employee separates from service
Employee Records	Employee - Background check information	Finance Director's office	4 years after the employee separates from service
Employee Records	Employee - Benefit forms	Finance Director's office	4 years after the employee separates from service
	Employee - Correspondence & reports related to		, , ,
Employee Records	employees	Finance Director's office	4 years after the employee separates from service
Employee Records	Employee - Disciplinary actions	Finance Director's office	4 years after the employee separates from service
Employee Records	Employee - Evaluations	Finance Director's office	4 years after the employee separates from service
Employee Records	Employee - Fingerprints	Finance Director's office	4 years after the employee separates from service
Employee Records	Employee - Job application & resume	Finance Director's office	4 years after the employee separates from service
Employee Records	Employee - Personal fidelity bonds	Finance Director's office	4 years after the employee separates from service
Employee Records	Employee - Personnel action forms	Finance Director's office	4 years after the employee separates from service
Employee Records	Employee - Pre-employment medical evaluation	Finance Director's office	4 years after the employee separates from service
Employee Records	Employee - Resumes of successful applicants	Finance Director's office	4 years after the employee separates from service
Employee Records	Employee - Salary actions	Finance Director's office	4 years after the employee separates from service
Employee Records	Employee - W-4 forms	Finance Director's office	4 years after the employee separates from service
F - /	Employee - Wage & hour records used to determine		,
Employee Records	retirement benefits	Finance Director's office	4 years after the employee separates from service
Potentially Significant Records	Employee benefit plan	Finance Director's office, R-Drive	10 years
Accounting, Finance, Tax & Payroll Records	Employee Deduction Authorization Forms	Finance Director's office, Personnel File	Retain 5 years
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Item	Identifier	Where Kept	Time Kept
		Finance Director's office, Personnel File, Lindsey	
Accounting, Finance, Tax & Payroll Records	Employee Earnings Records	Software	Retain Permanently
	Employee Exposure to Hazardous Chemicals/Biological		
Accounting, Finance, Tax & Payroll Records	Hazards or Infectious Diseases	Finance Director's office, Personnel File	Retain in Personnel File
Administrative Records	Employee Handbook & Orientation Material	Finance Director's office, R-Drive	2 year minimum
Accounting, Finance, Tax & Payroll Records	Employee Health/Life Insurance	Finance Director's office, Personnel File	Retain 5 years After Termination
Accounting, Finance, Tax & Payroll Records	Employee Income Tax Withholding Certificate	Finance Director's office, Lindsey Software, R-Drive	Retain 3 years after Termination if Audited
Administrative Records	Employee Income Verification Form	Lindsey software, Filevision	Retain 3 years After End of Participation
Accounting, Finance, Tax & Payroll Records	Employee Individual Earnings Records	Midwest Payroll System	Dispose 4 years after Audit
Accounting, Finance, Tax & Payroll Records	Employee Injury Reports	Finance Director's office - Personnel Files	Retain 3 years, if no Action pending
Accounting, Finance, Tax & Payroll Records	Employee Insurance Enrollment Records	Finance Director's office, Personnel File	Retain for 1 year after Employee Leaves
Potentially Significant Records	Employee insurance policies & records	Finance Director's office, R-Drive	10 years
Accounting, Finance, Tax & Payroll Records	Employee Leave Records	Tracksmart	Retain 6 years after Audit
Accounting, Finance, Tax & Payroll Records	Employee Medical Records	Finance Director's office, Personnel File	Retain 10 years
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Accounting, Finance, Tax & Payroll Records	Employee Pay Records	Finance Director's office, Lindsey Software, R-Drive	Dispose 4 years after Audit
Accounting, Finance, Tax & Payroll Records	Employee Performances Evaluations	Finance Director's office, Personnel File	Retain Permanently
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Accounting, Finance, Tax & Payroll Records	Employee Quarterly Federal Tax Return	Finance Director's office, Lindsey Software, R-Drive	Retain 6 years, If Audited
Administrative Records	Employee Reasonable Accommodation Records	Finance Director's office	2 year minimum
Accounting, Finance, Tax & Payroll Records	Employee Records	Finance Director's office, Personnel File	Retain Permanently
Accounting, Finance, Tax & Payroll Records	Employee Sick Leave/Vacation Balances	Tracksmart	Retain 6 years
Accounting, Finance, Tax & Payroll Records	Employee Time Sheet	Tracksmart	Retain 6 years
Accounting, Finance, Tax & Payroll Records	Employee Training Records	Finance Director's office, Personnel File	Retain in Personnel File
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Accounting, Finance, Tax & Payroll Records	Employee Withholding Requests	Finance Director's office, Lindsey Software, R-Drive	Retain Until Replaced or Revoked by Employee
Administrative Records	Employment Verifications	Lindsey, FileVision	2 year minimum
	P - /	Modernization & Maintenance Supervisor's office, R	
Environmental Records	Environmental impact reports	Drive	10 years after project completion
		Modernization & Maintenance Supervisor's office, R	, , , , ,
Environmental Records	Environmental site declarations	Drive	10 years after project completion
Accounting, Finance, Tax & Payroll Records	Equipment Inventories	Finance Director's office, R-Drive, Lindsey Software	Retain 6 years - then place in storage
Administrative Records	Equipment Records	Finance Director's office, R-Drive	2 year minimum
	d. b.	Finance Director's office, Executive Director's office,	Transfer to storage after 3 years following audit, dispose 10 years
Accounting, Finance, Tax & Payroll Records	Expense Ledger	R-Drive, Lindsey Software	following close of FYE
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Accounting, Finance, Tax & Payroll Records	Expense Records	Finance Director's office, R-Drive, Lindsey Software	Retain 6 years - then place in storage
Administrative Records	Expense Records	Finance Director's office, R-Drive	2 year minimum
Administrative Records	Facility Request Records	R-Drive	2 year minimum
Administrative Records	Facsimile (FAX) Logs & Messages	Lindsey software, Filevision, R-Drive	Retain until no longer needed by Administration
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Accounting, Finance, Tax & Payroll Records	Federal Project Files	Finance Director's office, Maintenance Department	Retain 5 years, After Project Completed, Provided Audited
3, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,	,	Operation Director's office, R-Drive, Lindsey,	, , , , , ,
Debt Collection Records	Financial statements related to money owed	FileVision	10 years after judgement is satisfied in full
		Finance Director's office, Executive Director's office,	,,
Accounting, Finance, Tax & Payroll Records	Fixed Asset Record	R-Drive, Lindsey Software	Retain 10 years
Fixed Assets	Fixed Assets	Finance Director's office	2 years after beyond the life or ownership of the asset
			2 years area. Defond the me of ownership of the asset
Accounting, Finance, Tax & Payroll Records	Fuel Usage Records	Finance Director's office, R-Drive, Lindsey Software	Retain 6 years - then place in storage
