

Metro West Housing Solutions 2024 Records Retention Schedule

Record Series	Retention Period	Disposition Authorization
Audio Recordings of Executive Session Meetings of Metro West Housing Solutions Board	90 days after the date of the executive session; this record is not available to the public for review or subject to discovery; only a judge may review per C.R.S. 24-6-402	Destroy audio recording of executive sessions 90 days after the date of meeting
Audio Recordings of Regular or Special Meetings of Metro West Housing Solutions Board	1 year plus current, provided recordings are transcribed or minutes prepared and approved, and transcription or minutes are retained permanently	Destroy audio recordings of meetings dated 12/31/22 and earlier provided that minutes or transcriptions have been prepared and approved, and are retained permanently
Board & Commission Application Files (includes minutes of screening committee)	1 year plus current from date of application	Destroy board & commission application files for applications dated 12/31/22 and earlier
Contracts & Agreements: Standard/Time Limited (Includes Contractor Settlements)	Duration of the contract or agreement plus six years	Destroy standard contracts & agreements that have an expiration date of 12/31/17 and earlier; scan contracts as they are created (retain scanned images and paper originals for full retention period)
Board Packets (Regular, Special, Study Session Meetings)	Permanent	Permanent retention; scan 2023 board packets destroy hard copy
Employee Election Records (ballots, tally sheets for Employee Money Purchase Plan)	6 months following date of election	Destroy employee election records for any election dated more than 6 months ago
Employee Election Results (statement of election results for Employee Money Purchase Plan elections)	Permanent	Permanent retention
Proofs (Affidavits) of Publication	25 months	Destroy proofs of publication dated 11/30/21 and earlier
Grant Files	Duration of the grant as determined by any terms limiting action there under + 6 years	Destroy grant-related documents for projects completed 12/31/17 and earlier
Benefit Summary Plan Description	1 year after termination of the plan	Destroy plan descriptions for benefit plans terminated 12/31/22 and earlier
COBRA - Initial Notice	Retain throughout employment; at termination transfer initial notice to closed medical/benefit file	For employees terminated in 2023, transfer initial COBRA notice to closed medical/benefit file
COBRA Participant Records	3 years plus current after coverage terminates	Destroy COBRA participant records where coverage terminated in 2020 or earlier
Compensation Plan	3 years plus current	Destroy compensation plan documents dated 12/31/20 and earlier
Flexible Benefits Reimbursements	6 years plus current	Destroy flexible benefit reimbursement records dated 12/31/17 and earlier
HIPAA (Health Insurance Portability and Accountability Act) Records and Forms	6 years plus current	Destroy HIPAA records and forms dated 12/31/17 and earlier
Life Insurance Forms-Changes	Retain throughout employment; at termination transfer most current record for name, address and beneficiary, plus all other life insurance change forms, to closed medical/benefit file; destroy all other records	For employees terminated in 2023, transfer most current insurance change records for name, address and beneficiary, plus all other life insurance change forms, to closed medical/benefit file; destroy remaining records
Life Insurance Forms-Enrollment	Retain throughout employment; transfer all records to closed medical/benefit file at termination	For employees terminated in 2023, transfer all life insurance enrollment forms to closed medical/benefit file
Long Term Disability Claim Records	3 years plus current after claim is closed and all rights of appeal have expired	Destroy long term disability claim records for incidents closed and all rights of appeal expired as of 12/31/20 and earlier
Medical & Dental Forms-Changes Other than Name, Doctor, Address	Retain throughout employment; at termination transfer all records to closed medical/benefit file	For employees terminated in 2023, transfer all medical/dental forms for changes other than name, doctor & address to closed medical/benefit file
Medical & Dental Forms-Enrollment	Retain throughout employment; transfer all records to closed medical/benefit file at termination	For employees terminated in 2023, transfer all medical/dental enrollment form records to closed medical/benefit file

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Medical & Dental Forms-Name, Doctor, Address Changes	Retain throughout employment; at termination transfer 6 years plus current to closed medical/benefit file	For employees terminated in 2023, transfer medical/dental change records dated 1/01/18 and later where name, doctor or address are the only change; destroy records dated 12/31/17 and earlier
