

Portage Metropolitan Housing Authority

RECORD RETENTION POLICY

PURPOSE

It is the policy of the Portage Metropolitan Housing Authority (PMHA) to accommodate the timely storage, retrieval, and disposition of records created, utilized, and maintained by various departments and to articulate and implement an appropriate records retention policy (Policy) that meets the following criteria:

1. All records are retained for the period required by applicable state and federal laws and regulations.
2. Adequate records will be developed and maintained to document PMHA's compliance with all relevant laws and regulations.
3. All records necessary for business reasons are retained for a period of time that will reasonably assure the availability of those records when needed.
4. Vital records will be identified and appropriately safeguarded.
5. All records not necessary for legal and business reasons can be destroyed in order to reduce the high cost of storing, indexing and handling the vast amount of documents and paper which would otherwise accumulate.
6. Destruction of records shall take place only in compliance with a standard policy that has been developed for business reasons in order to avoid the inference that any document was destroyed in anticipation of a specific problem.
7. Documents that are not subject to retention may need to be retained due to otherwise unusual circumstances, such as litigation or government investigation. If for any reason it is felt that a document should be retained due to an unforeseen circumstance, PMHA's legal counsel should be consulted. When litigation or investigations occur, outside or in-house counsel will notify the appropriate departments and direct that relevant categories of documents be labeled for retention until further notice.
8. The privacy and security of records shall be appropriately assured.
9. Records maintained on microfilm, microfiche, magnetic tape, CD-ROM, or other electronic data processing storage media are legally acceptable media for records retention and are governed by the same guidelines as other records.
10. It is imperative that PMHA know which documents have been retained and which documents have been discarded. Therefore, extra files including correspondence, notes, memoranda, computer discs, tapes, etc. which are maintained in individual offices, at home or any other off-site location are subject to this Policy and shall not

be retained in excess of these guidelines.

RECORD POLICY GUIDELINES

I. Role of Management Personnel

Management personnel are designated as “record owners” and, as such, are responsible for public records generated by their development and/or under their purview. It is the responsibility of Management to ensure that their departmental records are forwarded to inactive records storage before the expiration of the retention periods.

Management personnel ensures records are tracked and entered into the provided electronic records management software system which tracks record descriptions, contents of boxes, box/record location, destruction dates, and listing of destroyed records.

II. Record Retention Schedule

The Record Retention Schedule is provided to indicate how long agency records should be retained. The Record Retention Schedule is compiled from information received by management personnel, HUD guidelines, and state and federal laws.

Audit & Review

The Security Project Coordinator (SPC) shall be responsible for auditing the existence and content of the Policy and the Retention Schedule. The Policy & Retention Schedule will be reviewed annually and any suggested changes should be submitted in writing to the SPC. Changes in the Policy and/or Retention Schedule made necessary by changes or additions to the law will be communicated directly to the SPC, who will cause appropriate changes to be made.

Exceptions

Requests for exceptions to the Policy and/or Retention Schedule must be submitted in writing to the SPC. In order to obtain an exception, there must be a program that will assure compliance with the basic objectives stated above at least as effectively as the PMHA Record Management Policy. Any suspension of the normal disposition of a record for litigation must be communicated in writing by the PMHA legal counsel to the SPC.

I. Types of Documents Maintained in Inactive Records Storage

- Personal, active, or any records not included on the PMHA Record Retention Schedule are not to be sent to PMHA’s inactive records storage facility.
- Inactive and permanent records are received and stored in inactive records storage until final disposition according to State and Federal retention guidelines.

II. Electronic Data Policy

- Electronic data includes information such as e-mail messages, chat room transcripts, databases, spreadsheets, web browser history files, and information from system backup tapes. Sources of electronic data include things such as home personal computers, desktop computers, PDA's, zip drives, hard drives, servers, voice mails, digital cameras, fax servers, security systems, backup tapes, archival CDs, and floppy disks. All of this information can be subject to discovery in litigation and should be controlled.
- Employees must preserve information they know is relevant to pending or potential litigation; this duty is the same for electronic data as it is for paper-based information.

