

DEPARTMENT GENERAL SERVICES	DIVISION ALL DIVISIONS ALL PROJECTS	EFFECTIVE DATE JANUARY 1, 1949 REVISED JULY 15, 1953 REVISED APRIL 15, 1959 REVISED MAY 15, 1967	INDEX NO. 008:59:2
SUBJECT RECORDS RETENTION AND DISPOSAL SCHEDULES	ADMINISTERED BY DIRECTOR OF GENERAL SERVICES		APPROVED BY EXEC. ASST TO THE CHAIRMAN

I. PURPOSE

To provide a systematic and effective procedure for determining the retention of records as well as authorizing the disposal by destruction or otherwise of records which no longer have sufficient administrative, legal, historical or other value to warrant their further preservation and to provide for the proper supervision of the disposal of such records.

II. POLICY

All records shall be maintained in accordance with the Retention and Disposal Schedules. Current records are to be kept in the office files. Out-dated records shall be maintained at Records Storage located at Williamsburg Houses. Out-dated and obsolete records are to be disposed of by the Records Storage Custodian except as noted in immediately below.

This procedure establishes a permanent Records Committee whose duties include a periodic review of the Records Retention and Disposal Schedules. This committee shall consist of the Director of General Services, who shall be chairman; the Deputy Directors of departments, or their designees who shall be Division Chiefs; a representative of the Legal Department, the Chief of Office Services and the Deputy Director of the Administrative Methods Division or his designee.

Records Retention and Disposal Schedules approved by the Records Committee shall be used by Department Directors in determining the minimum period of retention of records. Each Department Director shall have the ultimate responsibility for determining the value of those records that are created or maintained in his Department. He shall be responsible for the permanent preservation and protection of vital records and the disposal of records, which have only temporary value.

D. The Project Manager is responsible for the review and destruction of project records. he shall follow the approved Records Retention and Disposal Schedules established by the Records Committee.

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III. PROCEDURE

A. Duties and Responsibilities of Department Director

1. Annual Survey of Records

Each Department Director shall have the files in his department surveyed by a member of his staff. This is to be done during the period from January 1 to March 30 of each year. Records shall be withdrawn from the files in accordance with the attached Retention and Disposal Schedules.

2. Identification of Records

a. Duplicate Records

Records of correspondence which are obvious duplicates of central files and which are used as working papers shall be placed in folders and clearly marked, "Duplicates - To Be Destroyed".

b. Records to be Stored

Records withdrawn from the office files which are to be stored in the Williamsburg Storeroom are to be segregated by subject matter and the folders clearly marked with the date to which these records are to be maintained in the Storeroom.

c. Records to be Destroyed

Records which are out-dated and are listed on the Records Retention and Disposal Schedules as being of a nature which may be destroyed immediately are to be placed in folders clearly marked "Out-dated Records - to Be Destroyed".

d. Confidential Outdated Records

Any Department Director maintaining records which he considers to be of a confidential nature and which are out-dated, may destroy such records himself after receiving written approval of the General Manager and Counsel. This approval shall be requested by a memorandum listing the subject and period covered.

IV. TRANSFER OF RECORDS TO WILLIAMSBURG STOREROOM

After segregating the files in the manner outlined in Section III above, the Department Director will send Form No. 009.002 to the Chief of Office Services detailing the records to be transferred. The Chief of Office Services shall arrange for the physical transfer of the records from the Departmental Files to the Williamsburg Storeroom.

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V. DUTIES AND RESPONSIBILITIES

A. Chief of Office Services

1. Records Not Listed

The Chief of Office Services shall secure from the Records Committee the disposition of any records not listed in the Schedule. This Request shall be made by the Department Director on Form No. 009.044.

2. Transfer of Records to Storage

Upon receipt of the form referred to in Section IV, the Chief of Office Services shall arrange for the packaging and physical transfer of the records to storage files in Williamsburg. Before actually transferring the records, the storage file custodian shall be advised by phone of the date the records will be transferred.

3. Follow-up

The Chief of Office Services shall maintain a follow-up with all Departments to determine whether the purpose and intent of this procedure have been carried out.

B. Storage File Custodian

1. Receipt and Filing of Records in Storage

a. Records Received

One copy of the Schedule accompanying the records shall be received and returned to the Chief of Office Services.

b. Permanent Records

Based on the Schedule accompanying the records, a card index shall be maintained by subject matter to include the following information: subject, date received in storage, period covered by the record, Department which transmitted them to storage and location of records in storage.

c. Temporary Records

A card index shall be maintained in the same manner as above. However, in addition to the subject matter, index cards shall be filed according to the date of destruction.

d. Manner of Filing

The records shall be filed in the receptacle in which they are transmitted. Permanent records shall be located together, and temporary records shall be

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located according to date of destruction.

2. Annual Review of Records Stored

Between January 1 and March 30 of each year, the Custodian of the Storage Files shall review the index cards and other records in his office to determine which files are scheduled to be destroyed. A list of these records to be destroyed shall be transmitted to the Department Directors involved for approval before destruction.

3. Destruction of Records

After receiving the approval from the Department Head that the records may be destroyed, the custodian of the storage files shall arrange for their destruction. At the same time, any duplicate records which have been transmitted to storage shall be destroyed. Records shall be disposed of by burning or by any other method which will assure permanent and complete destruction. If the records are sold as scrap, the purchaser must submit a certificate that destruction was complete and confidential nature of the material was not violated.

After the records have been disposed of, the index cards shall be removed from the active files and placed in inactive files.

C. Housing Manager

Tenant data shall be filed in the Tenant Folder according to the following:

1. Current Tenant Folder

a. Left Side of Folder

The forms and data listed below (1) through (7) shall be filed in the sequence indicated with (1) on top and (7) on the bottom.

In case of move-out, all move-out papers are to be placed together and filed on top of the material on the left side of the tenant folder.

(1) Tenant Data Summary (040.062)

(2) Resident Monthly Lease Agreement (040.001)

(3) Tenant Rules and Regulations (040.016 or 040.017)

(4) Move-In and Collect Notice (040.165)

(5) Application for Apartment (070.002 or AD 4)

(6) Summary of Earnings Statement prior to occupancy
(040.013 - MD 34)

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(7) Other papers, i.e., letters from social agencies, home investigations, etc., received prior to rental.

b. Right Side of Folder

The forms and data shall be filed in the same numerical sequence as indicated for the left side.

- (1) Interview Record (040.006) in date order, the latest date on top.
- (2) Tenant's Income Record (047.002) for the latest income review.
- (3) Summary of Earnings Statement (040.013) supporting the latest income review.
- (4) Other papers relating to the latest income review.
- (5) All pertinent data, in date order, latest date on top, since the preparation and filing of the previous yearly income review material.

NOTE: The Tenant's Income Record (047.002) automatically divides the material on the right side of the folder into income review years.

2. Material To Be Removed From The Tenant Folder

- a. Destroy all forms and papers relating to income reviews that are over six (6) years old. See NYCHA Record Retention Schedule for the list.
- b. Destroy all legal papers if the Court, TRB or COB action is favorable to the tenant and the tenant is restored to eligibility. See NYHA Record Retention Schedule for the list.
- c. Destroy all papers relating to promissory notes, confessions of judgment, rent dunning letters, rent payment promises from the tenant, or agreements to pay any indebtedness when the indebtedness is paid in full.
- d. Destroy all other papers that are over six (6) years old Except those that relate to the desirability of the tenant because these may be needed in cases of subsequent termination action.

3. Material To Remain In The Tenant Folder

- a. All Interview Records (040.006) - Right Side
- b. Income review data for the last six (6) years only - Right Side

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- c. Tenant Data for Continued Occupancy Board (040.020B) and Request for Permission to Issue Notice to Vacate (040.101) - Right Side
 - d. Original application for public housing and supporting information. Left Side
4. Material To Be Filed Numerically or By Subject - Excluded From Tenant Folder
- a. Apartment Paint Data (061.117)
Subject file in Superintendent's office.
 - b. Incident Report (080.003)
Subject file - place of filing is optional with each Housing Manager.
 - c. Repair Sheet (060.005 and 060.005A)
Subject file - Superintendent's office. If a legal claim arises, it should be removed from the Superintendent's office and placed in the Tenant Folder until disposition of the claim.
 - d. Rent Change Authorization (132.020)

The bookkeeping office shall maintain a file for the duplicate (yellow) copy of the RCA by calendar month, e.g., January, February, etc. Within this monthly folder the yellow copy shall be filed by Account Number. A cross reference indicating the RCA number must be indicated on the Tenant's Income Record (047.002/004) in the Tenant Folder.

- e. Three Day Notices and Related Dispossess Papers

Hereafter, they shall be filed by subject in the Management Office Termination Action (Hold-over) or Termination Action (Non-payment). In the event of court proceedings all pertinent papers shall be brought to court together with the Tenant Folder. If the action is unfavorable, the material shall be filed in the Tenant Folder.

5. Procedure To Be Followed in Culling Folders and Destroying Obsolete Material

- a. For Folders of Tenants in Residence.

When to cull data and who is to cull data from tenant folders is optional with each project manager. The differences among projects and the staffing pattern preclude assignment to an employee of a specific title. However, it is suggested that the culling of folders be performed when the Tenant Folder is removed from the files for normal project use. A folder per day by each using employee on a continuing basis starting with the more voluminous folders will generally complete

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the task within a year. Folders of less voluminous material may be deferred initially. After the folder is updated an entry shall be made on the Interview Sheet as follows:

"(date, employee's name) Folder updated per records disposal procedure."

A distinctive red check or cross shall be indicated on the tab of the folder.

b. For Folders of Tenants Transferred from other projects.

A completely new folder shall be prepared for tenants transferring from another project. The old folder shall be filed intact separately in a different drawer. A reference, indicating the location of the former Tenant Folder shall be entered on the Interview Sheet. The forwarding project shall cull the Tenant Folder before sending it to the new project.

c. Method of Disposal of All Material

The culled material from the Tenant Folder shall be disposed of in the same manner as other project refuse.

