



## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	GENERAL DIVISION LOGS (Includes chronological record of Board Resolutions and applications assignments.)  Disposition: Cut off annually. Destroy 1 year after cut off.		
3	GENERAL DIVISION MONTHLY REPORT (Covers the Division's activities; submitted to OGC Front Office.)  Disposition: Cut off annually. Destroy 1 year after cut off.		
4	HOLC MORTGAGE RELEASES  Disposition: Cut off at end of every calendar year. Destroy 2 years after cut off.	item #11	