OHIO PUBLIC RECORDS LAW

I. Requirements

- Adherence to guidelines set forth in Ohio Sunshine Laws Update (“Yellow Book”) regarding the Public Records Act and the Open Meetings Act. (www.ag.state.oh.us)
- Adherence to guidelines set forth in 2007 Ohio HB 9, Sec. 149.43 regarding public records requests.

II. Public Record Requests

- PMHA must provide “prompt inspection of public records and provide copies of public records within a reasonable period of time”. (2006 Ohio Sunshine Laws Update)
- Requestors cannot be charged to view public records, but they shall be charged actual costs for any copies of records. (2006 Ohio Sunshine Laws Update)
- “Public record” does not include these exemptions: medical records, trial preparation records, peace officer residential and familial information, confidential law enforcement investigatory records, etc. More exemptions are listed in the 2006 Ohio Sunshine Laws Update and in 2007 Ohio House Bill (HB) 9.
- If there is information within a public record that is exempt, the exempt information shall be redacted and made plainly visible. (2007 Ohio HB 9, Sec. 149.43(B)(1))
- Public record requests of active and inactive departmental or development records shall be filled by the employees of the corresponding department or development.

- PMHA shall create a poster that describes its public records policy and post in a conspicuous place within all PMHA management offices. The policy is available on the PMHA Intranet shall be provided to the public or any employee upon request. (2007 Ohio HB 9, Sec. 149.43(E)(2))

**ADOPTING AN UPDATED RECORDS RETENTION POLICY
SCHEDULE**

WHEREAS, the Portage Metropolitan Housing Authority creates and maintains records necessary for the adequate and proper documentation of the organization, functions, policies, procedures, decisions and essential transactions of the agency, and,

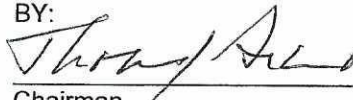
WHEREAS, PMHA desires to establish a schedule for the retention of varied public records that complies with Federal and state law and regulation, and provides guidance to PMHA personnel.

NOW, THEREFORE, BE IT RESOLVED that the Board of the Portage Metropolitan Housing Authority hereby adopts the attached Record Retention Policy Schedule and declares the previous Records Retention Policy Schedules obsolete.

Passed by the PMHA March 22, 2007

PORTAGE METROPOLITAN HOUSING AUTHORITY

BY:



Chairman



Secretary

I, Fred Zawilinski, Secretary of the Board of the PMHA, do hereby certify that the foregoing is a true and correct copy of a Resolution of the PMHA duly adopted March 22, 2007, and that all deliberations of this Board were in meetings open to the public, in compliance with all legal requirements including Sec. 121.22 of the ORC.

**PORTAGE METROPOLITAN HOUSING AUTHORITY
RETENTION POLICY**

DESCRIPTION OF RECORDS	RETENTION PERIOD
ADMINISTRATION FILES	
Public Housing Authority Articles of Incorporation	Retain Permanently
HUD to PHA: Annual Contributions Contract for Public Housing	Retain Permanently
Annual Contributions Contract for Section 8/Voucher	Retain Permanently
PHA to City: Cooperation Agreement/Amendments	Retain Permanently
Grant Agreements: Resident Opportunity Self-Sufficiency, (ROSS)	Retain Permanently
Family Self-Sufficiency, (FSS)	Retain Permanently
Home Ownership Opportunity for People Everywhere, (HOPE)	Retain Permanently
Capital Fund Grants	Retain Permanently
Declaration of Trust – Defines PHA	Retain Permanently
Correspondence – Annual Contribution & Fiscal/Policy Matters	Retain Permanently
Annual Budget Reports	Retain Permanently
Audit Reports	Retain Permanently
Contracts & Agreements	Retain Permanently
Reports of Proceedings	Retain Permanently
Minutes of Board Meetings: Approved Hard Copy	Retain Permanently
Surveying – Field Notes	Retain Permanently
Council Resolutions	Retain Permanently
Architects & Engineer Contracts	Retain Permanently
Contract Development Register	Retain Permanently
Contract Management Register	Retain Permanently
Jurisdiction – Territory Maps	Retain Permanently
Property Files	Retain Permanently
Site Acquisition Records	Retain Permanently

