



Southern Nevada Regional  
Housing Authority

**Records Management and  
Retention Policy**

2016  
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Southern Nevada Regional Housing Authority  
**RECORDS MANAGEMENT AND RETENTION POLICY**

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### INTRODUCTION:

The Southern Nevada Regional Housing Authority (SNRHA) is a quasi-governmental entity. As such it may align itself with the best practices for city, state, and local government agencies. As a result, SNRHA has developed its Records Retention Schedule from both the Former City of Las Vegas Housing Authority and the United States Department of Housing and Urban Development (U.S. HUD) records retention and disposal guidelines.

This retention schedule indicates the minimum length of time listed records series [of documents?] must be retained by a governmental agency before destruction or archival preservation. This policy does not take the place of HUD's Record Retention Schedule, but is to be used as a guide by SNRHA in creating and updating a comprehensive schedule to meet both retention requirements. Therefore the HUD Record Retention Schedule (HRRS) will supersede SNRHA's schedule. Record series listed on this policy are those which are commonly found in most government agencies. The retention periods given in this policy are required minimums. The SNRHA Board of Commissioners also recommends them as appropriate maximum retention periods.

If a federal or state statute or regulation specifies a longer retention period for any record series received, created, or maintained by an agency; the statute or regulation overrides this schedule.

### Summary of Important Points

- This policy is to be used as an authoritative guide in creating and updating an agency records retention schedule.
- Federal or state statutes or regulations requiring longer retention periods override retention periods in this policy.
- Retention periods listed in the policy are required minimums. SNRHA may need to keep some of the records listed for longer periods.

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### OBJECTIVE:

To establish a systematic framework for the collection, maintenance, use, retention, preservation, and disposition of Southern Nevada Regional Housing Authority (SNRHA) electronic and documentary records in the following categories:

- Category No. 1: Records necessary for the daily business of a SNRHA department.
- Category No. 2: Records of the creation and/or development of SNRHA that are essential for legal, historical, or other professional inquiry.
- Category No. 3: Records of the source, receipt, and expenditure or transfer of public money which is required for the operation of SNRHA or until an audit is complete.
- Category No. 4: Records which are required by law to be retained and those which have a legal basis for their retention.
- Category No. 5: Records that are needed during or after an emergency or to protect the rights and obligations of SNRHA.

### I. PUBLIC RECORDS MAINTAINED BY SNRHA:

A public record is a document, paper, letter, pamphlet, book, map, chart, blueprint, drawing, photograph, film, sound recording, magnetic or other tape of software used to process electronic data, punched cards, computer print-out, and any other audio or video storage that is made, received, or kept in the performance of SNRHA's duty, paid for with public funds and has not been declared confidential. (NRS 239.010; NAC 239.091 and NAC 239.101)

#### A. Confidential Records Maintained by SNRHA Departments:

The confidential records maintained by SNRHA Departments are as follows:

1. Development and Modernization  
Credit reports, references, investigative data, and financial information of contractors and subcontractors.
2. Procurement:  
Credit reports, references, investigative data, and financial information of vendors, including contractors and subcontractors.
3. Admissions:
  - a. Criminal records of applicants.
  - b. Financial references of applicants.
  - c. Addresses, telephone, and social security numbers of applicants.

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- d. Medical records of applicants.
4. Operations:
  - a. Criminal records and police reports of participants.
  - b. Medical records of participants.
  - c. Financial records of participants.
  - d. Addresses, telephone, and social security numbers of participants.
5. Human Resources Department:
  - a. Personnel records of employees.
  - b. Social Security Numbers, telephone numbers, and addresses of employees.
6. Legal Department (if applicable) or Executive Office OR NEED TO BE INCLUDED ON LEGAL COUNSEL CONTRACT:
  - a. Attorney work product – documents prepared for and in anticipation of litigation.

#### II. STORAGE OF SNRHA RECORDS:

Each SNRHA Department is responsible for storing records within the areas assigned to each department. All employees of SNRHA should properly maintain and dispose of files as described in this policy, Section IV Documents Retention Schedule.