	. ac. coage necoras	aac birector a office, it brive, Linuacy software	Income o years when place in storage

Item	Identifier	Where Kept	Time Kept
		Finance Director's office, Lindsey Software, R-Drive,	
Accounting, Finance, Tax & Payroll Records	Garnishment Orders	Personnel File	Retain Until Employee is Terminated or Order Rescinded
Administrative Records	General Correspondence	Outlook, FileVision, Lindsey	2 year minimum
Record of Demonstrated Signficant			
Administrative or Historical Value	General Depository Agreement	Finance Director/Executive Director	Retain Permanently
Accounting, Finance, Tax & Payroll Records	General ledger requests	Finance Director's office, R-Drive, Lindsey	6 year minimum
	General Orders, Directives, Policies, Rules Regulations,	Finance Director's office, Executive Director's office,	
Accounting, Finance, Tax & Payroll Records	Procedures	R-Drive	Retain 1 Copy until Superseded & Audited
Accounting, Finance, Tax & Payroll Records	Grant-related payment requests	Finance Director's office, R-Drive, Lindsey	6 year minimum
Accounting, Finance, Tax & Payroll Records	Green Books	Finance Director's office	Retain 6 years, Until Audited
Administrative Records	Grievance Forms/Decisions	Lindsey software, Filevision	Retain 3 years After End of Participation
Accounting, Finance, Tax & Payroll Records	Grievance Hearing Records	Finance Director's office, Personnel File	Retain 1 year After Resolution
Record of Demonstrated Signficant			·
Administrative or Historical Value	HCV Administrative Plan	R-Drive, Executive Director's office	20 years
Potentially Significant Records	HCV Hearing records	Operation Director's office, Lindsey, FileVision	10 years
Administrative Records	Hearings (Not Employee Related) Audio/Video	Lindsey software, Filevision, R-Drive	Retain 1 year
Potentially Significant Records	Housing services management reports	Operation Director's office, Lindsey, R-Drive	10 years
Administrative Records	Housing Surveys & Census Tabulations	Lindsey software, Filevision	Dispose after Superseded
Administrative Records	HUD Forms	Lindsey software, Filevision	Retain in Lindsey, FileVision for at least 3 years
	Income Verification - Employment, Welfare, Child		
Administrative Records	support, SSI	Lindsey software, Filevision	Retain 3 years After End of Participation
		Finance Director's office, Executive Director's office,	
Accounting, Finance, Tax & Payroll Records	Income/Expense Statement	R-Drive	Retain Permanently
Record of Demonstrated Signficant	·		
Administrative or Historical Value	Initial Operating Statements Housing Assistance	Finance Director/Executive Director	Retain Permanently
Accounting, Finance, Tax & Payroll Records	Insurance billing records	Finance Director's office, R-Drive, Lindsey	6 year minimum
Accounting, Finance, Tax & Payroll Records	Insurance Policies	Finance Director's office	Retain 6 years after Expiration Date
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		Finance Director's office, Executive Director's office,	
Accounting, Finance, Tax & Payroll Records	Insurance Register	R-Drive, Lindsey Software, SHARP records	Retain 6 years, After Audit
Accounting, Finance, Tax & Payroll Records	Insurance/Fidelity Bonds	Finance Director's office	Retain 10 years after Expiration Date
Record of Demonstrated Signficant	Interagency/Intergovernmental Cooperation		·
Administrative or Historical Value	Agreement/Amendments	Finance Director/Executive Director, R-Drive	20 years after expiration of Agreement
Administrative Records	Internal Reports & Studies	Finance Director's office, R-Drive	2 year minimum
Administrative Records	Inventory Lists	Finance Director's office, R-Drive	2 year minimum
	Inventory of Expendable Equipment, Materials and	Finance Director's office, Executive Director's office,	
Accounting, Finance, Tax & Payroll Records	Supplies or Non-Expendable Equipment	R-Drive	Retain 5 years, After Audit
<i>d,</i> ,,,,,			
		Finance Director's office, Executive Director's office,	
Accounting, Finance, Tax & Payroll Records	Investment Records	R-Drive, Lindsey Software, Park National Website	Retain 6 years, After Audit
Accounting, Finance, Tax & Payroll Records	Invitation to Bid (IFB)	Finance Director's office	Retain 5 years
3,		Finance Director's office, Executive Director's office,	
Accounting, Finance, Tax & Payroll Records	Invoices and Supporting Documents	R-Drive, Lindsey Software	Retain 6 years, After Audit
Accounting, Finance, Tax & Payroll Records	Job Orders	Finance Director's office, Maintenance Department	Retain 3 years After Completion of job
3, 2, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3,		Finance Director's office, Personnel Policy Manual,	,
Accounting, Finance, Tax & Payroll Records	Jobs Vacancies	R-Drive	Retain 2 years
3,		Finance Director's office, Personnel Policy Manual,	
Accounting, Finance, Tax & Payroll Records	Jobs/Position Descriptions	R-Drive	Retain 1 year After Superseded
Accounting, Finance, Tax & Payroll Records	Journal Entries	Finance Director's office, R-Drive, Lindsey	6 year minimum
		Director o omice, it brive, Emasey	- /

Finance Director's office, Executed Director's office, Osposes of 10 years after Close of Physical Year Involved; Transfer to Schrive, Lindsey, Followse Close of Physical Year Involved; Transfer to Schrive, Lindsey, Flexistion 10 years after judgment is satisfied in full Accounting, Finance, Tax & Payroll Records 2 habor Cost Distribution 4 habor of the Payroll Records 2 habor Cost Distribution 3 habor of the Payroll Records 4 habor of the Payroll Records 5 habor of the Payroll Records 6 habor of the Payroll Records 7 hide of the Payroll Records 8 habor of the Payroll Records 8 habor of the Payroll Records 9 habor of the P	Item	Identifier	Where Kept	Time Kept
Debt Collection Records    Debt Collection Records			Finance Director's office, Executive Director's office,	Dispose of 10 years after Close of Physical Year Involved; Transfer to
Debt Collection Records   Debt Collection Records   Undgement liens   Debt Collection Record of Demonstrated Significant   Accounting, Finance, Tax & Payroll Records   Labor Cost Distribution   Finance Director/Executive Director   Retain Permanently   Real Property Records   Labor Cost Distribution   Finance Director/Since, Maintenance Shop   Retain Great State of Demonstrated Significant   Real Property Records   Labor Cost Distribution   Finance Director's Office, Maintenance Shop   Retain Great State of Demonstrated Significant   Real Property Records   Lead-based paint Inspection records   Operation Director's office, R-Orive   Syear minimum   Accounting, Finance, Tax & Payroll Records   Leave Balance/Reports   Finance Director's office, Forive   Syear minimum   Accounting, Finance, Tax & Payroll Records   Leave Balance/Reports   Finance Director's office, Lindsey Software, R-Orive   Syear minimum   Accounting, Finance, Tax & Payroll Records   Lability Claims Records   Light Records   Record	Accounting, Finance, Tax & Payroll Records	Journal Vouchers and Supporting Documents	R-Drive, Lindsey Software	Storage 3 years, after Audit
Debt Collection Records    Debt Collection Records   Underworked Significan   Underworked Significan   Underworked Significant Record of Demonstrated Significant Records   Underworked Significant Records   Unique Signific	<u> </u>	•	Operation Director's office, R-Drive, Lindsey,	• •
Administrative or Historical Value Accounting, Finance, Tax & Payroll Records Real Property Records Real Records Real Real Real Real Real Real Real Real	Debt Collection Records	judgement liens		10 years after judgement is satisfied in full
