



*A great place to live.*

**South Chatham Village**

*Operated by the Christian Senior  
Citizen Home of Chatham*

## **RECORD RETENTION POLICY**

In keeping with the requirements of the Social Housing Reform Act and the Project Operating Agreements, the following record retention periods will apply:

<u>Household records (including lease documents):</u>	5 years from termination of file.
<u>Financial records:</u>	7 years.
<u>General correspondence (not include above):</u>	3 years.
<u>Legal agreements/documents:</u>	Retained permanently

**Date:** \_\_\_\_\_

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**President**

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**Secretary**