

RECORDS RETENTION AND DESTRUCTION PROTOCOL

The orderly acquisition, storage, retention, and disposal of records¹ is essential for the overall efficient and effective operation of a housing authority. In an effort to organize and systemize your records retention and disposal process, our office has compiled this document in accordance with the Ohio Revised Code for your consideration and ultimate adoption.² It should be used in conjunction with the Records Retention and Destruction Policy. Should you find that a record series³ that you use is not listed, you can establish a retention period for such series by using the guide below.

I. Establishing a Records Program

- A. **Organize your Records Commission.** A local records commission should be established. The commission shall be composed of the Executive Director, the Finance Director, and the President of the Board of Directors. The records commission should meet at least once every twelve months. All records commission meetings are open public meetings subject to the provisions of Ohio's Open Meeting Law, Ohio Revised Code § 121.22. Detailed commission minutes should be kept.
- B. **Designate a Records Officer in Each Department.** Each department should designate one person to be its records officer. The records officer would be responsible for all aspects of records retention and disposition within that department and serve as a liaison with the records commission.
- C. **Inventory:** Conduct a complete records inventory all records found in your office. The basic unit of the inventory is the record series.
- D. **Appraisal:** Appraisal is the determination of the appropriate retention period of each record, based on its administrative, legal, fiscal, and historical value to the Lorain Metropolitan Housing Authority ("LMHA") or the State of Ohio.
 1. **Administrative:** A record has administrative value if it is needed to conduct the current business of the public office that creates it. Administrative value diminishes over time because it is no longer needed for current business.
 2. **Legal:** A record has legal value if it documents or protects the legal rights of the housing authority. Records possessing legal value should be retained until the legal rights or obligations to which they pertain expire.

¹ A record has been defined by the Ohio Revised Code, Section 149.011, as "any document, device, or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office."

² The information contained within this document was obtained, in part, from the Ohio Historical Society's Local Government Records Program.

³ A record series is a sequence of records classified and filed as a single system.

3. **Fiscal**: A record has fiscal value if it is used in accounting for public funds. Records having fiscal value must be retained at least until the accounts have been audited. Records of local activities funded with combinations of state and federal funds might have to be retained longer than records pertaining solely to local funds.
4. **Historical**: A record has historical (archival) value if it has continuing historical value to the State of Ohio and its citizens. The Ohio Historical Society Local Government Records Program staff makes this determination.

The retention periods suggested in this manual are based upon the application of each of the four values of records to each records series. As records often possess more than one value, retention periods are based on satisfying the value with the longest retention need.

- E. **Adopt Retention Schedules and Obtain Approval for Disposal**: Public records of LMHA may be disposed of by sending a list of records that the Commission has approved for disposal to the Ohio Historical Society. The Ohio Historical Society will forward the relevant documents on to the State Auditor's office. Each of these agencies is allowed 60 days to review the records before disposal.⁴

Three forms are used to create an orderly business process that documents compliance and provides assurance that the requirements of the Ohio Revised Code have been met.

1. **RC-1**: An RC-1 is used for the *one-time disposal of obsolete records*, and does not represent continuing authority to destroy records. It is valid only for those obsolete records that are listed on the form and can only be used for one disposal⁵.
2. **RC-2**: An RC-2 is a Schedule of Records Retention and Destruction. This document constitutes *continuing authority to dispose of records* when the scheduled retention period has expired.
3. **RC-3**: An RC-3 is also called the *Certificate of Records Disposal*. This form must be filed with the Ohio Historical Society Local Government Records Program before the disposal of any housing authority records can occur.⁶ This form simply serves as notice to the Ohio Historical Society and the State Auditor's Office that records will be disposed of by the housing authority per the pre-approved general Schedule. The Certificate of Disposal should be

⁴ While it is not statutorily mandated that you to send notice to the Ohio Historical Society when you are going to dispose of records, it is highly encouraged.

⁵ You should send your completed RC Forms to the Ohio Historical Society LGRP, 1982 Velma Avenue, Columbus, Ohio 43211.

⁶ The RC-3 Form will not be returned to you. If there was a problem with your form, you will be contacted. You can proceed with the records disposal 15 business days after the form was submitted. Many public entities include a self addressed stamped postcard with their RC Forms in order to assure that their forms were received.

filed a minimum of fifteen (15) business days before the proposed disposal or destruction date. As a practical matter, the fifteen (15) business days requested for the RC-3 submittal is considered part of the 60-day review and selection period.