Medical/Benefit Deductions-Other	Retain throughout employment; at termination transfer 6 years plus current to closed medical/benefit file	For employees terminated in 2023, transfer medical/benefit records regarding other deductions dated 1/01/18 and later to closed medical/benefit file; destroy records dated 12/31/17 and earlier
Medical/Benefit Files: Closed [Retain separately from Personnel Files]	10 years after termination of employment	Destroy closed medical/benefit files for persons terminated 12/31/13 and earlier; prepare closed medical/benefit files for persons whose employment terminated in 2023 for, destroy hard copies after images are backed up
Medical/Benefit Records Not Specified in Retention Schedule	Retain throughout employment; at termination transfer all medical/benefit records not specified in retention schedule to closed medical/benefit file	For employees terminated in 2023, transfer all medical/benefit records not specified in retention schedule to closed medical/benefit file
Pension & Deferred Compensation Forms-Deduction Changes	Retain throughout employment; at termination destroy all but 3 years + current; transfer remaining records to closed medical/benefit file	For employees terminated in 2023, destroy deduction change records dated 12/31/20 and earlier; transfer remaining records to closed medical/benefit file
Pension & Deferred Compensation Forms-Enrollment	Retain throughout employment; at termination transfer all records to closed medical/benefit file	For employees terminated in 2023, transfer all pension/deferred comp enrollment forms to closed medical/benefit file
Pension & Deferred Compensation Forms-Name, Address, Beneficiary & Investment Option Changes	Retain throughout employment; at termination destroy all but most current record; transfer most current record to closed medical/benefit file	For employees terminated in 2023, transfer most current pension & deferred compensation record for name, address, beneficiary and investment options to closed medical/benefit file
Pension & Deferred Compensation Forms-QDRO (Qualified Domestic Relations Order) & Related Documents	Retain throughout employment; at termination transfer all records to closed medical/benefit file	For employees terminated in 2023, transfer all QDRO records to closed medical/benefit file
Salary Recommendations	3 years plus current	Destroy salary recommendations dated 12/31/20 and earlier
Salary Surveys	1 year plus current	Destroy salary surveys dated 12/31/22 and earlier
Tuition Reimbursements	1 year plus current	Destroy tuition reimbursement records dated 12/31/22 and earlier
Administrative Hearing Files for Appeals of Disciplinary Action - Transcripts, Findings of Facts for Suits Brought Against MWHS	10 years after date of decision	Destroy administrative hearing records for suits decided 12/31/13 and earlier
Administrative Hearing Files for Appeals of Disciplinary Action - Transcripts, Findings of Facts Where No Suit against MWHS Results	1 year plus current after hearing date	Destroy administrative hearing records where no suit resulted, dated 12/31/22 and earlier
Applications (Solicited) For Regular Employment & Supporting Documents For Persons Not Hired	1 year from the date of application	Destroy applications for persons not hired for regular positions filled 12/31/22 and earlier
Applications (Solicited) For Temporary Employment & Supporting Documents For Persons Not Hired	6 months from the date of application	Destroy applications for persons not hired for temporary positions dated 6 months ago and earlier
Applications (Unsolicited) for Employment & Supporting Documents for Persons Not Hired	1 month after date of reception	Destroy unsolicited applications received 1 month prior and earlier
Background Checks, FCRA & Release of Information for Persons Not Hired	6 months from date of record	Destroy background checks and releases dated 6 months ago and earlier for persons not hired

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Background Checks, FCRA & Release of Information for Regular and Temporary Employees Hired	1 year after termination of employment	Destroy background checks and releases for regular and temporary employees terminated in 2022 & earlier
Complaint Files - Founded Cases (Written Reprimand or Greater Was Imposed), Including But Not Limited To: EEOC, Racial or Sexual Harassment, ADA, Investigations of Employee Misconduct (Criminal or Not)	10 years after file closed	Destroy complaint file records for founded cases closed 12/31/13 and earlier
Complaint Files - Unfounded Cases, Including But Not Limited To: EEOC, Racial or Sexual Harassment, ADA, Investigations of Employee Misconduct (Criminal or Not)	1 year after the file is closed with no action	Destroy unfounded complaint files that have been closed with no action since 12/31/22