#### III. DISPOSAL OF SNRHA RECORDS:

##### A. Record Disposal Procedure:

A SNRHA Department desiring to dispose of inactive records must adhere to the following procedures:

1. Submit a written Request to the Department Director on an approved form. (See Appendix A, Attached)
2. Upon receipt of the Request, the Department Director shall review it to determine:
  - a. Whether the particular records are covered by the SNRHA Retention Schedule; and
  - b. Whether the particular records are appropriate for disposal
    - i. This consideration will be restricted to whether the records should, in accordance with the Retention Schedule, be stored or disposed.
3. If the records are covered by the Schedule, and are appropriate for disposal, the Department Director shall:
  - a. Approve the Request on the form. (See Appendix B, Attached)
  - b. Assign an identification number to the records to ensure proper indexing;
  - c. Submit the Approval to the Requesting Department, stating the

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- identification number assigned to the records;
- d. Submit written verification of disposition to the Requesting Department, setting forth the method of disposition on the approved form. (See Appendix D, Attached.)
- 4. If upon review, the Department Director determines the records are not covered by the schedule, or are not appropriate for disposal, The Department Director shall:
  - a. Return the Request Form to the Requesting Department, with a notation the Request has been denied and the basis of said denial.

#### **B. Disposal of Confidential Records:**

Confidential records, slated for disposal pursuant to the SNRHA Record Retention Schedule, must be disposed of in one (1) of the following two (2) ways:

1. Shredding or
2. Pulping

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IV. DOCUMENT RETENTION SCHEDULE

Records of Accounting and Finance Department

<i>Title of Series of Records Accounting and Finance Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Bank reconciliations	X		X	X		Until Annual Audit is completed
Bank Statements and Deposit Slips	X		X	X		Until Annual Audit is completed
Billings	X		X	X		Until Annual Audit is completed
Bills for health care and mental health care of indigent persons	X		X			5 years
Bond registers and records	X		X			10 years after expiration of bond
Cash registers and records	X		X	X		Until Annual Audit is completed
Check registers	X		X	X		6 years
Checks that have been cancelled	X		X	X		3 years
Claims	X		X			3 years
Claims lists	X		X			6 years
Daily cash and receipts reports	X		X	X		Until Annual Audit is completed
Encoding sheets	X		X			1 year
Encumbrance listing	X		X			6 years
Expenditure ledgers	X		X			6 years
Financial cards and lists of transactions	X		X			1 year
Financial statements of revenue and expenditures	X	X	X	X		Permanent
Fixed Assets and inventories	X	X	X	X	X	5 years after superseded
Gasoline and repairs reports	X		X	X		Until Annual Audit is completed
General Ledger	X		X			Permanent
Investment registers	X		X			6 years
Invoices for accounts receivable and payable	X		X			6 years
Journal entries	X		X			6 years
Accounts payable	X		X	X		5 years
Accounts receivable (revenue)	X		X	X		5 years
Annual Audits	X		X	X		3 years
Audit Reports	X		X	X		3 years
Fee Books entry	X			X		5 years from last entry
Monthly statement to Commissioners	X	X			X	5 years
Payroll Records	X					5 years
FSS Escrow accounts	X					5 years following disbursement or program termination
REPORTS:	X			X		5 years
a) Public Employees Retirement System						

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Records of Accounting and Finance Department

<i>Title of Series of Records Accounting and Finance Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
REPORTS (Continued):	<b>X</b>			<b>X</b>		5 years
b) State Industrial Insurance System						5 years
c) State Unemployment						5 years
d) IRS Payroll						5 years
HUD Fund Requisition	<b>X</b>		<b>X</b>			5 years
HUD Program Budget	<b>X</b>		<b>X</b>			5 years
Investment Account Statements	<b>X</b>		<b>X</b>			5 years
Subsidiary Ledgers	<b>X</b>		<b>X</b>			Permanent



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### Records of Housing Programs (HP) Department / Housing Choice Voucher (HCV) Section

<i>Title of Series of Records HP/HCV Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Participant Files:	X			X	X	3 years following last day on program (termination)
Applications for Section 8 (HCV)	X			X	X	3 years following last day on program (termination)
Criminal History Verification	X			X	X	3 years following last day on program (termination)
Credit History reports	X			X		3 years following last day on program (termination)
Income Verifications	X			X	X	3 years following last day on program (termination)
Participant Identification	X			X		3 years following last day on program (termination)
Participant updated correspondence	X			X	X	3 years following last day on program (termination)
Reasonable Accommodations (RA) requests (Approvals & Denials)	X			X	X	3 years following last day on program (termination)
Participant's requests for Informal Review	X			X	X	3 years following last day on program (termination)
Participant's Results of Informal Review	X			X	X	3 years following last day on program (termination)
Records of Section 8 Briefings	X			X	X	3 years following last day on program (termination)
Copies of all Section 8 vouchers issued	X		X	X	X	3 years following last day on program (termination)
Annual Recertifications of Section 8 participants	X		X	X	X	3 years following last day on program (termination)
Requests for Lease Approval	X			X	X	3 years following last day on program (termination)
Public Notices regarding program availability	X			X	X	5 years following date of notice
SEMAP Binders	X			X	X	5 years

