

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Fo
EX-01	Executive	Charter/Corporate Documents	Executive Filing/Admin. Asst.	Permanent	Paper
EX-02	Executive	ZMHA/HUD ACC's and Extensions	Executive Filing/Admin. Asst.	5 years after Audit	Paper
EX-03	Executive	ZMHA Contracts and amendments	Executive Filing/Admin. Asst.	5 years after Audit	Paper
EX-04	Executive	ZMHA Conflict of Interest Certifications	Executive Filing/Admin. Asst.	5 years after Audit	Paper
EX-05	Executive	HUD Compliance Reviews and Responses	Executive Filing/Admin. Asst.	5 years after closeout	Paper
EX-06	Executive	Board Meetings - Minutes	Executive Filing/Admin. Asst.	Permanent	Paper
EX-07	Executive	Fidelity Bonds	Executive Filing/Admin. Asst.	1 year after expiration	Paper
EX-08	Executive	Annual Reports to HUD	Executive Filing/Admin. Asst.	3 years after contract terminates	Paper
EX-09	Executive	HUD General Correspondence	Executive Filing/Admin. Asst.	5 years	Paper
EX-10	Executive	Board Resolution Copies	Executive Filing/Admin. Asst.	3 years	Paper
EX-11	Executive	Board Appointments (Commissioners)	Executive Filing/Admin. Asst.	Permanent	Paper
EX-12	Executive	Legal Opinions	Executive Filing/Admin. Asst.	5-7 years	Paper
EX-13	Executive	Oath of Office	Executive Filing/Admin. Asst.	Permanent	Paper
EX-14	Executive	Board Correspondence	Executive Filing/Admin. Asst.	7 years	Paper
EX-15	Executive	HUD Correspondence, Notices, Complaints	Executive Filing/Admin. Asst.	Permanent	Paper
EX-16	Executive	Zanesville Civic League, Head Start, YouthBuild	Executive Filing/Admin. Asst.	3 years	Paper
EX-17	Executive	Zanesville Correspondence	Executive Filing/Admin. Asst.	3 years	Paper
EX-18	Executive	Legal Agreements/Contracts	Executive Filing/Admin. Asst.	5 years after agreement	Paper
EX-19	Executive	Agency Policies/Travel	Executive Filing/Admin. Asst.	Permanent	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Fo
EX-20	Executive	Housing Publications (NAHRO, OHAC, etc.)	Executive Filing/Admin. Asst.	1 year	Paper
EX-21	Executive	Internal Audits	Executive Filing/Admin. Asst.	Permanent	Paper
EX-22	Executive	Litigation Files	Executive Filing/Admin. Asst.	10 years after contract or settlement	Paper
EX-23	Executive	Scattered Sites - Disposition Documentation	Executive Filing/Admin. Asst.	5 years after Audit	Paper
EX-24	Executive	Active/Ongoing project files, drawings, specifications	Executive Filing/Admin. Asst.	Permanent	Paper
EX-25	Executive	Project A/E selection process & contract files	Executive Filing/Admin. Asst.	5 years after project audit	Paper
EX-26	Executive	Lease Agreements for real estate and equipment	Executive Filing/Admin. Asst.	5 years after expiration	Paper
EX-27	Executive	Operations Contracts	Executive Filing/Admin. Asst.	5 years after expiration	Paper
EX-28	Executive	Annual Contribution Contracts including amendments, waiver and related correspondence	Executive Filing/Admin. Asst.	Permanent	Paper
EX-29	Executive	Annual Financial audit	Executive Filing/Admin. Asst.	Permanent	Paper
EX-30	Executive	Group Health Insurance Agreement, Plan, and explanation of benefits	Executive Filing/Admin. Asst.	3 years after contract expiration	Paper
EX-31	Executive	Employee Trust document for self-funded Health Insurance Plan	Executive Filing/Admin. Asst.	3 years after contract expiration	Paper
EX-32	Executive	General Correspondence	Executive Filing/Admin. Asst.	2 years	Paper
EX-33	Executive	Property tax exemption applications/approvals	Executive Filing/Admin. Asst.	Permanent	Paper
EX-34	Executive	Self funded health insurance claims	Executive Filing/Admin. Asst.	5 years	Paper
EX-35	Executive	Health Insurance booklets	Executive Filing/Admin. Asst.	Current	Paper
EX-36	Executive	Personnel Health Insurance Policies	Executive Filing/Admin. Asst.	Current	Paper
EX-37	Executive	Personnel Policy	Executive Filing/Admin. Asst.	Current/Prior	Paper