Credit Union Deduction Authorization	Retain throughout employment; at termination transfer 3 years plus current to closed personnel file	For employees terminated in 2023, destroy credit union deduction records dated 12/31/20 and earlier; transfer records dated 1/1/21 and later to closed personnel file
Direct Deposit Records	Retain throughout employment; at termination transfer most current record to closed personnel file	For employees terminated in 2023, transfer most current direct deposit record to closed personnel file
Exit Interview Records	2 years plus current	Destroy exit interview records dated 12/31/21 and earlier
Grievance Files	3 years plus current after the grievance has been satisfied	Destroy any grievance records for which the grievance was satisfied 12/31/20 and earlier
I-9 Forms (Employment Eligibility Verification)	3 years after employee terminates [retain separately from personnel file]	Destroy I-9's for employees terminated in 12/31/20 and earlier
Job Vacancy Announcements (Electronic Record)	1 year plus current	Destroy job vacancy announcements dated 12/31/22 and earlier
Oral Board and Preliminary Interview Notes for Persons Hired and Not Hired	1 year plus current	Destroy oral board and preliminary interview notes dated 12/31/22 and earlier
Personal History Statement for Persons Not Hired	2 years plus current (retain separately from recruit application)	Destroy personal history statements for persons not hired 12/31/21 and earlier
Personnel Files: Regular Employees	10 years after date of termination of employment	Destroy personnel files for regular employees whose employment terminated 12/31/13 and earlier; prepare personnel files for regular employees whose employment terminated in 2023 for scanning; destroy hard copies after images are backed up
Personnel Files: Temporary Employees	3 years plus current	Destroy personnel files for temporary employees terminated on or before 12/31/20
Personnel Policies	Until superseded provided one copy is retained permanently	Copy of non-current personnel policies for is permanently stored digitally; destroy all other copies of non-current personnel policies
Reclassification Records	10 years plus current	Destroy reclassification records dated 12/31/13 and earlier
Staffing Levels & Personnel Summary	10 years	Destroy staffing levels & personnel summary records dated 12/31/13 and earlier
Termination Agreements	10 years after termination (retain in personnel file)	Destroy termination agreements for employees terminated 12/31/13 and earlier
Unemployment Information	2 years plus current	Destroy unemployment information dated 12/31/21 and earlier

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W-4 Forms	At termination transfer 4+C to a terminated employees W-4 file; retain the terminated w-4 file for 10 years; W-4s are retained separately from personnel file	Destroy W-4s for employees terminated 12/31/13 and earlier; for employees terminated in 2023, transfer W-4's dated 1/1/15 and later to terminated employee W-4 file and destroy W-4s dated 12/31/18 and earlier
Defensive Driving Files: Includes List of Participants, Rating & Evaluations	10 years after termination for electronic record; 1 year plus current for paper copies	Destroy paper copies of defensive driving records dated 12/31/22 and earlier; delete electronic record for employees terminated 12/31/13 and earlier
Excess Insurance Policies	Permanent	Permanent retention
Exhibit Claim Forms	2 years plus current	Destroy exhibit claim forms dated 12/31/21 and earlier
Incident Reports-No Claim Submitted and back up documentation	6 years after date of incident	Destroy reports for incidents dated 12/31/17 or earlier for which no claim was submitted
Liability Claim Files-Closed (Includes Claims & Correspondence)	6 years plus current after file closed	Destroy claims files closed 12/31/17 and earlier
Transitional Status Memos	7 years after Worker's Comp claim has closed	Destroy transitional status memos related to claims closed in 2016 and earlier
Worker's Compensation Claim Files	6 years plus current after file closed	Destroy Workers Comp claim files closed 12/31/17 and earlier
Accounts Receivable (Invoices, Daily Cash Receipts, Back-up Materials; Monthly Outstanding Receivable Reports)	1 year plus current	Destroy accounts receivable records dated 12/31/22 and earlier
Bank Records (Cancelled Checks, Statements, Reconciliations)	7 years plus current	Destroy bank records dated 12/31/16 and earlier
Check Register Payroll Journal	Permanent Retention	Prepare check register payroll journal dated 12/31/20 and earlier for scanning
Contribution Report/Payroll	Finance requested this retention period several years ago to match the retention on personnel records, which are now 20+C; the State Archives recommendation for "Payroll Reports" is as follows: End of Pay Period 1+C; FICA Quarterly Reports 6+C; Quarterly Payroll Reports 2+C; Year-End Reports 6+C provided Payroll Register is retained permanently	Prepare contribution reports dated 12/31/22 and earlier for scanning