Retention periods may be expressed in one of three ways: as a specific time period (e.g., retain two years and then destroy); in relation to an event (e.g., destroy after audited by the Auditor of the State and audit report is released); or as a combination of both of these (e.g., retain for two years and after audited, destroy).

- F. **Disposal**: Once a records retention schedule is put in place, it should be followed and reviewed annually.
- G. **Maintenance of Records of Long-Term Value**: Records with retention periods exceeding ten years are often viewed as being long-term. Providing appropriate storage facilities is essential for the preservation of long-term records. It is important to provide a cool, dry, and secure storage area for these records, especially those of long-term value.

II. **Electronic Records**: Electronic records are compilations of data that are created or received by the housing authority and its employees during the course of official duties and that document the organization, functions, policies, procedures, operations, or other activities of the office. Electronic records are records that contain machine readable information. The information may be text, numbers, graphs, line drawings, pictures, images, or sound. Examples of electronic records include word processing files, spreadsheet files, presentation graphics, electronic images, databases, audio or video recordings, and email. Electronic records may occupy media such as magnetic disks or tapes; audio or video cassettes; and compact or optical disks.

- A. Electronic information is a record if it satisfies the general criteria of a record as defined by Ohio law.
- B. Electronic records should be managed effectively as a part of a comprehensive records management program.
- C. Electronic records should be created in reliable and secure systems.
 - 1. Reliability refers to a record's authority and trustworthiness at the time of creation. To ensure reliability, the housing authority must establish procedures for creating official records electronically.
 - 2. Security refers to the measures that a housing authority must take to prevent unauthorized access to electronic records.

III. General Administrative Records: Records listed in this section are generally found in most public sector offices. All record retention schedules listed below apply to the LMHA unless they are superceded by a more specific schedule.

RECORD SERIES NUMBER	RECORD SERIES TITLE	SUGGESTED RETENTION PERIOD
01-01	Accident Reports/Files: LMHA Employee Injury Report Bodily Injury to Non-Employee Damage to LMHA Vehicle or Property	Place in workers' compensation file 3 years provided no action pending 3 years provided no action pending
01-02	Agendas	6 years
01-03	Annual Departmental Budget	5 years
01-04	Annual Budget Report	Permanent -- at 25 years, appraise for historical value
01-05	Attendance Reports/Records	7 years
01-06	Audiovisual, PR, & Training Materials	Until information is superceded, obsolete, or replaced and then appraise for historical value
01-07	Audit Reports	Permanent
01-08	Automobile and Equipment Maintenance Records	Life of the automobile or equipment
01-09	Badges and IDs	Turn in upon termination
01-10	Bid and contract forms, bills of sale, & other documents evidencing sale: Transaction amount of \$1,000 or less Transaction amount between \$1,001 and \$25,000 Transaction amount of \$25,000 and over	Dispose 15 years after final payment Permanent Permanent
01-11	Blank Forms	Until obsolete or superceded
01-12	Blueprints/Vellums	Permanent
01-13	Budget Preparation Documents (Working Papers)	7 years
01-14	Bulletins, Posters, and Notices to Employees	Until no longer administratively necessary

01-15	Capital Modernization Grant Files/Records –Federal and State	Permanent
01-16	Contracts and Agreements	Permanent
01-17	Contract Audio Tapes –Preconstruction and Prebid Tapes	3 years after project completion
01-18	Cooperation Agreements and Amendments	Permanent
01-19	Copies: All Media Official File Copy Reading/Informational/Reference Copy	Use applicable records series retention period Until no longer administratively necessary
01-20	Correspondence: Annual Contribution and Fiscal Matters General (No Policy Matters) Policy Matters Routine Form Letters Routine Management Matters Routine Maintenance Matters	Permanent 2 years Permanent 1 year 2 years, provided audited 2 years, provided audited
01-21	Delivery Slips/Packing Slips	7 years
01-22	Disaster Plans	Until updated or superceded
01-23	Drafts – All Media	Until no longer administratively needed
01-24	Drawings, Tracings, Mylars	Permanent
01-25	Equipment Inventories	7 years
01-26	Executive Orders	Until superceded, obsolete, or replaced, and then appraise for historical value
01-27	Expense Records	7 years
01-28	Facsimile (FAX) Logs Messages	1 year Treat as correspondence
01-29	Fuel Usage Records	7 years