Accounting, Finance, Tax & Payroll Records Real Property Records Real Real Records Real Real Real Real Real Real Real Real	Record of Demonstrated Signficant			
Real Property Records activities Operation Director's office, R-Drive Syear minimum  Accounting, Finance, Tax & Payroll Records Legal Opinions from Legal Council Legal Opinions	Administrative or Historical Value	Jurisdiction - Territory Maps	Finance Director/Executive Director	Retain Permanently
Real Property Records Reconsting, Finance, Tax & Payroll Records Liability Claims Records Records, Tax & Payroll Records Liability Claims Records Records, Tax & Payroll Records Liability Claims Records Records, Tax & Payroll Records Liability Claims Records Records, Tax & Payroll Records Liability Claims Records Liability Claims Records Liability Claims Records Records, Tax & Payroll Records Liability Claims Records Liability Claims Records Records Records Records Records Records Records Maling Lists Records Records Maling Lists Records Records Maling Lists Records Records Manuals, Handbooks, Directives Records Manuals, Handbooks, Directives Records MapupPlans MapupPlans Material Records MapupPlans Material Records MapupPlans Material Records MapupPlans Material Records Membership Records Notification of Pay/Pay Step Increases Park National Records Records Membership Records Notification of Pay/Pay Step Increases Notification of	Accounting, Finance, Tax & Payroll Records	Labor Cost Distribution	Finance Director's office, Maintenance Shop	Retain 6 years, After Audit
Real Property Records  Read-based paint inspection records  Leave Balance/Reports  Retain Gyears, If Audited  Retain 6 years, If Audited  Retain 6 years, If No Action Pending  Retain 6 years		lead-based paint hazard reduction & remediation		
Accounting, Finance, Tax & Payroll Records Leability Claims Records Liability Waivers Liability Claims Records Maintance, Tax & Payroll Records Maintance Orderors Liability Claims Records Maintenance Shop Retain until Liability Claims Retain Until Superseded or Obsolete Maintenance Shop Retain until Superseded or Obsolete Maintenanc	Real Property Records	activities	Operation Director's office, R-Drive	5 year minimum
Accounting, Finance, Tax & Payroll Records Liability Claims Records Lienses, Permits, Certifications Finance Director's office, Executive Director's office, Retain 6 years, If No Action Pending Retain 10 years Retain until Updated, Superseded or Obsolete Retain until Replaced, Superseded or Obsolete Retain until Pending Retain Until Pen	Real Property Records	lead-based paint inspection records	Operation Director's office, R-Drive	5 year minimum
Accounting, Finance, Tax & Payroll Records Liability Claims Records Lienses, Permits, Certifications Finance Director's office, Executive Director's office, Retain 6 years, If No Action Pending Retain 10 years Retain until Updated, Superseded or Obsolete Retain until Replaced, Superseded or Obsolete Retain until Pending Retain Until Pen				
Liability Claims Records Licenses, Permits, Certifications Finance Director's office, Executive Director's office, Retain 6 years, 4 Retain 7 years, 4 Retain 9 years, 4 Ret	Accounting, Finance, Tax & Payroll Records	Leave Balance/Reports	Finance Director's office, Lindsey Software, R-Drive	Retain 6 years, If Audited
Accounting, Finance, Tax & Payroll Records  Accounting, Finance, Tax & Payroll Records  Litigation Case Files  Executive Director's office, Executive Director's office  Accounting, Finance, Tax & Payroll Records  Litigation Case Files  Executive Director's office, Personnel Files  Retain 6 years, After Expiration  10 years  Accounting, Finance, Tax & Payroll Records  Administrative Records  Mailing Lists  R. Drive  Finance Director's office, Purive, Lindsey  Administrative Records  Maintenance Orders  Finance Director's office, Maintenance Department  Finance Director's office, Records  Administrative Records  Manuals, Handbooks, Directives  Manuals, Handbooks,	Accounting, Finance, Tax & Payroll Records	Legal Opinions from Legal Council	Finance Department; Tenant File	Retain Permanently
Accounting, Finance, Tax & Payroll Records Ultigation Case Files Executive Director's office - Personnel Files 10 years Accounting, Finance, Tax & Payroll Records Litigation Case Files Executive Director's office - Porsonnel Files 10 years Accounting, Finance, Tax & Payroll Records Mailing Lists R-Drive Retain until Updated, Superseded or Obsolete  Retain Updated, Superseded or Obsolete  Retain Updated, Superseded or Obsolete  Retain until Superseded or Obsolete  Retain until Superseded or Obsolete  Retain until Replaced, Superseded or Obsolete  Retain until S	Liability Claims Records	Liability Claims Records	Finance Director's office	5 year minimum
Accounting, Finance, Tax & Payroll Records Ultigation Case Files Executive Director's office - Personnel Files 10 years Accounting, Finance, Tax & Payroll Records Litigation Case Files Executive Director's office - Porsonnel Files 10 years Accounting, Finance, Tax & Payroll Records Mailing Lists R-Drive Retain until Updated, Superseded or Obsolete  Retain Updated, Superseded or Obsolete  Retain Updated, Superseded or Obsolete  Retain until Superseded or Obsolete  Retain until Superseded or Obsolete  Retain until Replaced, Superseded or Obsolete  Retain until S	1	1		
Potentially Significant Records   Litigation Case Files   Executive Director's office   10 years		·	Finance Director's office, Executive Director's office	Retain 6 years, if No Action Pending
Accounting, Finance, Tax & Payroll Records  Administrative Records  Mailing Lists  R-Drive  Retain until Updated, Superseded or Obsolete  Maintenance Orders  Finance Director's office, Maintenance Department  Retain 2 years  Finance Director's office, Executive Director's office, Retain until Replaced, Superseded or Obsolete  Administrative Records  Administrative Records  Manuals, Handbooks, Directives  Administrative Records  Maps/Plans  Maps/Plans  Maintenance Shop  Real Property Records  Real Property Records  Real Property Records  Material records pertaining to real property in which  CMHA or any of its instrumentalities or affiliates  material records pertaining to real property in which  CMHA or any of its instrumentalities or affiliates  Park National  Administrative Records  Membership Records  Membership Records  Membership Records  Motor Vehicle Titles  Safe Deposit Box  Finance Director's office, Safe, Safe Deposit Box  Modernization & Maintenance Shop  Retain until Superseded or Obsolete  Membership Records  Modernization & Maintenance Supervisor's office, Indisey, R-Drive  Accounting, Finance, Tax & Payroll Records  Negative declarations  Negative declarations  Negative declarations  Notification of Pay/Pay Step Increases  Finance Director's office, Lindsey, Software, R-Drive, Personnel File  Administrative Records  Accounting, Finance, Tax & Payroll Records  Original Application for Employment - Hired  Accounting, Finance, Tax & Payroll Records  Accounting, Finance, Tax & Payroll Records  Original Application for Employment - Hort Hired  Accounting, Finance, Tax & Payroll Records  Accounting, Finance, Tax & Payroll Records  Original Application for Employment - Hort Hired  Finance Director's office, Personnel File  Retain In Itius uperseded - Copy to Personnel File  Retain in Personnel File  Retain for 2 years  Administrative Records  Participant File  Indusey softwar	Accounting, Finance, Tax & Payroll Records	Licenses, Permits, Certifications	Finance Director's office - Personnel Files	Retain 6 years, After Expiration