EX-38	Executive	Employee Notices, Flyers, etc.	Executive Filing/Admin. Asst.	posted	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Fo
EX-39	Executive	Labor Union Agreements	Executive Filing/Admin. Asst.	Current/Prior	Paper
EX-40	Executive	Tuition Reimbursement Log	Executive Filing/Admin. Asst.	2 years	Paper
EX-41	Executive	Legal Communication (Legal Aid)	Executive Filing/Admin. Asst.	3 years	Paper
EX-42	Executive	Formal Bid Documents, RFP, RFQ	Executive Filing/Admin. Asst.	3 years after audit	Paper
EX-43	Executive	Claims-Auto Accidents, Property Damage, Liability, Theft	Executive Filing/Admin. Asst.	3 years after claim closed	Paper
EX-44	Executive	Insurance Policies	Executive Filing/Admin. Asst.	7 years after audit	Paper
EX-45	Executive	Property Dispositions	Executive Filing/Admin. Asst.	7 years after audit	Paper
EX-46	Executive	Vehicle documents	Executive Filing/Admin. Asst.	1 year after sale	Paper
EX-47	Executive	Procurement Policy	Executive Filing/Admin. Asst.	Current and prior 3 years	Paper
EX-48	Executive	General Policies and Procedures	Executive Filing/Admin. Asst.	3 years after updated	Paper
EX-49	Executive	Current Job Descriptions	Executive Filing/Admin. Asst.	5 years (while active)	Paper
EX-50	Executive	Job Postings	Executive Filing/Admin. Asst.	2 years	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
CF-01	Capital Fund - Improvement	ZMHA Contract and amendments	Modernization/Storage	5 years after audit	Paper
CF-02	Capital Fund - Improvement	ZMHA Fee Payments to Sub-Contractors	Modernization/Storage	5 years after audit	Paper
CF-03	Capital Fund - Improvement	Annual Reports to HUD	Modernization/Storage	3 years after contract terminates	Paper
CF-04	Capital Fund - Improvement	HUD General Correspondence	Modernization/Storage	5 years	Paper
CF-05	Capital Fund - Improvement	Capital Grant Reports	Modernization/Storage	7 years after audit	Paper
CF-06	Capital Fund - Improvement	Board Resolution Copies	Modernization/Storage	3 years	Paper
CF-07	Capital Fund - Improvement	Agency Policies/Travel	Annual Plan	Permanent	Paper
CF-08	Capital Fund - Improvement	Active/ongoing project files, drawings, specifications	Modernization/Storage	Permanent	Paper
CF-09	Capital Fund - Improvement	Project's blue prints/vellums and specifications	Modernization/Storage	Permanent	Paper
CF-10	Capital Fund - Improvement	AS built drawings	Modernization/Storage	Permanent	Paper
CF-11	Capital Fund - Improvement	Project A/E selection process & contract files	Modernization/Storage	5 years after audit	Paper
CF-12	Capital Fund - Improvement	Project construction contractor bidding process and contract award files	Modernization/Storage	5 years after audit	Paper
CF-13	Capital Fund - Improvement	Contractor's correspondence, Project memorandums, Project pay request, Project field correspondence, Project change orders, Contractor payroll reports	Modernization/Storage	5 years after audit	Paper
CF-14	Capital Fund - Improvement	Project closeout documents/Warranties	Modernization/Storage	5 years after audit	Paper
CF-15	Capital Fund - Improvement	Project Lien and Legal documents	Modernization/Storage	5 year after audit	Paper
CF-16	Capital Fund - Improvement	Project hazardous material abatement reports	Modernization/Storage	5 year after audit	Paper
CF-17	Capital Fund - Improvement	Funding applications	Modernization/Storage	5 years after audit	Paper
CF-18	Capital Fund - Improvement	Project Physical Need Assessment Reports	Modernization/Storage	5 years after audit	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
CF-19	Capital Fund - Improvement	Had/Contractors correspondence	Modernization/Storage	5 years after audit	Paper
CF-20	Capital Fund - Improvement	HUD approved budgets	Modernization/Storage	5 years after audit	Paper
CF-21	Capital Fund - Improvement	Operations Contracts	Modernization/Storage	5 years after audit	Paper