Section 8 Grants Ledger Tracking Report	7 years plus current after reconciliation	Destroy grants ledger tracking records reconciled 12/31/16 and earlier
Comprehensive Annual Financial Report Year-End Work Papers	Permanent	Permanent retention
Employee Leave Balance Records (Electronic Record)	1 year plus current	Destroy employee leave balance records dated 12/31/22 and earlier
Employee Wage & Tax Authorization Statements (W-2s & 1099s)	7 years plus current	Destroy W-2s & 1099s dated 12/31/16 and earlier
Fixed Asset Inventory (Electronic Listing of All Furniture & Office Equipment Owned by City)	Update as needed	Update as needed
General Ledger Year-end Detail Report	Permanent	Permanent retention; prepare 2022 year-end general ledger detail report for scanning
Journal Entries - Monthly	7 years plus current	Prepare 2022 monthly Journal entry records for scanning; destroy monthly journal entry records dated 12/31/16 and earlier
Journal Entries - Year-end	Permanent	Permanent retention; prepare 2022 year-end journal entries for scanning
Monthly FMS Reports (Electronic Record)	Permanent	Retain monthly FMS reports electronically; destroy paper copies after 1 year + current
Overtime Reports	1 year plus current	Destroy overtime reports dated 12/31/22 and earlier

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Overtime Slips & Leave Records	5 years plus current	Destroy overtime slips and leave records dated 12/31/17 and earlier
Payroll Check History Reports (Annual)	56 years plus current	Prepare annual payroll check history reports for scanning
Payroll Records: Payroll Distribution, Work Center Distribution Report, Deduction Register and Payroll Reduction Register (does NOT include Check Register Payroll Journal)	1 year plus current	Destroy payroll distribution, work center distribution report, deduction register, and payroll reduction register dated 12/31/22 and earlier
Payroll Spreadsheet & Manual Check Ledger (Month End Only)	20 years plus current	Prepare payroll spreadsheets & manual check ledgers dated 12/31/22 and earlier for scanning
State & Federal Withholding Tax Quarterly Record of Payment	7 years plus current	Destroy withholding tax records dated 12/31/16 and earlier
Tax Levies & Garnishments	3 years plus current	Destroy tax levy or garnishment records dated 12/31/20 and earlier
Time Sheets, Time Clock and Time Card Reports	5 years plus current	Destroy time records dated 12/31/18 and earlier
Unemployment Reports	7 years plus current	Destroy unemployment reports dated 12/31/16 and earlier
Vendor Files (Accounts Payable, Purchase Orders)	7 years plus current for record copy regardless of format (paper, film, digital image)	Destroy vendor files (record copy: paper, microfilm or scanned images) dated 12/31/16 and earlier; prepare purchase order records as needed and scan
Budget Comprehensive Working File	7 years plus current	Destroy budget comprehensive working files dated 12/31/16 and earlier
Budgets	Permanent	Permanent retention; prepare budget for scanning
Schedule of Investments	7 years plus current	Destroy schedule of investment records dated 12/31/16 and earlier
Bid Files-Closed (Non-COP)	6 years plus current	Destroy bid files closed 12/31/17 and earlier
Property Acquisition Files (Includes Consultants' Studies, Copies of Deeds & Leases, and Correspondence)	Permanent	Permanent retention; prepare and scan property acquisition records dated 12/31/22 and earlier
Purchase Orders (electronic record)	7 years plus current	Destroy purchase order records dated 12/31/16 and earlier
Purchasing Card Statements	7 years plus current for scanned copy; 1 + current for paper copy	Transfer purchasing card statements to scanning; destroy paper copies dated 12/31/22 and earlier; destroy images dated 12/31/16
Vendor Bid List File (Electronic)	Until updated	Update as needed
Bank Statements-Account Analysis Statements (Copy)	2 years plus current	Destroy bank statement & account analysis statement copies dated 12/31/21 and earlier
Accounts Payable Invoices, Purchase Requisitions and Back-up Documentation (paper copies retained by dept purchasers after documents have been scanned into accounting system)	7 year plus current for record copy regardless of format (scanned image or paper original)	Destroy paper copies of A/P invoices, requisitions, etc., dated 12/31/22 and earlier (scanned images are retained 6 years + current)
Manual Time Sheets Prepared for Dept Timekeepers by Part-Time and Seasonal Employees (div copy)	1 year plus current	Destroy department copies of internal control forms dated 12/31/22 and earlier
