



Jefferson Metropolitan Housing Authority

815 North Sixth Avenue, Steubenville, OH 43952

Phone: 740.282.0994 Fax: 740.314.5022



Record Retention Policy

This Record Retention Policy addresses the retention and disposal of Jefferson Metropolitan Housing Authority's (JMHA) records. JMHA requires that records be retained for specific periods of time, taking into account HUD, legality, and other requirements.

The retention periods set forth in the attached JMHA Records Retention Schedule are the minimum retention periods required by JMHA. At the conclusion of the retention period, the records should be properly disposed of under this policy. Requests to deviate from or modify this policy or these retention periods must be made to and approved by JMHA Board. This Policy sets forth procedures to manage the retention and disposal of these records, and is intended to ensure that JMHA:

- ❖ meets legal standards;
- ❖ properly manages the use of electronic and physical storage space;
- ❖ preserves the history of JMHA;
- ❖ disposes of outdated records appropriately and timely.

No one person or unit can be directly responsible for all JMHA records. Therefore, every office or department managing JMHA records is responsible for:

- ❖ Implementing records management practices consistent with this policy.
- ❖ Educating staff in the records management practices.
- ❖ Preserving records as required under this Policy.
- ❖ Properly disposing of inactive records at the end of the applicable retention period.
- ❖ Protecting records against misuse, misplacement, damage, destruction, or theft.
- ❖ Monitoring compliance with this policy.

JMHA records are the property of JMHA and not of employees who create them or to whom they are entrusted.

Types of JMHA Records:

Record: Any type of record created or received in the course of JMHA business, including, but not limited to, paper, e-mail, any type of electronic file or data, still photographs, motion pictures, drawings, plans/blueprints, and audio/video recordings, etc.

An **Active Record** is any record that is currently in active use by an office or function of JMHA.

An **Archival Record** is an inactive record that has permanent or historic value and is not required to be retained in the office in which it was originally generated. Archival Records are retained in JMHA Archives.



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Types of JMHA Records Continued:

An **Electronic Record** is a record kept in an electronic format, such as a word processing document, a spreadsheet, a database, a scanned or imaged document, and any other type of file stored on a computer, server or mainframe storage device or medium, or on any external or off-site storage medium, or with a third party acting as JMHA's agent. Electronic records have the same retention periods as paper and other tangible records.

An **Inactive Record** is a record that is no longer an active record but still must be maintained pursuant to the Records Retention Schedule as attached. Inactive records are typically maintained within a locked location within each unit at JMHA.

A record with **Personal Information** is a record that include an individual's name or personal mark together with that individual's social security number; drivers license number or other government identification card number; financial account number, credit or debit card number, or any number or code which may be used alone or in conjunction with another piece of information to assume the identity of another person, access financial resources, or obtain credit information. Personal Information is highly sensitive and must be safeguarded and secured at all times.

Retention of Records:

The attached Records Retention Schedule lists different types of records and the length of time those records must be retained. Since no document list can cover all situations, questions regarding the retention period for a specific document or class of documents not included in the JMHA Records Retention Schedule should be addressed to the Director of Operations.

All Records pertaining to ongoing or pending audits or lawsuits (including reasonably anticipated lawsuits) should not be destroyed, damaged, or altered, even if the records retention date has expired, until the matter has been resolved. If you have reason to believe that a record scheduled for destruction may pertain to any of these matters, do not destroy the record and contact the Director of Operations.



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Disposal of Records:

If the record retention period has expired and the record is not appropriate for JMHA Archives, the record should be recycled or destroyed.

Disposal of records without personal information may be made by any appropriate means, including recycling of paper records. Disposal of electronic records, including emails, should be made in conjunction with the personnel department. Formats that hold electronic media may be overwritten or physically destroyed, but not placed in the trash.

Storing or disposing of Records that contain Personal Information requires special consideration, JMHA employees will make appropriate measures when disposing of personal information, such as (a) shredding the record; (b) destroying the personal identifying information contained in the record; (c) modifying the record to make the personal identifying information unreadable; or (d) taking reasonable actions consistent with commonly accepted industry practice.

JMHA Records Disposal and Storage Resources:

Disposal and Storage Resources

➤ Archives

JMHA reserves the right to house archived information with any and all of the Board's approval.

➤ Electronic Media and Equipment

Electronic records have the same retention periods as tangible records.