CF-22	Capital Fund - Improvement	Capital Grant Cost Certificates	Modernization/Storage	Permanent	Paper
CF-23	Capital Fund - Improvement	General Correspondence	Modernization/Storage	2 years	Paper
CF-24	Capital Fund - Improvement	Funds received records	Modernization/Storage	7 years after audit	Paper
CF-25	Capital Fund - Improvement	PH Performance Preparation Records (PHAS)	Modernization/Storage	5 years after audit	Paper
CF-26	Capital Fund - Improvement	General Policies and Procedures	Modernization/Storage	3 years after policy update	Paper
CF-28	Capital Fund - Improvement	Formal bid documents, RFP, RFQ	Modernization/Storage	3 years after audit	Paper
CF-29	Capital Fund - Improvement	PO's Green Copy, Warehouse & Pickup	Modernization/Storage	3 years after audit	Paper
CF-30	Capital Fund - Improvement	Procurement Policy	Modernization/Storage	Current and 3 years prior	Paper
CF-31	Capital Fund - Improvement	Funds received records (copy)	Modernization/Storage	7 years after audit	Paper
CF-32	Capital Fund - Improvement	General Policies and Procedures	Modernization/Storage	3 years after updated	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
FI-01	Finance	ZMHA Contracts and amendments	In Office	5 years after Audit	Paper
FI-02	Finance	ZMHA Fee Payments to Sub-Contractors	Office/Storage	5 years after audit	Paper
FI-03	Finance	Depository Agreements	Office/Storage	5 years after audit	Paper
FI-04	Finance	Voucher Payment Approvals	Office/Storage	5 years after audit.	Paper
FI-05	Finance	Voucher Payments	Office/Storage	5 years after Audit	Paper
FI-06	Finance	HUD Fee Payment Invoices	Office/Storage	5 years after audit	Paper
FI-07	Finance	Annual Operations Budgets	Office/Storage	5 years after audit	Paper
FI-08	Finance	Annual Reports to HUD	Office/Storage	3 years after contract terminates	Paper
FI-09	Finance	Year-End Statements to HUD	Office/Storage	3 years after contract terminates	Paper
FI-10	Finance	HUD General Correspondence	Office/Storage	5 years	Paper
FI-11	Finance	General Ledger	Office/Storage	7 years after audit	Paper
FI-12	Finance	Accounts Payable Ledgers	Office/Storage	7 years after audit	Paper
FI-13	Finance	HCVP (Section 8) interface JV	Office/Storage	7 years after audit	Paper
FI-14	Finance	HCVP (Section 8) check register	Office/Storage	7 years after audit	Paper
FI-15	Finance	Tenant Accounting Interface JV	Office/Storage	7 years after audit	Paper
FI-16	Finance	Accounts Payable check register	Office/Storage	7 years after audit	Paper
FI-17	Finance	Journal vouchers and supporting documents	Office/Storage	7 years after audit	Paper
FI-18	Finance	Inventory interface JV	Office/Storage	7 years after audit	Paper
FI-19	Finance	Check copy with supporting documentation	Office/Storage	7 years after audit	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
FI-20	Finance	HCVP (Section 8) check copy	Office/Storage	7 years after audit	Paper
FI-21	Finance	Account Reconciliation	Office/Storage	7 years after audit	Paper
FI-22	Finance	Miscellaneous cash receipts documentation	Office/Storage	7 years after audit	Paper
FI-23	Finance	1099's	Office/Storage	7 years after audit	Paper
FI-24	Finance	Open invoices/purchase orders	Office/Storage	until paid or canceled	Paper
FI-25	Finance	HCVP (Section 8) HAP reports	Office/Storage	7 years after audit	Paper
FI-26	Finance	General Accounts Receivable	Office/Storage	7 years after audit	Paper
FI-27	Finance	Board Resolution Copies	Office/Storage	3 years	Paper
FI-28	Finance	HUD Year End Filings	Office/Storage	Permanent	Paper
FI-29	Finance	Zanesville Correspondence	Office/Storage	3 years	Paper
FI-30	Finance	Agency Policies/Travel	Office/Storage	Permanent	Paper
FI-31	Finance	Internal Audits	Office/Storage	Permanent	Paper
FI-32	Finance	Scattered Sites - Disposition Documentation	Office/Storage	5 years after Audit	Paper
FI-33	Finance	HUD approved budgets	Office/Storage	5 years after audit	Paper
FI-34	Finance	Cooperation Agreement and Amendments	Office/Storage	Permanent	Paper