Administrative Records  Real Property Records  Material records pertaining to real property in which CMHA or any of its instrumentalities or affiliates  Marial Safety Sheets  Administrative Records  Administrative Records  Administrative Records  Accounting, Finance, Tax & Payroll Records  Notification of Pay/Pay Step Increases  Accounting, Finance, Tax & Payroll Records  Accounting, Fina	Potentially Significant Records	Litigation Case Files	Executive Director's office	10 years
Administrative Records  Maps/Plans  Maintenance Shop  Finance Director's office, Executive Director's office, Retain until Replaced, Superseded or Obsolete  Retain until Replaced, Superseded or Obsolete  Retain until Superseded or Obsolete  Finance Director's office, R-Drive  S year minimum  Material records pertaining to real property in which  CMHA or any of its instrumentalities or affiliates  Real Property Records  Maintenance Shop  Retain until Superseded or Obsolete  Finance Director's office, Safe, Safe Deposit Box  Park National  S year minimum  Administrative Records  Membership Records  Membership Records  Motor Vehicle Titles  Safe Deposit Box - Park National  Retain until Superseded or Obsolete  Modernization & Maintenance Shop  Retain until Superseded or Obsolete  Modernization & Maintenance Shop  Retain Until PHA Disposes of Vehicle  Modernization & Maintenance Supervisor's office, Routenance Supervisor's office, R	Accounting, Finance, Tax & Payroll Records	Loan-related records	Finance Director's office, R-Drive, Lindsey	6 year minimum
Administrative Records  Manuals, Handbooks, Directives  Manuals, Handbooks, Directives Director's office, Para Minual Superseded or Obsolete  Manuals, Handbooks, Directives Director's office, Lindsey, Retain Until Superseded or Obsolete  Manuals, Handbooks, Directives office, Parak National  Manuals, Handbooks, Directives of	Administrative Records	Mailing Lists	R-Drive	Retain until Updated, Superseded or Obsolete
Administrative Records  Manuals, Handbooks, Directives  Manuals, Handbooks, Directives Director's office, Para Minual Superseded or Obsolete  Manuals, Handbooks, Directives Director's office, Lindsey, Retain Until Superseded or Obsolete  Manuals, Handbooks, Directives office, Parak National  Manuals, Handbooks, Directives of	1	1		
Administrative Records Manuals, Handbooks, Directives R-Drive Retain until Replaced, Superseded or Obsolete Administrative Records Maps/Plans Maintenance Shop Retain until Superseded or Obsolete Real Property Records material lease Finance Director's office, R-Drive Syear minimum  Real Property Records material records pertaining to real property in which CMHA or any of its instrumentalities or affiliates Finance Director's office, Safe, Safe Deposit Box Park National Records Material Safety Sheets Maintenance Shop Retain until Superseded or Obsolete  Administrative Records Membership Records Membership Records Finance Director's office, Lindsey, R-Drive 2 year minimum  Accounting, Finance, Tax & Payroll Records Motor Vehicle Titles Safe Deposit Box - Park National Retain Until PHA Disposes of Vehicle  Modernization & Maintenance Supervisor's office, R Environmental Records Negative declarations Drive Retain Until PHA Disposes of Vehicle  Accounting, Finance, Tax & Payroll Records Notification of Pay/Pay Step Increases Personnel File Retain Until superseded - Copy to Personnel File Retain Until superseded - Copy to Personnel File Retain Until superseded - Copy to Personnel File Retain in Personnel File Retain for Personnel File Records Participation Form 50058 Lindsey software, Filevision Disposal not recommended while so classified Administrative Records Participation Form 50058 Lindsey software, Filevision Retain 3 years After End of Participation Record Participation Form 50058 Lindsey software, Filevision Retain Permanently	Administrative Records	Maintenance Orders	Finance Director's office, Maintenance Department	Retain 2 years
Administrative Records Maps/Plans Maintenance Shop Retain until Superseded or Obsolete Real Property Records material lease Finance Director's office, R-Drive Syear minimum  material records pertaining to real property in which CMHA or any of its instrumentalities or affiliates Property Records maintain a legal interest Park National Safety Sheets Maintenance Shop Retain until Superseded or Obsolete  Administrative Records Material Safety Sheets Maintenance Shop Retain until Superseded or Obsolete  Administrative Records Membership Records Finance Director's office, Lindsey, R-Drive 2 year minimum  Accounting, Finance, Tax & Payroll Records Motor Vehicle Titles Safe Deposit Box - Park National Retain Until PHA Disposes of Vehicle  Modernization & Maintenance Supervisor's office, R Drive Drive Personnel File Retain Until Superseded or Obsolete  Modernization & Maintenance Supervisor's office, R Drive 10 years after project completion  Modernization & Maintenance Supervisor's office, R Drive 10 years after project completion  Modernization & Maintenance Supervisor's office, R Drive 10 years after project completion  Modernization & Maintenance Supervisor's office, R Drive 10 years after project completion  Modernization & Maintenance Supervisor's office, R Drive 10 years after project completion  Modernization & Maintenance Supervisor's office, R Drive 10 years after project completion  Modernization & Maintenance Supervisor's office, R Drive 10 years after project completion  Modernization & Payroll Records Notification of Pay/Pay Step Increases Personnel File Retain Until superseded - Copy to Personnel File  Administrative Records Original Application for Employment - Hired Finance Director's office, Personnel File Retain in Personnel File  Accounting, Finance, Tax & Payroll Records Original Application for Employment - Not Hired Finance Director's office Retain for 2 years  Administrative Records Participant File Lindsey software, Filevision Disposal not recommended while so classified  Administrative Records			Finance Director's office, Executive Director's office,	
Real Property Records material lease Finance Director's office, R-Drive 5 year minimum  material records pertaining to real property in which CMHA or any of its instrumentalities or affiliates Finance Director's office, Safe, Safe Deposit Box Park National 5 year minimum  Administrative Records Material Safety Sheets Maintenance Shop Retain until Superseded or Obsolete  Administrative Records Membership Records Finance Director's office, Lindsey, R-Drive 2 year minimum  Retain Until PHA Disposes of Vehicle  Modernization & Maintenance Supervisor's office, R-Drive 10 years after project completion  Finance Director's office, Lindsey, R-Drive 2 year minimum  Retain Until PHA Disposes of Vehicle  Modernization & Maintenance Supervisor's office, R-Drive, Personnel File Notification of Pay/Pay Step Increases Personnel File Retain Until superseded - Copy to Personnel File Retain Until superseded - Copy to Personnel File Retain in Personnel File Retain Syears After End of Participation Form 50058 Lindsey software, Filevision Retain Syears After End of Participation Form 50058 Lindsey so	Administrative Records	Manuals, Handbooks, Directives	R-Drive	Retain until Replaced, Superseded or Obsolete
material records pertaining to real property in which CMHA or any of its instrumentalities or affiliates maintain a legal interest park National services and intain a legal interest park National park National services and intain a legal interest park National park National services and intain a legal interest park National park National services and interest park National park	Administrative Records	Maps/Plans	Maintenance Shop	Retain until Superseded or Obsolete
