

Pickaway MHA Record Retention Policy

AVAILABILITY OF RECORDS AND PROCEDURES FOR OBTAINING

The Pickaway Metropolitan Housing Authority will prepare and make available upon request for inspection any "public records" as defined in the Public Records Policy which is a part of this document. The fee for reproduction of any requested copies are .25 (twenty-five cents) per page.

Anyone seeking to inspect or identify any public record for copying will not be required to do so in writing and does not have to provide his or her identity or the intended use of the requested public record. However, to assist with determination and clarity of the specific record requested, the Requester is asked to so make the request in writing whenever possible.

The Public Records Policy should be further reviewed for complete guidance.

Financial Records Retention and Disposal Schedule

Description of Records Retention/Disposal

Bank Statement, Reconciliations & Cancelled Checks

Recommended Minimum

Dispose when 10 years old

Budgets: Operating with supporting schedules for each fiscal year of operation; revisions, other budget data and related records

Dispose when 10 years old

Cash disbursement and cash receipts register

Dispose when 10 years old

Cash receipts (rent, security deposits, other income, etc)

Dispose 10 years following accepted audit*

Temporary Notes, including related documents and correspondence

Dispose 7 years following audit* and payment of note

General Depository Agreement

Disposal not recommended

General Ledger in a Binder

Disposal not recommended

Depreciation Schedule

Disposal not recommended

Income Ledger

Dispose 10 years following accepted audit*

Initial Operating Ledger

Disposal not recommended

Property Insurance and Fidelity Bonds

Disposal not recommended

Property Insurance Register

Dispose 10 years following accepted audit*

Inventory of Expendable Equipment, Materials and Supplies, or nonexpendable Equipment	Dispose 10 years following accepted audit*
Nonexpendable Equipment Record Cards	Dispose 5 years after item is disposed of
Audit Reports and REAC Submissions	Disposal not recommended
Petty Cash Vouchers	Dispose 10 years following accepted audit*
Real Property Disposition Records	Disposal not recommended
Rent Roll – Accounts Receivable Ledgers	Dispose 10 years following accepted audit*
Request for Refund of Security/Pet Deposit	Dispose 10 years following accepted audit*
Revolving Fund – including General Ledger, Cash Receipts Register, Cash Disbursements Register	Dispose 15 years following accepted audit*
Schedules of Auditor’s Adjustments	Disposal not recommended
Tenants Accounts Receivable and Security Deposit Ledger Sheets	Dispose 10 years after audit* for accounts with zero balances. For claims with a balance, keep supporting documents until conclusion or resolution of debt.
1099’s	Disposal not recommended
Chart of Accounts	Dispose 10 years following accepted audit*
Checks Deposited by Remote Capture	Checks will be held until the Audit for that year is complete and the AOS has issued opinion on the audit. The checks or money orders will then be shredded.

Personnel Records

Employee Records of local PHA employees	Disposal not recommended
Individual Earnings Records of PHA employees (per the year end history)	Disposal not recommended

Leave Records of PHA employees	Disposal not recommended
Payrolls	Disposal not recommended
Federal, State, City and School Taxes	Disposal not recommended
OPERS Records of Contributions	Disposal not recommended
Group health Insurance Plans	Dispose 3 years after termination or amended

*An accepted audit is when a successful resolution is reached of any open findings.