➤ Recycling

JMHA knows recycling is important and will make every effort to continue efforts in proper disposal of documents appropriately.

➤ Shredding

All documentation that contains identifying information will be shred and recycled appropriately.

While this policy and the attached supporting records retention schedule identify many of the records at JMHA, they do not cover all documents or situations and may be updated to reflect best practices or changing legal requirements.

JEFFERSON METROPOLITAN HOUSING AUTHORITY RECORD RETENTION POLICY	
	Apr-19
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: (*) REFERENCE 24CFR 85.42 FOR REQUIREMENTS	
Resident Opportunity Self-Sufficiency (ROSS)	Retain for 3 years
Family Self Sufficiency, (FSS)	Retain for 3 years
Home Ownership Opportunity for People Everywhere, (HOPE)	Retain for 3 years
Capital Fund Grants	Retain for 3 years
Declaration of Trust - Defines PHA	Retain Permanently
Correspondence - Annual Contribution & Fiscal/Policy Matters	Retain Permanently
Annual Budget Reports	Retain 7 yrs-then place in storage
Audit Reports	Retain 7 yrs-then place in storage
Contracts & Agreements	Retain 7 yrs-then place in storage
Reports of Proceedings	Retain 7 yrs-then place in storage
Minutes of Board Meetings: Approved Hard Copy	Retain 7 yrs-then place in storage
Surveying - Field Notes	Retain 7 yrs-then place in storage
Council Resolutions	Retain 7 yrs-then place in storage
Architects & Engineer Contracts	Retain 7 yrs-then place in storage
Contract Development Register	Retain 7 yrs-then place in storage
Contract Management Register	Retain Permanently
Jurisdiction - Territory Maps	Retain Permanently
Property Files	Retain Permanently
Site Acquisition Records	Retain Permanently
Unsuccessful Bids	Retain until contract is awarded
Accident Reports/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 5 yrs-then place in storage
Attendance Reports/Records	Retain 7 yrs.
Audio-visual, Pr, & Training Materials	Retain until Superseded, 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	
Transaction Amount of \$1,000. Or less	Dispose of 15 yrs. After Final Payment
Transaction Amount of \$1,001 to \$25,000.	Dispose of 15 yrs. After Final Payment
Transaction Amount of \$25,001. And Over	Dispose of 15 yrs. After Final Payment
Blank Forms	Retain until superseded or Obsolete
Budget Preparation Documents (Working Papers)	Retain 7 yrs.
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 Media 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.
Diaster 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.
Facsimile (FAX):		
	Logs	Retain 1 year
	Messages	Treat as Correspondence
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 Non-Expendable Equipment	Retain 7 yrs, 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 Superseded or Obsolete
Mail:	
Unsolicited Mail (e.g. anonymous/slandering 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 Postal Meter Documents)	Retain 7 years
Electronic Mail (E-Mail)	Retain According to Content-See Correspondence
Mailing Lists	Retain until Updated, Superseded or Obsolete
Management/Operations Reports:	
Monthly, Quarterly, Semi-Annual	Until Incorporated in to the annual Report
Annual Report	Retain 3 yrs.
Consultant Produced	Retain 3 yrs.
Manuals, Handbooks, Directives	Retain until Replaced, Superseded or Obsolete
Maps/Plats	Retain until Superseded or Obsolete
Material Safety Sheets	Retain until Superseded or Obsolete
Meeting Notices (See ORC 121.22)	Retain 1 year
Memoranda	Use Correspondence Retention Records
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
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, Superseded 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 10 yrs-then place in storage
Records Requests	Retain 2 years
Reference/Library Materials	Retain until Replaced, Superseded, or Obsolete
Requisitions	Retain 7 years
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 years
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 2 yrs. After Expiration