Real Property Records maintain a legal interest Park National Syear minimum  Administrative Records Material Safety Sheets Maintenance Shop Retain until Superseded or Obsolete  Administrative Records Membership Records Finance Director's office, Lindsey, R-Drive 2 year minimum  Accounting, Finance, Tax & Payroll Records Megative declarations Drive 10 years after project completion  Accounting, Finance, Tax & Payroll Records Notification of Pay/Pay Step Increases Personnel File  Administrative Records Original Application for Employment - Hired Finance Director's office, Personnel File  Accounting, Finance, Tax & Payroll Records Original Application for Employment - Not Hired Administrative Records Participant File Lindsey Software, Filevision Disposal not recommended while so classified  Administrative Records Participant File Lindsey Software, Filevision Retain 19 years After End of Participation Form 50058 Lindsey Software, Filevision Retain 19 years After End of Participation Payrom 50058 Lindsey Software, Filevision Retain 19 years After End of Participation Payrom 50058 Retain 19 years After End of Participation Payrom 50058 Retain Permanently	Real Property Records	material lease	Finance Director's office, R-Drive	5 year minimum
Real Property Records maintain a legal interest Park National 5 year minimum  Administrative Records Material Safety Sheets Maintenance Shop Retain until Superseded or Obsolete  Administrative Records Membership Records Finance Director's office, Lindsey, R-Drive 2 year minimum  Accounting, Finance, Tax & Payroll Records Motor Vehicle Titles Safe Deposit Box - Park National Retain Until PHA Disposes of Vehicle  Modernization & Maintenance Supervisor's office, R  Environmental Records Negative declarations Drive 10 years after project completion  Accounting, Finance, Tax & Payroll Records Notification of Pay/Pay Step Increases Personnel File  Administrative Records Original Application for Employment - Hired Finance Director's office, Personnel File Retain In Personnel File  Accounting, Finance, Tax & Payroll Records Original Application for Employment - Not Hired Finance Director's office  Administrative Records Participant File Lindsey software, Filevision Disposal not recommended while so classified  Administrative Records Participation Form 50058 Lindsey software, Filevision Retain Permanently  Administrative or Historical Value Payment in Lieu of Taxes (PILOT) Finance Director/Executive Director  Finance Director Retain Permanently		material records pertaining to real property in which		
Administrative Records  Administrative Records  Administrative Records  Administrative Records  Accounting, Finance, Tax & Payroll Records  Administrative Records  Administrative Records  Administrative Records  Participant File  Lindsey software, Filevision  Retain for 2 years  Administrative Records  Participation Form 50058  Lindsey software, Filevision  Retain 3 years After End of Participation  Retain Permanently  Finance Director/Executive Director  Retain Permanently		CMHA or any of its instrumentalities or affiliates	Finance Director's office, Safe, Safe Deposit Box	
Administrative Records  Membership Records  Accounting, Finance, Tax & Payroll Records  Negative declarations  Negative declarations  Drive  Environmental Records  Negative declarations  Notification of Pay/Pay Step Increases  Accounting, Finance, Tax & Payroll Records  Accounting, Finance, Tax & Payroll Records  Notification of Pay/Pay Step Increases  Accounting, Finance, Tax & Payroll Records  Accounting, Finance, Tax & Payroll Records  Occupancy Reports  Lindsey software, Filevision  Accounting, Finance, Tax & Payroll Records  Accounting, Finance, Tax & Payroll Records  Original Application for Employment - Hired  Administrative Records  Administrative Records  Administrative Records  Participant File  Administrative Records  Participant File  Lindsey software, Filevision  Lindsey software, Filevision  Disposal not recommended while so classified  Lindsey software, Filevision  Retain 3 years After End of Participation  Record of Demonstrated Signficant  Administrative or Historical Value  Payment in Lieu of Taxes (PILOT)  Finance Director/Executive Director  Retain Permanently	Real Property Records	maintain a legal interest	Park National	5 year minimum
Accounting, Finance, Tax & Payroll Records  Motor Vehicle Titles  Safe Deposit Box - Park National  Modernization & Maintenance Supervisor's office, R- Environmental Records  Negative declarations  Drive  Finance Director's office, Lindsey Software, R-Drive, Accounting, Finance, Tax & Payroll Records  Notification of Pay/Pay Step Increases  Personnel File  Administrative Records  Occupancy Reports  Lindsey software, Filevision  Retain Until superseded - Copy to Personnel File  Retain Until S	Administrative Records	Material Safety Sheets	Maintenance Shop	Retain until Superseded or Obsolete
Modernization & Maintenance Supervisor's office, R- Drive  10 years after project completion  Finance Director's office, Lindsey Software, R-Drive, Accounting, Finance, Tax & Payroll Records  Administrative Records  Occupancy Reports  Lindsey software, Filevision  Retain 4 years After Audit - Transfer to Permanent Storage  Accounting, Finance, Tax & Payroll Records  Original Application for Employment - Hired  Accounting, Finance, Tax & Payroll Records  Administrative Records  Administrative Records  Participant File  Lindsey software, Filevision  Retain 4 years After Audit - Transfer to Permanent Storage  Finance Director's office, Personnel File  Retain in Personnel File  Retain for 2 years  Retain for 2 years  Administrative Records  Participant File  Lindsey software, Filevision  Disposal not recommended while so classified  Lindsey software, Filevision  Retain 3 years After End of Participation  Record of Demonstrated Signficant  Administrative or Historical Value  Payment in Lieu of Taxes (PILOT)  Finance Director/Executive Director  Retain Permanently	Administrative Records	Membership Records	Finance Director's office, Lindsey, R-Drive	2 year minimum
Environmental Records  Negative declarations  Drive  Drive  10 years after project completion  Finance Director's office, Lindsey Software, R-Drive, Personnel File  Administrative Records  Administrative Records  Occupancy Reports  Lindsey software, Filevision  Retain 4 years After Audit - Transfer to Permanent Storage  Accounting, Finance, Tax & Payroll Records  Original Application for Employment - Hired  Accounting, Finance, Tax & Payroll Records  Original Application for Employment - Not Hired  Finance Director's office  Administrative Records  Administrative Records  Participant File  Lindsey software, Filevision  Disposal not recommended while so classified  Lindsey software, Filevision  Retain 3 years After End of Participation  Record of Demonstrated Signficant  Administrative or Historical Value  Payment in Lieu of Taxes (PILOT)  Finance Director/Executive Director  Retain 10 years after project completion  Retain Until superseded - Copy to Personnel File  Retain Until superseded - Copy to Personnel File  Retain Until superseded - Copy to Personnel File  Retain 1 years After File Software, File  Retain 1 years After End of Participation  Retain 3 years After End of Participation  Retain 3 years After End of Participation	Accounting, Finance, Tax & Payroll Records	Motor Vehicle Titles	Safe Deposit Box - Park National	Retain Until PHA Disposes of Vehicle
