



GREENBELT HOMES, INC.
HAMILTON PLACE, GREENBELT, MARYLAND 20770
Area Code (301) 474-4161 Fax (301) 474-4006



REVISED

Record Retention Policy

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PURPOSE

The purpose of this Record Retention Policy is to specify the lengths of time that books and records of Greenbelt Homes Inc. (GHI) and Greenbelt Development Corporation (GDC), shall be kept and the procedures for disposing of such documents at the end of their retention periods. These books and records may be in paper format (e.g., documents, papers, letters, contracts, maps or books); electronic format e.g. tapes /discs, photographs, film or sound recordings, and data- or image-processed documents that are stored on computers.

Books and records are to be kept and managed in a consistent and organized manner, to comply with applicable legal and regulatory requirements, promote business efficiency, minimize expense for unnecessary storage, and to make it easier to locate records when needed.

The record retention periods specified in this policy are based on the need to keep records for historical reference; to satisfy contractual, legal or regulatory requirements; and for other purposes as set forth in this policy. GHI/GDC staff members must dispose of records that have satisfied their required period of retention and are no longer needed.

GHI/GDC expects all officers, directors, employees, contractors, volunteers and any other agents or representatives to follow the rules and procedures set forth in this policy document.

IMPORTANCE OF ARCHIVAL MATERIAL

GHI has possession of primary source materials important to the founding of the federal planned community and of the housing cooperative. Many of these records are original and unique copies that cannot be consulted elsewhere, including the Library of Congress and the National Archives. These records include a daily log of workers on the job, their worksites, and tasks; iterations of the Member Handbook over the history of the community; various newsletters and community communications that are likely to be found only in the mementos of residents; and numerous maps and plats.

Such records can never be replaced.

The GHI co-operative began as a planned community built by the Resettlement Administration, one of President Franklin D. Roosevelt's New Deal initiatives intended to provide relief to those suffering from the economic downturns of the Great Depression. Rexford Guy Tugwell, an assistant Secretary of Agriculture and the first head of the RA, planned to build a series of "*cooperative communities where the built environment would reinforce community spirit and cooperation among its residents.*" (Greenbelt Museum) Drawing inspiration from Ebenezer Howard's green town model in England, Tugwell's green towns would combine "the best aspects of a rural life: lakes, woods, and open spaces with the best aspects of an urban life: recreational facilities, theaters and shops" (Greenbelt Museum). Tugwell's plans were controversial and potentially expensive, so only three green towns were actually constructed--Greendale, WI; Greenhills, OH; and Greenbelt, MD.

Of the three original green towns, Greenbelt is the most intact, due to the fact that the housing units - brick, block, and frame dwellings - were purchased from the federal government in 1952 by a co-operative group of residents. This cooperative, initially called the Greenbelt Veterans Housing Corporation, is now Greenbelt Homes, Inc.

The story of Greenbelt Homes, Inc. is central to the story of the unique city of Greenbelt. It has major achievements that include preserving the original structures, parks, and pathways of the planned community while also outfitting them for post-modern living. GHI has taken on this daunting task in caring for all 1600 housing units, which includes townhomes, single-family dwellings, apartment buildings, cottages, and other original structures. This stewardship of the



original, historic fabric of the community, and the fostering of the cooperative spirit, has allowed the atmosphere and quality of life championed by Rexford Guy Tugwell and the RA to continue to survive and flourish.

Greenbelt has been the subject of more than 15 books, numerous articles, films, videos, and documentaries. It attracts visitors from all over the world for its significance to the history of planned communities; utopian experiments; the co-operative movement; the Great Depression and New Deal; and the history of landscaping, architecture, and mid-twentieth century material culture.

RETENTION REQUIREMENTS

Electronic records subject to these retention requirements include those records maintained on GHI/GDC computers and other electronic devices that are provided to employees for business use. However, if you use a personally owned device for GHI/GDC purposes, either on the organization's premises or elsewhere, any GHI/GDC business documents on the device are also subject to these retention requirements.

