

Retention Schedule - Housing Needs

Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)

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