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I. GENERAL MANAGER'S OFFICE

A. PROGRAM PLANNING DIVISION

Program Planning Division files are to be surveyed each year during the period between January 1st and March 30th, and records segregated for transfer to storage in accordance with the following schedule:

Applications for Financial Assistance (copies)	Optional	Destroy
Area files	Currently	4 years after completion
Key Plans and apartment distribution	Currently	Destroy
Real Estate Valuation Books	2 years	Destroy
Surveys and Maps Work Folders	Permanently	

B. PUBLIC RELATIONS DIVISION

Public Relations Division files are to be surveyed each year during the period between January 1st and March 30th, and records segregated for transfer to storage in accordance with the following Schedule:

Annual Reports	Permanently	
Books and Pamphlets	Currently	
Correspondence Requests for Information	1 year	Subject to review
Exhibits	1 year	Subject to review
Magazine articles	1 year	Subject to review

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Newspaper clippings	1 year	Subject to review
Office Copies of correspondence	1 year	Subject to review
Publications	1 year	Subject to review
Releases	1 year	Subject to review
Speeches	1 year	Subject to review

C. ADMINISTRATIVE METHODS DIVISION

Correspondence re Central Office Building	2 years	8 years
Disciplinary Trials (Copies)	2 years	5 years
Manuals and Standard Procedures	Currently	
Operations Review Committee	Permanently	
Standards Committee Agendas, Minutes, Work Papers	2 years	Destroy
Studies and Reports, Miscellaneous	2 years	5 years
Work Papers - Forms Design and Control		
a. Active	Currently	
b. Obsolete	3 years	4 years
Work Papers - Revisions of Standard Procedures, Personnel Manual, Project Accounting Manual, and Management Manual	3 years	7 years

D. OFFICE OF COMMUNITY AFFAIRS

Office of Community Affairs files are to be surveyed each year during the period between January 1st and March 31st, and records segregated for transfer to storage in accordance with the following schedule:

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Correspondence with Agencies	5 Years	2 years
Employment Applications	5 years	2 years
General Information	5 years	2 years

E. OFFICE OF EQUAL OPPORTUNITY

Office of Equal Opportunity files are to surveyed each year during the period between January 1st and March 31st, and records segregated for transfer to storage in accordance with the following schedule:

Compliance Inspection Report	1 year	5 years
Correspondence 1 year	5 years	
Equal Opportunity - Contractor Report	1 year	5 years
Inspection Report (027.004)	1 year	5 years
Weekly Construction Report (027.002)	1 year	5 years

II. SECRETARY'S OFFICE

Files for which the Secretary is responsible are to be surveyed each year during the period between January 1st and March 31st, and records segregated for transfer to storage in accordance with the following schedule:

Card Index of Authority Meetings Permanently

Employees' Suggestions

a. Accepted	3 years	2 years
b. Rejected	3 years	then destroy
Minute Books of Authority Meetings	Permanently	
Papers Ordered Filed with Secretary	Permanently	

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Papers required by law to be filed with Secretary	Permanently in Vault or other appropriate place	
Working Papers and drafts of minutes of Authority Meetings	3 Months-then destroy	

III. CONSTRUCTION DEPARTMENT

Construction Department files are to be surveyed each year during the period between January 1st and March 30th, and records segregated for transfer to storage in accordance with the following schedule:

A. OFFICE OF THE DIRECTOR

Correspondence and copies of documents dealing with construction, and special problems encountered on the job.	Currently	30 years
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B. CONSTRUCTION RECORDS

Addenda to Construction Contracts	6 months after completion of construction	Destroy
Attendance Record (015.035)	1 year	5 years
Attendance Report (015.018)	1 year	5 years
Construction Manager's Files	1 year after final payment	10 years. To be reviewed prior to destruction
Copies of Change and Proceed Orders, and Supporting Data	1 year after final payment	Permanently
Copies of Construction Contracts	Permanently	
Delay and Weather Reports	1 year after final payment	Permanently

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Documents Service Section Transmittals	1 year	8 years
Engineers Office Files	Currently	Destroy
Final Payment and Guarantees (Copies)	1 year after final payment	Destroy
Job Meetings	1 year	Destroy
Office Files for each project	6 months after completion	Destroy
Pile Driving Reports	1 year after final payment	Permanently
Prequalification Statements for Construction Contracts	6 years	Destroy
Sample Approvals		
a. Physical Samples	Construction Field Office until closed	Permanently in project storage room
b. Documents	6 months after final payment	Permanently
Samples Review Committee	Permanently	
Shop Drawings		
a. Housing Authority Projects	1 year after completion of construction	Forward to project for assembly of 1 complete set to be kept permanently
b. Cooperative Projects	1 year after completion	10 years

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c. Record Books (Contract Nos. 5-9, 10, 11)	1 year after completion	20 years
Specification Books - Copies	6 months after final payment	Permanently
Studies of Construction problems	Currently	Permanently
Testing of Materials Reports	Until 6 months after final payment	10 years
Tracings - Pile Driving Plans, Certification of Site, - As-Built Drawings	Permanently	

C. CONSTRUCTION CONTRACTS DIVISION - GUARANTEE SECTION

General Correspondence Files (letters of building acceptance, commencement of guarantees, copy of guarantee instruments, roofing bonds, etc.).	Expiration of last Contract guarantee	Destroy
Off Site Storage Files (Contractors request for payment of materials stored off-site, all related correspondence, etc.	1 year after final payment	Destroy
Range and Refrigerator Files (Contracts 14 and 15)	1 year after final payment	4 years

D. DEMOLITION RECORDS

Acquisition Maps	1 year after final payment	5 years
Card Index of Buildings of Contracts and final payment Correspondence	1 year after	Permanently
General Office Files	1 year after final payment	5 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Parcel Maps	1 year after final payment	5 years
Special Demolition Reports	1 year after completion	5 years
Surveys		
a. Preliminary	1 year after completion	7 years
b. Final	1 year after completion	5 years
Weekly Progress Reports	1 year after completion	5 years

IV. DESIGN DEPARTMENT

Design Department files are to be surveyed each year during the period between January 1st and March 31st, and records segregated for transfer to storage in accordance with the following schedule:

Addenda and Bulletins	1 year after final payment	2 years
Board of Standards and Appeals Bulletins	Permanently	
Correspondence Files	3 years	7 years
Department of Buildings Approvals - Copies	Optional	Destroy
Draft copies of contracts, addenda specifications and work sheets	Until after award of contract	6 years. To be reviewed by Design Dept. for final payment prior to destruction

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Housing Authority Standard Drawings and Revisions	Permanently	
Landscape Records - Grounds Contract, Contract No 12, Street and Yard Improvements, Contract No. 13, Top Soil and Planting	1 year after final payment	5 years
Manufacturers' and Suppliers'	Currently	Destroy
Minutes of Architect's Meetings Specifications Manufactures and Supplies' Literature	Optional	Destroy
Office copies of files on each project	Optional	Destroy
Plan file	1 year after com- pletion of project	Permanently
Reproduction of Architect's Preliminary Drawings (Blueprints, Black & White Prints for Phase 1-5 and others)	Until construction completed	1 year
Surveys of Equipment of Construction Items and Analysis Data	3 years	12 years
Test Borings a. Data b. Physical	Until after com- pletion of project' Construction Field Office until closed	5 year sin project storeroom
Utility records and correspondence	Currently	5 years and review

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V. FINANCE AND AUDIT DEPARTMENT

The files in the Finance & Audit Department are to be surveyed each year during the period between January 1st and March 31st, and records segregated for transfer to storage in accordance with the following schedule:

Accident Reports (See Personal Injury Claims)

a. Claims filed	Until case is closed	2 years
b. No Claim filed	1 year	2 years
Accounts Payable Record (Vendor Ledger Card) (121.048)(Obsolete 1/63) (See Vendor Reports- Ledgers)	Currently	25 years
Accounts Payable Sundries Sub-Ledgers*	1 volume of 5 years	Permanently
Accounts Payable Voucher (Contracts) (121.029)	2 years	25 years
Accounts Payable Voucher (Other Than Contracts) (121.029A)	2 years	25 years
Accounts Payable Voucher (Purchase of Investments) (121.029B)	2 years	25 years
Accounts Payable Voucher (Revolving Fund) (121.030)	2 years	10 years
Accounts Receivable Sundries Sub-Ledgers*	1 volume of 5 years	Permanently
Action on Paycheck (Orig.) (015.041)	1 year	1 year
Administration Fund Vouchers (Obsolete)	2 years	25 years

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Assessed Valuations - Certified Copies	1 Year	Destroy (Forms part of Loan (Contract filed in Pelham Vault))
Audit Reports	2 years	Permanently
Bank Statements	Until audited	6 years
Bid Deposits	1 year	Destroy
Bid Register Attachments	1 year	Destroy
Bid Summary Sheets (Originals) for Purchase Orders and Requirement Purchase Orders	Until after completion and Audit	10 years; also see Voucher
Blue Print Tickets	2 years	10 years
Bond Authorization (Obsolete 1/1/64) See U.S. Savings Bonds		
Cancelled Checks	Until audited	6 Years
Cash Books	2 years	Permanently
Certificates of Completion - including Working Papers	6 months after receipt of certificate	Permanently
Certificate of Necessity (121.017) Original	2 years	10 years
Change Orders (signed)	2 years after final payment	4 years
Check Book Stubs	Currently	Destroy
Check Registers Consolidated Security Deposit Fund Check Register	2 years	6 years

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Payroll Adjustment Check Register	2 years	25 years
Payroll Check Register	2 years	25 years
Revolving Fund Check Register	2 years	6 years
Revolving Fund - Tenants Refund check Register	2 years	Permanently
Revolving Fund - Vendors check Register	2 years	Permanently
Tenant Refund Check Register	2 years	6 years
Claims against Awards	Until audited	6 years
Claims - Rent** - Write-offs**	Until audited	6 years
Commercial Application for Relocation Payment (055.101) Original		
1. Under \$10,000	2 years	10 years
2. \$10,000 and Over	2 years	25 years; See Voucher
Comparative Statement of Income and Expenses	2 years	Permanently
Computer Generated Entries	2 years	Permanently
Computer Payroll Master File List (Copies)	4 Payroll Periods	Destroy
Computer Program Documentation Folders	10 years	2 years
Computer Program Source and Object Decks	10 years	2 years
Computer Programming General Information	10 years	2 years
Computer Run Books	Permanently	
Consolidated Journal Vouchers (Formerly Journal Vouchers)	2 years	Permanently