It is the content of the record that determines its retention period. For instance, an email can be a very significant correspondence with a 20 year retention period or a casual communication that can be deleted immediately. As set forth herein, GHI/GDC attempts to define retention periods based upon content type. To the extent the retention period is not clear; the document should be retained for not less than three years, and the General Manager or his/her designee must approve the deletion of the document.

As circumstances may dictate, the General Manager or his/her designee may issue a "legal hold," suspending the destruction or deletion of any records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, investigations, or similar proceedings. If and when GHI/GDC staff is informed of such a hold, any documents relevant to the matter must not be destroyed or deleted until the General Manager or his/her designee, after consultation with GHI legal counsel, removes the "legal hold." The "legal hold" directive must inform staff of the specific types of documents that must be retained for these purposes. If in doubt as to what is relevant, staff are required to seek clarification from the General Manager or his/her designee before destroying or deleting any document. The directive must also make clear the time period for which the documents must be retained. During that retention period, any document that may be relevant must not be destroyed or deleted without the written approval of the General Manager or his/her designee.

No officer, director, employee, contractor or volunteer of GHI/GDC shall knowingly destroy or delete a document with the intent to obstruct or influence any investigation or proper administration of any matter by any government department, court or agency. This requirement covers all records and documents of GHI/GDC.

Archival Records should be retained in perpetuity and **may NOT be destroyed** except in cases of severe damage due to fire, smoke, water, rodents, insects, mold, or extreme disintegration.

In all other circumstances, documents listed in the schedule below must be retained for the periods of time set forth on this schedule. Please note that the information listed in the schedule below is intended as a guideline and may not contain all records that may be required to be retained in the future.

Records exist in electronic, hard copy (paper) and other formats. The following are types of records:

1. **Transitory Records**. A transitory record is a record with short-term value and does not have to be kept for the full retention period. Examples of transitory records generally include:



- a) preliminary drafts of letters, reports, pleadings, etc., after the final is prepared and the drafts are no longer useful;
- b) duplicate copies of documents already on file, that have been retained only for convenience;
- c) casual e-mail or written correspondence about scheduling or other matters that have no substantive significance;
- d) routing slips, voice-mail, phone messages, miscellaneous notices or memoranda;
- e) additional information copies of widely distributed materials or information received as part of a distribution list, list serves and other Internet distribution sources, solely for convenience of reference;
- f) duplicate stocks of obsolete publications, pamphlets or blank forms; and
- g) unsolicited advertising.

Notwithstanding the foregoing list, there may be instances where a particular otherwise “transitory record” may have important legal or other significance and should not be deleted or destroyed. The General Manager or his/her designee should be consulted about any such record before destruction or deletion.

2. Electronic Records. In general, GHI/GDC staff must store records in electronic form, rather than in paper format, on GHI’s document server.

3. Archival Records. These are records that a department has stored for the required retention period and no longer are in regular use, but may be of sufficient historical importance that they should be kept indefinitely or permanently.

Disposing of Records

Transitory records must be deleted or disposed of when they have no further business value. Electronic non-transitory records must be disposed of at the end of their retention period. Records containing confidential or sensitive information must be shredded, permanently deleted or otherwise disposed of in a manner that ensures that the information may not be disclosed. Paper records that do not contain confidential or sensitive information may be recycled or simply discarded. When paper records (other than transitory records) are disposed of, each department is responsible for creating and maintaining a record showing the following:

- a) Type of record disposed;
- b) Method of disposal;
- c) Name of the supervisor authorizing the disposal; and
- d) Date of the disposal.

To remain in compliance with GHI/GDC requirements, GHI/GDC staff will:

- Maintain and enforce security procedures
- Keep records and monitor security issues
- Communicate security information and requirements to appropriate staff or IT providers, and coordinate and conduct security awareness training for staff
- Conduct quarterly review of User ID network passwords
- Report any evidence of unauthorized access or known security breaches

Security Safeguards

1. Only authorized staff will have access to the shared drives on company computers and other document repository systems or other computer software programs.



