



Williamsburgh
HOUSING ASSOCIATION
• Limited •

BRIEF DETAILS OF RETENTION PERIODS

RETENTION PERIODS

Current tenant records	Duration of tenancy
Former tenant records	2 years
Legal Decrees	20 years
Housing applications	Duration of live application
Current factored owner records	Duration of ownership
Former factored owner records	2 years
Development records	6 years
Finance records	6 years plus current year
Current staff records	Duration of employment
Former staff records	12 months
Applicants for employment	6 months
Property records	Duration of ownership
