

SWANSEA HOUSING AUTHORITY

DISPOSITION POLICY

It shall be the policy of the Swansea Housing Authority to dispose of all records held at the Authority in conjunction with the MA Retention Schedule and the HUD Federal Guidelines.

These records include, but are not limited to, applications, former tenant files, outdated banking materials and outdated correspondences.

All material shall be shredded by staff, or, if the amount of materials is such that it would require too much time to shred, a professional shredding company may be used (following all proper procurement policies).

Every year, thereafter the original process of disposition, permission will be sought to dispose of subsequent records in a timely fashion.