01-30	General Orders, Directives, Policies, Rules, Regulations, or Procedures	Until superceded, retain one copy until audited ⁷
01-31	Hearings (Not Employee-Related): Audio and Video Recordings Report of Proceedings Transcripts	1 year Permanent 1 year
01-32	Inventory of Expendable Equipment, Materials and Supplies, or Nonexpendable Equipment	7 years after audit
01-33	Leases: Equipment Real Estate	2 years after expiration 5 years after expiration
01-34	Licenses, Permits, Certifications	7 years after expiration
01-35	LMHA Generated Publications	Until superceded or obsolete, retain 1 copy
01-36	Mail: Unsolicited Mail (e.g. anonymous/slandorous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.) Postal Records (e.g. Registered/Certified/Insured Logs or Receipts/Postal Meter Documents) Electronic Mail (E-Mail)	Until no longer administratively necessary 7 years Retain according to content – See Correspondence
01-37	Mailing Lists	Until updated, superceded, or obsolete
01-38	Management/Operations Reports: Monthly/Quarterly/Semiannual Annual Consultant Produced	Until incorporated into an annual report 3 years 3 years
01-39	Manuals, Handbooks, and Directives	Until superceded, obsolete, or replaced. Retain one copy for 5 years
01-40	Maps/Plats	Until updated, superceded, or obsolete, and then appraise for historical value

01-41	Material Safety Sheets	Until superceded
01-42	Meeting Notices (See ORC 121.22)	1 year
01-43	Memoranda	Use correspondence retention periods
01-44	Minutes of Meetings: Approved Hardcopy Audio/Video Recordings of Meetings Drafts/Notes	Permanent 1 year, provided information concerning the meeting is substantially transcribed to hardcopy Until hardcopy of minutes is approved
01-45	Motor Vehicle Titles	Retain until LMHA disposes of vehicle
01-46	Photo File (includes prints, slides, negatives, transparencies, and related photographic items)	Until information is no longer current, then appraise for historical value
01-47	Press/News Releases	3 years
01-48	Project Plans/Drawings/As Built	Life of project or until updated, superceded, or obsolete, then appraise for historical value
01-49	Receipts/Receipt Books	7 years, provided audited
01-50	Receiving Documents	7 years
01-51	Records Retention Documents RC 1, RC 2, RC 3	25 years
01-52	Records Requests	2 years
01-53	Reference/Library Materials	Until superceded, obsolete, or replaced
01-54	Requisitions	7 years
01-55	Surveying –Field Notes	Permanent
01-56	Table of Organization/Organizational Charts	Until superceded
01-57	Telephone Messages –Telephone Records: Charges/Bills/Call Detail Records Documentation Messages Service Records System Equipment Inventory	2 years, provided audited Life of system Until no longer administratively necessary 2 years Continually updated, retain superceded data for one year

01-58	Training Material/Lesson Plans	Until superceded
01-59	Uniform Record	3 years, provided audited
01-60	Vehicle Maintenance Records	1 year after vehicle sold
01-61	Vehicle Mileage Records	1 year after vehicle sold
01-62	Visitors' Log or Sign-in Sheets	1 year
01-63	Voice Mail: Messages System Documentation	Until no longer administratively necessary Life of system
01-64	Warranties	2 years after expiration
01-65	Work Orders	2 years
01-66	Work Schedules	1 year after schedule changed

IV. Council Records

RECORD SERIES NUMBER	RECORD SERIES TITLE	SUGGESTED RETENTION PERIOD
02-01	Reports to Board of Trustees	5 years
02-02	Resolutions	Permanent

V. Engineering and Street Records

A. Engineering Records

RECORD SERIES NUMBER	RECORD SERIES TITLE	SUGGESTED RETENTION PERIOD
03-01	Aerial Photographs	Until superceded, then appraise for historical value
03-02	Architects' & Engineers' Contracts	Permanent
03-03	Bid forms, notice to proceed progress reports, and photographs	Transfer to storage after final contract settlement
03-04	Change Orders	Place in Contract File and transfer to storage after final contract settlement
03-05	Contractors' Payroll	3 years after completion of contract as established by Certificate of Completion