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Records of Executive Office

<i>Title of Series of Records for Executive Office</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Annual Budgets:						
Files	X		X			5 years
Final Budget	X	X	X	X		Permanent
Auditor's reports	X		X	X		Permanent
Auditor's work papers	X		X			Until completion of audit
Hearings:						
Notice of Public Hearing	X	X		X		Permanent
Records of Hearings	X	X		X		Permanent
Minutes of formal negotiations	X	X				Permanent
Property and equipment records	X	X	X	X	X	5 years following update
Quarterly report of resources and expenditures	X	X	X	X		3 years
Reports of proposed expenditures	X	X	X	X		Permanent
Minutes of SNRHA Board Meetings	X	X	X	X	X	Permanent
Organization Creation Transcript File	X	X	X	X		Permanent
Tax exemption, Payment in Lieu of Taxes (PILOT)	X	X	X	X	X	Permanent
Annual Contribution Contract (ACC); Cooperative Agreements	X	X	X	X		Permanent
Land and/or property purchase documents, Financing documents, ALTA survey, Title Insurance, etc.	X	X	X	X	X	Permanent
Declaration of Trust (DOT)	X	X	X	X		Permanent
Agency Annual Plan and 5 Year Plan	X	X	X	X	X	Permanent
Schedules for Retention of Records	X			X		Until superseded by revised schedule

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Records of Human Resources Department

<i>Title of Series of Records for Human Resources</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Applications and Resumes	X			X		2 years
Background surveys of personnel files (Including but not limited to: job requisitions, reports of maintenance of effort, audits, rosters of staff members and timesheets)	X	X		X		5 years
Deferred compensation plans	X		X	X		Permanent
Eligible lists	X			X		2 years
Examination Scores	X			X		2 years
Grievances:						
Files	X			X		2 years
Hearings	X			X		2 years
Inactive recruitment files	X			X		2 years
Insurance Plans	X				X	3 years after plan termination
Job advertisements for federally funded positions	X					3 years
Job classifications	X					1 year after classification is superseded or eliminated
Labor negotiations	X		X	X		5 years
Pay resolutions for management and classified employees	X		X	X		2 years
Payroll records	X					See Accounting and Finance
Personnel:						
Computerized reports	X					Until superseded
Master personnel file	X					85 years
Positions:						
Authorized positions filled	X					1 year after superseded
Reports	X					1 year after superseded
Affirmative Actions:						
Completed forms	X			X		3 years
Summaries	X	X		X		3 years
Examinations:						
Copies of examinations	X			X		2 years
List of applicants who failed to qualify for employment	X			X		2 years
List of applicants who failed to take examination	X			X		2 years
List of applicants who received a grade below passing	X			X		2 years
Lists of applicants eligible for employment	X			X		2 years after expiration of list
Report of Oral ratings	X	X		X		2 years
Reports	X					2 years

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Records of Human Resources Department

<i>Title of Series of Records for Human Resources</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Admonitions	X			X		3 months or until standards set by the Administrator are met, whichever is shorter
Appraisals of competency	X			X		2 years or until termination whichever is longer
Appraisals of permanent certified employees	X			X		2 years or until termination, whichever is longer
Appraisals of probationary certificated employees	X					1 year after termination
Authorization for extra pay	X		X			5 years
Credentials	X			X		Permanent
Evaluations	X			X		Permanent
Fire and Safety files	X				X	Permanent
Notice of short-term suspensions	X					2 years or until termination , whichever is longer
Records of notification of personnel	X					10 years
Employee's reports of industrial injury	X			X	X	5 years
Statement of subsequent injury	X					25 years
Requisitions	X			X		2 years after position is filled
Classified employees:						
Performance evaluations	X			X		Permanent
Performance evaluation reports	X			X		Permanent
Employee Responses	X				X	1 year after termination
Engineering contracts	X				X	6 years after termination
Personnel Background survey questionnaire	X					Until data is compiled and reported
Salary actions	X					3 years
Time cards and sheets	X		X	X		3 years
Union Contracts	X	X		X		Permanent
Verification of eligibility for employment (US INS Form I-9)	X			X		3 years after date form is received or 1 year after termination, whichever is later

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Records of Legal Department (*If Applicable*)