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Contract for Work, Labor, Services, and Materials - Short Form (061.003)	2 years	25 years; also See Voucher
Contract Payment File	Until final payment is made	Destroy
Contractor's Insurance – Construction and 10 years Maintenance Contracts: Contract File-Correspondence, Policies and Certificate of Insurance	Until after completion and no claims pending	
Cost Studies - Revised as needed	Currently	Destroy
Declaration of Intention to Accept or Reject Social Security	2 years	Destroy
Development Cost Analysis*	10 years	Permanently
Development Cost Budget	Until Final Budget is completed	Permanently
Development Fund Vouchers (Obsolete)	Until Completion of Project	25 years
Employee Earnings Records	Permanently	
Employee's History (124.013)	5 years after termination	Destroy
Exemption Certificate (121.016)	2 years	25 years
Financial Statements - All Projects	2 years	Permanently
Finder's Fee Application (055.001) Original	Until Completion of check for open items	See Voucher
Fire Losses	Until audited	Destroy
Fuel Delivery Tickets	2 years	10 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Future Project Analysis Record	Current Book only	Permanently
Garnishees (See Income Executions)		
Gasoline and Oil Tickets	2 years	10 years
General Fund Vouchers (Obsolete)	2 years	25 years
General Ledger*	10 years	Permanently
Group Life Insurance	1 year after termination of policy	4 years
a. Original Application Cards		
b. Recapitulation Summaries and Breakdowns (Insurance Copy)	2 years	Destroy
c. Recapitulation Summaries and Breakdowns (Payroll Copy)	3 year	Destroy
d. Premium Statements (Copy)	2 years	Destroy
e. Correspondence	2 years	3 years
Group Medical Insurance (AHS-UMS-HIP)		
a. Original Application Cards	1 year after termi	4 years nation of policy
b. Recapitulations	2 years	Destroy
c. Premium Statements	2 years	Destroy
d. Correspondence	2 years	3 years
Income Executions against employees and Notices of Levies by U.S. Internal Revenue (Includes Legal Documents plus copies of transmittal letters to Marshal)	1 year	6 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
IBM PUNCH CARDS - Finance & Audit		
Accounts Payable		
Distribution Cards	6 months	2 years
Payment Cards	6 months	2 years
Development Cost Cards		
Budgets	1 year	2 years
Source of cards	3 months	2 years
Work Cards	3 months	3 years
Year to Date Summaries	3 months	2 years
Furniture & Fixtures Inventory	Currently	Destroy
General ledger		
General Ledger	1 year	3 years
Source	3 months	2 years
Trial Balance	Destroy	
Income & Expense Statements		
Budgets	1 year	3 years
Source Cards	3 years	2 years
Work Cards	3 years	3 years
Year to Date Summaries	3 years	2 years
Interim Work Cards	3 months	Destroy
Investments	Currently	Destroy
Payrolls		
Bond	3 months	Destroy
C.E. 7 (Current earnings)	3 months	2 years
C.E. 8 (Current earnings)	3 months	2 years
C.E. 9 (Over time)	3 months	2 years
Distribution C.O. Salaries	3 months	3 years
Masters	3 months	3 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
IBM PUNCH CARDS - Finance & Audit		
Payrolls (Continued)		
Reconciliation Payroll Check	3 months	Destroy NYCHA Employee's Retirement System
Retirement System Detail	3 months	
Skilled Trades Time	1 year	3 years
Snow Removal	3 months	3 years
Social Security	1 year	3 years
Transactions	3 months	2 years
Y.T.D. 3(Years to date)	3 months	2 years
Personnel Work Cards	2 months	2 years
Public Utilities	3 months	2 years
Security Incident Report Cards	3 months	1 years
IBM PUNCH CARDS – Management		
Applications		
a. Active File	2 years	Destroy
b. Research duplicate study file	Until completion of annual summary	5 years
Site Occupant Move-Out Records	1 year after summary by site is completed	2 years
Special Studies	Currently	To be destroyed on specific instructions or reviewed at 2 year intervals
Tenant Statistical Data		
a. Tenant Transcript Cards Current-Admissions, Transfers and Income Reviews	Current	
b. Tenant Transcript Cards	Current	1 year

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Outdated-Admissions, Transfers and Income Reviews		
c. Duplicate Move-in Cards	Until after completion of annual summary	3 years
d. Move-out Cards	Until after completion of annual summary	3 years
Income and Expense Book*	10 years	Permanently
Inspection Section		
Catalogs, Trade	Current	Destroy
Correspondence. General	3 years	Destroy
Fuel Sample Analyses, Copies	2 years	3 years
Fuel Sample Reports, (Orig.)121.036	2 years	3 years
Inspection Report - No. 6 Fuel Oil 121.027	2 years	3 years
Inspector's Reports (Inspector's Copy) 121.025	3 years	Destroy
Laboratory Test Reports for Paint Contracts	3 years	3 years
List of Fuel Vendors' Trucks	Current	Destroy
Purchase Orders (Inspector's Copy)	3 years	Destroy
Requisition for Delivery (Inspector's Copy)	3 years	Destroy
Requirement Purchase Orders (Inspector's Copy)	3 years	Destroy
Sample Review Committee Notices and Minutes	4 years	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Standard Committee Notices and Minutes	4 years	Destroy
Truck Calibration Charts	Current	Destroy
Insurance Certificate to Fiscal Agent	1 year	Destroy
Insurance Policies	Until 1 year after cancellation and after claims are settled	Destroy
Insurance Proposals and Data Sheets	2 years	1 year
Insurance Reference File	Currently	Destroy
Insurance Records		
a. Accident Records	5 years	10 years
1. Workmen's Compensation		
2. Public Liability		
b. Contractor's Insurance Records	5 years	2 years
c. Fire Loss Records	5 years	10 years
d. Insurance Coverage Records	5 years	Destroy
1. Site		
2. Development		
3. Operating		
e. Miscellaneous Loss Records	5 years	10 years
f. Site Insurance Records - Public Liability	Until audited	2 years
Insurance Register by Policy	2 years	Permanently
Insurance Register by Project	2 years	Permanently
Insurance Report	Permanently	

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Investment Register	Until audited	Permanently
Investment - Working Papers- Revised as needed	Currently	Destroy
Journal Vouchers (Obsolete 12/73) See Consolidated Journal Vouchers		
Journal Vouchers Register*	4 years	Permanently
Leased Housing - Financial Statement	2 years	Permanently
Leased Housing - Landlord Leased	2 years after lease is terminated	6 years
Leased Housing - Operating Budgets	2 years	Permanently
Leased Housing - Schedule of Rent Payments to Owners	2 years	10 years, to agree with Revolving Fund (Vouchers)
Lessees' Certificates or Policies of Insurance	1 year after expiration of policy	Destroy
Liens	2 years	Permanently
Maps	Currently	Destroy
Master Source Document Register	2 years	Permanently
Memoranda of Cash Receipts	2 years	Destroy
Miscellaneous Losses (e.g., Holdup, Burglary)	Until audited	Destroy
Notice of Insurance Purchase (Copies)	1 year	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Notice of Payroll Change	6 months	Destroy
Notices of Suspensions and Pay Docks (Originals) (Obsolete 2/63) See 015.041, Action on Paycheck		
Operating Budgets	2 years	Permanently
Overages and Shortages	3 years	Destroy
Overtime Records, Source Documents (Originals)	2 years	6 years
Payroll Accounts Cash Control Record	Permanently	
Payroll Distribution Records & Time Sheets	2 years or until audited	10 years
Payroll Distribution Summaries (Originals)	1 year	10 years
Payroll Register (Including Recapitulation Sheets)	2 years or until audited	Permanently
Payroll Transaction Lists	1 year	Destroy
Payroll - Workpapers	1 year	Destroy
Pension Registers	2 years or until audited	Permanently
Pension System Certifications	Until 1 year after Termination	2 years
Personal Injury Claims - (Accident Reports)		
1. Claims filed	Until case is a closed	2 years
2. No Claim filed	1 year	2 years
Petty Cash Vouchers	2 years	See Voucher
Project Deposit Slips	Until audited	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Project Monthly Summary - Cash Book Summary (132.011)	2 years	Permanently
Property Ledger	2 years	Permanently
Property Ledger Summary - Property Reconciliation	2 years	Permanently
Purchase Order (Duplicate Original)	Until after completion and audit	See Voucher
Ratios for Proration of Common Costs	5 years	Destroy
Receipt of Payment (105.027)	2 years	Permanently
Receiving and Inspection Report	2 years	See Voucher
Refund - Vacating Tenants Operating Projects (Original) (132.039)	2 years	12 years
Requirement Purchase Orders (Duplicate Original)	Until after completion and audit	See Voucher
Requisition for Delivery (135.007)	2 years	See Voucher
Requisition - Loan Contract	Until audited	Until approval of final Development Cost Budget-than destroy
Report by Project, Daily Receipts Bank Deposits, 105.142	1 year	1 year
Residential Application for Relocation Payment (055.100) - Original		
1. Under \$10,000	2 years	10 Years
2. \$10,000 and Over	2 years	25 years - See Voucher
Retroactive Payroll Controls -	1 year	8 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Workpapers		
Revolving Fund Cash Records*	10 years	Permanently
Revolving Fund Vouchers (See Accounts Payable Voucher 121.030)	2 years	10 years
Safety Inspection Report		
a. Insurance Carrier's Report	1 year	2 years
b. NYC Housing Report	1 year	2 years
Salvage Warehouse Receipts	Until audited	Destroy
Schedule of Personnel Actions (015.011)	2 years	Destroy
Security Deposit Refund Requests (Orig) (132.010, Obsolete 9/67) See 132.039, Refund-Vacating Tenants Operating Projects		
Short Form Contracts, 061.003, See Contract for Work, Labor, Services, and Materials, page 5a		
Site Management Agents' Reports	2 years or until audited	Destroy
Site Office Files - Bookkeeping Records		
a. Apartment Listings & Inspections (055.100A) Bonus Apartments - Duplicate	Until checked for open items	6 years
Site Office Files-- Bookkeeping Records (Continued)		
b. Bookkeeping Machine Tapes,	Until checked for	6 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Clearance Cards and Check Registers	open items	
c. Commercial Application for Relocation Payment (055.101) Duplicate	Until checked for open items	6 years
d. Miscellaneous Charge/Credit (Notices to Bookkeeper 132.001)	Until checked for open items	6 years
e. Rent Control Book & TCC Book	Until checked for open items	6 years
f. Rent Receipt Book (Authority)	Until checked for open items	6 years
g. Residential Application for Relocation Payment (055.100) Duplicate	Until checked for open items	6 years
h. Tenant Ledger Cards	Until checked for open items	6 years
i. Tenant Rent Receipts (Issued by former owner)	Until checked for open items	6 years
Site Parcel Cards	Currently	Destroy
Social Security Quarterly Register	10 years and review	
Social Security Wage Annual Register	10 years and review	
Statement of Withheld Taxes (W-2s)	1 year	Destroy
Store Tenant's Insurance Certificate (see Lessee's Certificate or Policies of Insurance)		
Telephone Bills (Orig.)	2 years	See Voucher
Telephone Toll Charge Slip (Copies)	Currently	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Tenant Refund Requests (Original) (132.017 Obsolete 9/67) See 132.039, Refund-Vacating Tenants Operating Projects - Sites		
Tenant's Record - Move-In Date -	1 year after tenant vacates	6 years
Union Affiliations - Agreements and Correspondence (Copies)		
a. Memoranda of Understanding	5 years after expiration	Destroy
b. Welfare Fund Payment agreements	5 years after expiration	Destroy
c. Welfare fund Payment Schedules	2 years	6 years
Union Dues Checkoff List	6 months	Destroy
U.S. Savings Bonds		
a. Deduction Authorization card	Currently	Destroy
b. Register	5 years	5 years
c. Requisitions	5 years	5 years
Vendor Reports (Ledgers)		
a. Accounts Payable	Currently	25 years
b. EDP Revolving Fund	2 years	20 years
Voucher Registers	10 years	Permanently
Voucher Register Summaries (Original)	1 year	10 years
Withholding Tax Certificates (W-4s)	Currently	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Western Union Telegrams	2 years	10 years
Working Papers for Accounting	1 year	1 year - then Destroy

*Books of Account

**This refers only to Rent Claims of Vacated Sites. The Claims for Projects are transmitted to Project or Site Office After Disposition.