03-06	Contractors' Prevailing Wage Records	5 years
03-07	Contract Register, Development	Permanent
03-08	Contract Register, Management	Permanent
03-09	Federal Project Files	5 years after completion of project, provided audited
03-10	Job Orders	3 years
03-11	Jurisdiction – Territory Maps	Permanent
03-12	Maintenance Orders	2 years
03-13	Project Files (Contracts, specifications, change orders, progress reports, etc.)	15 years after completion of the project except for contracts which are permanent
03-14	Project Inspection Records	Include in project files
03-15	Properties File	Permanent
03-16	Site Acquisition Records (contracts for survey, title information, or legal services, for appraisals, and for securing options, site maps, appraisal reports, and all other site records)	Permanent
03-17	Special Assessments Records	3 years after final payment, provided audited
03-18	Unsuccessful Bids	Permanent

VI. Financial Records

A. General Financial Records

RECORD SERIES NUMBER	RECORDS SERIES TITLE	SUGGESTED RETENTION PERIOD
04-01	Acceptance of Utility Rate Resolution Notices	Permanent
04-02	Accounts Ledger	7 years after last entry, provided audited
04-03	Accounts Payable Record	7 years, provided audited
04-04	Accounts Receivable Ledger, General	7 years, provided audited
J4-05	Adjustment Slips	7 years, provided audited

04-06	Analytical Tenant Ledger Control	7 years, provided audited
04-07	Annual Contributions Contract (ACC) (including amendments, waivers, & related correspondence)	Permanent
04-08	Annual Financial Report	Permanent
04-09	Annual Report to Auditor of State	7 years
04-10	Application for reservation of Low- Income Public Housing funds and Preliminary Loan	Permanent
04-11	Audit Reports –Internal Federal/Auditor of State	Permanent
04-12	Bad Check or Bad Debt Records	7 years after payment or settlement
04-13	Balance Sheets	Permanent
04-14	Bank Deposit Records (Receipts, Reconciliation, Slips, Statements, etc.)	7 years, provided audited
04-15	Bid Bonds: Successful Bidder Unsuccessful Bidder	Retain until acceptance of project performance bond Return after project awarded
04-16	Bids –Successful	15 years after completion of project
04-17	Bids – Unsuccessful	2 years after letting of the contract
04-18	Bonds and Notes (records relating to permanent financing)	Permanent
04-19	Bond Registrar	Permanent
04-20	Cancelled Checks	7 years, provided audited
04-21	Capital Improvement Bonds	Until paid off and audited, and then appraise for historical value
04-22	Cash Books/Cash Reports	7 years
04-23	Cash Receipts and Disbursements	7 years, provided audited
04-24	Certified Reports on Audit	Permanent
04-25	Check Registers/Stubs/Carbons	7 years, provided audited

04-26	Checking Account Statement	7 years, provided audited
04-27	Checks –Voided	7 years, provided audited
04-28	Client Payment Files	3 years
04-29	Computer Generated Financial Reports: Monthly/Quarterly/Semiannual Annual	Until replaced by next printout or annual report printed out 7 years
04-30	Computer Records	7 years
04-31	Report of Cash Received	7 years, provided audited
04-32	Damage Claims	7 years, provided that claim is settled and all appeals exhausted
04-33	Deposit Refund Requests	7 years, provided deposit is refunded and account is audited
04-34	Development Cost Records	Permanent
04-35	Expense Ledger	Transfer to storage 3 years after audited and dispose of 10 year following the close of the fiscal year involved
04-36	Fixed Assets Record	10 years
04-37	General Depository Agreement	Permanent
04-38	General Ledger	Permanent
04-39	Insurance and Fidelity Bonds	10 years following expiration date
04-40	Insurance Policies	7 years after expiration, provided all claims settled
04-41	Insurance Register	7 years after audit
04-42	Investment Records	7 years, provided audited
04-43	Invitation to Bid (ITB)	5 years
04-44	Invoices and Supporting Documents	7 years
04-45	Journal vouchers and supporting documents	Dispose 7 years after the close of the fiscal year involved. Transfer to storage after audit.
04-46	Labor Cost Distribution	Dispose 7 years after audit