FI-35	Finance	Annual Contribution Contracts including amendments, waiver and related correspondence	Office/Storage	Permanent	Paper
FI-36	Finance	Annual Financial audit	Office/Storage	Permanent	Paper
FI-37	Finance	Monthly Financial Statements	Office/Storage	7 years after audit	Paper
FI-38	Finance	HUD YE HCVP (Section 8) Settlement Statements	Office/Storage	7 years after audit	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
FI-39	Finance	Bank Depository Apps/Depository Agreement	Office/Storage	7 years after audit	Paper
FI-40	Finance	Depository Banks' Collateral Reports	Office/Storage	7 years after audit	Paper
FI-41	Finance	Legal Bills	Office/Storage	7 years after audit	Paper
FI-42	Finance	General Correspondence	Office/Storage	2 years	Paper
FI-43	Finance	Monthly worksheets for financial statements	Office/Storage	3 years after audit	Paper
FI-44	Finance	Budget work papers	Office/Storage	3 years after audit	Paper
FI-45	Finance	Office supply requisitions, issues and inventory	Office/Storage	3 years after audit	Paper
FI-46	Finance	Active employees Personnel Files (application for Employment, Commendations, Promotions, Employee Evaluations, Employee Disability Records, Employment Verification Reports, FMLA Records, Medical Leave Records, Training Records, Employment History, Insurance Enrollment Records, Employee Information-Sensitive, Personnel Actions, Promotion Action, Unemployment Compensation, Wage History)	Office/Storage	10 years after termination	Paper
FI-47	Finance	Terminated Employees Personnel Files (application for Employment, Commendations, Promotions, Employee Evaluations, Employee Disability Records, Employment Verification Reports, FMLA Records, Medical Leave Records, Training Records, Employment History, Insurance Enrollment Records, Employee Information-Sensitive, Personnel Actions, Promotion Action, Unemployment Compensation, Wage History, Employee ID Badge, Exit Interview)	Office/Storage	10 years after termination	Paper
FI-48	Finance	Current Job Descriptions	Office/Storage	5 years (while active)	Paper
FI-49	Finance	Report to Bureau of Employment Services	Office/Storage	5 years	Paper
FI-50	Finance	Leave requests - Sick and Annual	Office/Storage	3 years	Paper
FI-51	Finance	Employee Sick Leave and Vacation Balances	Office/Storage	3 years	Paper
FI-52	Finance	Grievance Hearing Records	Personnel File	3 years after resolved	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
FI-53	Finance	Applications for employment	Office/Storage	6 mo. From date of application	Paper
FI-54	Finance	Workers compensation Case Files	Personnel File	7 years	Paper
FI-55	Finance	FMLA Files	Office/Storage	10 years after termination	Paper
FI-56	Finance	Salary summary reports	Office/Storage	1 year	Paper
FI-57	Finance	Active disability claims	Office/Storage	1 year after inactive	Paper
FI-58	Finance	Tuition Reimbursement Log	Office/Storage	2 years	Paper
FI-59	Finance	Payroll check register	Office/Storage	7 years after audit	Paper
FI-60	Finance	Payroll deduction report	Office/Storage	7 years after audit	Paper
FI-61	Finance	Payroll master control sheet	Office/Storage	7 years after audit	Paper
FI-62	Finance	Ohio Unemployment Compensation report	Office/Storage	7 years after audit	Paper
FI-63	Finance	Withholding tax report	Office/Storage	7 years after audit	Paper
FI-64	Finance	Labor distribution report	Office/Storage	7 years after audit	Paper
FI-65	Finance	Payroll adjustments	Office/Storage	7 years after audit	Paper
FI-66	Finance	PERS reports	Office/Storage	Permanent	Paper
FI-67	Finance	Quarterly earnings report	Office/Storage	Permanent	Paper
FI-68	Finance	Time Sheets	Office/Storage	3 years	Paper
FI-69	Finance	W-2's	Office/Storage	Permanent	Paper
FI-70	Finance	Overtime report	Office/Storage	3 years after audit	Paper
