Item	Identifier	Where Kept	Time Kept
Accounting, Finance, Tax & Payroll Records	1099 Forms	Finance Director's office, R-Drive, Lindsey	6 year minimum
Record of Demonstrated Signficant Administrative or Historical Value	5-Year & Annual Plan Changes	R-Drive, Executive Director's office	20 years
Accounting, Finance, Tax & Payroll Records	990 Forms	Finance Director's office, R-Drive, Lindsey	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 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
Debt Collection Records	Applicable repayment or settlement agreement	Operation Director's office, R-Drive, Lindsey, 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Administrative Records	Application Files Withdrawn	Lindsey software, Filevision	Dispose after 2 years
Accounting, Finance, Tax & Payroll Records	Application for PERS Refund/Wavier	Finance Director's office, Personnel File, Lindsey 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
Accounting, Finance, Tax & Payroll Records	Audit Reports	Finance Director's office, Executive Director's office, R-Drive	Retain 6 years
Accounting, Finance, Tax & Payroll Records	Audit Reports - Internal	Finance Director's office, Operations Director's 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
Accounting, Finance, Tax & Payroll Records	Auditor's Adjustment Schedules	Finance Director's office, Lindsey Software, R-Drive	Retain Permanently
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
Accounting, Finance, Tax & Payroll Records	Bad Check/ Bad Debt Record	Finance Director's office, Executive Director's office, R-Drive, Lindsey Software	Retain 6 years
Accounting, Finance, Tax & Payroll Records	Balance Sheet	Finance Director's office, Executive Director's office, R-Drive, Lindsey Software	Retain 6 years
Accounting, Finance, Tax & Payroll Records	Bank Deposit Records - Receipts, Reconciliation, Statements	Finance Director's office, Executive Director's office, R-Drive, Lindsey Software, Park National Website	Retain 6 years
Debt Collection Records	Bank deposit statements related to money owed	Operation Director's office, R-Drive, Lindsey, FileVision	10 years after judgement is satisfied in full
Accounting, Finance, Tax & Payroll Records	Bid & Contract Forms, Bills of Sale, Other Documents 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
Accounting, Finance, Tax & Payroll Records	Bid Forms, Notice to Proceed, Progress Reports & Photographs	Finance Director's office, Maintenance Department	Retain 15 years, After Project completed
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
Accounting, Finance, Tax & Payroll Records	Bulletins, Posters, Notices to Employees	Administrative Office, Bethel Office, Maintenance Shop	Retain until no longer Administratively needed
Accounting, Finance, Tax & Payroll Records	Cancelled check records	Finance Director's office, R-Drive, Park National website, Lindsey	6 year minimum
Accounting, Finance, Tax & Payroll Records	Capital Funds Grants	Finance Director's office, Executive Director's office, 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
Accounting, Finance, Tax & Payroll Records	Cash Books/ Cash Reports	Finance Director's office, Executive Director's office, R-Drive, Lindsey Software	Retain 6 years, After Audit
Accounting, Finance, Tax & Payroll Records	Cash Disbersements	Finance Director's office, Executive Director's office, R-Drive, Lindsey Software	Transfer to storage after register audit; Dispose 10 years following close of the FYE
Accounting, Finance, Tax & Payroll Records	Cash management records	Finance Director's office, R-Drive, Lindsey	6 year minimum
Accounting, Finance, Tax & Payroll Records	Cash Receipts	Finance Director's office, Executive Director's office, 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
Accounting, Finance, Tax & Payroll Records	Change Orders	Finance Director's office, Maintenance Department	Place in Contract File - Transfer to Storage After Contract Settlement
Accounting, Finance, Tax & Payroll Records	Check Register/Stubs	Finance Director's office, Executive Director's office, R-Drive, Lindsey Software	Retain 6 years, After Audit
Accounting, Finance, Tax & Payroll Records	Checking Account Statement	Finance Director's office, R-Drive, Park National Website	Retain 6 years, After Audit
Accounting, Finance, Tax & Payroll Records	Checks Voided	Finance Director's office, R-Drive, Park National 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
Accounting, Finance, Tax & Payroll Records	Client Payment Files	Finance Director's office, R-Drive, Park National 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