2. All users of the GHI/GDC systems will have a current signed User Agreement on file.
3. GHI/GDC will keep a record of all authorized users, including date access was granted and date access was revoked, if applicable.
4. All employees issued keys will complete a form acknowledging receipt. These employees will sign a log with their name, date of issue and date of return.
5. Work areas containing sensitive information will be shielded from the public.
6. Unauthorized staff or other unauthorized persons shall not be given access to work stations and computers of authorized persons.
7. GHI/GDC staff will not leave resident folders exposed on desk tops or computer screens open with sensitive data unattended.
8. GHI/GDC staff will never take any resident files home for any reason. If it is necessary to transport resident files between GHI/GDC offices, the files will be transported in a secure manner.
9. GHI/GDC staff must remove member/resident printouts from the printer immediately to ensure that nothing is inadvertently left vulnerable to unauthorized access.
10. Member/Resident credit, income, and other reports should be retained for the duration of the membership/tenancy, plus three years from the end of the membership/tenancy.
11. GHI/GDC staff will keep a log of all documents shredded, including name of employee disposing of document, description of document, method of disposal and date of disposal.
12. At the close of business each day, member/resident files (if applicable) will be locked in file cabinets and the file cabinet areas will be locked. In addition, member/resident and applicant information must not be accessible or visible to non-GHI/GDC staff or non-approved third party management.
13. GHI/GDC staff will review security procedures periodically to ensure compliance and safeguard against breaches.

Location and Access of Archival Records

1. GHI Archival Records must be stored in an appropriate location.
2. A Finding Guide must be created for GHI's Archival Records.
3. GHI Archival Records must be readily available for members, staff, and researchers to consult.
4. GHI Archival Records that are digitized must NOT be destroyed but retained in long-term storage with proper climate control.

Care and Handling of Archival Records

1. Documents, photos, maps, plats, etc. that are very brittle or otherwise very fragile may NOT be digitized.
2. Sheets of paper including maps and plats should be stored flat in acid free file folders in acid free boxes or cabinets.
3. Sheets of paper that are brittle or otherwise fragile should be stored in mylar sleeves.
4. All photographs must be stored in mylar sleeves.
5. Documents in binders must be re-housed in acid-free binders or files or boxes.
6. All staples, metal paper clips, and brads must be removed and replaced with plastic fasteners.

Compliance Oversight

The General Manager is responsible for enforcement of this requirement. Please direct any questions regarding the retention of documents not listed in this schedule to the General Manager.



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Please note that failure to follow this requirement can result in possible civil and criminal sanctions against GHI/GDC and its officers, directors and employees, and possible disciplinary action against responsible individuals, up to and including termination of employment.



RETENTION SCHEDULE

Archives

Document Category	Document/Record Description	Retention Period
any and all planning and construction documents for the original town including residential, commercial, and industrial structures (Greenbelt Project or Berwyn Project)		Permanent
any and all planning and construction documents for the defense community including residential, commercial, and industrial structures		Permanent
any and all documents relating to the founding of the GHI co-operative (including any records from the Greenbelt Mutual Home Ownership Corporation and Greenbelt Veterans Housing Corporation)		Permanent
any and all minutes and agenda for GHI Board of Directors, committee, subcommittee, and task force meetings and projects		Permanent
any and all community/member newsletters, publications, and communications including posters, flyers, and brochures		Permanent
any and all maps and plats that are undatable and any and all that are datable prior to 2000		Permanent
any and all original photographs of community/member activities and events of any date		Permanent
any and all editions of the GHI Member Handbook		Permanent
any and all documents and photos relating to the National Register of Historic Places application, nomination, and maintenance		Permanent
any and all original photographs of residences and other structures original to the green town or in GHI		Permanent
any and all materials relating to celebrations and commemorations		Permanent
any and all correspondence with visitors, including visitor logs from the community's early years		Permanent
any and all signs and architectural fragments from 1935 to 2000		Permanent