FI-71	Finance	Payment of employee withholding with supporting documentation	Office/Storage	7 years after audit	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
FI-72	Finance	Budget worksheets	Office/Storage	3 years after audit	Paper
FI-73	Finance	Bank cleared Check Register	Office/Storage	7 years after audit	Paper
FI-74	Finance	Funds received records	Office/Storage	7 years after audit	Paper
FI-75	Finance	Accounts payable cash requirements report	Office/Storage	1 year	Paper
FI-76	Finance	Bank ACH, Wires and other cash transfers	Office/Storage	7 years after audit	Paper
FI-77	Finance	Cancelled checks (including void checks)	Office/Storage	7 years after audit	Paper
FI-78	Finance	Investment Documents	Office/Storage	7 years after audit	Paper
FI-79	Finance	Employee Adverse Actions by Director	Personnel File	3 years	Paper
FI-80	Finance	Procurement Policy	Office	Current and prior 3 years	Paper
FI-81	Finance	HCVP IRS Form 1099	Office/Storage	7 years after audit	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
HCVP-01	Housing Choice Voucher Prog.	ZMHA Contracts and amendments	Office/Storage	5 years after Audit	Paper
HCVP-02	Housing Choice Voucher Prog.	PBCA Project files - HAP Contracts, MOR's correspondence, Rent Adjustments, etc.	Office/Storage	5 years after Audit	Paper
HCVP-03	Housing Choice Voucher Prog.	Voucher Payments	Office/Storage	5 years after Audit	Paper
HCVP-04	Housing Choice Voucher Prog.	Annual Reports to HUD	Office/Storage	3 years after contract terminates	Paper
HCVP-05	Housing Choice Voucher Prog.	HUD General Correspondence	Office/Storage	5 years	Paper
HCVP-06	Housing Choice Voucher Prog.	HCVP (Section 8) interface JV	Office/Storage	7 years after audit	Paper
HCVP-07	Housing Choice Voucher Prog.	HCVP (Section 8) check register	Office/Storage	7 years after audit	Paper
HCVP-08	Housing Choice Voucher Prog.	Tenant cash receipts	Office/Storage	7 years after audit	Paper
HCVP-09	Housing Choice Voucher Prog.	HCVP (Section 8) HAP reports	Office/Storage	7 years after audit	Paper
HCVP-10	Housing Choice Voucher Prog.	Board Resolution Copies	Office/Storage	3 years	Paper
HCVP-11	Housing Choice Voucher Prog.	HCVP (Section 8) Hearings	Client File	5 years after leaving program	Paper
HCVP-12	Housing Choice Voucher Prog.	HCVP (Section 8) Complaints	Client File	5 years after leaving program	Paper
HCVP-13	Housing Choice Voucher Prog.	General Correspondence	Office/Storage	2 years	Paper
HCVP-14	Housing Choice Voucher Prog.	Lead Base Paint Reports and Repairs	Office/Storage	1 year after property sold/off program	Paper
HCVP-15	Housing Choice Voucher Prog.	Closing documents - Section 8 Assisted Projects (11B Bonds)	Office/Storage	Permanent	Paper
HCVP-16	Housing Choice Voucher Prog.	Closing documents - Section 8 assisted Project bond defeasance	Office/Storage	Permanent	Paper
HCVP-17	Housing Choice Voucher Prog.	Legal Communication (Legal Aid)	Office/Storage	3 years	Paper
HCVP-18	Housing Choice Voucher Prog.	Procurement Policy	Office/Storage	Current and prior 3 years	Paper
HCVP-19	Housing Choice Voucher Prog.	Application Files - approved for processing	Office/Storage	3 years after leaving program	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
HCVP-20	Housing Choice Voucher Prog.	Pre-Application Files - denied participation - no funds owed to ZMHA	Office/Storage	3 years after denial date	Paper
HCVP-21	Housing Choice Voucher Prog.	Waiting list	Office/Storage	3 years	Paper
HCVP-22	Housing Choice Voucher Prog.	Pre-Application Files - denied participation - funds owed to ZMHA	Office/Storage	Keep until debt is paid - 10 years	Paper
HCVP-23	Housing Choice Voucher Prog.	Tenant Files and FSS File	Office/Storage	5 years after leaving program	Paper
HCVP-24	Housing Choice Voucher Prog.	Correspondence from Owners/Landlords	Client File	As long as file is retained	Paper
HCVP-25	Housing Choice Voucher Prog.	Landlord Change Documents	Client File	As long as file is retained	Paper