Unsuccessful Bids	Retain until contract awarded
Accident Report Files	Place in Workers Compensation File
Employee Injury Reports	Retain 3 yrs., if no action pending
Bodily Injury to Non-Employees	Retain 3 yrs., if no action pending
Damage to PHA Vehicle or Property	Retain 3 yrs., if no action pending
Agendas	Retain 6 yrs.
Annual Department Budget	Retain Permanently
Attendance Reports/Records	Retain 7 yrs.
Audio-visual, Pr. & Training Materials	Retain until superceded, replaced, or obsolete
Automobile and Equipment Records	Retain for life of automobile or equipment
Badges & Ids	Turn in upon termination
Bid & Contract Forms, Bills of Sale, Other Documents Evidencing Sale	Retain 15 yrs. after final payment
Blank Forms	Retain until superceded or obsolete
Budget Preparation Documents (Working Papers)	Transfer to storage 3 yrs. after budget year end
Bulletins, Posters, Notices to Employees	Retain until no longer Administratively needed
Contract Audio Tapes – Pre-Construction & Pre-Bid Tapes	Retain 3 yrs. after project completed
Copies:	
All Medial Official File Copy	Use applicable records series retention
Reading/Informational/Reference Copy	Retain until no longer needed
Correspondence:	
General (No Policy Matters)	Retain 2 yrs.
Routine Form Letters	Retain 1 year
Routine Management Letters	Retain 2 yrs., if audited
Routine Maintenance Letters	Retain 2 yrs., if audited
Delivery Slips/Packing Slips	Retain 7 yrs.
Disaster Plans	Retain until updated or superceded
Drafts – All Media	Retain until no longer needed
Equipment Inventories	Retain 7 yrs.
Executive Orders	Retain until replaced, superceded, or obsolete
Expense Records	Retain 7 yrs.
Fuel Usage Records	Retain 7 yrs.
General Orders, Directives, Policies, Rules, Regulations, Procedures	Retain 1 copy until superceded & audited
Hearings (Not Employee Related):	
Audio and Video Recordings	Retain 1 year
Transcripts	Retain 1 year
Inventory of Expendable Equipment, Materials and Supplies or Nonexpendable Equipment	Retain 5 years after audit

Leases:	
Equipment	Retain 2 yrs after expiration
Real Estate	Retain 5 yrs after expiration
Licenses, Permits, Certifications	Retain 7 yrs after expiration
PHA General Publications	Retain 1 copy until superceded or obsolete
Mail:	
Unsolicited Mail (e.g. anonymous/slandorous letters, groundless complaints, sales material, transitory messages, informational brochures, etc.)	Retain until no longer needed by Administration
Postal Records (e.g. Registered, Certified, Insured, Logs or Receipts)	Retain 7 years
Postal Meter Documents)	
Electronic Mail (E-Mail)	Retain according to correspondence retention
Mailing Lists	Retain until updated, superceded or obsolete
Management/Operations Reports:	
Monthly, Quarterly, Semi-Annual	Dispose of all but last two each year
Annual Report	Retain 3 yrs.
Consultant Produced	Retain 3 yrs.
Manuals, Handbooks, Directives	Retain until replaced, superceded or obsolete. Retain 1 copy for 5 years
Maps/Plats	Retain until superceded or obsolete
Material Safety Sheets	Retain until superceded or obsolete
Meeting Notices (See ORC 121.22)	Retain 1 year
Memoranda	Retain according to correspondence retention
Minutes of Meetings:	
Audio/Video Recordings of Meetings	Retain 1 year, provided information is transcribed to hardcopy
Drafts/Notes	Retain until hard copy of Minutes is approved
Motor Vehicle Titles	Retain until PHA Disposes of Vehicle
Newsletters, OHAC Journal, Housing Affairs Letter, NAHRO Monitor	Dispose of at end of year
Photo File (included prints, slides, negatives, transparencies and related photographic items)	Retain until information is no longer current-appraise for historical value
Press/News Releases	Retain for 3 yrs.
Project Plans/Drawings/As Built	Retain for life of project or updated, superceded or obsolete-appraise for historical value