<i>Title of Series of Records for Legal Department (If Applicable)</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Appeals:						
List of cases on appeal	<b>X</b>					2 years
Orders of cases on appeal	<b>X</b>					Until no longer useful
Calendar of Cases	<b>X</b>					30 days
Civil Cases	<b>X</b>			<b>X</b>		5 years
Civil Rights cases	<b>X</b>	<b>X</b>		<b>X</b>		3 year after final disposition of case
Disposition of cases	<b>X</b>					
Opinions	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>	Permanent
Receipts for criminal reports	<b>X</b>		<b>X</b>	<b>X</b>		Until Annual audit is completed
Requests for opinions	<b>X</b>					2 years
Suits against a local government	<b>X</b>	<b>X</b>		<b>X</b>		6 years if no action pending
Writs	<b>X</b>			<b>X</b>		3 years after writ is no longer in effect
Compliance Division:						
Fair Housing Claims and Correspondence	<b>X</b>		<b>X</b>	<b>X</b>		5 years following closeout
Third Party Organization Decisions	<b>X</b>			<b>X</b>		5 years following closeout
HUD Discrimination Complaints	<b>X</b>			<b>X</b>		5 years following closeout

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Records of Maintenance Department

<i>Title of Series of Records for Maintenance Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Maintenance Work Orders	<b>X</b>			<b>X</b>		5 years after work is completed / copies kept in tenant file
Maintenance Charges to Residents	<b>X</b>			<b>X</b>		See Operations
Maintenance Quality Control Records	<b>X</b>			<b>X</b>		5 years
Fleet Records	<b>X</b>			<b>X</b>		See Procurement
Key Records	<b>X</b>					3 years
Maintenance Equipment and Tools Records	<b>X</b>			<b>X</b>		Duration of Ownership
Sewer Maintenance records	<b>X</b>					10 years
Vendor Contracts and Field Purchase Orders	<b>X</b>		<b>X</b>	<b>X</b>		3 years following contract/purchase order expiration

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Records of Force Account (If Applicable)

<i>Title of Series of Records for Force Account (If Applicable)</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Applications for temporary placement of trailer	<b>X</b>					1 year
Inspection records for electrical inspections	<b>X</b>					5 years
Inventory control sheets	<b>X</b>					Until Superseded
Permits:						
Checks on active permits	<b>X</b>		<b>X</b>			1 year
Electrical, Plumbing and Sewer	<b>X</b>					5 years
Permits to discharge industrial/hazardous materials waste	<b>X</b>	<b>X</b>				Permanent
Temporary power requests	<b>X</b>					1 year
Safety Rules	<b>X</b>			<b>X</b>		Until Superseded
Work Orders	<b>X</b>					2 years after work is completed

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Records of Development and Modernization Department

<i>Title of Series of Records for Development and Modernization Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
A/E Agreements	<b>X</b>					Permanent
Agreements for temporary power (construction)	<b>X</b>					1 year from permanent power
Bids	<b>X</b>		<b>X</b>	<b>X</b>		Permanent
Appraisal Reports	<b>X</b>					5 years
Bid Bonds	<b>X</b>		<b>X</b>	<b>X</b>		Permanent
Building Permits	<b>X</b>			<b>X</b>		Permanent
Buildings, record of street addresses	<b>X</b>	<b>X</b>				Permanent
Certificates of Occupancy	<b>X</b>			<b>X</b>		Permanent
Construction related Complaints	<b>X</b>					5 years
Construction Contracts	<b>X</b>		<b>X</b>	<b>X</b>		Permanent
Contractor's Certified Payroll Reports	<b>X</b>		<b>X</b>			3 years after contract is completed and closed out
Daily Reports	<b>X</b>					Permanent
Inspection Reports	<b>X</b>		<b>X</b>	<b>X</b>		Permanent
Inspection Reports of fire damage	<b>X</b>					6 years from date of event
Inventory Removal:						
Application	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Permanent
SAC Approval/Denial Letter	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Permanent
Hazardous Materials Reports and Records related to lead based paint, asbestos and mold	<b>X</b>	<b>X</b>			<b>X</b>	Life of building
Special Inspection Reports	<b>X</b>					Permanent
Notice to Proceed (NTP)	<b>X</b>		<b>X</b>	<b>X</b>		Permanent
Performance Bonds	<b>X</b>				<b>X</b>	1 year after contract is completed
Payment Bonds	<b>X</b>		<b>X</b>		<b>X</b>	1 year after contract close-out
Permits to discharge industrial/hazardous materials waste [Manifest]	<b>X</b>	<b>X</b>		<b>X</b>		Permanent
Site and Building Plans for new construction or remodeling:						
Checkers, records of persons reviewing plans and blue-prints	<b>X</b>					Until Superseded
Plans for Commercial and Public buildings	<b>X</b>	<b>X</b>				Life of the building
Plans for residential buildings	<b>X</b>	<b>X</b>		<b>X</b>		Life of the building