Management Office

Document Category	Document/Record Description	Retention Period
Approved Board Resolutions	Formal statements of decisions made by the Board of Directors of GHI and GDC.	Permanent
Approved Board Meeting Minutes	Approved official minutes of open and closed meetings of the Board of Directors of GHI and GDC.	Permanent
Board Agenda Materials	Includes regular and special meeting agendas, Board reports, committee packets, manager's memorandum, and records distributed or otherwise submitted into the record during a regular or special meeting.	Permanent
Board Files	Files containing information on former Board members, articles of dissolution, etc.	Permanent
Maryland Local Government Tort Claims (LGTCA) Notices	Court documents/records related to injury or other matters covered under Maryland Tort claims.	4 years (except for a claim involving a minor, which is 21 years)
Memoranda of Understanding (MOU)	MOU or Agreement between GHI/GDC and any federal, state or governmental entity or non-profit corporation. General Counsel will determine if other retention period is necessary.	10 years from the termination of the agreement
Records Retention and Disposition Files	Records documenting the destruction of damaged records that could not be recovered, inventories, disposal requests and authorizations, schedules and reports, etc.	Permanent
Public Meeting Notices	Board public/special meeting notices, including proof of posting and/or publication.	5 years
Recordings of Open Session Meetings	Video and audio tape recordings of meetings.	Until minutes of the meeting are approved.
Strategic Plans	Annual Strategic Plan and 5-Year Plan Public notices (including posted and published notices); materials presented at public meetings; agendas, reports and minutes of meetings at which the plan is considered and/or approved, and executed copies of any adopted resolutions related to the Plan. Also includes originals of the written comments received from the membership concerning the Plan and copies of any GHI/GDC correspondence responding to the same.	5 years for Annual plan; 15 years for Five-Year Plan



Member Services

Document Category	Document/Record Description	Retention Period
Complaint matters	Records related to member complaints, lease violations, investigation activities, correspondence, supporting documentation, etc.	5 years after closure of the complaint.
Reasonable Accommodation Requests	Reasonable Accommodation Request form, interpreter requests, letters/notes, appeals, salary etc.	5 years after determination or action. Immediately shred records containing medically sensitive information following determination or store on secure server (unless appealed, then destroy after appeal decision).
Waitlist Applications for GDC Parkway Apts.	Includes documentation of the activities involved in the preparation, maintenance and publication of the certified waiting list.	5 years
Complaint Panel/Informal and Formal Hearing Records	Includes audio recordings, recommendations, and records of any panel or hearing, copies of all documents, records, requests, and exhibits submitted for the panel/hearing, Board's written decision, and notices/correspondence regarding the outcome.	5 years after decision
Criminal Background Check Results	Includes results from database criminal history record information and fingerprint checks.	Shred immediately (If appealed, shred upon completion of hearing or due process)
Investigation Case Files	Member Services complaint investigation records including, photographs findings, includes original documents such as correspondence, notices, materials from formal and informal hearings and investigative reports, etc.	5 years after agency action or final judgment
Member Services/ GDC Parkway Apt. File Records	Includes mediation agreements, participation forms, non-transitory correspondence (including letters of information or corrective action), substantive legal notices (including rent adjustments), reports, notes and other materials documenting interactions with member/resident, inspection records, etc.	5 years after move out participation ends
RV/Boat Lot and Storage Files	Boat lot and storage leases, supporting documentation, forms, etc.	5 years after lease ends
Transfer Waiting List Activity File re: GDC Parkway Apts.	Documentation of transfer requests for administrative, emergency, or reasonable accommodation including outreach activities, intake and processing of applications, notices, and other activities related to offering units, etc.	5 years after participation ends
Vacated Resident – Debt Owning Files re: GDC Parkway Apts.	Retain records concerning debts owed or termination of assistance until the debt is paid in full.	12 years after end of participation
Vacated Resident– Do Not Re-Admit re: GDC Parkway Apts.	Permanently retain documentation used to substantiate fraudulent misreporting of income.	Permanent
Vacated Resident – Good Standing re: Parkway Apts.	Retain files of participants who vacated the premises without owing money and are in good standing.	5 years after participation ends
Vacated Resident - Accounts Receivable (Debt Collection) re: Parkway Apts.	Includes record copies of court judgment, judgment liens and/or tax intercept records, copies of records documenting the receipt of payments made in satisfaction of the judgment, and copies of applicable repayment or settlement agreements. Includes financial statements and bank deposit statements related to moneys owed by participants/residents. Requires periodic review.	Retain until the end of the 12-year judgment period plus an additional 10 years or when judgment is satisfied plus 12 years, whichever occurs first