Receipts/Receipt Books	Retain 7 yrs. until audited
Receiving Documents	Retain 7 yrs.
Records Retention Documents (RC1, RC2, RC3)	Retain Permanently
Records Requests	Retain 2 yrs.
Reference/Library Materials	Retain until replaced, superseded, or obsolete
Requisitions	Retain 7 yrs.
Table of Organization/Organizational Charts	Retain until superseded
Telephone Messages – Telephone Records:	
Charges/Bills/Call Detail Records	Retain 2 yrs., if audited
Documentation	Retain the life of the system
Messages	Retain until no longer necessary
Service Records	Retain 2 yrs.
System Equipment Inventory	Continually updated – retain superseded data for 1 year
Training Material	Retain until superseded
Uniform Records	Retain 3 yrs., provided audited
Vehicle Maintenance Records	Retain 1 year after vehicle sold
Vehicle Mileage Records	Retain 1 year after vehicle sold
Visitor's Log or Sign-in Sheets	Retain 1 year
Voice Mail:	
Messages	Retain until no longer necessary
System Documentation	Retain for the life of the system
Warranties	Retain for 2 yrs after expiration
Work Orders	Retain 2 yrs
Work Schedules	Retain 1 year after schedule change
Council Records – Reports to the Board of Trustee	Retain 5 yrs.
LEGAL FILES	
Deeds	Retain permanently
Easements	Retain permanently
Legal Opinions from Legal Council	Retain permanently
Worker's Compensation Claims	Retain permanently
Property Files	Retain permanently
Case Files – Civil	Retain 6 yrs., if no action pending
Case Files – Criminal	Retain 6 yrs., if no action pending
Claims for Damages	Retain 3 yrs. after case settled and all appeals exhausted
Court Transcripts	Retain 3 yrs. after case settled

Legal Notices:	
Tear Sheets	Retain 2 yrs.
Proof of Publication	Retain 5 yrs.
Liability Waivers	Retain 6 yrs., if no action pending
Settlements	Retain 3 yrs.
FINANCIAL RECORDS	
Annual Budget/Financial Report	Transfer to storage 3 yrs. after fiscal year-end. Dispose of after 6 yrs.
Balance Sheet (52595)	Retain permanently
Contributions Form HUD 52266	Retain permanently
Income/Expense Statement	Retain permanently
Accumulated Surplus/Deficits	Retain permanently
Deficit Form HUD 52598	Retain permanently
General Depository Agreement	Retain permanently
General Ledger (Binder Bound)	Retain permanently
Insurance/Insurance Register	Retain permanently
Fidelity Bonds/Bond Register	Retain permanently
Acceptance of Utility Rate Resolution Notices	Retain permanently
Applications for Reservation of Low Income PH Funds	Retain permanently
Preliminary Loans	Retain permanently
Audit Reports:	
Internal	Retain permanently
Federal	Retain permanently
Auditor of the State	Retain 7 yrs.
Development Costs Records	Retain permanently
Retirement System Payment Records	Retain permanently
Retirement System Exemption (Waiver) Records	Retain permanently
Sinking Fund Ledger/Journal – Transaction and Journal	Retain permanently
Certified Reports of Audits	Retain permanently
Accounts Ledger	Retain 7 yrs. after audit
Accounts Payable Ledger	Retain 7 yrs. after audit
Accounts Receivable Ledger	Dispose after 3 yrs. after audit with 0 balance – all others dispose after case closed
Adjustment Slips	Retain 7 yrs. after audit
Analytical Tenant Control Ledger	Retain 7 yrs. after audit