Work Orders		Retain 2 years
Work Schedules		Retain 1 year after Schedule Change
Council Records-Reports to the Board of Trustees		Retain 5 years
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 years
	Proof of Publication	Retain 5 years
Liability Waviers		Retain 6 yrs. If No Action Pending
Settlements		Retain 3 years
FINANCIAL RECORDS		
Annual Budget/Financial Report		Retain Permanently
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 Reister		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		Retain 7 yrs. After Audit
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	
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 7 yrs. After Audit
Cash Receipts and Disbursements	Retain 7 yrs. After Audit
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 years
Report of Cash Received	Retain 7 yrs. After Audit
Damage Claims	Retain 7 yrs. Provided Claim Settled/Audited
Expense Ledger	Dispose of 10 yrs. After Close of Physical Year Involved - Transfer to Storage 3 yrs. After Audit
Fixed Asset Record	Retain 10 years
Insurance/Fidelity Bonds	Retain 10 yrs. After Expiration Date
Insurance Policies	Retain 7 yrs. After Expiration Date
Insurance Register	Retain 7 yrs. After Audit
Investment Records	Retain 7 yrs. After Audit
Invitation to Bid (ITB)	Retain 5 years
Invoices and Supporting Documents	Retain 7 years
Journal Vouchers and Supporting Documents	Dispose of 10 yrs. After Close of Physical Year Involved
Labor Cost distribution	Dispose 7 yrs. After Audit
Performance Records	Dispose after Project Successfully Completed and Accepted
Permits	Retain 3 yrs. Provided Audited
Personal/Professional Services - Invoice/Statement of Services	Retain 7 years
Petty Cash Record	Dispose After 7 yrs. If Audited
Petty Cash Vouchers	Dispose 7 yrs. After Audit
Phone Quotes/Confirmations	Retain 2 years
Posting Sheets for Paid Bills	Retain 7 yrs. If Audited
Preliminary Loan Contracts (including Amendments, Waviers, and Documents Required for Advances of Funds)	Dispose of 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	Dispose of 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 years
Property Ledger	Dispose 7 yrs. After Physical Year Involved
Public Voucher: Payment of Annual Contribution	Dispose 7 yrs. After Audit
Purchase Orders	Retain 7 years
Receipts/Expenditures Report to Auditor of the State	Retain 7 years
Receiving Documents	Retain 3 years
Reconciliation Sheets - Bank Accounts	Retain 7 yrs. If Audited
Records of Funds Received	Retain 7 yrs. If Audited
Refund Check Ledger	Retain 7 yrs. If Audited
Remittance Advice	Retain 7 years
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 3 yrs. If Audited
Temporary Notes	Retain 7 yrs. After Audit and Payment of Note
Trial Balance Records	Retain 7 years
Transmittal of Ohio Wage and Tax Statement	Retain 7 yrs. If Audited
Travel Expense Records	Retain 7 years
Treasury Investment Board Report	Retain 7 years
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 years
Monthly Financial Statement	Retain 7 yrs. If Incorporated into the Annual Report
PAYROLL RECORDS	
Application for PERS Refund/Wavier	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 Permanently
Court Orders for Payroll Deductions	Retain Until Employee is Terminated or Order is Recinded
Employee Income Tax Withholding Certificate	Retain 3 yrs. After Termination if Audited
Withholding Payment Record	Retain 7 yrs. If Audited
Employee Pay Records	Continually Updated Until Termination, Then to Personnel File
Employee Withholding Requests	Retain Until Replaced or revoked by Employee
Employee Quarterly Federal Tax Return	Retain 7 yrs. If Audited
Garnishment Orders	Retain Until Employee is Terminated or Order Recinded
Leave Balance/Reports	Retain 7 years
Notification of Pay/Pay Step Increases	Retain Until superceded - Copy to Personnel File
Special assessments Records	Retain Until final Payment if Audited
PERSONNEL RECORDS	
Employee Records	Retain Permanently
Employee Performance Evaluations	Retain Permanently
Application for Employment:	
Original Application	Retain in Personnel File
Person Hired	Retain in Personnel File
Person Not Hired	Retain for 2 years
Copies	Retain Until No Longer Needed by Administration
Commendations, Promotions	Retain in Personnel File
Employee Exposure to Hazardous Chemicals/Biological Hazards or Infectious Diseases	Retain in Personnel file
Employee Sick Leave/Vacation Balances	Retain 7 years
Employee Time Cards/time Sheets	Retain 7 years
Employee Training records	Retain in Personnel file
Employee History Record Card	Retain Permanently in lieu of Personnel File
Greviance Hearing Records	Retain 1 year After Resolution