Finance & Accounting Department

Retention Category	Document Description	Retention Period
Accounts Payable	Supporting documentation on accounts paid by GHI/GDC, such as vendor pay packages, purchasing cards, out-of-town travel and wire transfers. Files also include general ledger interface reports, check run reports and transmission, cash receipts, etc.	5 years after audit
Accounts Receivable	Documentation related to receivable records such as invoices, ledgers, schedules, checks, money orders (remote deposit) etc.	5 years after audit
Audit	Includes the following records: approved accounts analysis packets, staff working papers, audit related correspondence and GHI/GDC responses to questions arising during the process. Financial audit report, auditor's management letter, and responses to the auditor's management letter.	5 years after audit
Bond Accounting/Cash Management File	(a) For records pertaining to general obligation bonds (b) All other records including cash management investment tickets that contain details of investment transactions such as purchase of investment pools, certificates of deposit, bonds, commercial papers, repurchase agreements, or other securities.	(a) 12 years (from end of fiscal year) (b) 5 years
Budgets	Staff reports and back-up documentation, including department budget submissions, worksheets/analysis, adjustments, and salary surveys.	5 years after audit
Cash/Financial Management	Petty Cash reconciliation, deposit records, wire transfer documents, checks, returned deposit items, GHI/GDC bank statements/activity logs, stop payments, etc.	5 years after audit
General Accounting	Records including approved general ledger account reconciliation, fluctuation analysis, source data, monthly electronic confirmation, bank statements, bank activities and transactions reports, approved bank reconciliation and related schedules, documentation supporting adjustment, monthly statements of reserve accounts held by various trustees, copies of checks received by GHI/GDC, deposit tickets, journal entries pertaining to loan receipts, various income streams, grants, electronic banking activities.	5 years after audit
Debt Collection	Includes records of court judgment, judgment liens and/or tax intercept records, receipt of payments made in satisfaction of the judgment, and copies of applicable repayment or settlement agreements. Should have periodic reviews during the retention period.	12 years after judgment is satisfied or 12 years after judgment renewal
Payroll Accounting Records	Employee files containing payroll documentation, including address, dates of birth, occupation, compensation, hire and termination dates. Also includes individual contracts; wage/hour notices; records of additions to or deductions from wages, including documentation of payments by GHI/GDC on behalf of employees for taxes, benefit plans, the employee retirement data and other deductions; deduction authorization; beneficiary designations, unemployment claims, tax levies, withholding orders and garnishments and W-2 forms.	6 years after audit
Payroll Rate and Time Records	Includes time cards and records that document actual hours worked by employees and amounts of leave taken. Includes leave accrual and usage records; authorization for extra hours, overtime documentation.	6 years after audit
Payroll Registers	Electronic files documenting benefits, payroll, and other payments to or on behalf of employees.	6 years after audit
Purchasing	Includes requisitions for purchase orders, blanket orders, encumbrance release orders and contract orders, credit card statements and records of card users.	5 years after final payment



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Repayment/Settlement Agreements	Records related to repayment and settlement agreement such as signed repayment agreement payments received, judgment, lien or tax intercept records, etc.	12 years after term of agreement ends
Tax Records	Tax returns with any related and/or supporting documentation including registration renewals and statements of information for various entities, 1099 reports for owners and vendors, IRS Annual Return of Withheld Federal Income Tax (Form 945), IRS Application for Tax Exempt Status, determination letters, annual returns, etc.	7 years after audit
Parkway Resident Accounting	Documentation related to resident accounts receivable and ledger records such as invoices, ledgers, cash receipts (rent and security/sure deposits), security deposit records (including refunds), etc.	5 years after audit
Expense Records	Reports completed by employees to reconcile various expenses, including travel.	5 years
Miscellaneous	Contact your supervisor regarding any miscellaneous documents related to Finance and Accounting. All other unidentified documents are subject to the miscellaneous retention period.	5 years after last action