Annual Report to Auditor of the State	Retain 7 yrs. after audit
Bad Check/Bad Debt Record	Retain 7 yrs. after pay off
Bank Deposit Records – Receipts, Reconciliation, Statements	Retain 7 yrs. after audit
Bid Bonds – Successful Bidder	Retain until acceptance of project performance bond
Bid Bonds – Unsuccessful Bidder	Return after project is completed
Bids – Successful	Retain 15 yrs. after project completed
Bids – Unsuccessful	Retain 2 yrs. after letting of contract
Cancelled Checks	Retain 7 yrs. after audit
Capital Improvement Bonds	Retain until paid off & audited - appraise for historical value
Cash Books/Cash Reports	Retain 15 yrs. after fiscal year involved
Cash Receipts and Disbursements	Retain 15 yrs. after fiscal year involved
Check Register/Stubs/Carbons	Retain 7 yrs. after audit
Checking Account Statement	Retain 7 yrs. after audit
Checks Voided	Retain 7 yrs. after audit
Client Payment Files	Retain 3 yrs. after move-out
Computer Generated Financial Reports: Monthly, Quarterly, Semi-Annual, Annual	Retain until replaced by next report or annual report print-out of 7 yrs.
Computer Records	Retain 7 yrs.
Report of Cash Received	Retain 7 yrs. after audit
Damage Claims	Retain 7 yrs. provided claim settled/audited
Expense Ledger	Retain 10 yrs. after close of fiscal year involved
Fixed Asset Record	Retain 10 yrs. – dispose of 4 yrs. following end of fiscal year involved
Insurance/Fidelity Bonds	Retain 10 yrs. after expiration date
Insurance Policies	Retain 7 yrs. after expiration date
Insurance Register	Retain 6 yrs. after audit
Investment Records	Retain 7 yrs. after audit
Invitation to Bid (ITB)	Retain 5 yrs.
Invoices and Supporting Documents	Retain 7 yrs.
Journal Vouchers and Supporting Documents	Retain 10 yrs. after close of fiscal year involved
Labor Cost Distribution	Retain 7 yrs. after audit
Landlord 1099's	Retain 4 yrs. after filing
Payments in Lieu of Taxes	Retain permanently
Performance Records	Dispose after project successfully completed and accepted
Permits	Retain 3 yrs. provided audited