VI. GENERAL SERVICES DEPARTMENT

General Services Department files are to be surveyed each year during the period between January 1st and March 30th, and records segregated for transfer to storage in accordance with the following schedule:

<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
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A. Office of the Director

Records Committee	Permanently	
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B. OFFICE SERVICES DIVISION

1. Office of the Chief

Annual Reports	Permanently	
Certificate of Necessity (121.017), Copies	Permanently	
Cleaning Reports Daily	1 year	2 years
(From Vendor) Monthly	1 year	2 years
(From Employee Inspector)		
Completed Requisitions, Copies	1 year	2 years
Daily Production Reports	current year	2 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
General Office Correspondence	3 years	2 years
Monthly Production Reports	10 years	Destroy
Receiving and Inspection Reports, 1 year (135.011A) Copies		2 years
Requisitions for Delivery, (135.007), Copies	1 year	2 years
Telephone Bills (Copies)	1 year, to be reviewed	Destroy

2. Pelham Disaster Vault

Agreement with banks		Permanently
Administration Fund		
Bond Deposit		
Bond Redemption Fund		
Collateral Deposit		
Custody		
Development Fund		
Fiscal Agent		
General Fund		
Annual Leave Balances		Current copies only
Annual Inventory of Furniture		To be retained currently, and
Equipment at Central Office		outdated copies to be destroyed
		after notification by the Property
		Section
Authority Manuals and Procedures		To be kept current
Authorization to Destroy Records and Certificates of Destruction		Permanently
Contracts, Original		Permanently
Assistance - City, Federal and State, including Applications for Financial Assistance, Development Programs, Amendments, and Waivers		

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Construction - including Accepted Bid, Guarantees, Change Orders and Certificates Management - including Accepted Bid, Change Orders, Guarantees Purchase - such as Fuel Oil and Coal Services - such as Appraisers', Negotiators', Title Examination Work, Managing Agents' and Consultants'		
Contractors Certificates Certificate of Doing Business Change of Name Partnership Doing Business in State of New York		Permanently
Copyrights		Permanently
Drawings, Original Bid Drawings		until Contract Drawings are received and to be returned to Bid & Document Section
Contract Drawings, signed		Permanently
Easements		Permanently
Elevator Catalogs		Permanently
Fallout Shelter License Agreement (Originals)		10 years after expiration and termination of tenancy: review prior to destruction
Financial Reports - Quarterly		Current copies only
Financing Permanent - Bond Records and Cremation Certificates		Permanently
Temporary - Temporary Loan Note Records and Cremation Certificate		Permanently
Franchises		Permanently

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
General Certificates		Permanently
Insurance Policies (Conformed Copies)		Currently, expired policies to be destroyed after annual notifications by the Insurance Division
Land Acquisition Records Assignment of Awards, Deeds, Original Mortgages		Permanently
Leases, Original		10 years after expiration and termination of tenancy; review prior to destruction
Minutes of Authority Meetings		Permanently
Payroll Registers (to be transmitted by Tabulating Division)		Current copies only; outdated copies to be returned to Tabulating Division
Plan and Project Booklets		Permanently
Statement of Investments Portfolio (to be transmitted by Assistant to the Controller)		Current copies only
Union Affiliations - Agreements and Correspondence (Orig.)		
a. Memorandum of Understanding		Permanently
b. Welfare Fund Payments		Permanently

3. Central files

a. General

Advertisement for Public Bids	1 year	Destroy
Architect and Engineers	Currently and reviewed	1 year

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Application, Brochures, and related correspondence	by design Department	
Audit Reports and Correspondence	7 years	Permanently
Authority Committees		
Miscellaneous Committees	5 years	5 years
Operations Review Committee	5 years	5 years
Records Committee	5 years	5 years
Samples Review Committee	5 years	5 years
Standards Committee	5 years	5 years
Authority Minutes	5 years	10 years
Board of Estimate Calendars	2 years	5 years
Board of Estimate Disposition Sheets	10 years	Permanently
Board of Standards and Appeals Bulletins	2 years	5 years
Bulletins and Calendars	1 year	Destroy
City Planning Commission Calendars	2 years	5 years
City Planning Commission Dispositions Prepared by Housing Authority	10 years	Permanently
Claims, Insured, Copies of Correspondence	1 year	2 years
Continued Occupancy Board Dispositions	3 years after disposition of case	3 years
Correspondence referred by Mayor's Office (Executive Order #87)	2 years	3 years
Financing--Contract with Lending Agency--Correspondence and allother material		

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a. Correspondence b. Extra Copies of Documents	Permanently Until review by Legal Department	Permanently
Financing--Permanent Bonds, Correspondence and all other material	5 years, or after review with Legal Department	Permanently
Financing--Temporary Notes, issued correspondence and all other material		
a. Temporary Notes issued prior to permanent financing	Until 3 months after maturity	7 years
b. Temporary Notes issued after permanent financing	Until 3 months after maturity	7 years
c. Temporary Notes for Cooperatives	Until 3 months after maturity	7 years
Funds	Until after verification by Finance & Audit Department that the account is closed	5 years - to be reviewed
Garnishee (See Income Executions Below)		
General Correspondence	2 years	Destroy
General Information Files	Currently	
Income Executions and Notices of Levies by U.S. Internal Revenue, Correspondence and inter-office memoranda (Copies)	3 years	Destroy
Investments - Security Transaction Order (Copies)	3 years	3 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Laws and Legislation		
a. Correspondence	2 years	10 years. To be reviewed by Legal Dept. before destruction
b. Special Laws	Currently	10 years. To be reviewed by Legal Dept. before destruction
c. Extra copies of Bills and Laws	2 years	10 years. To be reviewed by Legal Dept. before destruction
Leases (Conformed copies with correspondence) (Also see page 12)	Currently	10 years after expiration
Litigation	Until case is closed and reviewed by Legal Dept. 20 years	
Office of Collective Bargaining Decisions	3 years	3 years
Operating Budgets and Correspondence	5 years	2 years
Prequalification Statements for Management Department Contracts	2 years	5 years
Ratios for Proration of Common Costs	2 years	Permanently
Requisitions for Books, Periodicals and Subscriptions, Petty Cash Vouchers, and order letters, copies of Site Area Files, Discarded	3 years Currently	3 years 10 years
Union Affiliations - Agreements and Correspondence (Copies)		
a. Memoranda of Understanding	Currently	6 years. To be reviewed

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
		by Legal Dept before destruction
b. Welfare Fund payments	Currently	"
Utility Claims and related correspondence	Until disposition and review by the Legal Dept	20 years
<i>b. Projects</i>		
Application for Financial Assistance		
a. Application for Loan and Subsidy, Correspondence, File Copy and 3 extra copies of Application (State)	Permanently Permanently	6 Extra Copies
b. Development Program, Correspondence File Copy and 3 extra copies of Development Program (Federal)	Permanently Permanently	6 Extra Copies
Architects and Engineers Correspondence	1 year after final payment	10 years
Construction Contract Correspondence	1 years after completion*	10 years
Construction Job Meetings	1 year after completion*	10 years
Demolition Contract	1 year after final payment	10 years
Land Acquisition	1 year after condemnation	Permanently
Lending Agency Correspondence on Development	1 year after completion*	Permanently
Maintenance Correspondence and Reports	2 years	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Management Contracts	1 year after final	10 years
Management Correspondence and Reports	2 years	Destroy
Original Bids - Unsuccessful (accepted Bid and files permanently in the vault)	1 years	10 years
Sealed Bids and Related Material from the Bid Review Board	1 year after final payment	10 years after final payment
Plan and Project Approval	Permanently	
Planning and Design Correspondence	1 year after completion*	5 years
Project Survey Report (040.027 and 040.027A)	1 year Permanently	
Supervising Manager's Report (Original) (Obsolete 11/60, See Project Survey Report 040.027)		
Utilities		
a. Electric Meter Readings & Bills	3 years	5 years
b. Fuel Consumption Reports	3 years	5 years
c. Gas Meter Readings & Bills	3 years	5 years
d. Water Meter Readings	3 years	5 years

*COMPLETION MEANS THE DATE FINAL PAYMENT IS MADE TO GENERAL CONTRACTORS.

4. Dispatcher's Office

Vehicle Records	2 years after Authority Audit	Destroy
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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
5. Mail Room		
P.O. Form No. 3877: Application for Registration and Certificate of Declared Value of Matter Subject to Postal Surcharge	1 year	Destroy
6. Photography Unit		
Photographs		
a. Progress of Construction of Projects	3 years after com- pletion of construction	5 years
b. Individual buildings on site (Parcels)	until after land Acquisition	Permanently
Negatives		
a. Progress of Construction of Projects	3 years after com- pletion of construction	5 years
b. Individual buildings on site prior to Land Acquisition	until after com- pletion of construction	permenently
Photographs and Negatives	permanently	
General Information Ceremonies Completed Projects Miscellaneous Project Activities Special Events at Projects Staff Portraits		
7. Supply Unit		
Inventory Crds	5 years	Destroy
Purchase Orders (copies)	3 years	Destroy
Requisition for Purchase (copies)	3 years	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Supply Requisition (010.008)	Until audit	2 years
C. PURCHASE DIVISION		
Advertisements for Bids (City Record)	2 years	Destroy
Bids, Rejected and unsuccessful	1 year	10 years
Catalogs	Currently	Destroy
Certificates of Necessity (121.017) (copies)	2 years	Destroy
Completed Requisitions (Purchase Division Copy)	2 years	1 year
Correspondence	2 years	Destroy
Exemption Certificates (121.016) (copies)	2 years	Destroy
Historical Specifications File	Permanently	
Price Records (No. 6 Copy of Purchase Order filed by Commodity)	2 years	3 years
Purchase Orders	2 years	3 years
Requests for Proposals (Written Quotations) - (Form 135.003)	1 year	10 years
Requisition for Delivery (135.007) (copies)	2 years	Destroy
Specifications	Currently	Destroy
Standards Committee		
a. Meeting Notices, Minutes	2 years	3 years
b. Approved Brands List Memos	2 years	3 years
c. Specifications Waiver Memos	2 years	3 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Standard Specifications	Currently	Destroy
Surplus Property - Sales & Disposal of:	2 years	5 years
a. Certificate of Surplus	Personal Property	
b. Sale of Surplus Property (Invitation and Bid) Supporting Data		
Vendor's Record		
a. Qualified Vendors, Active	permanently	
b. Qualified Vendors, Inactive	1 year	5 years and review
c. Disqualified Vendore (Denials)	1 year	5 years and reiew

VII. LEGAL DEPARTMENT

Legal Department Files are to be surveyed each year during the period between January 1st and March 31st, and records segregated for transfer to storage in accordance with the following schedule:

