

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: WARREN METROPOLITAN HOUSING AUTHORITY BOARD OF COMMISSIONERS Tel. No: (513) 695-1226

(2) FROM: WARREN METROPOLITAN HOUSING AUTHORITY Tel. No: (513) 695-1226

Mary Gilbert (signature of responsible official) Mary Gilbert (name) Executive Director (title) 1/31/06 (date)

(3) CERTIFICATION: I hereby certify that our Board of Commissioners met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any additional sheets. I further certify that our Board of Commissioners will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This was approved on n/a as reflected by the minutes kept by this Board of Commissioners.

Chair, Metropolitan Housing Authority Board of Commissioners:

Robert R. Alexander (signature) 1/26/06 (date)

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

Katy L.W. Grottel (for the Ohio Historical Society) 7/23/08 (date)

Approved by the Ohio Auditor of State:

Martin E. Martin (for the Ohio Auditor of State) 8-19-08 (date)

* SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	*(8) Media Type	(9) For Use by Auditor of State on OBS LOG
1-06	Statement and Voucher for Accruing Annual Contributions (for non-permanently financed PL- 671 projects) Form HUD 52435. (filed chronologically in separate folder for each fiscal year.)	Transfer to storage 3 years following period covered. Retain until microfilmed. Migrate electronic data as necessary.	Paper and/or Electronic	
1A-06	" "	Permanent	Microfilm	JUL 23 2008
2-06	Statement of Initial Operating Income & Expenses, Form HUD-52603. (filed chronologically in separate folder for each fiscal year.)	Transfer to storage 3 years following period covered. Retain until microfilmed. Migrate electronic data as necessary.	Paper and/or Electronic	
2A-06	" "	Permanent	Microfilm	
3-06	Computation of Payments in Lieu of Taxes, From HUD-52267. (filed chronologically in separate folder for each fiscal year.)	Transfer to storage 3 years following period covered. Retain until microfilmed. Migrate electronic data as necessary.	Paper and/or Electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	* (8) Media Type	(9) For Use by Auditor of State or OHS-LGRP
4-06	Balance Sheet, Form HUD-52595. (filed chronologically in separate folder for each fiscal year.)	Transfer to storage 3 years following period covered. Retain until microfilmed. Migrate electronic data as necessary.	Paper and/or Electronic	
4A-06	" "	Permanent	Microfilm	
5-06	Statement of Income, Expenses & Changes in Accumulated Surplus or Deficit from Operations, Form HUD-52596. (filed chronologically in separate folder for each fiscal year.)	Transfer to storage 3 years following period covered. Retain until microfilmed. Migrate electronic data as necessary.	Paper and/or Electronic	
5A-06	" "	Permanent	Microfilm	
6-06	Analysis of Non-Routine Expenditures, Form HUD-52598. (filed chronologically in separate folder for each fiscal year.)	Transfer to storage 3 years following period covered. Retain until microfilmed. Migrate electronic data as necessary.	Paper and/or Electronic	
6A-06	" "	Permanent	Microfilm	
7-06	Statement of Operating Receipts & Expenditures, Form HUD-52599. (filed chronologically in separate folder for each fiscal year.)	Transfer to storage 3 years following period covered. Retain until microfilmed. Migrate electronic data as necessary.	Paper and/or Electronic	
7A-06	" "	Permanent	Microfilm	
8-06	Statement & Voucher for Basic Annual Contributions - Leased Housing, Form HUD- 52981. (filed chronologically in separate folder for each fiscal year.)	Transfer to storage 3 years following period covered. Retain until microfilmed. Migrate electronic data as necessary.	Paper and/or Electronic	
8A-06	" "	Permanent	Microfilm	
9-06	Voucher for Payment of Annual Contributions for Housing Assistance Payments Program, Form HUD-52681. (filed chronologically in separate folder for each fiscal year.)	Transfer to storage 3 years following period covered. Retain until microfilmed. Migrate electronic data as necessary.	Paper and/or Electronic	
9A-06	" "	Permanent	Microfilm	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	* (8) Media Type	(9) Released by Auditor of State or OHS-LEGR
10-06	Operating Statement Housing Assistance Payments Program, Form HUD- 52682. (filed chronologically with a separate folder from each numbered item.)	Transfer to storage 3 years following period covered. Retain until microfilmed. Migrate electronic data as necessary.	Paper and/or Electronic	
10A-06	" "	Permanent	Microfilm	
11-06	Preliminary Loan Notes, Including Related Documents and Correspondence.	4 years following audit and payment of note.	Paper and/or Electronic	
12-06	Advance Notes Including Related Documents and Correspondence.	4 years following audit and payment of note.	Paper and/or Electronic	
13-06	Temporary Notes Including Related Documents and Correspondence.	7 years following audit and payment of note.	Paper and/or Electronic	
