

Last Updated

Sep-17

Review Date

May-18

Access to Housing - Records Retention Schedule

Access to Housing										
Function Description	Record Code	Main File/Class Title	Manual/ Electronic	Arrangement	Destroy/ Review	Retention Period (Years)			Notes	Vital Record
						In Office	Archived	Total		
Process of the allocation and management of welfare housing by the local authority and the associated issues of the homelessness	HOT01X	Gateway Application Forms		N	Destroy	3 years	4 years	7 years	Scanned electronic copies also held	✓
	HOT02X	housing Options Case File: Advice		N	Destroy	Current and previous year	6 years	7 years	Scanned electronic copies also held	✓
	HOT03X	Housing Options Case File: Homelessness		N	Destroy	Current and previous year	6 years	7 years	Scanned electronic copies also held	✓
	HOT04X	Housing Options Case File: prevention		N	Destroy	Current and previous year	6 years	7 years	Scanned electronic copies also held	✓
	HOT05X	Housing Register Application Forms		N	Destroy	Current and previous year	6 years	7 years	Scanned electronic copies also held	✓