Personal/Professional Services – Invoice/Statement of Services	Retain 7 yrs.
Petty Cash Record	Retain 4 yrs. after audit
Petty Cash Vouchers	Retain 4 yrs. after audit
Phone Quotes/Confirmations	Retain 2 yrs.
Posting Sheets for Paid Bills	Retain 7 yrs. if audited
Preliminary Loan Contracts (including Amendments, Waivers, and Documents Required for Advances of Funds)	Retain 6 yrs. after contract termination and repayment of funds
Preliminary Loan Notes	Retain 4 yrs. following audit and repayment of note
Preliminary Planning Cost Ledger	Retain 4 yrs. after transfer of preliminary planning costs to Annual Contributions Contract Books of Account
Prevailing Wage Records	Retain 7 yrs. after updates
Property Inventories	Retain 7 yrs.
Property Ledger	Retain 7 yrs. after fiscal year involved
Public Voucher: Payment of Annual Contribution	Retain 7 yrs. after audit
Purchase Orders	Retain 7 yrs.
Receipts/Expenditures Report to Auditor of the State	Retain permanently
Receiving Documents	Retain 3 yrs.
Reconciliation Sheets – Bank Accounts	Retain 7 yrs. if audited
Records of Funds Received	Retain 7 yrs. if audited
Refund Check Ledger	Retain 5 yrs. after audit
Remittance Advice	Retain 7 yrs.
Request for Proposals (RFPs)	Retain 7 yrs. after completion
Special Assessments	Retain until paid off and audited
Surety Bonds – Special	Retain 10 yrs. after expiration date
Surety Bonds of Officials or Employees	Retain 10 yrs. after termination of officer/employee
Tax Abatement Records	Retain the duration of abatement + 1 year
Tax Settlement Records	Retain permanently
Temporary Notes	Retain 7 yrs. after audit and payment of note
Trial Balance Records	Retain 7 yrs.
Transmittal of Ohio Wage and Tax Statement	Retain 7 yrs. if audited
Travel Expense Records	Retain 7 yrs.
Treasury Investment Board Report	Retain 7 yrs.
Unemployment Compensation Records	Retain 7 yrs. if audited
Uniform Allowance Records	Retain 7 yrs. if audited

Vouchers: Originals and/or Copies

Retain 7 yrs. if audited and no longer administratively needed

SINKING FUND RECORDS

Bond Transcripts

Retain 10 yrs. after issue is redeemed

Bonds Redeemed

Retain 2 yrs. after issue is paid off – appraise for historical value

Call Notices – Securities

Retain 10 yrs. after call

Cash Journal

Retain 7 yrs. if audited

Coupons – Redeemed

Retain 4 yrs. after audit – then appraised for historical value

Electronic Fund Transfer Records

Retain for 10 yrs.

Monthly Financial Statement

Retain 7 yrs. if incorporated into the Annual Report

PAYROLL RECORDS

Application for OPERS Refund/Waiver

Retain permanently

Employee Earnings Records

Retain permanently

Real Property Disposition Records

Retain permanently

Retirement Systems Report

Retain permanently

Auditor's Adjustment Schedules

Retain permanently

W-2 Forms

Retain until employee is terminated or order is rescinded

Court Orders for Payroll Deductions

Retain 3 yrs. after termination if audited

Employee Income Tax Withholding Certificate

Retain 7 yrs. if audited

Withholding Payment Record

Continually updated until termination, then to Personnel

Employee Pay Records

Retain until replaced or revoked by employee

Employee Withholding Requests

Retain 7 yrs. if audited

Employee quarterly Federal Tax Return

Retain until employee is terminated or order rescinded

Garnishment Orders

Retain 7 yrs.

Leave Balance/Reports

Retain until superceded – copy to Personnel File

Notification of Pay/Pay Step Increases

Retain until final payment if audited

Special Assessments Records

PERSONNEL RECORDS

Employee Records

Retain 10 yrs. after employee separation

Employee Performance Evaluations

Retain 10 yrs. after employee separation

Application for Employment:	Retain in Personnel File
Original Application	Retain in Personnel File
Person Hired	Dispose of 6 mos. after date of application
Person Not Hired	Retain until no longer needed by administration
Copies	Retain in Personnel File
Comments, Promotions	Retain in Personnel File
Employee Exposure to Hazardous Chemicals/Biological Hazards or Infectious Diseases	Retain 10 yrs. after year of separation
Employee Sick Leave/Vacation Balances	Retain 7 yrs.
Employee Time Cards/Time Sheets	Retain in Personnel File
Employee Training Records	Retain permanently in lieu of Personnel File
Employee History Record Card	Retain 1 year after Resolution
Grievance Hearing Records	Retain 10 yrs. after year of separation
Employee Individual Earnings Records	Retain for 1 year after employee leaves
Employee Insurance Enrollment Records	Retain 5 yrs. after termination
Employee Health/Life Insurance	Retain 3 yrs. after position abolished or position description is suspended
Jobs/Position Descriptions	Retain 15 yrs. after termination
Labor Union Agreements	Retain 7 yrs. after audit
Employee Leave Records	Retain 4 yrs. after audit
Payroll Journal	Retain 5 yrs.
Labor Distribution Journal	Retain 5 yrs.
Deduction Register	Retain 5 yrs.
Quarterly Earnings Report	Retain 5 yrs.
Tax Payment Forms for City, State, Federal	Retain 5 yrs.
Employee Deduction Authorization Forms	Retain 5 yrs.
Master File Changes	Retain 1 year
Worker Compensation Claims	Retain 10 yrs.
Drug-Free Workplace Transmittals	Retain 3 yrs.
Employee Medical Records	Retain 10 yrs.
HOUSING RECORDS	
Application Files:	
Admission	Retain permanently
Eligible	Retain permanently
Pending	Retain until classified, then dispose
Selected Applications	Retain permanently until classification changes