14-06	Records Relating to Permanent Financing: Bonds and Notes Including Related Documents and Correspondence.	Retain until microfilmed. Migrate electronic data as necessary.	Paper and/or Electronic	
14A-06	" "	Permanent	Microfilm	
15-06	Fiscal Agent Agreement. (filed in separate folder.)	Retain until microfilmed. Migrate electronic data as necessary.	Paper and/or Electronic	
15A-06	" "	Permanent	Microfilm	
16-06	General Depository Agreement. (filed in separate folder.)	Retain until microfilmed. Migrate electronic data as necessary.	Paper and/or Electronic	
16A-06	" "	Permanent	Microfilm	
17-06	General Ledger (in binder.)	Transfer to storage 3 years following period covered. Retain until microfilmed. Migrate electronic data as necessary.	Paper and/or Electronic	
17A-06	" "	Permanent	Microfilm	
18-06	Housing Surveys and Census Tabulations. (filed chronologically with separate folder for each survey or census tabulation.)	Until superseded	Paper and/or Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
19-06	Income Ledger (in binder.)	10 years following close of fiscal year. Transfer to storage after audit.	Paper and/or Electronic	
20-06	Initial Operating Ledger (in binder.)	Retain until microfilmed. Migrate electronic data as necessary.	Paper and/or Electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	* (8) Media Type	(9) For Use by Auditor of State or OLISEGRI
20A-06	" "	Permanent	Microfilm	
21-06	Insurance and Fidelity Bonds (filed in separate folder.)	10 years following expiration date.	Paper and/or Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
22-06	Insurance Register (in binder.)	6 years after audit.	Paper and/or Electronic	
23-06	Inventory of expendable equipment, materials and supplies, or nonexpendable equipment. (filed chronologically in separate folder.)	5 years after audit.	Paper and/or Electronic	
24-06	Management Reports (filed chronologically with separate folder for each project.)	Transfer to storage following audit. Retain 4 years after audit.	Paper and/or Electronic	
25-06	Project Reports reports on families moving into low-income public housing. (filed chronologically with separate folder for each project.)	Transfer to storage following audit. Retain 4 years after audit.	Paper and/or Electronic	
26-06	Report on Occupancy (filed chronologically with separate folder for each project.)	Transfer to storage following audit. Dispose 4 years after audit.	Paper and/or Electronic	
27-06	Report on Regular Reexamination of Families in Low-Income Public Housing. (filed chronologically with separate folder for each project.)	Transfer to storage following audit. Retain 4 years after audit.	Paper and/or Electronic	
28-06	Report on Initial Occupancy of Low-Income Public Projects, Form HUD-52209. (filed chronologically with separate folder for each project.)	Transfer to storage following audit. Retain 4 years after audit.	Paper and/or Electronic	
29-06	Reports on Unit Availability, Form HUD-51230.	3 years after audit.	Paper and/or Electronic	
30-06	Certificates Regarding Tenants Admitted to Low-Income Public Housing.	3 years following tenant exit from program.	Paper and/or Electronic	
31-06	Coordinated Management Reports. (filed in separate folder.)	Maintain two latest reports until superseded.	Paper and/or Electronic	
32-06	Individual Management Reports. (each in separate folder.) A- Management Review B- Occupancy Audit C- Utilities Review D- Project Engineering Survey E- Maintenance Operations Review F- Review by Specialists	Maintain two latest reports until superseded.	Paper and/or Electronic	
33-06	Audit Reports. (filed chronologically in folder.)	Retain for next two audits.	Paper and/or Electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	* (8) Media Type	(9) For Use by Auditor of State or OHS LGR?
34-06	Minutes of Meetings of PHA includes resolutions, motions, notices of meeting, certificates of the secretary and other related documents. (filed chronologically in binder.)	Retain until microfilmed. Migrate electronic data as necessary.	Paper and/or Electronic	
34A-06	" "	Permanent	Microfilm	
35-06	Motor Vehicle Titles. (filed by vehicle in separate folder.)	Until PHA/IHA disposes of vehicle.	Paper and/or Electronic	
36-06	Nonexpendable Equipment Record Cards. (filed numerically by equipment account number and alphabetically by type of equipment.)	3 years after item is removed from inventory.	Paper and/or Electronic	
37-06	Bid and Contract Forms, Bills of Sale, other Documents Evidencing Sale. (filed by contractor control number with folder for papers relating to each transaction.)	15 years after expiration of contract; migrate electronic record as necessary.	Paper and/or Electronic	
38-06	Transaction Amount \$1,000.00 or Less.	5 years after final payment.	Paper and/or Electronic	
39-06	Transaction Amount between \$1,001 and \$25,000.00	5 years after final payment.	Paper and/or Electronic	
40-06	Transaction Amount \$25,001 and over.	10 years after final payment.	Paper and/or Electronic	