General & Support Services

Retention Category	Document Description	Retention Period
Audit Records (Departmental)	Retain departmental budget background records accumulated in the preparation of annual budget estimates until covered by the budget. Does not include official audit records for which the Finance Department is the Department of Record.	4 years after the close of the fiscal year
Vehicle Title and Registration Records	Warranty documents, Department of Motor Vehicle title and registration records.	Life of vehicle plus 4 years
Equipment Records	Includes original operating instruction booklets, service agreements, warranty information, replacement part information, technical reference booklets, purchasing information, and owners' manuals which document the use and maintenance of equipment purchased by the department.	Life of equipment plus 4 years
Legal Advertising	Includes published or posted legal notices, original proofs of publications and other legal publications.	5 Years after publication
Membership Records	Includes records in support of GHI/GDC's payment of membership of staff in professional organizations (i.e., dues).	End of current year plus 4 years
Policies, Procedures, Guidelines, and Requirements	Policy, procedure, guideline or requirement documents for all departments affecting GHI/GDC operations, critical functions, etc. Includes general orders, standards, guidelines, forms, safety rules and regulations, best practices, etc.	Until repealed or revised, plus 4 years
Mail Services/File Printing Service Requests	Mail-related records such as service requests concerning business replies, express mail, and postage due. Records concerning requests for printing services.	While useful
General documents	Memoranda, forms, letters, reports, meeting minutes, compliance tips, etc.	3 years after obsolete
Vehicle Maintenance	Includes owner manuals and records regarding work completed on vehicles including but not limited to: requests for service, vehicle maintenance and repairs, smog test documentation, daily-usage logs, and incident reports.	Life of the vehicle plus 5 years
Subpoena	Subpoenas received from legal agencies.	3 years (store on secure server)
Standard Operating Procedure	Requirements, guidelines, policies/procedures for each division.	3 years after repeal or revision
Miscellaneous	Contact your supervisor regarding any miscellaneous documents related to General and Support Services. All other unidentified documents are subject to the miscellaneous retention period.	5 years after last action



Human Resources

Retention Category	Document Description	Retention Period
Benefit Plan Documents and Contracts	Contracts and agreements related to the provision of benefits to GHI/GDC employees. Included are contracts and agreements for medical, dental, vision, disability, and life insurance.	6 years after superseded
Direct Deposit	Includes payment registers, bank statements, backups, ACH authorization agreement, voided checks, etc.	6 years after audit
Equal Opportunity Records	Complaint records, investigation results, interviews, etc.	3 years after separation
Employee Handbook and Orientation Packets	Information distributed at employee orientation for newly hired employees	5 years after superseded
Employment Verifications	Includes documentation of personal loans, workers' compensation inquiries, state disability, child support, unemployment questionnaires, etc.	6 years after separation
INS Form I-9 (Employment Eligibility Verification Form)	Includes documents for hired employees such as form I-9 and attachments, copies of documents establishing identity and employment eligibility.	6 years after separation
Leaves of Absence under Family Medical Leave Act	Employee records pertaining to compliance with FMLA's leave requirements.	6 years after separation
Personnel File	Includes job applications and resumes of successful applicants, pre-employment medical evaluations, background information and fingerprints, W-4 forms, contracts, salary actions, wage rates, disciplinary actions, evaluations, personnel action forms, applications for leave (other than FMLA), Immigration Reform and Control Act forms, benefit forms, correspondence and reports related to employees, etc.	6 years after separation
Reasonable Accommodation (GHI/GDC Employees)	Includes documents used to determine reasonableness and nexus between the requested accommodation and disability.	6 years after application
Recruitment	Applications, resumes and materials submitted by unsuccessful prospective employees, including other records such as job postings, job classifications and other terms and conditions of GHI/GDC employment.	3 years after close of recruitment period or after decision
Training Records	Documentation of staff training, including certificates earned, sign-in sheets, and training materials. Does not include payment records maintained by the Finance Dept. or records required to be maintained to document compliance with federal or state statutes, regulations, or guidelines.	3 years after separation
Miscellaneous	Contact your supervisor regarding any miscellaneous documents related to Human Resources. All other unidentified documents are subject to the miscellaneous retention period.	5 years after last action