Authority Minutes	1 year	5 years
Bond Resolutions (extra copies)	1 year	For life of Bond
Court Calendars	1 year	Destroy
Daily Files	2 years	4 years
Guaranty Contracts (extra copies) For life of Guaranty Contract	1 year	
Income Executions and Notices of Levies by U.S. Internal Revenue against Former Employees	1 year	1 year
Master Conformed Copies of	1 year after final	6 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Contracts	payment	
Opinions by Legal Division	Permanently	
Organizational Records	Permanently	
Property Damage Claims By Authority	Until Disposition	(1) No Judgment- 6 years (2) Uncollected Judgments - 20 years (3) Claims and Collected Judgments - 2 years
Against Authority	Until Disposition	2 years
Real Estate Valuation Books	5 years	2 years
Rent Claims against Former Tenants	Until Disposition	Permanently in Tenant Folder
Project Tenants		
Site Tenants	Until Disposition	(1) No Judgment- 6 years (2) Uncollected Judgments - 20 years (3) Claims and Collected judgments - 2 years
Store Applications and Investigations		
Applications not accepted	2 years	Destroy
Accepted applications (Lease signed)	Permanently	
Summary Proceedings		
Appeals See Litigation(Page 13b)		
Holdover	1 year after disposition	1 year
Non-Payment	6 months after disposition	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
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VIII. MANAGEMENT DEPARTMENT

Management Department files are to be surveyed each year during the period between January 1st and March 30th, and records segregated for transfer to storage in accordance with the following schedule:

A. ADMINISTRATION DIVISION

1. Budget Records

Work Papers of Operating Budgets	2 years	1 year
Copies of Operating Budgets		

2. Central Maintenance Control Records

Attendance Record (015.035)	3 years	3 years
Central Maintenance Employees Time - (061.004)	4 years	2 years
Daily Time Reports - (061.001 (Obsoleted 9/62))	2 years	4 years
DP (IBM) Central Maintenance Time Cards (133.010A) (Daily)	3 months	7 years
Emergency Control Center - Weekly Time Record (040.227)	1 year	5 years
Employee's Weekly Time Reports (060.081) (No longer in use in Central Maintenance)	1 year	5 years
Monthly Payroll Distribution (IBM Record File Report)	1 year	5 years
Payroll Registers	2 years	Destroy
Personnel Folders, Active	Currently	

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Personnel Folders, Terminated	1 year - inspect and send any original material pertinent to record to Personnel Department	Destroy
Personnel Forms (copies of transfer requests, terminations, budget modifications, etc.)	2 years	Destroy
Transmittal Memo - Central Maintenance Time Cards (061.014)	1 year	2 years

3. Management Services Records

G.M. Directives, numbered on Management Polices and Procedures	Permanently	
Other General Management Memos to Projects	7 years	3 years
Personnel Directives to Projects	7 years	Destroy

4. Personnel Records

Miscellaneous Correspondence between Management and other Departments except correspondence reindividual employes (copies)	2 years	2 years
Personnel forms covering transfers, terminations and requests to fill vacancies (copies)	2 years	Destroy
Requests for Personnel Budget Modifications and Approvals (copies)	3 years	1 year

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
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5. *Utilities Control Records*

Electric Meter Reading and Bills	2 years	To Central Files
Fuel Consumption Reports	2 years	3 years (See
Gas Meter Readings and Bills	2 years	Central Files
Water Meter Readings	2 years	Schedule)

B. SUPERVISING CHIEF FOR TECHNICAL SERVICES

1. *OFFICE OF THE CHIEF*

Alphabetic Subject File on Maintenance (General Correspondence)	2 years	2 years
Personnel Files on Changes, etc. (Copies)	2 years	2 years
Project Files (Folder for each Project)	2 years	2 years

2. *AFTER HOUR EMERGENCY SERVICE SQUAD*

Repair Sheets (060.005B)	1 year	2 years
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3. *Maintenance Training Center*

Training Materials and Operational Instructions	3 years	2 years
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4. *Stores Service Section*

Cancelled Purchase Requisitions (Copies)	1 year	Destroy
Certificate of Necessity (Form 121.017) Copies	1 year	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Certificate of Excess, Surplus, or Worthless Personal Property (Copies)	3 years	Destroy
Completed Requisitions (Copies)	1 year	Destroy
General Correspondence	2 years	3 years
Illustrations for Mechanical and Structural Specifications	4 years	1 year
Manufacturers' Price Listings	1 year	4 years
Project Combined Purchase Requisitions	2 years	3 years
Purchase Order (Copies)	3 years	Destroy
Requisition Purchase Orders (Copies)	3 years	Destroy
Requisition for Delivery (Form 135.007) Copies	3 years	Destroy
Surveys for Materials Requirements	1 year	1 year
Transfers Inter-Project Materials (Copies)	2 years	3 years

5. ENGINEERING DIVISION

Construction Contracts		
Guarantee Letter and Instruments	20 years	15 years
Destroy Copies of correspondence re Guarantees	5 years	
Gas Ranges, Refrigerators and Equipment - Instruments and Correspondence	years after guarantee expiration	3 years
Maintenance Contracts - Mechanical	3 years after	5 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Painting, Structural, and Grounds Correspondence, Conformed Contracts, Short Form Contracts	letter of award	
Reports on Mechanical Problems	2 years	Destroy
Washing Machine Contracts - Conformed Contracts & Correspondence	Currently, until new contract is awarded	7 years

C. HOUSING DISTRICTS 1, 2, 3, 4, 5, 6, 7

General Correspondence	1 year	1 year
Miscellaneous Reports	1 year	1 year
Personnel Correspondence	1 year	1 year
Project Survey Report (040.027 and 040.027A)	2 years	Destroy
Supervising Manager's Reports (Original) (Obsolete 11/60, See Project Survey Report - 040.027)		
Supervising Manager's Reports (Copies) (Obsolete 11/60, See Projects Survey Report – 040.027)		
Tenant Correspondence	1 year	Destroy

D. SITE MANAGEMENT DIVISION

Accident Report Folder & Public Liability & Workmen's Comp. (Copies)	4 years after closing of site	2 years
Apartment Listings & Inspections - (055.100A)		
1. Bonus Apartments - Original	2 years after closing of site	3 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
2. Finder's Fee - Original	2 years after closing	3 years
3. Finder's Fee - Apartments not Rented - Duplicate	1 year after closing of site	Destroy
Audit Reports (Copies)	3 years after closing of Site	Destroy
Building Record cards	2 years after closing	Destroy
Commercial Occupant Cards	4 years after closing of site	2 years
Contractor's Memoranda and Correspondence	Currently	
Finder's Fee Application (055.001) Duplicate	2 years after closing of site	3 years
Fixture - Appraisal Book	3 months after closing of site	Transfer to Central Files Unit for permanent retention
General Correspondence (Copies)	1 year	Destroy
Machinery Appraisal Book	3 months after closing of site	Transfer to Central Files Unit for permanent retention
Maintenance Contracts and Requisition Control Book	3 years	3 years
Monthly Off-Site Rehabilitation Occupancy Report	2 years	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
E. PLANT SERVICES DIVISION		
1. Office of the Chief		
DP (IBM) Central Maintenance Time Card (Flimsies), (133.010)	2 years	4 years
Operating File: Personnel Corre- spondence, Section Data, Miscellaneous	3 years	4 years
Project Budgets, Working Copies	6 years	4 years
Project Folders, General Correspondence (Copies), (Filed Alphabetically)	3 years	4 years
Transmittal Memo - Central Maintenance Time Cards - (061.014)	2 years	4 years
2. Central Shop Section		
Transfers, Paint (Copies)	3 years	Destroy
Transfer, Materials - Shops to Projects - (Copies)	3 years	Destroy
3. Automotive Unit		
Equipment on Loan to Projects	Currently	Destroy
Job Orders (061.005) (Copies)	Permanently	
Project Folders, Misc. Correspondence	3 years	Destroy
Purchase Orders (Copies)	2 years	Destroy
Requirement Purchase Orders (Copies)	Currently	Destroy
Requisition for Delivery (Copies)	2 years	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Time Register Cards (bi-weekly) (060.009) IBM Central Maintenance Time Cards (filmsies), and copies of Transmittal Memos (061.014)	3 years	3 years
Vehicle Accident Reports (Copies)	3 years	Destroy
Vehicle Mileage Reports (Originals)	2 years after Authority audit	Destroy

4. Contract Inspection Section

Catalogs	Permanently	
Contract Correspondence: Conformed Copy of Contract, Change Orders, Requisitions for Payment, Certificates of Final Acceptance for Mechanical, Structural and Grounds Contracts (EI, H, EI, ED, P. CP, etc.)	2 years after final payment	5 years

a. Grounds Maintenance Records

Certificates of Final Acceptance	Until 1 year after final acceptance	5 years
Conformed Copies of Contracts	Until 1 year after final acceptance	5 years
Contract Correspondence	Until 1 year after final acceptance	5 year.
General Correspondence	Until 1 year after	1 year. To be reviewed prior to destruction
Mechanical Data (card File, by Project)	Permanently	
Project Correspondence(Miscellaneous)	3 years	Destroy

b. Paint Inspection

Apartment Paint Report (060.023) (Copies)	3 years	3 years
Contract Periodical Requisitions and Payments Control Card-Paint Inspection	3 years	3 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Section (060.023D)		
Contract Work Folders: Budgets Estimates, Surveys, Work Sheets	3 years	3 years
DP (IBM) Time Card Flimsies (133.010) for Foreman of Painters	2 years	4 years
Field Supervisor's Reports	6 years	2 years
Paint Inspector's Weekly Report (060.013A)	3 years	3 years
Paint Test Reports	3 years	3 years
Painting and Decorating Contract Payments Folder: Copies of Corres., Conformed Copy of Contact, Change orders, Partial Payments, Inspector's Requisition Breakdown, Certificated of final Acceptance	3 years	3 years
Procedures and Research File	Permanently	
Project Painting Record (060.116) (By Project)	Permanently	
Weekly Payroll - Submitted by Paint Contractors (Federal Form DHUD-1, Budget Bureau Approval No. 63-R780.9)	2 years	4 years

c. Elevator Section

Catalogs	Permanently	
Drawings & Blueprints	Permanently	
Elevator Cable Service Record (060.138) (By Project)	Permanently	
Elevator Call Sheets	1 year	Destroy
Elevator Contract - Correspondence & Copy of Contract (Repairs,	2 years after final payment	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Maintenance and Replacements)		
Elevator Correspondence & Data (By Project)	Permanently	
Elevator Inspection Record (061.061) (By Project)	Permanently	
Elevator Specifications (Contract #10)	Permanently	
Elevator Time and Material Distribution (060.137) Monthly by project; orig.)	1 year	5 years
Foremen's Weekly Progress Reports	1 year	5 years
Plant Services - Elevator Section Budget (060.061)	4 year	3 years
Plant Services Work Order (061.017) 5 years		1 year
Repair Sheets of Weekend and Emergency Coverage	1 year	5 years
Report of Skilled Trades Overtime (060.136R) (By project)	1 year	5 years
Request for Plant Services Work- Non-Scheduled and/or Non-Budgeted (061.016)	1 year	5 years
Time Register Cards (060.009 and 060.009A)	1 year	5 years
<i>d. Mechanical Section</i>		
Budget Estimates: Recommendations and, Miscellaneous Correspondence: (Filed Alphabetically by Project)	4 years	3 years
Catalogs	Currently	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Foremen's Weekly Progress Reports Mechanical Data (Filed Alphabetically by Project)	1 year Permanently	5 years
Report of Skilled Trades Overtime 1 year (060.136R) and Related Time Records		5 years
Request for Plant Services Work - 1 year Non-Schedule and/or Non-Budgeted (061.016)		5 years
Special Surveys - Plumbing, Electrical, Heating	6 years	1 year
<i>e. Paint Section (See Schedule for Paint Inspection)</i>		
Painting and Decorating Contract Correspondence and Conformed Copies of Contracts	3 years	3 years
5. Structural Section		
Apartment Conversion Records (By Project)	Permanently	
Budget Estimates (for Roofing, Carpentry, Cement, Masonry etc.)	4 years	3 years
Concrete, Roofing, and Structural Repair Contracts: (Corres and copy of Contract)	2 years after final payment	Destroy
Correspondence with Projects re structural problems	3 years	3 years
Incinerator Repairs	2 years	Destroy
Job Orders for Roofing and Tinsmith (Copies) Requisition for Purchase	1 year	5 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Job Production Order and Cost Sheets		
Miscellaneous Correspondence (Copies)	2 years	Destroy
Plant Services Work Order (061.017)	1 year	5 years
Refractory Schedules	1 year	Destroy
Request for Plant Services Work- Non--Scheduled and/or Non-Budgeted (061.016)	1 year	5 years
Structural Data	Permanently	
Structural Inspection - Requests for Roofing Repairs	Permanently	
Work Schedules (Daily)	1 year	5 years