Finance Director's office, Lindsey Software, R-Drive, Accounting, Finance, Tax & Payroll Records Administrative Records Occupancy Reports Lindsey software, Filevision Retain 4 years After Audit - Transfer to Permanent Storage Accounting, Finance, Tax & Payroll Records Original Application for Employment - Hired Finance Director's office, Personnel File Retain in Personnel File Retain in Personnel File Retain in Personnel File Retain for 2 years Administrative Records Participant File Lindsey software, Filevision Disposal not recommended while so classified Administrative Records Participation Form 50058 Lindsey software, Filevision Record of Demonstrated Signficant Administrative or Historical Value Payment in Lieu of Taxes (PILOT) Finance Director/Executive Director Retain 1 years After End of Participation Retain 3 years After End of Participation Retain 3 years After End of Participation Retain 3 years After End of Participation			Modernization & Maintenance Supervisor's office, R	
Accounting, Finance, Tax & Payroll Records  Administrative Records  Occupancy Reports  Lindsey software, Filevision  Accounting, Finance, Tax & Payroll Records  Original Application for Employment - Hired  Accounting, Finance, Tax & Payroll Records  Original Application for Employment - Not Hired  Finance Director's office  Accounting, Finance, Tax & Payroll Records  Original Application for Employment - Not Hired  Finance Director's office  Retain in Personnel File  Retain in Personnel File  Retain for 2 years  Retain for 2 years  Administrative Records  Participant File  Lindsey software, Filevision  Disposal not recommended while so classified  Administrative Records  Participation Form 50058  Lindsey software, Filevision  Record of Demonstrated Significant  Administrative or Historical Value  Payment in Lieu of Taxes (PILOT)  Finance Director/Executive Director  Retain Until superseded - Copy to Personnel File  Retain until superseded - Copy to Personnel File  Retain 4 years After Audit - Transfer to Permanent Storage  Retain 1 years After End of Participation  Retain 2 years  Retain 3 years After End of Participation  Retain 4 years After End of Participation	Environmental Records	Negative declarations	Drive	10 years after project completion
Administrative Records Occupancy Reports Lindsey software, Filevision Retain 4 years After Audit - Transfer to Permanent Storage Accounting, Finance, Tax & Payroll Records Original Application for Employment - Hired Finance Director's office, Personnel File Retain in Personnel File Retain for 2 years Administrative Records Participant File Lindsey software, Filevision Disposal not recommended while so classified Administrative Records Participation Form 50058 Lindsey software, Filevision Record of Demonstrated Significant Administrative or Historical Value Payment in Lieu of Taxes (PILOT) Finance Director/Executive Director Retain 4 years After Audit - Transfer to Permanent Storage Retain in Personnel File			Finance Director's office, Lindsey Software, R-Drive,	
Accounting, Finance, Tax & Payroll Records Original Application for Employment - Hired Finance Director's office, Personnel File  Accounting, Finance, Tax & Payroll Records Original Application for Employment - Not Hired Finance Director's office Retain for 2 years  Administrative Records Participant File Lindsey software, Filevision Disposal not recommended while so classified  Administrative Records Participation Form 50058 Lindsey software, Filevision Record of Demonstrated Significant Administrative or Historical Value Payment in Lieu of Taxes (PILOT) Finance Director/Executive Director Retain in Personnel File	Accounting, Finance, Tax & Payroll Records	Notification of Pay/Pay Step Increases	Personnel File	Retain Until superseded - Copy to Personnel File
Accounting, Finance, Tax & Payroll Records Original Application for Employment - Not Hired Finance Director's office Administrative Records Participant File Lindsey software, Filevision Disposal not recommended while so classified Administrative Records Participation Form 50058 Lindsey software, Filevision Record of Demonstrated Significant Administrative or Historical Value Payment in Lieu of Taxes (PILOT) Finance Director/Executive Director Retain 7 2 years Retain for 2 years Retain for 2 years  Retain for 2 years  Retain for 2 years  Retain for 2 years  Finance Director's office Retain for 2 years  Retain for 2 years  Retain for 2 years  Retain for 2 years	Administrative Records	Occupancy Reports	Lindsey software, Filevision	Retain 4 years After Audit - Transfer to Permanent Storage
Administrative Records Participant File Lindsey software, Filevision Disposal not recommended while so classified  Administrative Records Participation Form 50058 Lindsey software, Filevision Retain 3 years After End of Participation  Record of Demonstrated Significant  Administrative or Historical Value Payment in Lieu of Taxes (PILOT) Finance Director/Executive Director Retain Permanently	Accounting, Finance, Tax & Payroll Records	Original Application for Employment - Hired	Finance Director's office, Personnel File	Retain in Personnel File
Administrative Records Participation Form 50058 Lindsey software, Filevision Retain 3 years After End of Participation  Record of Demonstrated Significant Administrative or Historical Value Payment in Lieu of Taxes (PILOT) Finance Director/Executive Director Retain Permanently	Accounting, Finance, Tax & Payroll Records	Original Application for Employment - Not Hired	Finance Director's office	Retain for 2 years
Record of Demonstrated Signficant Administrative or Historical Value Payment in Lieu of Taxes (PILOT) Finance Director/Executive Director Retain Permanently	Administrative Records	Participant File	Lindsey software, Filevision	Disposal not recommended while so classified
Administrative or Historical Value Payment in Lieu of Taxes (PILOT) Finance Director/Executive Director Retain Permanently	Administrative Records	Participation Form 50058	Lindsey software, Filevision	Retain 3 years After End of Participation
	Record of Demonstrated Signficant			
	Administrative or Historical Value	Payment in Lieu of Taxes (PILOT)	Finance Director/Executive Director	Retain Permanently
Accounting, Finance, Tax & Payroll Records Payroll accounting records Finance Director's office, Midwest 6 year minimum	Accounting, Finance, Tax & Payroll Records	Payroll accounting records	Finance Director's office, Midwest	6 year minimum
Accounting, Finance, Tax & Payroll Records Payroll rate/time records Finance Director's office, Midwest 6 year minimum	Accounting, Finance, Tax & Payroll Records	Payroll rate/time records	Finance Director's office, Midwest	6 year minimum
Accounting, Finance, Tax & Payroll Records Payroll registers Finance Director's office, Midwest 6 year minimum	Accounting, Finance, Tax & Payroll Records	Payroll registers	Finance Director's office, Midwest	6 year minimum
Accounting, Finance, Tax & Payroll Records Performance Records Personnel File Dispose after Project Successfully Completed and Accepted	Accounting, Finance, Tax & Payroll Records	Performance Records	Personnel File	Dispose after Project Successfully Completed and Accepted
Accounting, Finance, Tax & Payroll Records Permits Finance Director's office, Maintenance Shop Retain 3 years, after Audit	Accounting, Finance, Tax & Payroll Records	Permits	Finance Director's office, Maintenance Shop	Retain 3 years, after Audit