HCVP-26	Housing Choice Voucher Prog.	IRS Form 1099	Office/Storage	3 years	Paper
HCVP-27	Housing Choice Voucher Prog.	Sign-in Sheets	Office/Storage	1 year	Paper
HCVP-28	Housing Choice Voucher Prog.	Schedule Books and Planners	Office/Storage	1 year	Paper
HCVP-29	Housing Choice Voucher Prog.	SEMAP Documents	Office/Storage	3 years	Paper
HCVP-30	Housing Choice Voucher Prog.	Repayment Agreements	Office/Storage	3 years after paid off	Paper
HCVP-31	Housing Choice Voucher Prog.	Inspection Documents	Office/Storage	5 years after leaving program	Paper
HCVP-32	Housing Choice Voucher Prog.	Rent Reasonableness Records	Office/Storage	5 years after leaving program	Paper
HCVP-33	Housing Choice Voucher Prog.	Rent Increase Request	Office/Storage	5 years after leaving program	Paper
HCVP-34	Housing Choice Voucher Prog.	Telephone Logs	Office/Storage	1 year	Paper
HCVP-35	Housing Choice Voucher Prog.	Forms	Office/Storage	Destroy when obsolete	Paper
HCVP-36	Housing Choice Voucher Prog.	CCS, PHAMS	Office/Storage	5 years	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
IT-01	Information Technology	Electronic mail - current	Individual Computers	2 years	Electronic
IT-02	Information Technology	Electronic mail, calendars, contacts etc.. Archives-Outlook pst files	Individual Computers	2 years	Electronic
IT-03	Information Technology	MS License Log (Ms Office, Server, etc.)	Computer Room File Cabinet	Life of System/Version	Paper/Hard
IT-04	Information Technology	General Ledger	Data Server	5 years after audit	Electronic
IT-05	Information Technology	Tenant Accounts Receivable (Client A/R)	Data Server	5 years after audit	Electronic
IT-06	Information Technology	Accounts Payable (Payment History)	Data Server	5 years after audit	Electronic
IT-07	Information Technology	Purchase Order	Data Server	5 years after audit	Electronic
IT-08	Information Technology	Maintenance Work Order	Data Server	5 years after audit	Electronic
IT-09	Information Technology	Inventory Control (requisitions and issues)	Data Server	5 years after audit	Electronic
IT-10	Information Technology	HCVP (payment history)	Data Server	5 years after audit	Electronic
IT-11	Information Technology	Housing Eligibility (Wait list, offers)	Data Server	3 years	Electronic

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
MD-01	Maintenance	ZMHA Contracts and amendments	Office/Storage	5 years after Audit	Paper
MD-02	Maintenance	HUD General Correspondence	Office/Storage	5 years	Paper
MD-03	Maintenance	Board Resolution Copies	Office/Storage	3 years	Paper
MD-04	Maintenance	Project's blue prints/vellums and specifications	Office/Storage	Permanent	Paper
MD-05	Maintenance	AS built drawings	Office/Storage	Permanent	Paper
MD-06	Maintenance	General Correspondence	Office/Storage	2 years	Paper
MD-07	Maintenance	Lead Base Paint Reports and Repairs	Office/Storage	1 year after property sold/off program	Paper
MD-08	Maintenance	Labor Union Agreements	Office/Storage	Current/Prior	Paper
MD-09	Maintenance	Work orders - sites - tenants	Office/Storage	5 years	Paper
MD-10	Maintenance	Physical Inventory	Office/Storage	7 years after audit	Paper
MD-11	Maintenance	PO's Green Copy, Warehouse & Pickup	Office/Storage	3 years after audit	Paper
MD-12	Maintenance	Procurement Policy	Office	Current and prior 3 years	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
PH-01	Public Housing	ZMHA Contracts and amendments	Manager's Office	5 years after Audit	Paper
PH-02	Public Housing	HUD General Correspondence	Manager's Office	5 years	Paper
PH-03	Public Housing	Board Resolution Copies	Manager's Office	3 years	Paper
PH-04	Public Housing	Public Housing Grievances-Hearings	Tenant File	5 years	Paper
PH-05	Public Housing	Public Housing Complaints	Tenant File	5 years	Paper
PH-06	Public Housing	General Correspondence	Manager's Office	2 years	Paper
PH-07	Public Housing	Public Housing Policies	Manager's Office	5 years after expired/changed	Paper