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Records of Development and Modernization Department

<i>Title of Series of Records for Development and Modernization Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Properties Disposed/Demolished:						
Design/Construction records	<b>X</b>					10 years from the date after which the property has no affiliation with, relation to or ownership by the PHA or related entities.
Contractor's compliance docs	<b>X</b>					
Property and Project files	<b>X</b>					
Site & Building Plans	<b>X</b>					
Studies, Surveys, etc.	<b>X</b>					
Project Files Records - design and construction [See DevMod SOP for IFB & RFQ required documentation]	<b>X</b>			<b>X</b>		Permanent
Projects, reports of expenditures/payments	<b>X</b>		<b>X</b>			Permanent
Results of construction tests	<b>X</b>			<b>X</b>		Permanent
Safety Rules	<b>X</b>			<b>X</b>		Until Superseded
Specifications	<b>X</b>					Permanent
Studies	<b>X</b>					Permanent
Surveys	<b>X</b>					Permanent

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Records of Operations Department

<i>Title of Series of Records for Operations Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Resident Files:						
Original Application	<b>X</b>		<b>X</b>	<b>X</b>		5 years following resident's last day on the program
Eligibility Verifications	<b>X</b>		<b>X</b>	<b>X</b>		5 years following resident's last day on the program
Recertifications	<b>X</b>		<b>X</b>	<b>X</b>		5 years following resident's last day on the program
Unit Inspections	<b>X</b>		<b>X</b>	<b>X</b>		5 years following resident's last day on the program
Work Order Requests	<b>X</b>		<b>X</b>	<b>X</b>		5 years following resident's last day on the program
Work Orders	<b>X</b>		<b>X</b>	<b>X</b>		5 years following resident's last day on the program
Maintenance Charges to Resident	<b>X</b>		<b>X</b>	<b>X</b>		5 years following resident's last day on the program
Rent Payment Ledgers	<b>X</b>		<b>X</b>	<b>X</b>		5 years following resident's last day on the program
Grievances	<b>X</b>		<b>X</b>	<b>X</b>		5 years following resident's last day on the program
Correspondence and Notices	<b>X</b>		<b>X</b>	<b>X</b>		5 years following resident's last day on the program
Lease agreements and addendums	<b>X</b>		<b>X</b>	<b>X</b>		5 years following resident's last day on the program
Unit Inventories	<b>X</b>		<b>X</b>	<b>X</b>		5 years
Vacancy Reports	<b>X</b>		<b>X</b>	<b>X</b>		5 years
Lease termination actions	<b>X</b>		<b>X</b>	<b>X</b>		5 years
Fire and Police reports of incidents on SNRHA property	<b>X</b>		<b>X</b>	<b>X</b>		5 years
Resident surveys and questionnaires	<b>X</b>			<b>X</b>		5 years

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Admissions Department

<i>Title of Series of Records for Admissions Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Withdrawn Applicant Files:						
Original Application	X		X	X		3 years after the date of withdrawal
Interview Application	X		X	X		3 years after the date of withdrawal
Eligibility Verifications	X		X	X		3 years after the date of withdrawal
Correspondence and Notices	X		X	X		3 years after the date of withdrawal
Criminal History Verifications	X					90 days after determination of eligibility or completion of grievance process, whichever is longer
I.D. Documents	X		X	X		3 years after the date of withdrawal
Verification of EIV screening	X		X	X		3 years after the date of withdrawal
Reports:						
Vacancy Reports	X					2 years
Offers Reports	X					2 years
Offers Acceptance Notices	X					2 years
Offers Refusal Notices	X					2 years
Waiting list reports (Electronic)	X		X	X		5 years
Monthly Status Reports	X					2 years

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Procurement Department

<i>Title of Series of Records for Procurement Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Activity Reports	X					2 years
Fleet Records	X			X		Duration of Vehicle Ownership
Assignment of Vehicles	X					Until Superseded
Bid Specifications	X					Permanent
Bids / Contracts	X		X	X		Permanent
Cooperative Purchases	X		X			Until Agreement is terminated
Goals and Objectives	X					Until Superseded
Equipment and supply inventory	X		X	X		1 year after annual audit is completed
Procedures Manuals	X		X			3 years after superseded
Moved buildings	X					2 years
Notices of the sale of surplus material and equipment	X					1 year
Purchase Orders:						
Logs	X		X	X		1 year after annual audit is completed
Stubs	X		X	X		1 year after annual audit is completed
Voided or Cancelled	X		X	X		1 year after annual audit is completed
Requests for disbursement	X					2 years
Requests to bid	X		X	X		Permanent
Requisitions:						
Purchase Orders	X		X	X		3 years
Stock Orders	X		X	X		1 year after annual audit is completed
Supplies	X					1 year after annual audit is completed
Sales of surplus goods to the public	X					3 years
Vendors:						
Files	X					5 years
Master list	X					Until Superseded