Application Files Updated	Retain permanently unless withdrawn
Application Files Withdrawn	Dispose after 2 yrs.
Applications Waiting List	Dispose after 1 year
Recertification Schedule	Retain for 1 year
Complete Recertification Packets	Retain for 3 yrs.
Correspondence with Tenants	Dispose after 3 yrs.
Housing Surveys & Census Tabulations	Dispose after superceded
HUD Forms	Retain permanently
Progress Reports on Families Moving into Public Housing	Retain permanently
Rent Roll Control/Analysis of Dwelling Rent Charges	Retain 7 yrs. after audit
Occupancy Reports	Retain permanently
Report on Regular Re-examination of Families in Low Income Public Housing	Retain permanently
Request for Refund of Security Deposit & Unearned Rent	Retain 7 yrs. after audit
Schedule of Tenants Accounts Receivable	Retain 2 yrs. after audit
Schedule of Income Limits	Retain 1 yr. after schedule is superceded
TENANT FILES	
Tenant Accounts Receivable/Security Deposit Ledger	Retain 5 yrs. after audit
	Retain 5 yrs. after audit
PUBLIC HOUSING FILES	
UDR 1237 Unit Turnaround	Retain 5 yrs.
PFO Detail	Retain 5 yrs.
Unit Inventory	Retain 5 yrs.
Priority Work Orders	Retain 5 yrs.
Work Order Report	Retain 5 yrs.
Emergency Work Orders	Retain 5 yrs.
Backlogs	Retain 5 yrs.
Voids	Retain 5 yrs.
Annual Inspections/Vacancies	Retain 5 yrs.
HOMEOWNERSHIP RECORDS	
Offer to Purchase	Retain 5 yrs.
Contracts, Addendums, Contingencies	Retain 5 yrs.
Copies of Earned Money Deposits	Retain 5 yrs.
Agency Disclosures, Lead Based Paint, Etc.	Retain 5 yrs.
Mutual Release	Retain 5 yrs.

Financial Documents	Retain 5 yrs.
Underwriting Documents	Retain 5 yrs.
Applications, Proposals, Rejections	Retain 5 yrs.
ENGINEERING RECORDS	
Aerial Photographs	Retain until superceded – then appraise for historical value
Bid Forms, Notice to Proceed, Progress Reports & Photographs	Transfer to storage after final contract is settled
Change Orders	Place in contract file – transfer to storage after contract settlement
Contractors Payroll	Retain 3 yrs. after completion of contract as established by Certificate of Completion
Contractor's Prevailing Wage Records	Retain 5 yrs.
Federal Project Files	Retain 5 yrs. after project completed, provided audited
Job Orders	Retain 3 yrs. after completion of job
Maintenance Orders	Retain 2 yrs.
Project Files (Contracts, Specifications, Change Orders, Progress Reports, etc.)	Retain 15 yrs. after project completed, except for contracts that are permanent
Project Inspection Records	Retain in project files permanently