**Record Retention:**

* Go through 2007 files
* Go through 2008 files
* Send PERM 2007 and 2008 files to Iron Mountain
* Move temporary files from HH3 to basement to extent that space allows
* Determine whether we should order fireproof cabinet(s) for server room
* Review LP files and terminated manager files in server room – determine unnecessary items, document which items are to be retained, and begin purging
* Identify terminated LPs on HH3 and move to server room
* 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