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Real Estate Assets

<i>Title of Series of Records for Real Estate Assets</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
<b>ACQUISITION/DISPOSITION RECORDS</b>						20 years from the date after which the property has no affiliation with, relation to, or ownership by the PHA or related entities
ALTA Survey	X	X		X	X	
Appraisal	X	X		X	X	
Closing Tax Credits Materials						
Carryover	X		X	X	X	
Project files	X		X	X	X	
Evidentiary	X		X	X	X	
Extended use agreement	X	X	X	X	X	
Closing Mixed Finance Materials						
Ownership Filings	X		X	X	X	
Organizational docs	X		X	X	X	
Mortgage Notes	X		X	X	X	
Deeds, DOTs	X		X	X	X	
Due diligence legal work	X				X	
Easements	X	X	X	X	X	
Eminent Domain Records	X	X	X	X	X	
Environmental Studies						
Geotechnical Reports	X					
Phase I & II Reports	X			X	X	
Engineer's Reports	X			X		
Hazardous Materials						
Survey Reports	X			X		
Clearance Reports	X			X		
Market Study	X					20 years from the date after which the property has no affiliation with, relation to, or ownership by the PHA or related entities
Mortgage documents	X	X	X	X		
Plans and Specifications	X	X				
Reliance Letters	X		X			
Resolutions	X	X	X	X	X	

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records of Real Estate Assets

<i>Title of Series of Records for Real Estate Assets (Continued)</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Land/Property acquisition/sale documents	X	X	X	X		20 years from the date after which the property has no affiliation with, relation to, or ownership by the PHA or related entities
Title Insurance	X	X	X	X	X	
Utilities; Will Serve letter or utility bills in lieu of	X					
Zoning Documents	X			X		
<b>DESIGN/CONSTRUCTION RECORDS</b>						
For all applicable design and construction records please see "Project Files Records" listed in the Series of Records for Development and Modernization Department	X		X	X		10 years from the date after which the property has no affiliation with, relation to or ownership by the PHA or related entities
<b>LEASE DOCUMENTS</b>						
Ground Lease	X		X			10 years from termination of the lease
Commercial	X		X			
Other Leases	X		X			

Southern Nevada Regional Housing Authority

**RECORDS MANAGEMENT AND RETENTION POLICY**

Records for Supportive Services Department

<i>Title of Series of Records for Supportive Services Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Ethnic resident groups, records of applicants for housing classified by ethnic group	X					2 years
Forms of certifications of Services	X					3 years
GRANTS:						
Applications, proposal reports	X					25 years
Working files and fiscal documents	X					3 years after date of final report
Inspections	X					5 years
Internal Statistical reports	X					3 years
Interview files	X					2 years
MEMOS CONCERNING:						
Correction of documents	X					6 months after date of correction
Monitoring by grantors	X					3 years after date of final report
Pink slips for client's accountability	X					1 year
Summary reports of direct assistance	X					3 years
Typed cases, daily log book	X					1 year
FSS files	X					3 years following completion or termination
FSS Escrow Accounts	X					See Accounting and Finance
Case files of Clients	X					3 years after date of last service
Cash grants (This series of records includes but is not limited to checks, determination work-sheets and non-voucher logs)	X					3 years
Child Care facilities files	X					5 years after closure of facility
Clients appointment slips	X					90 days after date of appointment
Client log books	X					2 years
COLLECTION and BILLING						
Accounts of Residents	X					Until Annual Audit is completed
Invoices	X					Until Annual Audit is completed
Receipts	X		X	X		Until Annual Audit is completed
Complaints, reports	X					5 years
Computer and interdepartmental change forms	X					6 months from the date of charge
Computer control and corrections, reports	X					1 year