Information Technology

<u>Retention Category</u>	<u>Document Description</u>	<u>Retention Period</u>
User Access Records	User Access records qualify as Transitory records that have very short-lived business, financial, legal, research or archival value and are not subject to any legal recordkeeping requirements, explicit or implied. Includes records indicating levels of access permitted to individual users and groups of users.	Until superseded or obsolete
Usage And Monitoring Records	Usage And Monitoring records qualify as Transitory records that have very short-lived business, financial, legal, research or archival value and are not subject to any legal recordkeeping requirements, explicit or implied. Includes records documenting details and/or summaries of the use of computer resources including login files, system usage, and internet usage	Until superseded or obsolete
Help Desk Tickets and Responses	Records documenting requests for IT helpdesk, call center, and other services and the responses thereto, including but not limited to helpdesk tickets, request tracking information, communications, and descriptions/reports of services provided.	1 year
Backup Files	Backup files qualify as Transitory records that have very short-lived business, financial, legal, research or archival value and are not subject to any legal recordkeeping requirements, explicit or implied.	Until superseded or obsolete
System And Data Documentation	System and Data Documentation qualify as Transitory records that have very short-lived business, financial, legal, research or archival value and are not subject to any legal recordkeeping requirements, explicit or implied. Includes records documenting systems and data including network configuration maps and plans, data dictionaries, flow charts, specifications, file layouts, source code, metadata, system change notices, and security records	Until superseded or obsolete
Software and Hardware Inventory Records	Software and Hardware Inventory records qualify as Transitory records that have very short-lived business, financial, legal, research or archival value and are not subject to any legal recordkeeping requirements, explicit or implied. As such, these records may be disposed in an appropriate manner as soon as they are superseded or become obsolete. Includes running inventories of hardware and software used to track locations, to whom assigned, and licensing information	Until superseded or obsolete
Hardware and Software Documentation and Maintenance Records	Hardware and Software Documentation and Maintenance records qualify as Transitory records that have very short-lived business, financial, legal, research or archival value and are not subject to any legal recordkeeping requirements, explicit or implied. Includes scope of work service level and maintenance agreements, licensing agreements, warranties and reference manuals, maintenance logs, and any other records documenting the operation and use of IT hardware and software.	Until superseded or obsolete
Design and Implementation Project Records	Design and Implementation Project records qualify as Transitory records that have very short-lived business, financial, legal, research or archival value and are not subject to any legal recordkeeping requirements, explicit or implied. Includes records created during the design and implementation of information technology systems and applications including but not limited to schedules, plans, tracking, analyses, proposals, draft documentation, evaluations and test results.	Until superseded or obsolete



Maintenance/Technical Services/Homes Improvement

Document Category	Document/Record Description	Retention Period
Addendum	Documents signed by members added to the MOC addendum for addition maintenance/replacement of electronic thermostats, HVAC, etc.	Permanent
Bids and Proposals	Records related to successful, rejected, unopened, protests, or sealed bids and proposals. Includes correspondence related to fee for service, disputes, meeting minutes, agreements, appeals, etc.	Permanent, if accepted 1 year, if rejected
Claims (Insurance) Paid/Denied	Official records of liability claims filed by or against GHI/GDC or any of its instrumentalities or affiliates in connection with facilities operated by GHI/GDC until. Includes correspondence and settlement or repayment agreements.	5 years after the claim is resolved
Contracts – Services and Commodities	Contracts, requisition, reference forms, purchase order, bond and surety records, correspondence and related papers pertaining to contract award, administration and payments related to awards and contracts for services and commodities. Includes records reflecting the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. Does not include design, construction and development-related files.	Permanent
Development and Design Plans	Certificates of Occupancy, zoning documents, specifications, condemnation records, etc. Includes blueprints or any development plans related to GHI/GDC.	Permanent
Environmental Records	Negative declarations, environmental site assessments, environmental impact reports, statements of overriding consideration, etc.	5 years from the date after which the property has no affiliation or ownership by GHI/GDC or related entities
Inspection Reports and Remediation Actions	Property inspection reports and results, including inspection of lead-based paint/asbestos, presale inspection checklists/forms, seller certification, GHI Intent to Sell, addition certification, resale inspection requirements, and hazard reduction or remediation activities conducted.	Permanent
Inventory Files	Inventory reports, reconciliation, etc.	5 years after reconciled
Permits	Building permits, appraisals, property improvement records, etc.	Permanent
Purchasing File – General	Includes requisitions for purchase orders, blanket orders, encumbrance release orders and contract orders, credit card statements and records of card users.	5 years after final payment
Real Property Lease and Rental Agreements	Includes original property lease or rental agreement/amendments and related correspondence, etc.	5 years after completion/cancellation of the lease agreement
Real Estate Acquisition and Disposition Records	Deeds of trust, grant deeds, title records/reports, purchase and sale agreement, site assessments, escrow instructions, appraisals, etc.	12 years
Surplus Equipment Disposal Records	Records including invitations, bids, acceptances, lists of materials, evidence of sales and related correspondence.	5 years after final payment
Surveys	Document signed by individual member indicating upgrade choices for unit.	1 year after close of HIP cohort
Vendor Files	Includes records regarding vendor applications (including contractors and sub-contractors), direct deposit application, voided check, W-9, vendor code, etc.	5 years after participation
Work Orders	Maintenance work order requests	5 years after work order is closed
Miscellaneous	Contact your supervisor regarding any miscellaneous documents related to Maintenance, Technical Services, or Homes Improvement. All other unidentified documents are subject to the miscellaneous retention period.	5 years after last action



