



Records Retention Policy

Approved at November 23, 2005 Finance Committee Meeting

Policy Statement

Historic House Trust of New York City requires that different types of records be retained for specific periods of time, and has designated an official repository for their maintenance. These records must be managed according to procedures that are outlined in this document.

Reason for Policy

The Trust is committed to effective records retention to preserve its history, meet legal standards, optimize the use of space and ensure that outdated records are destroyed.

Definitions

These definitions apply to these terms as they are used in this policy:

Active Record A record with current administrative use for the area that generated it. Records remain active for varying number of years, depending on the purpose for which they were created.

Archival Record A record that is inactive; not required to be retained in the office in which it originated or was received; and has permanent or historic value.

Procedures

At the end of each fiscal year (June 30th) the offices of the Historic House Trust, located at 830 Fifth Ave., Room 203, NY, NY, will cull through files and determine those that have met the prescribed retention period. These files will then be taken to the official repository.

Records Retention: Location and Duration

Record retention periods may be increased by government regulation, judicial or administrative consent order, private or governmental contract, pending litigation or audit requirements. Such modifications supersede the requirements listed in this policy.