# Southern Nevada Regional Housing Authority

## Records Management and Retention Policy

### Records for Safety or Risk Management Department

<i>Title of Series of Records for Safety or Risk Management Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
ACCIDENTS						
Report of Accidents:						
Involving Personal Injury	X			X		3 years
Involving Vehicles	X			X		2 years
Address backups	X				X	
Agreement for mutual aid	X			X		3 years after agreement expires
Release forms	X			X		2 years
Reports	X			X		2 years
Complaints of bad service	X					1 year after resolved or dismissed
Daily log of fire alarm soundings	X					90 days
Dispatcher Audiotapes	X				X	30 days if not transcribed
EQUIPMENT:						
Cost analysis of equipment	X					1 year
List of equipment	X		X			3 years after updates
Results of test of equipment	X			X		2 years
Summary of equipment						Until superseded
Tests and Maintenance records	X					Life of hydrants
Injury Reports	X			X		2 years
Inspection of child care facilities	X			X		1 year
Inspection of Commercial and Public Buildings	X			X		12 years
Interdepartmental reports						As required. Review annually
Employee driving records	X			X		1 year following termination
Investigation of Arson	X			X		4 years
Investigation of Fires	X			X		6 years
Liability insurance policies	X			X		3 years after policy expires
Photographs	X					Until office use ends,
Pre-fire planning reports	X					10 years
Preventive maintenance schedules			X			10 years
Report of drills	X					2 years
Reports concerning violations of code	X					1 year from date of notification
Reports of fires where no structure is involved	X					5 years
Reports of incidents	X					1 year
Reports of scheduled re-inspections	X					90 days after date of Re-inspection
Reports on major fires	X					Permanent
Schedule of vehicle maintenance and service	X	X				5 years
Standard Operating/Emergency Procedures	X	X				5 years after superseded
Surveys of household safety	X					Until office use ends,
Industrial Injury reports (employees)	X					5 years
Legal Opinions	X	X				Permanent
Occupational Injuries and illness:						
Log	X					5 years
Summary	X					5 years
Informational correspondence	X					3 years



# Southern Nevada Regional Housing Authority

## Records Management and Retention Policy

### Records of Information Technology Department

<i>Title of Series of Records for Information Technology Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Audit Trails (documentation of changes made)	<b>X</b>			<b>X</b>		Until no longer administratively useful
Assets Inventory (in accordance with various SOP's. i.e. inventory of physical equipment; software; software libraries; software audits; data communications equipment inventory; Other IT related inventories and lists, work station diagrams & assignments, inventory reports, network configuration diagrams & documentation, system communication configuration diagrams & documentation, documentation of audits of equipment)	<b>X</b>			<b>X</b>		3 years after superseded
Computer Access Logs - name of employee, the date and time of access, a reasonable explanation of the circumstances & considerations justifying the access, the name of each person authorized to perform the access, the name of each person required to store/maintain and/ or destroy that information, details of inappropriate use or access to the computer.	<b>X</b>			<b>X</b>		3 years
Employee Access Control and Security Awareness Files (Employee access letter of agreement and/or non-disclosure agreements; Employee security awareness training documentation; Password disclosure statement; Employee email and other related agreements and correspondences)	<b>X</b>			<b>X</b>		3 years from modification of form or employee's access rights were terminated
Error Reports (paper or electronic)	<b>X</b>			<b>X</b>		Until superseding report is run or until action for which they were produced has been accomplished.

# Southern Nevada Regional Housing Authority

## Records Management and Retention Policy

### Records of Information Technology Department

<i>Title of Series of Records for Information Technology Department</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Hardware documentation including but not limited to Copy of Purchase Order, Warranty documentation, and related correspondences and supporting documentation.	<b>X</b>			<b>X</b>		5 years from purchase date or expiration of warranty, whichever is longer.
Security Logs including but not limited to Security and access control logs, firewall traffic logs, and similar logs.	<b>X</b>			<b>X</b>		3 months from day of log
Security Records including but not limited to physical security reviews, security breach reports, reports of suspicious activity, reports of suspected violations, risk analysis documentation and reports, security evaluations and reviews with supportive documentation.	<b>X</b>			<b>X</b>		3 years
Software Licensing files including but not limited to copy of purchase order, license including license confirmation, upgrades license, etc., related correspondence, supporting documentation.	<b>X</b>			<b>X</b>		6 years after the program or system is discontinued
Software, System and Program Documentation - including but not limited to: system/program programming, modification & technical reports, programmer's notes & memos, general system design reports, test plans & results, conversion reports & addendums, specification architecture reports and supportive records.	<b>X</b>			<b>X</b>		6 years after the program or system is discontinued
System User Mast List - consists of an online electronic file containing user names, user ID codes, access rights and privileges (to data, applications, communications and other system devices).	<b>X</b>			<b>X</b>		Until audit is complete