PH-08	Public Housing	Legal Communication (Legal Aid)	Manager's Office	3 years	Paper
PH-09	Public Housing	Public Housing Administrative Reports	Manager's Office	5 years	Paper
PH-10	Public Housing	Relocation Files on Demo/Dispo Tenants	Manager's Office	7 years after end of relocation	Paper
PH-11	Public Housing	General Policies and Procedures	Manager's Office	3 years after updated	Paper
PH-12	Public Housing	Procurement Policy	Manager's Office	Current and prior 3 years	Paper
PH-13	Public Housing	Sign In/Visitor Log	Manager's Office	6 Months	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
OCC-01	Occupancy	ZMHA Contracts and amendments	Office/Storage	5 years after Audit	Paper
OCC-02	Occupancy	Annual Reports to HUD	Office/Storage	3 years after contract terminates	Paper
OCC-03	Occupancy	HUD General Correspondence	Office/Storage	5 years	Paper
OCC-04	Occupancy	Notices to tenant who have moved out	Office/Storage	7 years after audit	Paper
OCC-05	Occupancy	Board Resolution Copies	Office/Storage	3 years	Paper
OCC-06	Occupancy	General Correspondence	Office/Storage	2 years	Paper
OCC-07	Occupancy	Public Housing Policies	Office/Storage	5 years after expired/changed	Paper
OCC-08	Occupancy	PH Performance Preparation Records (PHAS)	Office/Storage	5 years after audit	Paper
OCC-9	Occupancy	504 Transfers (handicap transfers)	Office/Storage	5 years after audit	Paper
OCC-10	Occupancy	Public Housing Administrative Reports	Office/Storage	5 years	Paper
OCC-11	Occupancy	Current Interest Letters	Stay in file	2 years	Paper
OCC-12	Occupancy	Criminal Background Checks	Stay with application	3 months or as long as file is retained	Paper
OCC-13	Occupancy	Informal Conference Summaries Hearing Decisions	Stay in file	1 year	Paper
OCC-14	Occupancy	Tenant files	Office/Storage	5 years after leaving program	Paper
OCC-15	Occupancy	EIV reports	Stay in file	Remains for length of residency	Paper
OCC-16	Occupancy	General Policies and Procedures	Office/Storage	3 years after updated	Paper
OCC-17	Occupancy	Procurement Policy	Office/Storage	Current and prior 3 years	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
TA-01	Tenant Accounting	ZMHA Contracts and amendments	Vault/Storage	5 years after Audit	Paper
TA-02	Tenant Accounting	HUD General Correspondence	Vault/Storage	5 years	Paper
TA-03	Tenant Accounting	Tenant Accounts Receivable Ledgers	Vault/Storage	7 years after audit	Paper
TA-04	Tenant Accounting	Tenant accounting Interface JV	Vault/Storage	7 years after audit	Paper
TA-05	Tenant Accounting	Tenant cash receipts	Vault/Storage	7 years after audit	Paper
TA-06	Tenant Accounting	Notices to tenant who have moved out	Vault/Storage	7 years after audit	Paper
TA-07	Tenant Accounting	Tenant move out files owing ZMHA money	Vault/Storage	7 years after audit	Paper
TA-08	Tenant Accounting	Tenant move out files not owing ZMHA money	Vault/Storage	5 years after Audit	Paper
TA-09	Tenant Accounting	Board Resolution Copies	Vault/Storage	3 years	Paper
TA-10	Tenant Accounting	General Correspondence	Vault/Storage	2 years	Paper
TA-11	Tenant Accounting	Work orders - sites - tenants	Vault/Storage	5 years	Paper
TA-12	Tenant Accounting	Procurement Policy	Office	Current and prior 3 years	Paper
TA-13	Tenant Accounting	Utility Reimbursement Invoices	Office	1 year	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
SD-01	Security	ZMHA Contracts and amendments	Office/Storage	5 years after Audit	Paper
SD-02	Security	HUD General Correspondence	Office/Storage	5 years	Paper
SD-03	Security	Board Resolution Copies	Office/Storage	3 years	Paper
SD-04	Security	General Correspondence	Office/Storage	2 years	Paper
SD-05	Security	Safety & Crime Prevention reports	Office/Storage	3 years	Paper
SD-06	Security	Trespassing List	Office/Storage	Permanent	Paper
SD-07	Security	Procurement Policy	Office/Storage	Current and prior 3 years	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
