

Housing Needs & Housing Options Retention Schedule

Finance & Housing

Date Reviewed:	15/09/2023
Document Description	Retention Period
Completed Homelessness applications and reports	6 years
Housing Needs Closed housing applications and transfers	1 year
Housing Needs Deposit Bond	6 years after claim on bond
Housing Needs Debtor's information	Current + 6
Emails - relevant data extracted and stored in document management system in accordance with our privacy notice.	2 years
Kent Homechoice Data (Huume) - Housing Options Data.	Data will be held for 7 years after last active engagement.
Payments	6 years
Rent Collections	6 years
Service Charge recovery	7 years from last payment received