Personal/Professional Services - Invoice/Statement of Finance Director's office, Executive Director's office,		Personal/Professional Services - Invoice/Statement of	Finance Director's office, Executive Director's office,	
Accounting, Finance, Tax & Payroll Records Services R-Drive, Lindsey Software Retain 6 years, After Audit	Accounting, Finance, Tax & Payroll Records	Services	R-Drive, Lindsey Software	Retain 6 years, After Audit
Accounting, Finance, Tax & Payroll Records Petty cash records Finance Director's office, R-Drive, Lindsey 6 year minimum	Accounting, Finance, Tax & Payroll Records	Petty cash records	Finance Director's office, R-Drive, Lindsey	6 year minimum
Accounting, Finance, Tax & Payroll Records PHA General Publication R-Drive Retain 1 Copy until Superseded or Obsolete	Accounting, Finance, Tax & Payroll Records	PHA General Publication		Retain 1 Copy until Superseded or Obsolete

Item	Identifier	Where Kept	Time Kept
Accounting, Finance, Tax & Payroll Records	Phone Quotes/Confirmations	Finance Director's office, R Drive	Retain 2 years
Administrative Records	Photo ID for Head of Household	Lindsey software, Filevision	Retain 3 years After End of Participation
Potentially Significant Records	Portability billing files	HCV Manager's Office, Lindsey, FileVision	10 years
Administrative Records	Postal Records (e.g. Registered, Certified, Insured, Logs or Receipts Postal Meter Documents)	Finance Director's office, R-Drive, Lindsey Software	Retain 6 years
		Finance Director's office, Executive Director's office,	
Accounting, Finance, Tax & Payroll Records	Posting Sheets For Paid Bills	R-Drive, Lindsey Software	Retain 6 years, if Audited
Environmental Records	Prepared for construction or development projects	Modernization & Maintenance Supervisor's office, R Drive	10 years after project completion
Administrative Records	Press/News Releases	R-Drive, Website	Retain 3 years
	· ·	Finance Director's office, Maintenance Shop, R-	,
Accounting, Finance, Tax & Payroll Records	Prevailing Wage Records	Drive	Retain 6 years, After Updates
	Progress Reports on Families Moving into Public		,
Administrative Records	Housing	Lindsey software, Filevision	Retain 4 years After Audit - Transfer to Storage
	Project Files ( Contracts, Specifications, Change Orders,		Retain 15 years After Project Completed, Except for Contracts that are
Accounting, Finance, Tax & Payroll Records	Progress Reports, etc.)	Finance Director's office, Maintenance Department	Permanent
Accounting, Finance, Tax & Payroll Records	Project Inspection Records	Finance Director's office, Maintenance Department	Retain in Project Files Permanently
			Retain for Life of Project or updated, Superseded or Obsolete-
Record of Demonstrated Signficant Administrativ	v Project Plans/Drawings/As Built	Maintenance Shop	Appraised for Historical Value
Accounting, Finance, Tax & Payroll Records	Proof of Publication of Legal Notice	Finance Department; Lindsey Software; R-Drive	Retain 5 years
Accounting, Finance, Tax & Payroll Records	Property Files	Finance Department	Retain Permanently
Record of Demonstrated Signficant			
Administrative or Historical Value	Property Files	Finance Director/Executive Director	Retain Permanently
Accounting, Finance, Tax & Payroll Records	Property Inventories	Finance Director's office	Retain 6 years
Accounting, Finance, Tax & Payroll Records	Property site financial & accounting files	Finance Director's office, R-Drive, Lindsey	6 year minimum
Record of Demonstrated Signficant			
Administrative or Historical Value	Public Housing Authority Articles of Incorporation	Finance Director/Executive Director	Retain Permanently
Potentially Significant Records	Public Housing Grievance records	Operation Director's office, Lindsey, FileVision	10 years
Potentially Significant Records	Public Housing Wait List	Operation Director's office, Lindsey, R-Drive	10 years
Accounting, Finance, Tax & Payroll Records	Purchase Orders	Finance Director's office, R-Drive, Lindsey Software	Retain 6 years
Accounting, Finance, Tax & Payroll Records	Quarterly Earnings Report	Midwest Payroll System, Lindsey Software	Retain 5 years
Accounting, Finance, Tax & Payroll Records	Real Property Disposition Records	Finance Director's office, Lindsey Software, R-Drive Operation Director's office, R-Drive, Lindsey,	Retain Permanently
Debt Collection Records	Receipt of payments related to money owed	FileVision	10 years after judgement is satisfied in full
Accounting, Finance, Tax & Payroll Records	Receipts/Expenditures Report to Auditor of the State	Finance Director's office, Executive Director's office, R-Drive, Lindsey Software	Retain 6 years
Accounting, Finance, Tax & Payroll Records	Receiving Documents	Finance Department, Maintenance Shop	Retain 6 years, Until Audited
Accounting, Finance, Tax & Payroll Records	Receiving Documents	Finance Director's office	Retain 3 years
Accounting, Finance, Tax & Payroll Records	Reconciliation Sheets- Bank Accounts	Finance Director's office, R-Drive	Dispose 6 years, after Audit
,		Operation Director's office, R-Drive, Lindsey,	, , , , , , , , , , , , , , , , , , , ,
Debt Collection Records	Record copies of court judgement	FileVision	10 years after judgement is satisfied in full
Administrative Records	Record Requests	Executive Director's office, R-Drive	Retain 2 years
Administrative Records	Record retention & disposition files	R-Drive	2 year minimum
	Records related to the design, construction &	Modernization & Maintenance Supervisor's office, R	,
Potentially Significant Records	development of projects	Drive	10 years
Accounting, Finance, Tax & Payroll Records	Records Retention Documents	Finance Director's office	Retain 10 years - Then place in storage

Item	Identifier	Where Kept	Time Kept
Administrative Records	Recruitment Records	Finance Director's office	2 year minimum
Administrative Records	ned difficile necords	Modernization & Maintenance Supervisor's office, R-	,
Potentially Significant Records	Redevelopment plan records	Drive	10 years
Administrative Records	Reference Materials	R-Drive	2 year minimum
Additional derive records	The fact of the control of the contr	Administrative Office, Bethel Office, Maintenance	2 700
Accounting, Finance, Tax & Payroll Records	Reference/Library Materials	Shop	Retain until Replaced, Superseded, Or Obsolete
rissouriting, rindrice, rax a rayren necessus	nere remedy and remaining		The carrier represents a persecueur, or essentite
Administrative Records	Rent Roll Control/Analysis of Dwelling Rent charges	Lindsey software, Filevision	Dispose 4 years after audit
Real Property Records	rental & management records	Operation Director's office, R-Drive	5 year minimum
,		Finance Director's office, Executive Director's office,	
Accounting, Finance, Tax & Payroll Records	Report of Cash Received	R-Drive, Lindsey Software	Retain 6 years, After Audit
, , , , , , , , , , , , , , , , , , ,	Report on Regular Re-Examination of Families in Low	,	
Administrative Records	Income Public Housing	Lindsey software, Filevision	Retain 3 years After Audit - Transfer to Permanent Storage
Accounting, Finance, Tax & Payroll Records	Request for Proposals (RFPs)	Finance Director's office, R-Drive	Retain 6 years, after Completion
. ,	Request for Refund of Security Deposit & Unearned		
Administrative Records	Rent	Lindsey software, Filevision	Dispose 7 years after Audit
Administrative Records	Request to Move/Approval to Move Forms	Lindsey software, Filevision	Retain 3 years After End of Participation
Accounting, Finance, Tax & Payroll Records	Requisitions	Finance Director's office, Maintenance Shop	Retain 6 years
