

# **Record Retention Policy**

4/8/2003

## **Introduction**

It is the policy of the Butler Metropolitan Housing Authority to accommodate the timely storage, retrieval, and disposition of records created, utilized, and maintained by various departments.

## **Retention Schedule**

The attached recommended disposition dates should not be considered a hard and fast rule for disposing of documents but should be used as a guideline. There are situations that arise from time to time which prevents the discarding of older records (i.e. litigation, investigation, problem tenants, etc.). Any questions regarding records retention and disposition should be directed to the Records Manager.

## **Records Manager**

The Records Manager at the Butler Metropolitan Housing Authority is to administer the records management program and enforce the records retention policy. The Records Manager is to be appointed by the Executive Director. The Records Manager directs the activities of the storage facility to ensure records are preserved and are easily accessible. The Records Manager also maintains an inventory of all records at the facility.

## **Department Supervisor**

The Department Supervisor determines which records will be transferred to the storage facility and maintains control of the records until disposition.

## **Storage Facility**

The Storage facility will be assigned by the Records Manager (with final approval from the Executive Director) to ensure the physical preservation of the records. The Records Manager will also make ensure that any confidential records are secured to prevent access by unauthorized personnel.

## **Inventory**

The Records Manager will maintain an inventory of all records in the storage facility. The Records Manager will also maintain a permanent listing of all records destroyed by the Butler Metropolitan Housing Authority.

## **Disposition**

The Records Manger will periodically evaluate the records inventory to identify the records requiring destruction. Records being identified as requiring destruction will be reviewed by the Department Supervisor and approved by the Executive Director. All records requiring destruction will be shredded and recycled.

## **Policy Maintenance**

This policy should be reviewed and amended as needed or at least every 3 years.