Employee Individual Earnings Records	Dispose 4 years after Audit
Employee Insurance Enrollment Records	Retain for 1 year After Employee Leaves
Employee Health/Life Insurance	Retain 5 years After Termination
Jobs/Position Descriptions	Retain 1 year After Superseded
Labor Union Agreements	Retain 15 years After Termination
Employee Leave Records	Retain 7 years After Audit
Payroll Journal	Retain 5 years
Labor Distribution Journal	Retain 5 years
Deduction Register	Retain 5 years
Quarterly Earnings Report	Retain 5 years
W-2 Forms	Retain 5 years
Tax Payment Forms for City, State, Federal	Retain 5 years
Employee Deduction Authorization Forms	Retain 5 years
Master File Changes	Retain 1 year
Worker Compensation Claims	Retain 10 years
Drug-Free Workplace Transmittals	Retain 3 years
Employee Medical Records	Retain 10 years
HOUSING RECORDS	
Application Files:	
	Admission Retain 3 yrs After Participation
	Eligible Retain 3 yrs After Participation
	Pending Retain 3 yrs After Participation
Selected Applications	Retain Permanently Until Classification Changes
Application Files Updated	Retain Permanently Unless Withdrawn
Application files Withdrawn	Dispose After 2 years
Applications Waiting List	Dispose After 1 year
Recertification Schedule	Retain for 1 year
Complete Recertification Packets	Retain for 3 years
Correspondence With Tenants	Dispose 3 yrs After Separation
Housing Surveys & Census Tabulations	Dispose after Superseded
HUD Forms	Retain 5 years-Transfer to Permanent Storage
Progress Reports on Families Moving into Public Housing	Retain 4 years After Audit-Transfer to Storage
Rent Roll Control/Analysis of Dwelling Rent charges	Dispose 7 years After Audit
Occupancy Reports	Retain 4 years After Audit-Transfer to Permanent Storage
Report on Regular Re-Examination of Families in Low Income Public Housing	Retain 3 years After Audit-Transfer to Permanent Storage
Request for Refund of Security Deposit & Unearned Rent	Dispose 7 years After Audit
Schedule of Tenants Accounts Receivable	Dispose 2 years After Audit
TENANT FILES	
Photo ID for Head of Household	Retain 3 yrs. After End of Participation
Birth Certificates for all Household Members	Retain 3 yrs. After End of Participation
Social Security Numbers for all Household Members	Retain 3 yrs. After End of Participation
Income Verification - Employment, Welfare, Child Support, SSI	Retain 3 yrs. After End of Participation
Statement of No Income	Retain 3 yrs. After End of Participation
Public Records Release Forms	Retain 3 yrs. After End of Participation
Education Grant Forms	Retain 3 yrs. After End of Participation
Employee Income Verification Form	Retain 3 yrs. After End of Participation
Child Care Expenses, Medical Verification Forms	Retain 3 yrs. After End of Participation
Student Status	Retain 3 yrs. After End of Participation
Participation Form 50058	Retain 3 yrs. After End of Participation
Proposal for Termination, Termination, Eviction Forms	Retain 3 years
Greivance Forms/Decisions	Retain 3 years
Request to Move/Approval to Move Forms	Retain 3 years
Tenant Accounts Receivable/Security Deposit Ledger	Retain 3 yrs. After Participation - \$0 Balance Over \$25., After Conclusion of Case
PUBLIC HOUSING FILES	

UDR 1237 Unit Turnaround	Retain 5 years
PFO Detail	Retain 5 years
Unit Inventory	Retain 5 years
Priority Work Orders	Retain 5 years
Work Order Report	Retain 5 years
Emergency Work Orders	Retain 5 years
Backlogs	Retain 5 years
Voids	Retain 5 years
Annual Inspections/Vacancies	Retain 5 years
HOMEOWNERSHIP RECORDS	
Offer to Purchase	Retain 5 years
Contracts, Addendums, Contingencies	Retain 5 years
Copies of Earned Money Deposits	Retain 5 years
Agency Disclosures, Lead Based Paint, Etc.	Retain 5 years
Mutual Release	Retain 5 years
Financial Documents	Retain 5 years
Underwriting Documents	Retain 5 years
Applications, Proposals, Rejections	Retain 5 years
ENGINEERING RECORDS	
Aerial Photographs	Retain until Superseded-Thrn appraised 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 years
Federal Project Files	Retain 5 yrs. After Project Completed, Provided Audited
Job Orders	Retain 3 yrs. After Completion of Job
Maintenance Orders	Retain 2 years
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