

Retention Schedule - Finance, Housing & Community - Housing Needs**May 2018****Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)**

Service	Function	Document Description	Retention Period
Finance, Housing & Community	Housing Needs	Completed Homelessness applications and reports	Current year + 2 electronic records - 7 years
Finance, Housing & Community	Housing Needs	Closed housing applications and transfers	Current year + 1 electronic records - 7 years
Finance, Housing & Community	Housing Needs	Miscellaneous housing advice	Current year + 2 electronic records - 6 years
Finance, Housing & Community	Housing Needs	P1E to be replaced by H-CLIC form	Keep up-to-date, review annually and weed as necessary
Finance, Housing & Community	Housing Needs	Deposit Bond	6 years after claim on bond
Finance, Housing & Community	Housing Needs	Debtor's information	Current + 6