04-47	Performance Records	After project successfully completed and accepted
04-48	Permits	3 years, provided audited
04-49	Personal or Professional Services: Invoice or Statement of Services	7 years
04-50	Petty Cash Record	7 years, provided audited
04-51	Petty Cash Vouchers	Dispose 7 years after audit
04-52	Phone Quotes/Confirmations	2 years
04-53	Posting Sheets for Paid Bills	7 years, provided audited
04-54	Preliminary Loan Contracts (including amendments, waivers, and documents required for advances of funds)	Dispose 6 years after contract termination and repayment of funds advanced under the contract
04-55	Preliminary Loan Notes	4 years following audit and payment of note
04-56	Preliminary Planning Cost Ledger	Dispose 4 years after transfer of preliminary planning costs to Annual Contributions Contract books of account
04-57	Prevailing Wage Records	7 years
04-58	Property Inventories	7 years
04-59	Property Ledger	Dispose 7 years after the close of the fiscal year involved
04-60	Public Voucher: Payment of Annual Contribution	Dispose 7 years after audit
04-61	Purchase Orders	7 years
04-62	Receipts and Expenditures Report to Auditor of State	7 years
04-63	Receiving Documents	3 years
04-64	Reconciliation Sheets, Bank Accounts	7 years, provided audited
04-65	Records of Funds Received	7 years, provided audited
4-66	Refund Check Ledger	7 years, provided audited

04-67	Remittance Advice	7 years
04-68	Request for Proposals (RFPs)	2 years
04-69	Retirement System Payments/Records	Permanent
04-70	Retirement System Exemption Record (Waiver)	Permanent
04-71	Special Assessments	Until paid off and audited
04-72	Surety Bonds-Special	10 years after expiration
04-73	Surety Bonds of Officials or Employees	10 years after termination of officer or employee
04-74	Tax Abatement Records	Duration of Abatement plus 1 year
04-75	Tax Settlement Reports	3 years, provided audited
04-76	Temporary Notes	7 years following audit and payment of note
04-77	Trial Balance Records	7 years
04-78	Transmittal of Ohio Wage and Tax Statement	7years, provided audited
04-79	Travel Expense Records	7 years
04-80	Treasury Investment Board Report	7 years
04-81	Unemployment Compensation Records	7years, provided audited
04-82	Uniform Allowance Record	7 years, provided audited
04-83	Vouchers: Original Copies	7 years, provided audited Until no longer administratively necessary

B. Sinking Fund Records

RECORD SERIES NUMBER	RECORD SERIES TITLE	SUGGESTED RETENTION PERIOD
05-01	Bond Issue Ledger	Permanent
05-02	Bond Transcripts	10 years after issue redeemed

05-03	Bonds (Redeemed)	2 years after issue is paid off, then appraise for historical value
05-04	Call Notices –Securities	10 years after call
05-05	Cash Journal	7 years, provided audited
05-06	Coupons (Redeemed)	4 years after audited, then appraise for historical value
05-07	Electronic Fund Transfer Records	10 years
05-08	Monthly Financial Statement	7 years, provided that it is incorporated into annual report
05-09	Record of Registered Bonds	Permanent
05-10	Sinking Fund Ledger or Journal	Permanent

VII. Legal Records

RECORD SERIES NUMBER	RECORD SERIES TITLE	SUGGESTED RETENTION PERIOD
06-01	Case Files, Civil	6 years, provided no action pending
06-02	Case Files, Criminal	6 years, provided no action pending
06-03	Property Files	Permanent
06-04	Claims for Damages	3 years after case settled and all appeals are exhausted
06-05	Court Transcripts	3 years after case is settled
06-06	Deeds	Permanent
06-07	Easements	Permanent
06-08	Legal Notices: Tear Sheets Proof of Publication	2 years 5 years
06-09	Legal Opinions from Legal Counsel	Permanent
06-10	Liability Waivers	6 years provided no action pending
06-11	Settlements	3 years
06-12	Worker's Compensation Claims	Permanent

VIII. Payroll/Personnel Records

A. Payroll Records

RECORD SERIES NUMBER	RECORD SERIES TITLE	SUGGESTED RETENTION PERIOD
07-01	Application for PERS Refund or Waiver	Permanent
07-02	Court Orders for Payroll Deduction	Until employee terminated or Order is rescinded
07-03	Employee Earning Record	Permanent
07-04	Employee Income Tax Withholding Certificate Withholding Payment Record	3 years after termination of employment, provided audited 7 years, provided audited
07-05	Employee Pay Records	Continually updated until termination then place into personnel file or enter data onto Employee History Card
07-06	Employee Withholding Requests	Until replaced or revoked by employee
07-07	Employee Quarterly Federal Tax Return	7 years, provided audited
07-08	Garnishment Orders	Until employee terminates or Order rescinded
07-09	Leave Balances/Reports	7 years
07-10	Notification of Pay/Pay Step Increase	Until superceded. Copy in personnel file
07-11	Overtime authorization	7 years, provided audited
07-12	Overtime reports	7 years, provided audited
07-13	Payrolls	Dispose 7 years after audit
07-14	Payroll Journal/Record: Annual Cumulative Printout Weekly/Monthly Payroll Journal	7 years 7 years, provided audited and cumulative employee payroll data retained in personnel file
07-15	Real Property Disposition Records	Permanent
7-16	Reports to Retirement Systems	Permanent