6. Trades Coordinating Section

Project Budgets, Work Orders Scheduled and Non-Scheduled	3 years	4 years
Road Crew, Heating, Refrigerator Repairs Staff Records	3 years	4 years
Unit Data	3 years	4 years

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F. PROJECT FILES

Action on Paycheck (Copy) (015.041)	1 year	1 year
Apartment folders, Maintenance	3 years	Permanently
Attendance Record (015.035)	2 years	4 years
Bookkeeping Machine Tapes and	Until Internal and	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Clearance Cards (e.g., - N.C.R.)	Lending Agency Audits	
Certificate of Necessity (121.017) (Copies)	Until Internal and Lending Agency Audits	Destroy
Contractor's Daily Report to Inspectors (Paint) (060.045)	2 years	4 years
Delinquent Accounts, (040.030) (Copies) Obsolete 3/70 See 040.030, Tenant Rent Arrears		
IBM Central Maintenance Time Cards (133.010) Flimsies	3 years	3 years
Incident Report (080.003)	6 years	Destroy
Informational File for Superintendents (Described in Maintenance File Procedure)	Permanently	
Lockouts and Fuses	Until Internal and Lending Agency Audits	Destroy
Maintenance Contracts (Copies) (painting, grounds, plumbing, heating repairs, etc.)	Until expiration of guarantee period	5 years
Master Key & Tool Control Records, (060.008)	Permanently	
Office Working Papers	2 years	Destroy
Payroll Distribution - Copies	3 years	Destroy
Personnel Folders, Active	Currently	
Personnel Folder, Terminated	6 months - inspect and send any original material pertinent to record to Personnel Dept.	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Petty Cash Vouchers (Copies)	Until Internal and Lending Agency Audits	Destroy
Project Monthly Summary (Copies)	3 years	Destroy
Project Rent Rolls	Permanently	
Purchase Information	2 years	5 years
Purchase Orders, Completed	2 years	Destroy
Refund - Vacating Tenants Operating Projects - Sites (Copy) (132.039)	Until Internal and Lending Agency Audits	Destroy
Repairs and Alterations	3 years	Destroy
Rent Change Authorization Books (In Bookkeeping Office)	1 years after Internal and Lending Agency audits	Destroy
Rent Refund Requests (Copies) (Obsolete 9/67) see 132.039, Rev. 9/70 Refund-Vacating Tenants Operating Projects - Sites		
Reports	2 years	Permanently
Requirements Orders, Completed	2 years	Destroy
Requisition for Delivery (135.007) (Copies)	Until Internal and Lending Agency audits	Destroy
Resident Employees' Folders, Active	Currently	
Resident Employees' Folders, Inactive	2 years	Permanently
Security Deposit Cards	Permanently	
Security Deposit Refund Requests (Copies) (Obsolete 9/67) See 132.039, Rev. 9/70,		

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Refund-Vacating Tenants Operating Projects - Sites		
Space Inventory Card File	Permanently	
Store Folder, Leases and Correspondence, Active	Currently	
Store Folders, Lease and Correspondence, Inactive	2 years	Permanently
Telephone Bills (Copies)	1 year to be reviewed	Destroy <u>AT PROJECT</u>
Tenant Folders, Active		
Original Application for ADMISSION, supporting data and lease (070.002 or AD 4)	Currently	
LEASES AND RIDERS subsequent to the original lease	Currently	
INCOME REVIEWS and supporting	Currently, for last six (6) years only	Destroy, older data than six (6) years
See Appendix A - Group B for detailed list		
INDEBTEDNESS	Currently	Destroy when All papers referring to indebtedness is paid in full
	See Appendix A--Group C	
TERMINATION OF TENANCY FORMS	Currently, if Court, ORRC or COB action is <u>unfavorable</u> to tenant	Destroy, if Court, ORRC or COB action is <u>favorable</u> to tenant

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See Appendix A--Group A for detailed list		
Tenant Folders, Inactive		
a. When no claim	2 years	5 years
b. Pending claims	Until after settlement or expiration of period specified in statute of limitations, but not less than 5 years	Destroy
c. Claims written off and/or History of a highly unsatisfactory tenancy	2 years	Permanently
Tenant Index Card File, Active	Permanently	
Tenant Index Card File, Inactive	Permanently	
Tenant Ledger Cards	3 years after Move-out	3 years
Tenant Rent Arrears (040.039-6/7) (Copies)	3 years	Destroy
Time Register Card 2 years (060.009 and 060.009A)	4 years	
Work Orders (Repair Sheet)		
a. Originals	1 year	Destroy
b. Duplicates	1 year	Destroy
c. Originals involving personal injury or property damage	Permanently in tenant folder	
d. Duplicates involving personal injury or property damage	Permanently	

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
G. SITE OFFICE FILES		
1. Bookkeeping records		
Apartment Listing & Inspections (Forms 055.100A)		
1. Bonus Apartments- Duplicate	Until closing of site office	Transfer to Accounting Division (See Finance and Audit schedule)
2. Finder's Fee -Duplicate	Until closing of site office	Destroy
3. Finder's Fee – Apartments not rented - Original	Until closing of site office	Destroy
Audit Reports (Copies)	Until closing of site office	Transfer to Site Management Division for 3 years
Bookkeeping Machine Tapes, Clearance Cards, and check Registers	Until closing of site office	Transfer to Accounting Division (See Finance and schedule)
Certified Building Rent Rolls from Former Owners	Until closing of site office	Transfer to Site Management Division for incorporation in Parcel Folder
Commercial Application for Relocation Payments (Form 055.101)-duplicate	Until closing of site office	Transfer to Accounting Division (See Finance and Audit Schedule)
Commercial Moving Assistance Request (Copies)	Until closing of site office	Transfer to Site Management Division for incorporation in Parcel Folder
Delinquent Lists	6 months	Destroy
Finder's Fee Application-	Until closing of site office	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
(Form 055.001)-Triplicate		
Move-out Notices	Until closing of site office	Transfer to Site Management Division for incorporation in Parcel Folder
Notices to Bookkeeper (Misc. charges & Credits)	Until closing of site of office	For small sites Managed from Central Office transfer to Site Management Division for incorporation in parcel folder. For large sites transfer to Accounting Division. (See finance and Audit Schedule)
Petty Cash Vouchers (Copies)	Until internal and lending agency audits	Destroy
Project Monthly Summaries (Copies)	Until closing of site office	Destroy all but final month's P.M.S. which is forwarded to Accounting Division
Record of Former Tenant Index Cards (Copies)	Until closing of site office	Destroy
Refund--Vacating Tenants Operating Projects (Copy) (132.039)	Until closing of site office for incorporation in	Transfer to Site Management Division Parcel Folder
Rent Collection Letters to Tenants and Former Owners	Until processing of uncollected account forms	Destroy
Rent Control Book and TCC Book	Until closing of site office	Transfer to Accounting Division (See F & A schedule)

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Rent Receipt Book	Until closing of site office	Transfer to Audit Division (See F & A schedule)
Rent Schedules	Until closing of site office	Transfer to Site Management Division for incorporation in Parcel Folder
Residential and Commercial Rent Notification Letters (Copies)	Until closing of site office	Destroy
Residential Application for Relocation Payment (055.100) Duplicate	Until closing of site office Division (See F & A schedule)	Transfer to Accounting
Residential Moving Assistance Requests (Copies)	Until closing of site office	Transfer to Site Management Division for incorporation in Parcel Folder
Salvage Sales Documents (Copies)	Until closing of site office	Destroy
Security Deposit Refund Requests (Copies) Obsolete 9/67, See 132.039, Refund- Vacating Tenants Operating Projects		
Tenant Ledger Cards	Until closing of site office	Transfer to Accounting Division, which will hold cards with open balances until final disposition (See F & A schedule)
Tenant Rent Receipts (Issued by Former Owner)	Until completion of initial internal audit	Transfer to Property Section (See F & A schedule)

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Title Closing Statements (Copies)	Until closing of site office	Transfer to Site Management Division for incorporation in Parcel Folder
Uncollected Account Forms (Copies)	Until closing of site office	Destroy if delinquent balance collected or written-off; transfer those with unresolved balances to Site Management Division for incorporation in Parcel Folder
Water Meter Cards	Until closing of site office	Destroy

2. Management & Relocation Records

1. Accident Report Folder (Public Liability and Workmen's Comp.)	Until closing of site	Transfer to Site Management Division
2. AD-4's (Project Applications)	Until closing of site	For Eligible and Ineligible tenants who self-relocate-Destroy. For ineligible tenants, a/c undesirability T.R.B. Cases, and those having S&R Division index number - Transfer to Records Section, S&R
3. Affidavits by Tenants and Former Owners re: Ownership of Personal Property	Until closing of site	Transfer to Site Management Division for incorporation in Parcel Folder
4. Affidavits of Service (Copies)	Until closing of site	Destroy

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5. Building Record Cards	Until closing of site	Transfer to Site Management Division
6. Commercial Occupant Cards	Until closing of site	Transfer to Site Management Division
7. Correspondence with Civic & Social Agencies, General Public, etc.	Until closing of site	Destroy, generally
8. Fixture Appraisal Book	Until closing of site	Transfer to Site Management Division
9. G.M. Book	Until closing of site	Transfer to Site Management Division for use at new site
10. Letters to Former Owners and Tenants re: Removal or abandonment of Fixtures and Personal Property	Until closing of site	Transfer to Site Management Division for incorporation in Parcel Folder (Copies)
11. Machinery Appraisal Book	Until closing of site	Transfer to Site Management Division
12. Manuals of Procedure	Until closing of site	Transfer to Site Management Division for use at new site
13. Memoranda to Land Acquisition Division re: Disposition of Fixtures by Commercial Tenants (Copies)	Until closing of site	Destroy
14. Memos from Central Office re: Particular Parcels	Until closing of site	Destroy, generally (unless useful for insurance or legal purposes-then place in Parcel Folder)