HR-01	Hi-Rise	ZMHA Contracts and amendments	Office/Storage	5 years after Audit	Paper
HR-02	Hi-Rise	HUD General Correspondence	Office/Storage	5 years	Paper
HR-03	Hi-Rise	Tenant cash receipts	Office/Storage	7 years after audit	Paper
HR-04	Hi-Rise	Notices to tenant who have moved out	Office/Storage	7 years after audit	Paper
HR-05	Hi-Rise	Tenant move out files owing ZMHA money	Office/Storage	7 years after audit	Paper
HR-06	Hi-Rise	Tenant move out files not owing ZMHA money	Office/Storage	5 years after Audit	Paper
HR-07	Hi-Rise	Board Resolution Copies	Office/Storage	3 years	Paper
HR-08	Hi-Rise	General Correspondence	Office/Storage	2 years	Paper
HR-09	Hi-Rise	Public Housing Policies	Office/Storage	5 years after expired/changed	Paper
HR-10	Hi-Rise	General Policies and Procedures	Office/Storage	3 years after updated	Paper
HR-11	Hi-Rise	Work orders - sites - tenants	Office/Storage	5 years	Paper
HR-12	Hi-Rise	Procurement Policy	Office/Storage	Current and prior 3 years	Paper

<u>Record ID</u>	<u>Department</u>	<u>Record Description</u>	<u>Record Location</u>	<u>Retention Period</u>	<u>Record Media/Format</u>
RS-01	Resident Services	ZMHA Contracts and amendments	Office/Storage	5 years after Audit	Paper
RS-02	Resident Services	Annual Reports to HUD	Office/Storage	3 years after contract terminates	Paper
RS-03	Resident Services	HUD General Correspondence	Office/Storage	5 years	Paper
RS-04	Resident Services	Board Resolution Copies	Office/Storage	3 years	Paper
RS-05	Resident Services	Zanesville Civic League, Head Start, Youth Build	Office/Storage	3 years	Paper
RS-06	Resident Services	Supportive Service Agreement	Office/Storage	3 years	Paper
RS-07	Resident Services	HUD approved budgets	Office/Storage	5 years after audit	Paper
RS-08	Resident Services	Monthly Financial Statements	Office/Storage	7 years after audit	Paper
RS-09	Resident Services	General Correspondence	Office/Storage	2 years	Paper
RS-10	Resident Services	Funds received records (copy)	Office/Storage	7 years after audit	Paper
RS-11	Resident Services	Tenant files	Office/Storage	5 years after leaving program	Paper
RS-12	Resident Services	RESIDENT COUNCIL (elections, correspondence, minutes, sign- in sheets, financial audits, bylaws and constitutions)	Office/Storage	3 years	Paper
RS-13	Resident Services	RESIDENT ADVISORY BOARD (sign-in sheets, minutes, financial statements, audits, resolutions, correspondence, bylaws and constitutions)	Office/Storage	3 years	Paper
RS-14	Resident Services	Newsletters	Office/Storage	1 year	Paper
RS-15	Resident Services	Grant Applications	Office/Storage	2 years after grant period	Paper
RS-16	Resident Services	Procurement Policy	Office	Current and prior 3 years	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
YS-01	Yes Program	ZMHA Contracts and amendments	Office/Storage	5 years after Audit	Paper
YS-02	Yes Program	Annual Reports to HUD	Office/Storage	3 years after contract terminates	Paper
YS-03	Yes Program	HUD General Correspondence	Office/Storage	5 years	Paper
YS-04	Yes Program	Board Resolution Copies	Office/Storage	3 years	Paper
YS-05	Yes Program	Supportive Service Agreement	Office/Storage	3 years	Paper
YS-06	Yes Program	General Correspondence	Office/Storage	2 years	Paper
YS-07	Yes Program	Procurement Policy	Office/Storage	Current and prior 3 years	Paper

Record ID	Department	Record Description	Record Location	Retention Period	Record Media/Format
S3-01	Section 3	ZMHA Contracts and amendments	Office	5 years after Audit	Paper
S3-02	Section 3	Annual Reports to HUD	Office	3 years after contract terminates	Paper
S3-03	Section 3	HUD General Correspondence	Office	5 years	Paper
S3-04	Section 3	Board Resolution Copies	Office	3 years	Paper
S3-05	Section 3	Operations Contracts	Office	5 years after expiration	Paper
S3-06	Section 3	General Correspondence	Office	2 years	Paper
S3-07	Section 3	Procurement Policy	Office	Current and prior 3 years	Paper