Accounting, Finance, Tax & Payroll Records	Computer Generated Financial Reports: Monthly; Quarterly; Semi-Annual; Annual	Finance Director's office, Executive Director's office, R-Drive, Lindsey Software	Retain until replaced by Next Report of Annual Report Print out of 6 years
Accounting, Finance, Tax & Payroll Records	Computer Records	Lindsey software, Filevision, R-Drive	Retain 6 years
Accounting, Finance, Tax & Payroll Records	Contract Audio Tapes- Pre-Construction & Pre-Bid 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
Accounting, Finance, Tax & Payroll Records	Contract Register Development	Finance Director's office, R-Drive	Dispose 2 years following audit of development costs or 3 years following issuance of Actual Development Cost Certificate, whichever is later
Accounting, Finance, Tax & Payroll Records	Contract Register Management	Finance Director's office, R-Drive	Disposal 3 years following contract settlement
Accounting, Finance, Tax & Payroll Records	Contractors Payroll	Finance Director's office, Maintenance Department	Retain 3 yrs. After Complication of Contract as Established by Certificate of Completion

Item	Identifier	Where Kept	Time Kept
Accounting, Finance, Tax & Payroll Records	Contractor's Prevailing Wage Records	Finance Director's office, Maintenance Department	Retain 5 years
Accounting, Finance, Tax & Payroll Records	Contracts & Agreements	Finance Director's office, Executive Director's office, R-Drive	Retain 6 years - then place in storage
Accounting, Finance, Tax & Payroll Records	Contributions Form HUD 52266	Finance Director's office, Executive Director's office, 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
Accounting, Finance, Tax & Payroll Records	Development Costs Records	Finance Director's office, Executive Director's office, R-Drive, Lindsey Software	Retain Permanently
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
Potentially Significant Records	Documentation of asbestos removal and remediation activities owned by CMHA or an instrumentality of CMHA	Modernization & Maintenance Supervisor's office, R-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 Records	Employee - Correspondence & reports related to 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
Employee Records	Employee - Wage & hour records used to determine 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

Item	Identifier	Where Kept	Time Kept
Accounting, Finance, Tax & Payroll Records	Employee Earnings Records	Finance Director's office, Personnel File, Lindsey Software	Retain Permanently
Accounting, Finance, Tax & Payroll Records	Employee Exposure to Hazardous Chemicals/Biological 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
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
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
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
Environmental Records	Environmental impact reports	Modernization & Maintenance Supervisor's office, R-Drive	10 years after project completion
Environmental Records	Environmental site declarations	Modernization & Maintenance Supervisor's office, R-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
Accounting, Finance, Tax & Payroll Records	Expense Ledger	Finance Director's office, Executive Director's office, R-Drive, Lindsey Software	Transfer to storage after 3 years following audit, dispose 10 years following close of FYE
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
Accounting, Finance, Tax & Payroll Records	Federal Project Files	Finance Director's office, Maintenance Department	Retain 5 years, After Project Completed, Provided Audited
Debt Collection Records	Financial statements related to money owed	Operation Director's office, R-Drive, Lindsey, FileVision	10 years after judgement is satisfied in full
Accounting, Finance, Tax & Payroll Records	Fixed Asset Record	Finance Director's office, Executive Director's office, 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
Accounting, Finance, Tax & Payroll Records	Fuel Usage Records	Finance Director's office, R-Drive, Lindsey Software	Retain 6 years - then place in storage

Item	Identifier	Where Kept	Time Kept
Accounting, Finance, Tax & Payroll Records	Garnishment Orders	Finance Director's office, Lindsey Software, R-Drive, 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
Accounting, Finance, Tax & Payroll Records	General Orders, Directives, Policies, Rules Regulations, Procedures	Finance Director's office, Executive Director's office, 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
Administrative Records	Income Verification - Employment, Welfare, Child support, SSI	Lindsey software, Filevision	Retain 3 years After End of Participation