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
15. Minutes of Mgr's and Supt's Meetings	Until closing of site	Transfer to Site Management Division for use at new site
16. Monthly Relocation Reports (Copies)	Until closing of site	Destroy
17. Order to show Cause (Copies)	Until closing of site	Destroy
18. Parcel Folders	Until closing of site	Transfer to Site Management Division
19. Personal Property Damage Claims Folder (including completed work orders, contractors invoices, report forms, and miscellaneous correspondence)	Until closing of site	Transfer to Site Management Division
20. Record of Tenant-Owned Refrigerators & Ranges	Until closing of site	Transfer to Site Management Division for incorporation in Parcel Folder
21. Reports of Supervising Manager (Copies)	Until closing of site	Destroy
22. Residential Occupant Cards (Site Occupant Record)	Until closing of site	Transfer to Site Management Division
23. Site Survey	Until closing of site	Transfer to Site Management Division
24. S.M.D. Book	Until closing of site	Transfer to Site Management Division for use at new site
25. Summary Proceedings (Copies)	Until closing of site	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
26. Tenant Master Lists	Until closing of site	Transfer to Site Management Division
27. Transfer of Furniture and Equipment Folder (Copies)	Until closing of site	Transfer to Site Management Division
28. Utility Contracts (Copies)	Until closing of site	Destroy
29. Vacancy Test Check Reports	Until closing of site	Destroy
30. Vacant Building Notices (Copies)	Until closing of site	Destroy
31. Writ of Assistance (Copies)	Until closing of site	Destroy
3. Maintenance Records		
1. Apartment Renovation Reports (Copies)	Until closing of site	Destroy
2. Building Repair Cards	Until closing of site	Destroy
3. Certificates of Necessity of site	1 year or until closing	Destroy (Copies)
4. Coal and Oil Contracts (Copies)	Until closing of site	Destroy
5. Contractor's Invoices Connected with Accident or Damage Claims (Copies)	File in Claims Folder until closing of site	Transfer Claims Folders to Site Management Division
6. Contractor's Invoices, Paid (Copies)	1 year or until closing of site	Destroy
7. Contractor's Invoices (Unpaid)	Until closing of site	Transfer to Site Management Division for final processing
8. Fuel Delivery Record Cards	Until closing of site	Destroy

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
9. Inventory Activity Reports (Stripping Tickets)	1 year or until closing of site	Destroy
10. Memoranda re: Contractors (Copies)	Until closing of site	Destroy
11. Monthly Job Summary Reports (Copies)	1 year or until closing	Destroy
12. Receiving and Inspection Reports Purchase Orders, (Copies)	6 months or until closing of site	Destroy
13. Reports on Removal of Violations (Copies) of site	1 year or until closing	Destroy
14. Salvage Inventory Cards	Until closing of site	Destroy
15. Short-Form Contracts (Copies) of site	1 year or until closing	Destroy
16. Stock-Inventory Cards	Until closing of site	Destroy
17. Utility Consumption Record Cards (Gas and Electricity)	Until closing of site	Transfer to Site Management Division for 1 year
18. Work Orders Connected with Accident or Damage Claims	File in Claims Folders until closing of site	Transfer Claims Folders to Site Management Division
19. Work Orders performed by Site Staff (Other than those in 18 above)	1 year or until closing of site	Destroy

4. Personnel Records

Action on Paycheck (Copy) (015.041)	Until closing of site	Destroy
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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Attendance Record (015.035)	Until closing of site	6 years
Attendance Report (015.018)	Until closing of site	6 years
Building Caretaker Files (C.S. Salaried, Copies)	Until closing of site	6 years
Building Caretaker Files (Unsalariated)	Until closing of site	Destroy
Building Caretaker Record Cards	Until closing of site	Destroy
Overtime Reports (Copies)	Until closing of site	Destroy
Pay Docks & Pay Suspensions (Copies) Obsolete 2/63, See 015.041, Action on Paycheck		
Payroll Distribution (Copies)	Until closing of site	Destroy
Personnel Folders, Active Employees Personnel Folders, Terminated Employees	Currently 6 months--Inspect and send any original material pertinent to employees record to Personnel Department	Destroy
Time Cards and Time Sheets	(See Attendance Record and Attendance Report)	

H. TENANT SELECTION DIVISION

Application for Apartment

a. Application for Apartment
(070.002)

- | | | |
|---------------------------|-------------------|--------------------------|
| 1. Accepted Applicant | Until Disposition | To Project Tenant Folder |
| 2. No interview scheduled | 2 years | Destroy |

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
3. After interview-deferred or ineligible other than last contact with in 4. below	5 years after date of applicant	Destroy
4. Deferred or ineligible due to clear and present danger factors; also applicants with Social Service evaluation or T.R.B review or Tenancy Administrator review	5 years after date of last contact with applicant	Permanently
b. Correspondence and Supporting Data	See Application Data	
c. Progress Cards		
1. With entries of case significance	Permanently	
2. No entries of case significance	5 years	Destroy
3. Duplicates (Secondary application filed)	Destroy	
Applications Information Office Record (070.085A)	6 months	Destroy
Inter Office Memoranda	Optional	Destroy
Numbered Staff Memoranda	Currently	Destroy
Office Copies of Correspondence	Optional	Destroy
Office Files of the Chief of Tenant Selection	2 years	10 years, to be reviewed prior to destruction
Record of Former Tenant (070.033) (Original)	See Progress Cards	

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Screening Record (070.085)	6 months	Destroy

IX. RESEARCH AND STATISTICS DEPARTMENT

Annual IBM Listing of Families	1 year	9 years
Census Information	Permanently	
Data on Housing and Pertinent Economic Factors	Permanently	
Project Rent Rolls	Currently	2 copies of each permanently
Questionnaire re: Elderly	1 year	9 years
Real Estate Board Information	Permanently	
Reference Material, other	Permanently	
Rent Proposals	Permanently	
Reports, <u>Monthly</u>		
a. Managers Monthly Report	2 years	10 years
b. Monthly Report of Management Activities	Permanently	
c. Monthly Summary of Move-Outs (Form 047.025)	3 years	5 years
d. Occupancy Report, State-aided Projects Reports, <u>Quarterly</u>	Permanently	
a. Accounts Receivable Analysis	Permanently	
b. PHA Nos. 1227, 1235	1 year	5 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
and 1245		
Reports <u>Semi-annual</u> and <u>Monthly</u> Work Sheets PHA 1446	1 year	5 years
Reports, Monthly Renting Progress	2 years	5 years
Site Occupant Move-out Statistical Studies Transcripts	2 years Permanently	10 years
Tenant Data Transcripts		
a. Admission (047.001)	Permanently	
b. Interim Changes (047.005)	1 year	Destroy
c. Transfer (047.005)	Permanently	
d. Income Review (047.004)	1 year	Destroy
e. Move-outs (047.006)	1 year	Destroy

X. OFFICE OF TENANCY ADMINISTRATOR

Case Summary and Disposition Files	7 years	3 years
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XI. VIII. PERSONNEL DEPARTMENT

Personnel Department files are to be surveyed during the period between January 1st and March 31st and records segregated for transfer to storage in accordance with the following schedule:

Action on Paycheck (Copies) (015.041)	(See Personnel Folder)	
Applications for Employment	1 year	Destroy
Attendance Record (015.035)	1 year	5 years
Attendance Report (015.018)	1 year	5 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Budget Control Card (015.060)	5 years	Destroy
Change Sheets	2 years	2 years
Changes in Assignment (015.008) (Group Actions)	4 years	Destroy
City Record Notifications on Personnel Actions	1 year	5 years
Civil Service Commission Calendars	6 months	Destroy
Civil Service Correspondence	2 years	Permanently
Civil Service Titles	10 years	Permanently
Collections for Charitable Funds	3 years	2 years
Cost of Living Bonus Agreements (See Personnel Folders)		
Employee Record of Service (015.048)	Permanently	
Fingerprint Lists	1 year	Permanently
General Office File	Optional	
Leave of Absence Requests	(See Personnel Folders)	
Medical Reports for Applicants not hired	1 year	Destroy
Organization Charts (Copies)	Currently	3 years
Pay Docks & Suspensions (Copies) (Obsolete 2/63) See 015.041, Action on Paycheck		
Personnel Board Minutes	2 years	Permanently
Personnel Budget	2 years	Permanently

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Personnel Folders		
Active	Currently	
Terminated		
No proceedings pending	3 months in office	10 years-Destroy after inspection by Personnel
Proceedings pending	Until Disposition	6 years but not less than 10 years Destroy after inspection by Personnel
Position Classification Questionnaire (Copies)	Permanently	
Record of Employment of Site Caretakers	2 years	4 years
Social Security Preliminary Data	Currently	Destroy after review
Time and Attendance Record Cards (See Attendance Record)		
Time Sheets (See Attendance Report)		
Title and Position Card	Permanently	
Training Courses	1 year after completion	Permanently
Training Course File	2 years	3 years and review
Training Material and Manuals Transmittal Letters to N.Y.C. Personnel Dept. on Provisional	Currently	3 years and review
Appointments	1 year	1 year
Promotions	1 year	1 year

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Trial Board Minutes		
Signed Copy	Personnel Folder	See "Personnel Folder" above
Copy	1 year	3 years
Unfiled Service Ratings, Satisfactory - Terminated	1 year	Destroy
Union Affiliations - Agreements and Correspondence (Copies)		Destroy
a. Memoranda of Understanding	5 years after expiration	Destroy
b. Welfare Fund Payments	5 years after expiration	Destroy

XII. POLICE DEPARTMENT

Absentee Notification Record (080.010)	1 year	3 years
Absentee Report Card	3 years (after each year filed in Personnel Folder)	
Accident and Aided Card (060.087) (Obsolete 1/63)	7 years	3 years
Arrest Card (060.086) (Obsolete 1/63)	7 years	3 years See Incident Report
Arrest Disposition Card (060.086A)(Obsolete 1/63)	7 years	3 years
Attendance Report (015.018)	3 years	3 years
Automobile Cost Ledger	During life of vehicle	3 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
(011.006)		
Complaint Card (060.090)	3 years	2 years See Incident Report
Court Blotter (080.017)	2 years	5 years
Employee's Weekly Time Report	1 year	5 years
Field Headquarters Blotters	3 years	10 years
General Office Correspondence File	3 years	2 years
Housing Patrolman's Listing of Incident Reports (040.134)	3 years	2 years
Housing Patrolman's Monthly Tour Schedule (060.091)	1 year	Destroy
Housing Patrolman Revolver Records (Ch. Clk #3)	Active; After separation file in Personnel Folder	
Housing Police Attendance Record (015.035C)	3 years	3 years
Housing Police Weekly Automobile Record (060.079)	During Life of Vehicle	3 years
Incident Report (080.003)	7 years	3 years
Individual Gang Member Card (060.085)	3 years	2 years
Juvenile - Adult Record Card (060.088) (Obsolete 1/63)	3 years	3 years See Incident Report
Medical Examination Request (080.002) Original	See Personnel Folder	
Monthly Time Report (080.029)	1 year	5 years
Motor Vehicle Record (011.006) Obsolete - See Automobile Cost Ledger (011.006)		

