**Record Retention:**

* Go through 2007 files (6/16 or 6/22)
* Send PERM 2007 files to Iron Mountain (LD – after 6/16 or 6/22)
* Move temporary files from HH3 to basement to extent that space allows (6/16 or 6/22)
* Determine whether we should order a fireproof cabinet for server room (6/16 or 6/22)
* Review LP files and terminated manager files in server room – determine unnecessary items, document which items are to be retained, and begin purging (7/17)
* Identify terminated LPs on HH3 and move to server room (7/31)
* Move items around on HH3 to ensure everything that should be in a fireproof is located in a fireproof cabinet, and that items are in spaces that allow efficient work (7/31)
* Continue purging unnecessary items in LP and terminated manager files as individual time allows