# Southern Nevada Regional Housing Authority

## Records Management and Retention Policy

### Miscellaneous records common to SNRHA

<i>Title of Series of Records for Miscellaneous Records Common to SNRHA</i>	<i>Categories of Records</i>					<i>Period of Minimum Retention</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Budgets:						
Office and Departmental copy	X		X			1 year after annual audit is completed
Work sheets and papers	X		X			Until annual audit is completed
Certificate of Destruction of Records	X	X		X		3 years after date of destruction of records
Contracts and Agreement (office copies)	X		X			1 year after completed or terminated
Correspondence:						
Administrative	X	X				Permanent
Complaints and Inquiries	X					1 year after response or resolution
General	X					1 year, unless needed to be retained for a longer period
Subject files	X					1 year, unless needed to be retained for a longer period
Department regulations, policies and procedures	X	X		X	X	5 years after superseded
Employee files maintained in an office or department	X					1 year after termination or re-assignment. (Master files retained by HR)
Grants:						
Fiscal Records	X		X			As required by the granting authority
Proposals, reports, and results	X	X				5 years after the grant is closed
Insurance:						
Claims	X		X	X	X	3 years after settlement of the claim
Policies	X			X	X	3 years after policy expires
Invoices (Office Copies)	X		X			Until Annual Audit is completed
Material safety data sheets	X					30 years
Petty Cash Records	X		X	X		Until Annual Audit is completed
Schedule of Retention of Records	X			X		6 years after superseded
Record Storage/Disposal Records	X		X	X		Permanent

# Southern Nevada Regional Housing Authority

## Records Management and Retention Policy

### **APPENDIXES**

#### **A – E**

Appendix “A”	Request for Storage or Disposition of Records
Appendix “B”	Storage Approval
Appendix “C”	Packing of Records
Appendix “D”	Records Retrieval
Appendix “E”	Records Disposition Verification

# Southern Nevada Regional Housing Authority

## Records Management and Retention Policy

### Appendix A

#### Request for Storage or Disposition of Records

Date

Department

Types of Records:

Records are to be Stored: Yes No

Records are to be Disposed: Yes No

Number of Records (By File):

Print Name of Designated Department Representative:

Signature

I, \_\_\_\_\_, by signature above, do hereby certify that the records above are inactive and no longer necessary for the daily business of the \_\_\_\_\_ Department.

\*\*\*\*\*

#### FOR SNRHA DEPARTMENT DIRECTOR USE ONLY

\*\*\*\*\*

Date: SNRHA Department Director Initials:

The request is denied because:

Records are not covered by the SNRHA Retention Schedule

Records are not appropriate for storage

Records are not appropriate for disposal

There is insufficient storage space for the records

# Southern Nevada Regional Housing Authority

Records Management and Retention Policy

## Appendix B

### Storage Approval

Date of Request

Date of Approval

Records Identification No.

Designated Area/Location:

Type of Records:

Packing Instructions: Upon receipt of this approval, your department shall package the records noted above in standard cardboard boxes measuring 12" x 10". Each box must be marked on one (1) of the 12" x 10" sides. No other side may be marked. To the extent possible, each series of records must be boxed separately and described on separate forms.

ANY PROPOSED EXCEPTION TO THE REQUIRED MANNER OF PACKAGING MUST RECEIVE PRIOR APPROVAL BEFORE THE PACKAGE IS DELIVERED TO THE DESIGNATED AREA

SNRHA Department Director: \_\_\_\_\_

(Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Southern Nevada Regional Housing Authority

## Records Management and Retention Policy

### **Appendix C** **Packing of Records**

Packing Instructions: Upon receipt of this approval, your department shall package the records noted above in standard cardboard boxes measuring 12" x 10". Each box must be marked on one (1) of the 12" x 10" sides. No other side may be marked. To the extent possible, each series of records must be boxed separately and described on separate f

ANY PROPOSED EXCEPTION TO THE REQUIRED MANNER OF PACKAGING MUST RECEIVE PRIOR APPROVAL BEFORE THE PACKAGE IS DELIVERED TO THE DESIGNATED AREA.

SNRHA Department Director: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Southern Nevada Regional Housing Authority

## Records Management and Retention Policy

### Appendix D

#### Records Retrieval

Date of Request

Records Identification No.

Type of Records:

Requesting Department:

Designated Department Representative: \_\_\_\_\_  
(Print Name)

I, \_\_\_\_\_, by signature below certify that on

\_\_\_\_\_, I retrieved the above listed records from the SNRHA

\_\_\_\_\_ [enter location]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