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Motor Vehicle Record Card (060.079) Obsolete - See Housing Police Weekly Automobile Record (060.079)		
PD UF 61 (Complaint Reports)	2 years	Destroy
Personnel Folders (Terminated)	6 months -	then consolidated with Personnel Department Folder
Plainclothesman's Daily Report (060.093)	3 years	1 year
Police Department Teletype Alarms	1 year	Destroy
Police Service Request (080.004)		
a. Originals	3 years	2 years
b. Duplicates	3 years	5 years
Principal Case Sheet (copy)	7 years	3 years
Project Blotters	3 years	10 years
Project Correspondence Files	3 years	5 years
Ring Sheets		
a. Originals	2 years -	8 years
b. Duplicates	(Communications Unit) 1 year (Statistics Unit)	Destroy
Sergeants & Plainclothesman's (060.093) Obsolete - See (060.093) and (080.007)		
Sergeants Patrol Report (080.007)	3 years	1 year
Sick Leave Request, Housing Police (080.001) Original	See Personnel Folder	

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Suspected Place - Report to Police Department (060.098) Suspected Place Card (060.098) Obsolete - See Suspected Place - Report to New York /city Police Department, (060.098)	3 years	2 years
Transcript of Incident Report (080.005)	Currently	3 months
Universal Summonses	2 years	18 years
Vehicle Identification and Plate Verification Request (080.046)	1 year	Destroy

XIII. SOCIAL AND COMMUNITY SERVICES DEPARTMENT

Data, Documents and Correspondence re: Sponsorship of Facilities; Property and Community Space	5 years	5 years
General Correspondence	3 years	2 years
Monthly Report of Activities in NYCHA Community Centers	1 year	3 years
Pamphlets	Currently	Destroy
Reports, Studies, and Surveys		
Originals	Permanently	
Copies	2 years	3 years
Tenant Case Records	5 years after the case is closed. Destroy in office after written approval by the General Manager and Counsel.	

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
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XIV. SYSTEMS & COMPUTER SERVICES DEPARTMENT

Systems and Computer Services files are to be surveyed each year during the period between January 1st and March 31st, and records segregated for transfer to storage in accordance with the following schedule:

A. MANAGEMENT/ADMINISTRATIVE RECORDS

Annual Employee Plan	2 years	Destroy
Annual Financial Plan	2 years	Destroy
Bid Documents	2 years	5 years
Budget Plans & Reports	2 years	Destroy
Calendar Resolution	2 years	Destroy
Change Management Records	2 years	Destroy
Disaster Recovery Plan	Currently	
Employee Personnel Records	2 years	Destroy
Funding Source Documents	Duration of Term	Destroy
Hardware Maintenance Contracts	Duration of Contract (previous year on File)	Destroy
Invoice & Receivables Records	2 years	5 years
Management Plan Reports	2 years	Destroy
Organization Charts	Currently	
Purchase Order Records	1 year	Destroy
Problem Management Records	2 years	Destroy
Proposals & Bid Submittals	1 year	1 year

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Request for Proposals	2 years	Destroy
Requisition of Records	1 year	Destroy
RFP's & Bid Reviews	1 year	Destroy
Security Standard & Procedures	Permanent	
Software Maintenance Contracts	Duration of contract	Destroy
Strategic & Operational Plan	Current (Previous year on file)	Destroy
Time & Attendance Records	2 years	Destroy
Training Programs & Schedules	3 years	Destroy

B. COMPUTER SERVICES RECORDS

Back-up Site Plans	Current	
Capacity Planning Records	2 years	Destroy
Change Control Log & Records	2 years	Destroy
Communication Network Configuration	Current & Previous	
Computer Room Plan	Current & Previous	
Computer Run Books	2 years	Destroy
Daily Production Schedules	Current	
Disaster Recovery Plan	2 years	Destroy
Equipment Configuration	2 years	Destroy
Equipment Inventory	2 years	Destroy
Equipment Maintenance Record	Duration of Term & Previous	

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Equipment Performance Monitoring	1 year	2 years
Facility Management Records	2 years	2 years
Input/ Output Schedules	Current	
Job Accounting System Records	2 years	5 years
Operating Shift Schedule	Currently	
Operating Systems Documents	Current	
Performance Management Reports	2 years	Destroy
Problem Control Log & Records	2 years	Destroy
Processing Schedules	Current	
Systems Activity Log	2 years	Destroy
System Development Documents	Permanent	
Tape Library Records	2 years	Destroy
Terminal Activity Reports	2 years	Destroy
User & Source Documents	Current	
Vendor Agreements & Contracts	1 year	2 years
Vendor Documentation	Current	
Vendor Performance Records	1 year	2 years
PROJECT Files for each System (including the following)	Duration of Project	Destroy
Diagram of Proposed System	Currently	2 years
Current System Description	Currently	2 years

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<u>NAME OF FILE</u>	<u>RETAIN IN OFFICE</u>	<u>RETAIN IN STORAGE</u>
Project Plan	Currently	2 year
Statement of Key Objectives	Currently	2 years
System Conversion Plan	Currently	2 years
System Database Design	Currently	2 years
System Hardware Design	Currently	2 years
System Operation Plan	Currently	2 years
System Programming Requirements	Currently	2 years
Systems Security & Control Requirements	Current	2 years
System Software Design	Current	2 years
System Test Plan	Currently	2 years
User Manuals & Training	Currently	
Feasibility Studies	1 year	1 year
Output Reports	Currently	
Projects & Activity Reports	1 year	1 year
Quality Assurance Review	2 years	Destroy
User Request Documents	1 year after completion	Destroy

XV.

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PROJECT TENANT FOLDERS

A. GROUP A

Destroy the following filled out papers if Court, TRB or COB action is favorable to the tenant. If Court, TRB or COB action is unfavorable to the tenant, all the filled out papers must be retained in the tenant folder.

040.004	Notice to Vacate
040.004A	Affidavit of Service - Notice to Vacate
040.015	Three Day Notice to Vacate
040.020A	Tenant's Request for Review by Continued Occupancy Board
040.023	Notice to Termination of Tenancy - Police (Contingent) Liability Notice
040.037	Extension of Notice to Vacate
040.041	Request for Permission to Evict Tenant (Holdover other than Excess Income
040.046	Withdrawal of Vacate Notice
040.065	Request for Permission to Evict Excess Income Tenant
040.071	Notice of Scheduled Eviction for Non-Payment
040.072	Request for Finding: Hardship Review - Excess Income
040.076	Stipulation for Installment Payments After Final Order
040.076A	Non-Payment - Stipulation for Final Order and Installment Payments
040.078	Stipulation consenting to Final Order and Stay of Issuance of Warrant
040.082	Original Petition - Summary Proceedings - Hold-Over (Dwelling)
040.082A	Original Precept - Summary Proceedings - Hold-Over (Dwelling)
040.082B	Copy Petition - Summary Proceedings - Hold-Over (Dwelling)
040.083	Original Petition - Non-Payment of Rent (For Dwelling)
040.083A	Copy Petition - Non-Payment of Rent (For Dwelling)
040.083B/093B	Original Precept - Non-Payment of Rent (For Dwelling)
040.083C/093C	Copy Precept - Non-Payment of Rent (For Dwelling)
040.084	Original Petition - Police (Contingent) Liability
040.084A	Original Precept - Police (Contingent) Liability

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040.084B 040.085A	Copy - Petition and Precept - Police (Contingent) Liability Affidavit of Investigator
040.085B 040.086 040.087 040.093 040.093A	Affidavit of Attorney Stipulation for further Stay of Issuance of Warrant Stipulation to Stay Execution of Warrant (Already Issued) Original Petition - Non-Payment of Rent (For Dwelling-Site) Copy Petition - Non-Payment of Rent (For (Dwelling-Site)
040.102 040.107	Final Determination of Ineligibility Petitioner's Affidavit - No Knowledge of Last Resident Address or of Last Place of Business
040.107A 040.130 040.131	Petitioner's Affidavit - Knowledge of Last Residence Address Final Order with Notice of Entry and Proof of Service Notice to Tenant of Final Judgement of Possession
040.184 040.185 040.186	Notice of Final Determination First Call-in Letter (All Grounds) Follow-up Letter (All Grounds Except Excess Income and Misrepresentation)
040.187	Letter Notifying Tenant of Manager's Recommendation for Termination (All Grounds Except Excess Income and Misrepresentation)
040.188	Follow-up Letter Containing Copy of 040.020B (Excess Income and Misrepresentation <u>Only</u>)
055.060 150.031B	Notice of Proposed Action to Evict Request for Acceleration of Stay

Miscellaneous correspondence and other information relating to the tenants' possible termination.

Retain in the tenant folder

040.020B 040.101	Tenant Data for Continued Occupancy Board Request for Permission to Issue Notice to Vacate.
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B. GROUP B

Destroy the following forms and papers relating to income reviews that are over six (6) years old.

040.003	Affidavit of Non-Employment and Assets
040.013	(MD 34) Summary of Earnings Statement
040.024	Tenant's Certificate & Application for Continued Occupancy (Quarterly)
040.029	(Obsolete Form)
040.044	Own Business Certificate of Income
040.045	(Obsolete Form)
040.049	(Obsolete Form) Tenant Affidavit of Income
040.070	Obsolete Form
047.002	Tenant's Income Record047.003 Tenant's Certificate and Application for Continued Occupancy
047.004	Transcript of Tenant Data
047.005	(Obsolete Form) Interim Change in Rent
132.020	Rent Change Authorization

Pay stubs and envelopes
Affidavits of Non-Employment

Employer's Contract of Employment
Notice of appointment to Civil Service position
Social Security form #OAR-7004
Department of Welfare form #W-155
Letters and memoranda relating to tenant's income and/or claimed deductions
from income in the following areas:

- union dues
- pensions
- social security
- group insurance
- uniforms
- special clothing
- carfare and traveling expenses
- care of children
- care of aged or incapacitated family members
- living out of town
- contributions from relatives

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alimony
income of minors
public assistance
servicemen's income
disability payments
seamen's benefits
internal revenue papers
unemployment insurance
workmen's compensation
military allotments
bonuses
savings
own business statements

C. GROUP C

Destroy papers relating to promissory notes, confessions of judgment, duning letters, rent payment promises from tenant, agreement to pay any indebtedness when the indebtedness is paid in full.

Destroy all other papers in the tenant folder over six (6) years old EXCEPT:

- a. original application for public housing and supporting papers,
- b. correspondence and other records relating to desirability. These will be needed in case of subsequent termination action,
- c. interview sheets.