

Record Retention Policy

4/8/2003

Introduction

It is the policy of the Butler Metropolitan Housing Authority to accommodate the timely storage, retrieval, and disposition of records created, utilized, and maintained by various departments.

Retention Schedule

The attached recommended disposition dates should not be considered a hard and fast rule for disposing of documents but should be used as a guideline. There are situations that arise from time to time which prevents the discarding of older records (i.e. litigation, investigation, problem tenants, etc.). Any questions regarding records retention and disposition should be directed to the Records Manager.

Records Manager

The Records Manager at the Butler Metropolitan Housing Authority is to administer the records management program and enforce the records retention policy. The Records Manager is to be appointed by the Executive Director. The Records Manager directs the activities of the storage facility to ensure records are preserved and are easily accessible. The Records Manager also maintains an inventory of all records at the facility.

Department Supervisor

The Department Supervisor determines which records will be transferred to the storage facility and maintains control of the records until disposition.

Storage Facility

The Storage facility will be assigned by the Records Manager (with final approval from the Executive Director) to ensure the physical preservation of the records. The Records Manager will also make ensure that any confidential records are secured to prevent access by unauthorized personnel.

Inventory

The Records Manager will maintain an inventory of all records in the storage facility. The Records Manager will also maintain a permanent listing of all records destroyed by the Butler Metropolitan Housing Authority.

Disposition

The Records Manger will periodically evaluate the records inventory to identify the records requiring destruction. Records being identified as requiring destruction will be reviewed by the Department Supervisor and approved by the Executive Director. All records requiring destruction will be shredded and recycled.

Policy Maintenance

This policy should be reviewed and amended as needed or at least every 3 years.

Instructions for Supervisors and Accounting Manager:

1 Supervisors/staff are responsible for their own boxing and filing of paperwork.

2 Boxes are to be labeled as follows**:

Upper Left Hand Corner of BOTH Box Ends:

Clear details of items in box in BLACK MARKER

Upper Right Hand Corner of BOTH Box Ends:

Fiscal year end date in BLACK MARKER

Lower Right Hand Corner of BOTH Box Ends:

"DESTROY IN XXXX" Marked in Bold Red Marker

**This enables the Accounting Manager to determine how many boxes are to shredded and can schedule the date to shred

3 Each Department will have a designated area for their storage. Because space is limited, please do not put your boxes in another department's area. They will be taken off the shelves and put on the floor for you to put back in your designated area, which you will be notified of.

4 If you run out of room in your area, please see the Accounting Manager so that he/she will make adjustments to the shelves, please do not do this yourselves or tell your staff to do this without talking to the Accounting Manager prior.

5 Your departments are responsible to order your own bankers boxes, go through **EACH YEAR** to pull boxes that are ready to be destroyed and put them on a skid for shredding, with the Accounting Managers direction.

6 Any boxes that are marked "DO NOT DESTROY" should be put on the highest shelf of your area or in PODs in parking lot (if a whole skid is needed). All sides of the box should be marked as "DO NOT DESTROY".

BUTLER METROPOLITAN HOUSING AUTHORITY
RECORDS MAINTENANCE AND DISPOSITION SCHEDULE
4/24/2014

<u>TYPE</u>	<u>COMPONENTS</u>	<u>DESTROY AFTER</u>
BANK STATEMENTS:		
	MONTHLY STATEMENTS	3 YEARS
	RECONCILIATIONS	3 YEARS
	CANCELLED CHECKS	3 YEARS
CASH RECEIPTS:		
	DEPOSIT TICKETS	3 YEARS
	COPIES OF DEPOSITED CHECKS	3 YEARS
REGISTERS:		
	CASH RECEIPTS	3 YEARS
	CASH DISBURSEMENTS	3 YEARS
DAILY STATEMENT OF OPERATIONS:		
	DAILY	3 YEARS
	MONTHLY	3 YEARS
	RENT ROLL	3 YEARS
	MILEAGE LOGS	3 YEARS
OPERATING BUDGETS:		
	SUPPORTING SCHEDULES	DO NOT DESTROY
	REVISIONS	DO NOT DESTROY
	RELATED CORRESPONDENCE	DO NOT DESTROY
FINANCIAL REPORTS:		
	BALANCE SHEET	20 YEARS
	INCOME STATEMENT	20 YEARS
	JOURNAL VOUCHERS	20 YEARS
	PILOT	20 YEARS
	GENERAL LEDGER	20 YEARS
	YEAR END REPORTS	20 YEARS

INVENTORY REPORTS:

MAINTENANCE MATERIALS	3 YEARS
FIXED ASSETS	3 YEARS

ACCOUNTS PAYABLE:

PURCHASE ORDERS	3 YEARS
1099'S	7 YEARS

SECTION 8/HCV :

VOUCHER CHECK COPIES	3 YEARS
VOUCHER SUPPORTING DOCUMENTS	3 YEARS
TENANT FILES	3 YEARS

MISCELLANEOUS:

TERMINATED APPLICATIONS	3 YEARS
PUBLIC HOUSING TENANT FILES	3 YEARS
PH MOVE OUT LETTERS W/BALANCES	15 YEARS
SIGN IN SHEETS FOR PH AND HCV	3 YEARS
PROCUREMENT FILES	3 YEARS FROM END OF CONTRACT TERM
PHAS/PHMAP/SEMAP DATA	3 YEARS
CAPITAL FUND PROGRAMS	3 YEARS AFTER FINAL APPROVED COST STMT.
BOARD RESOLUTIONS/MINUTES	DO NOT DESTROY
MAINTENANCE CLOSED WORK ORDERS	5 YEARS
RELATED PAPERS TO CLOSED W/O	5 YEARS