Transitory Records

Document Category	Document/Record Description	Retention Period
Activity Records	Records documenting routine activities (i.e. calendars, appointment books, schedules, logs, etc.)	While useful
Advertising Material	Solicited or unsolicited information received from businesses or individuals advertising their products or services (i.e. electronic brochures, company profiles, sales letters, etc.).	While useful
Correspondence (Routine)	Routine correspondence that requires no administrative action, policy decision, or special handling and is not subject to any specific legal requirements.	While useful
Drafts of Records	Preliminary or tentative versions of a record that do not form significant stages in the preparation of a final documents. Drafts that are legally required, acted upon, or applied must be retained according to their intended record type (i.e. policies, procedures, requirements, budgets, etc.) as listed elsewhere in the Record Retention Period.	While useful
Duplicates	Exact copies of documents where nothing has been added, changed, or deleted (i.e. photocopies of paper documents; copies of government brochures and pamphlets; duplicates of microfilm, CD-ROMs, DVDs, etc.)	While useful
External Publications	Books, magazines, periodicals, pamphlets, brochures, journals, newspapers, etc.	While useful
Notices and Memoranda (Routine)	Notices including memoranda and other records that do not serve as the basis of official actions and are routine in nature, such as those pertaining to meetings, holidays or special events circulated to all staff or posted in public folders.	While useful
Promotional and Public Relations Materials Prepared by or for GHI/GDC	Promotional and public relations materials (i.e. audiovisual items, photographs, flyers and brochures, newsletters, press releases, published reports, bulletins, etc.). Documents that do not contain significant information or substantial evidence of plans and directions for agency activities, or critical information that is not contained in other GHI/GDC records. Does not include Section 8 Owner Newsletters or Housing Services Resident Newsletters.	While useful
Reference Materials (Outside Sources)	Sources of information that were intended primarily for consultation and, if used to prepare or update a formal or ongoing record, are cited as needed. Includes duplicate, informational, extra, unofficial, or informal copies of records that were kept only for convenience or quick reference.	While useful
Research, Notes and Working Files	Calculations, short informal notes such as phone messages and notes collected and used in the preparation of documents, written down for review, or as an aid to memory, or to inform someone else.	While useful
Requests	Requests and responses for forms, publications, records, and other agency information that, with the exception of redacting confidential and privileged information, do not require administration review before, or further action after, the form, publication, record, or other agency information is provided.	While useful
Temporary Information	Telephone messages, routing slips, self-adhesive notes, memos, notes, messages, mail service and printing service records that have only immediate or short-term value.	While useful
Worksheets	Forms, checklists and other worksheets used to prepare or update a formal or ongoing record or informally track workflow.	While useful