Accounting, Finance, Tax & Payroll Records	Income/Expense Statement	Finance Director's office, Executive Director's office, 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
Accounting, Finance, Tax & Payroll Records	Insurance Register	Finance Director's office, Executive Director's office, 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 Administrative or Historical Value	Interagency/Intergovernmental Cooperation 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
Accounting, Finance, Tax & Payroll Records	Inventory of Expendable Equipment, Materials and Supplies or Non-Expendable Equipment	Finance Director's office, Executive Director's office, R-Drive	Retain 5 years, After Audit
Accounting, Finance, Tax & Payroll Records	Investment Records	Finance Director's office, Executive Director's office, 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
Accounting, Finance, Tax & Payroll Records	Invoices and Supporting Documents	Finance Director's office, Executive Director's office, 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
Accounting, Finance, Tax & Payroll Records	Jobs Vacancies	Finance Director's office, Personnel Policy Manual, R-Drive	Retain 2 years
Accounting, Finance, Tax & Payroll Records	Jobs/Position Descriptions	Finance Director's office, Personnel Policy Manual, R-Drive	Retain 1 year After Superseded
Accounting, Finance, Tax & Payroll Records	Journal Entries	Finance Director's office, R-Drive, Lindsey	6 year minimum

Item	Identifier	Where Kept	Time Kept
Accounting, Finance, Tax & Payroll Records	Journal Vouchers and Supporting Documents	Finance Director's office, Executive Director's office, R-Drive, Lindsey Software	Dispose of 10 years after Close of Physical Year Involved; Transfer to Storage 3 years,after Audit
Debt Collection Records	judgement liens	Operation Director's office, R-Drive, Lindsey, FileVision	10 years after judgement is satisfied in full
Record of Demonstrated Signficant Administrative or Historical Value	Jurisdiction - Territory Maps	Finance Director/Executive Director	Retain Permanently
Accounting, Finance, Tax & Payroll Records	Labor Cost Distribution	Finance Director's office, Maintenance Shop	Retain 6 years, After Audit
Real Property Records	lead-based paint hazard reduction & remediation activities	Operation Director's office, R-Drive	5 year minimum
Real Property Records	lead-based paint inspection records	Operation Director's office, R-Drive	5 year minimum
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	Legal Opinions from Legal Council	Finance Department; Tenant File	Retain Permanently
Liability Claims Records	Liability Claims Records	Finance Director's office	5 year minimum
Accounting, Finance, Tax & Payroll Records	Liability Waivers	Finance Director's office, Executive Director's office	Retain 6 years, if No Action Pending
Accounting, Finance, Tax & Payroll Records	Licenses, Permits, Certifications	Finance Director's office - Personnel Files	Retain 6 years, After Expiration
Potentially Significant Records	Litigation Case Files	Executive Director's office	10 years
Accounting, Finance, Tax & Payroll Records	Loan-related records	Finance Director's office, R-Drive, Lindsey	6 year minimum
Administrative Records	Mailing Lists	R-Drive	Retain until Updated, Superseded or Obsolete
Administrative Records	Maintenance Orders	Finance Director's office, Maintenance Department	Retain 2 years
Administrative Records	Manuals, Handbooks, Directives	Finance Director's office, Executive Director's office, 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	5 year minimum
Real Property Records	material records pertaining to real property in which CMHA or any of its instrumentalities or affiliates maintain a legal interest	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
Accounting, Finance, Tax & Payroll Records	Motor Vehicle Titles	Safe Deposit Box - Park National	Retain Until PHA Disposes of Vehicle
Environmental Records	Negative declarations	Modernization & Maintenance Supervisor's office, R-Drive	10 years after project completion
Accounting, Finance, Tax & Payroll Records	Notification of Pay/Pay Step Increases	Finance Director's office, Lindsey Software, R-Drive, Personnel File	Retain Until superseded - Copy to Personnel File
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
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	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 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	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	Personal/Professional Services - Invoice/Statement of Services	Finance Director's office, Executive Director's office, 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	PHA General Publication	R-Drive	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