Minutes & Transcripts of Board, Commission Meetings & Public Hearings	Permanent	Permanent retention; prepare minutes and transcripts dated 2022 and earlier for scanning and storage
Policy & Procedure Manuals	Until superseded; provided one copy has been archived	After updating policy & procedure manual [Retain one copy of each version permanently]
Public Records Requests	1 year plus current	Destroy public records requests dated 12/31/21 and earlier

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Record Series	Retention Period	Disposition Authorization
Published Reports, Studies, & Publications	1 year plus current after no longer needed for administrative purposes, provided one copy has been archived	Destroy published reports, studies & publications no longer needed, dated 12/31/22 and earlier; provided one copy has been archived
Purchasing Card Statements	6 years plus current	Destroy record copy of statements dated 12/31/17
Purchasing Card Statements (copy) and Receipts (original) for Individual City Credit Card Holders	3 years plus current	Destroy by shredding purchasing card statements (copy) and receipts (original) held by individual card holders for statements dated 12/31/20 and earlier
Travel Expense Statements & Receipts	3 years plus current	Destroy travel expense statements and receipts dated 12/31/20 and earlier
Architectural RFPs and Contracts	6 years plus current after termination	Destroy RFPs and contracts terminated 12/31/17 and earlier
Audio Recordings of Tenant Hearings	3 years after hearing date	Destroy audio recordings for hearings dated 12/31/20 and earlier
Audited Financial Statements and Financial Audits	Permanent	Prepare audited statements and audits for scanning
CBI Reports: Eligibility Determination	Until eligibility is determined	Destroy CBI reports immediately after used for eligibility determination
Construction Contracts	6 years plus current after termination	Destroy construction contract records for contracts terminated 12/31/17 and earlier
Disposal Certificates: Tenant Files	3 years plus current	Destroy tenant file disposal certificates dated 12/31/20 and earlier
Fair Housing Complaints	3 years after last case is settled or after last action, provided all appeal periods have expired	Destroy complaints for cases settled or last action taken 12/31/20 and earlier, provided all appeal periods have expired
Family Self-Sufficiency Reports	3 years plus current	Destroy self-sufficiency reports dated 12/31/19 and earlier
Grant Reports: PADEP, ROSS	3 years after grant closeout	Destroy grant reports closed out 12/31/20 and earlier
HAP and Check Registers	6 years plus current	Destroy HAP and check registers dated 12/31/17 and earlier
HFS Quarterly Newsletter	Permanent	Permanent retention; prepare quarterly newsletters for scanning
HOME Program and LHC Tenant Applications	3 years plus current	Destroy HOME and LHC tenant applications dated 12/31/20 and earlier
Housing Bank Records (Cancelled Checks; Check Stubs; Deposit Slips; Statements; Reconciliations; Certificates of Deposit)	6 years plus current	Destroy housing bank records dated 12/31/17 and earlier
Housing General Correspondence	Transfer to tenant file or retain 1 year plus current	Destroy general correspondence not related to a tenant file dated 12/31/22 and earlier
Housing Legal Notices & Affidavits of Publication For Matters Not Related to Real Property	3 years plus current after publication	Destroy affidavits of publication for legal notices for matters not related to real property published 12/31/20 and earlier
Housing Policies and Procedures, Section 8 Admin Plan, Public Housing Admissions and Continued Occupancy Policy, Maintenance Policy	Until superseded, provided one copy archived, and one copy retained with Agency Plan	Destroy policies that have been updated, provided one copy has been archived and one copy is retained with Agency Plan
Housing Project Files (includes Operating Budgets, Statements, All HUD Required Reports)	Permanent	Prepare housing project files for scanning
Housing Rehabilitation Applications: Cancelled, Withdrawn or Disapproved	1 year after cancellation, withdrawal or disapproval	Destroy applications cancelled, withdrawn or disapproved 12/31/22 and earlier
Housing Rehabilitation Files	3 years after one of the following actions: release of lien recorded; repayment of loan; final settlement	Destroy housing rehab files for projects where release of lien was recorded, loan repaid, or final settlement occurred 12/31/20 and earlier

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Housing Rehabilitation Payment Record	3 years after one of the following occurs: release of lien is recorded; loan is repaid; final settlement occurs	Destroy rehab payment records where release of lien was recorded or loan was repaid or final settlement occurred 12/31/20 and earlier
HUD Certifications, PHAS, SEMAP	Permanent	Prepare HUD certification records for scanning
