

Retention Category	Retention Rule Name	Retention Length	Retention Period Type	Retention Status Trigger
C00-Council and By-Laws - General	Default Corporate Retention Rules	10	Years	None
C04-Council Minutes	Default Corporate Retention Rules	7	Years	None
D00-Development and Planning - General	Default Corporate Retention Rules	7	Years	None
C02-By-Laws - Other Municipalities	Default Corporate Retention Rules	7	Years	None
C09-Motions and Resolutions	Default Corporate Retention Rules	7	Years	None
D01-Demographic Studies	Default Corporate Retention Rules	7	Years	None
D02-Economic Development	Default Corporate Retention Rules	7	Years	None
D03-Environment Planning	Default Corporate Retention Rules	7	Years	none
F00-Finance and Accounting - General	Default Corporate Retention Rules	7	Years	none
L01-Appeals and Hearings	Litigation Retention Rules	25	Years	Retention Hold For Litigation
F01-Accounts Payable	Default Corporate Retention Rules	7	Years	None



“Before FileNexus®, the auditors would send 7 people for 5 weeks down to our Wilmington office to do audits. It was a huge expense. Now they send 2 people for 2 to 3 days.”

**John Hall, Vice President,
Accounting and Information Services
The Hillman Company**

1. Corporate retention schedule is set-up in FileNexus
2. [FileNexus automatically applies appropriate rules to all documents](#)
3. Legal or other dept. (as needed) is notified before a doc is purged
4. After review, one or more docs can be permanently removed.

[See Business Case](#)