Administrative Records	Resident Newletters	R-Drive	2 year minimum
Accounting, Finance, Tax & Payroll Records	Retirement System Exemption (Waiver) Records	Personnel File	Retain Permanently
Accounting, Finance, Tax & Payroll Records	Retirement System Payment Records	Personnel File	Retain Permanently
Accounting, Finance, Tax & Payroll Records	Retirement Systems Report	Finance Director's office, Lindsey Software, R-Drive	Retain Permanently
Administrative Records	Routine Form Letters	Lindsey software, Filevision, R-Drive	Retain 2 years
Administrative Records	Routine Maintenance Letters	Lindsey software, Filevision, R-Drive	Retain 2 years
Administrative Records	Routine Management Letters	Lindsey software, Filevision, R-Drive	Retain 2 years
Administrative Records	Schedule of Tenants Accounts Receivable	Lindsey software, Filevision	Dispose 2 years After Audit
Administrative Records	Selected Applications	Lindsey software, Filevision	Retain Permanently Until Classification Changes
IT Records	Service requests & responses	Outlook, Lindsey	End of the current year, plus one year
Accounting, Finance, Tax & Payroll Records	Settlements	Finance Director's office, Executive Director's office	Retain 3 years
Record of Demonstrated Signficant			
Administrative or Historical Value	Site Acquisition Records	Finance Director/Executive Director	Retain Permanently
Administrative Records	Social Security Numbers for all Household Members	Lindsey software, Filevision	Retain 3 years After End of Participation
Administrative Records	Statement of No Income	Lindsey software, Filevision	Retain 3 years After End of Participation
		Modernization & Maintenance Supervisor's office, R	-
Environmental Records	Statements of overriding consideration	Drive	10 years after project completion
Administrative Records	Student Status	Lindsey software, Filevision	Retain 3 years After End of Participation
Administrative Records	Superseded Policies & Procedures	R-Drive	2 year minimum
Accounting, Finance, Tax & Payroll Records	Surety Bonds- Special	Finance Director's office	Retain 10 years, After Expiration Date
Administrative Records	Surplus Equipment Disposal Records	Lindsey, Finance Director's office, R-Drive	2 year minimum
Accounting, Finance, Tax & Payroll Records	Surveying - Field Notes	Finance Director's office, R-Drive	Retain 6 years - then place in storage
Accounting, Finance, Tax & Payroll Records	Table of Organization/Organizational Charts	R-Drive, Personnel Policy Manual	Retain until Superseded
Accounting, Finance, Tax & Payroll Records	Tax Abatement Records	Finance Director's office	Retain the duration of Abatement + 1 year
		Operation Director's office, R-Drive, Lindsey,	
Debt Collection Records	tax intercept records	FileVision	10 years after judgement is satisfied in full
Accounting, Finance, Tax & Payroll Records	Tax Payment Forms for City, State, Federal	Finance Director's office, Personnel File	Retain 5 years
Accounting, Finance, Tax & Payroll Records	Tax records	Finance Director's office, R-Drive, Lindsey	6 year minimum
Accounting, Finance, Tax & Payroll Records	Telephone Charges/Bills/Call Detail Records	Finance Department	Retain 2 years
Administrative Records	Telephone Messages - Telephone Records:	Outlook, FileVision, R-Drive	Retain until no longer needed by Administration
Accounting, Finance, Tax & Payroll Records	Telephone Service Records	Finance Department	Retain 2 years, if Audited

Item	Identifier	Where Kept	Time Kept
		Finance Department, Maintenance Shop, Lindsey	
Accounting, Finance, Tax & Payroll Records	Telephone System Equipment Inventory	Software	Continually updated - Retain Superseded Data for 1 year
			Retained & Disposed of in accordance with the business, financial,
E-mail	Temporary or Permanent Record	Outlook, FileVision, Lindsey	legal or historical record requirement expires
			Retain 3 years After End of Participation for \$0 Balance; Retain 10
Administrative Records	Tenant Accounts Receivable/Security Deposit Ledger	Lindsey software, Filevision	years after end of participation if balance owed
Accounting, Finance, Tax & Payroll Records	Trail Balance Records	Finance Director's office, R-Drive	Retain 6 years
Administrative Records	Training Material	Department R-Drive Folder	Retain until Superseded
Administrative Records	Training Records	Finance Director's offic,e R-Drive	2 year minimum
			Dispose of when their value as business, financial, legal, research of
E-mail	Transitory Record	Outlook	historical record expires
			In accordance with IT's policies and procedures, e-mails more than 90
			days old may be purged; an email will be considered disposed as soon
E-mail - Purge	Transitory Record	Outlook	as it has been deleted from a user's mailbox
Accounting, Finance, Tax & Payroll Records	Transmittal of Ohio Wage and Tax Statement	Finance Director's office, R-Drive	Retain 6 years, If Audited
Accounting, Finance, Tax & Payroll Records	Travel Expense Records	Finance Director's office, R-Drive, Personnel Files	Retain 6 years
Accounting, Finance, Tax & Payroll Records	Treasury Investment Board Report	Finance Director's office	Retain 6 years
Accounting, Finance, Tax & Payroll Records	Unemployment Compensation Records	Finance Director's office, Lindsey Software	Retain 6 years, If Audited
Accounting, Finance, Tax & Payroll Records	Uniform Allowance Records	Finance Director's office	Retain 6 years, If Audited
		Finance Department, Maintenance Shop, Lindsey	
Accounting, Finance, Tax & Payroll Records	Uniform Records	Software	Retain 3 years, Provided Audited
Accounting, Finance, Tax & Payroll Records	Unit Inventory	Finance Director's office, Maintenance Department	Retain 5 years
	Unsolicited Mail (e.g. anonymous/ slanderous letters,		
	groundless complaints, sales material, transitory	Finance Director's office, Executive Director's office,	
Administrative Records	messages, informational brochures etc.)	R-Drive	Retain until no longer needed by Administration
Accounting, Finance, Tax & Payroll Records	Unsuccessful Bids	Finance Director's office, Bid Folders, R-Drive	Retain until contract is awarded
Record of Demonstrated Signficant			
Administrative or Historical Value	Utility Allowance Schedule	Finance Director/Executive Director, R-Drive	20 years
		Finance Department, Maintenance Shop, Lindsey	
Accounting, Finance, Tax & Payroll Records	Vehicle Maintenance Records	Software	Retain 1 year after Vehicle Sold
Accounting, Finance, Tax & Payroll Records	Vehicle Mileage Records	Finance Department, Maintenance Shop, R-Drive	Retain 1 year after Vehicle Sold
Accounting, Finance, Tax & Payroll Records	W-2 Forms	Finance Director's office, Lindsey Software, R-Drive	Retain Permanently
		Finance Department, Maintenance Shop, Lindsey	
Accounting, Finance, Tax & Payroll Records	Warranties	Software, R-Drive	Retain 2 years, After Expiration
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Accounting, Finance, Tax & Payroll Records	Withholding Payment Record	Finance Director's office, Lindsey Software, R-Drive	Retain 6 years, If Audited
Administrative Records	Work Order Report	Lindsey software, Maintenance	Retain 5 years
Administrative Records	Work orders	Finance Department, Maintenance Shop, R-Drive	Retain 2 years
Accounting, Finance, Tax & Payroll Records	Work Schedules	Finance Department	Retain 1 year after Schedule Change
Accounting, Finance, Tax & Payroll Records	Worker's Compensation Claims	Finance Department	Retain Permanently
Potentially Significant Records	Worker's Compensation Insurance claims	Finance Director's office	10 years
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