SEMAP Indicator Audits and Documentation	3 years plus current	Destroy SEMAP Indicator Audits and Documentation dated 12/31/20 and earlier
HUD Management Reviews	3 years plus current	Destroy HUD management reviews dated 12/31/20 and earlier
HUD Plans: Demolition Plan, Designated Housing Plans	3 years after demolition or after no longer needed	Destroy HUD demolition plans for buildings demolished 12/31/19 and earlier; destroy designated housing plans no longer needed
HUD Required Financial Reports	6 years plus current	Destroy HUD financial reports dated 12/31/17 and earlier
HUD Submission Reports, PIC, RASS	3 years plus current	Destroy HUD submission reports, PIC and RASS records dated 12/31/20 and earlier
Initialization Reports	6 years plus current	Destroy initialization reports dated 12/31/17
Insurance Policies; Related Correspondence; Certificates of Liability Insurance from vendors	6 years after policy expires	Destroy policies and related correspondence dated 12/31/17 and earlier
IRS Forms: 1099s & W9s	7 years	Destroy 1099s and W9s dated 2017 and earlier
Lakewood Housing Authority Accounting Records: General Ledger Documentation, Journal Entries; Accounts Receivable, Accounts Payable, Invoices, Daily Cash Receipts, Back-up Materials, Monthly Reports	6 years plus current	Destroy LHA accounting records dated 12/31/17 and earlier
Lakewood Housing Authority Annual Report	Permanent	Permanent retention; prepare annual report for scanning; retain paper copy in archives
Lakewood Housing Authority Budget and Fixed Assets Records	6 years plus current	Destroy LHA budget and fixed assets records dated 12/31/17 and earlier
Lakewood Housing Authority Construction Bid Documents That Do Not Result in a Contract	3 years plus current	Destroy non-contract construction bid documents dated 12/31/20 and earlier
Maintenance Wage Rate Files and Records Related to Labor Relations	3 years plus current	Destroy wage rate files and records related to labor relations dated 12/31/20 and earlier
PH Community Service Logs	3 years plus current	Destroy community service logs dated 12/31/20 and earlier
PHA Plans: 5-Year, Annual Plans, Section 504 Plans	Until superseded	Destroy PHA plans that have been superseded
Police Activity Reports: PH, HOME, Corporation	3 years plus current	Destroy police activity reports dated 12/31/20 and earlier
Portable Billings	3 years plus current	Destroy portable billings dated 12/31/20 and earlier
Pre-check Reports (List of Bills to be Paid): Accounts Payable, HAP, Utility	1 year plus current	Destroy pre-check reports dated 12/31/22 and earlier
Section 8 Inspection Logs	3 years plus current	Destroy inspection logs dated 12/31/20 and earlier
Section 8 Reports: Income Targeting, Monthly Occupancy Reports, Utility Allowance Schedule, Payment Standard Schedule	3 years plus current	Destroy Section 8 reports dated 12/31/20 and earlier
Tax Exempt Bond Files (Excluding Legal Transcripts)	6 years plus current after debt is retired	Destroy tax exempt bond files for bonds where debt was retired 12/31/17 and earlier

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Tax Exempt Bonds: Legal Transcripts	Permanent	Permanent retention; prepare transcripts for scanning; destroy paper
Tenant Files - Accounts Paid in Full	3 years plus current after termination or after final disposition of any legal action, whichever is later	Destroy tenant file records for tenants terminated, account is paid in full and there is no legal action pending, or final disposition occurred 12/31/20 and earlier
Tenant Files – Outstanding Balances	Until Paid in Full, then see above	Scan all files with outstanding balances and destroy original
Utility Bills & Consumption Reports: Gas, Electric, Water & Sewer	3 years plus current	Destroy utility bills and consumption reports dated 12/31/20 and earlier
Vacancy and Unit Turnaround Reports for All Programs	3 years plus current	Destroy vacancy and unit turnaround reports dated 12/31/20 and earlier
Vendor Contracts: Computer, Yardi, inspections	6 years plus current after termination	Destroy vendor contracts terminated 12/31/17 and earlier
Vendor Files: Accounts Payable	6 years plus current	Destroy vendor files dated 12/31/17 and earlier
Waiting List: Applications, Reports, Statistics, Related Documents	3 years plus current	Destroy waiting list records dated 12/31/20 and earlier
Work Orders, Logs, Related Documents	3 years plus current	Destroy work order records dated 12/31/20 and earlier
Daily Backup Tapes for All Databases and File Servers	14 days	Destroy daily backup tapes more than 14 days old
Vehicle Registrations	Until expired	Destroy vehicle registrations expired 12/31/23 and earlier
Vehicle Titles	Life of vehicle or until transferred to purchaser	Destroy title records for vehicles sold or title transferred 12/31/23 and earlier

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