07-17	Schedules of Auditor's Adjustments	Permanent
07-18	Schedules of Maximum Income Limits and Related Materials	Dispose 1 year after schedule is suspended
07-19	Tax Withholding Reports	7 years, provided audited
07-20	W-2 Forms	Permanent
07-21	W-4 Forms	Until superceded or employee terminates

B. Personnel Records

RECORD SERIES NUMBER	RECORD SERIES TITLE	SUGGESTED RETENTION PERIOD
08-01	Application for Employment: Person Hired Person Not Hired Copies	Place in personnel file Destroy after 2 years Until no longer administratively necessary
08-02	Commendations, Promotions	Place in personnel file
08-03	Employee Exposure to Hazardous Chemicals/Biological Hazards or Infectious Diseases Reports	Place in personnel file
08-04	Employee Performance Evaluation	Permanent
08-05	Employee Records	Permanent
08-06	Employee Sick Leave and Vacation Balances	7 years
08-07	Employee Time Cards/Sheets	7 years
08-08	Employee Training Records	Place in personnel file
08-09	Employment History Record Card	Permanent, in lieu of personnel file
08-10	Grievance Hearing Records	1 year after resolved
08-11	Individual Earning Records of LMHA employees	Dispose of 4 years following audit
08-12	Insurance Enrollment Record	1 year after employee leaves LMHA employment
08-13	Job/Position Descriptions	1 year after superceded

08-14	Labor Union Agreements	15 years after termination
08-15	Leave Records of Employees	7 years following audit
08-16	Leave Requests –All Types Sick, Vacation, Overtime, etc.	7 years, provided balances journalized
08-17	Letter of Appointment	Place in personnel file
08-18	Letters of Reference	6 years after hired
08-19	Letter of Resignation	Place in personnel file
08-20	Personnel Actions	Place in personnel file
08-21	Personnel File/Records	Permanent
08-22	Position Description of Employees	Dispose 3 years after position is abolished or description is suspended
08-23	Promotion Action	Place in personnel file
08-24	Reports to Bureau of Employment Services	6 years
08-25	Unemployment Compensation Case Files	4 years after date of final payment
08-26	Union Record of Disciplinary Action	2 years
08-27	Unsuccessful Applications for Appointments	Dispose 6 months following the date of application
08-28	Worker's Compensation Case Files	Permanent

IX. Housing Records

RECORD SERIES NUMBER	RECORDS SERIES TITLE	SUGGESTED RETENTION PERIOD
09-01	Application Files (for admission): Pending and eligible applications Selected application Withdrawn and ineligible application	Permanent until classification changes Permanent until classification changes 2 years from the time that applications are classified withdrawn or ineligible
09-02	Correspondence with Tenants	Dispose 3 years in cases where no claim exists or claim amount is \$25 or less and for claims amounting to more than \$25, dispose after conclusion of the cases

09-03	Housing Surveys and Census Tabulations	Dispose after superceded
09-04	HUD Forms	Retain 5 years after audit and transfer to storage permanently
09-05	Project Reports on Families Moving into Low-Income Public Housing	4 years after audit (may transfer to storage after audit)
09-06	Rent roll control and analysis of dwelling rent charges	Dispose 7 years after audit
09-07	Report on Occupancy	4 years after audit (may transfer to storage after audit)
09-08	Report on Regular Reexamination of Families in Low-Income Public Housing	3 years after audit (may transfer to storage after audit)
09-09	Request for refund of security deposit and unearned rent	Dispose 7 years after audit
09-10	Schedule of Tenants Accounts Receivable	Dispose 2 years after audit
09-11	Tenant accounts receivable and security deposit ledger sheets	Dispose 3 years after audit for accounts with zero balances or where the claims amount to \$25 or less. For claims amounting to more than \$25, dispose after conclusion of the case
09-12	Tenant Files	Dispose 3 years after tenant vacates unit if paid in full or deceased All other files, 7 years