Accounting, Finance, Tax & Payroll Records	Posting Sheets For Paid Bills	Finance Director's office, Executive Director's office, 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
Accounting, Finance, Tax & Payroll Records	Prevailing Wage Records	Finance Director's office, Maintenance Shop, R-Drive	Retain 6 years, After Updates
Administrative Records	Progress Reports on Families Moving into Public Housing	Lindsey software, Filevision	Retain 4 years After Audit - Transfer to Storage
Accounting, Finance, Tax & Payroll Records	Project Files (Contracts, Specifications, Change Orders, Progress Reports, etc.)	Finance Director's office, Maintenance Department	Retain 15 years After Project Completed, Except for Contracts that are Permanent
Accounting, Finance, Tax & Payroll Records	Project Inspection Records	Finance Director's office, Maintenance Department	Retain in Project Files Permanently
Record of Demonstrated Signficant Administrativ	Project Plans/Drawings/As Built	Maintenance Shop	Retain for Life of Project or updated, Superseded or Obsolete-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	Retain Permanently
Debt Collection Records	Receipt of payments related to money owed	Operation Director's office, R-Drive, Lindsey, 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
Debt Collection Records	Record copies of court judgement	Operation Director's office, R-Drive, Lindsey, 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
Potentially Significant Records	Records related to the design, construction & development of projects	Modernization & Maintenance Supervisor's office, R-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
Potentially Significant Records	Redevelopment plan records	Modernization & Maintenance Supervisor's office, R-Drive	10 years
Administrative Records	Reference Materials	R-Drive	2 year minimum
Accounting, Finance, Tax & Payroll Records	Reference/Library Materials	Administrative Office, Bethel Office, Maintenance Shop	Retain until Replaced, Superseded, Or Obsolete
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
Accounting, Finance, Tax & Payroll Records	Report of Cash Received	Finance Director's office, Executive Director's office, R-Drive, Lindsey Software	Retain 6 years, After Audit
Administrative Records	Report on Regular Re-Examination of Families in Low 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
Administrative Records	Request for Refund of Security Deposit & Unearned 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
Environmental Records	Statements of overriding consideration	Modernization & Maintenance Supervisor's office, R-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
Debt Collection Records	tax intercept records	Operation Director's office, R-Drive, Lindsey, 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
Accounting, Finance, Tax & Payroll Records	Telephone System Equipment Inventory	Finance Department, Maintenance Shop, Lindsey Software	Continually updated - Retain Superseded Data for 1 year
E-mail	Temporary or Permanent Record	Outlook, FileVision, Lindsey	Retained & Disposed of in accordance with the business, financial, legal or historical record requirement expires
Administrative Records	Tenant Accounts Receivable/Security Deposit Ledger	Lindsey software, Filevision	Retain 3 years After End of Participation for $0 Balance; Retain 10 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
E-mail	Transitory Record	Outlook	Dispose of when their value as business, financial, legal, research of historical record expires
E-mail - Purge	Transitory Record	Outlook	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 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
Accounting, Finance, Tax & Payroll Records	Uniform Records	Finance Department, Maintenance Shop, Lindsey Software	Retain 3 years, Provided Audited
Accounting, Finance, Tax & Payroll Records	Unit Inventory	Finance Director's office, Maintenance Department	Retain 5 years
Administrative Records	Unsolicited Mail (e.g. anonymous/ slanderous letters, groundless complaints, sales material, transitory messages, informational brochures etc.)	Finance Director's office, Executive Director's office, 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
Accounting, Finance, Tax & Payroll Records	Vehicle Maintenance Records	Finance Department, Maintenance Shop, Lindsey 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
Accounting, Finance, Tax & Payroll Records	Warranties	Finance Department, Maintenance Shop, Lindsey Software, R-Drive	Retain 2 years, After Expiration
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