LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
PLANNING

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGPLN-001	ARTWORK FOR STUDIES Plans for development projects.		Retain at agency until no longer needed; destroy.
LGPLN-002	AERIAL PHOTOGRAPHS Aerial photographs and negatives of local governments and their environs.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGPLN-003	MAPS/PLOTS/DRAWINGS Include maps and other drawings concerning all facets of the area's development including zoning, soil, land use, utilities, and water supplies.	VITAL	Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGPLN-004	TECHNICAL REPORTS Consist of published final project reports on studies on land use, housing market, mobile homes, analysis of governmental services, open space, tax, residential development, parking and traffic, water supply, population, transportation, etc.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGPLN-005	REFERRED PROJECTS Project plans and statements referred to the department from other agencies for evaluation.		Retain at agency 5 yrs; destroy.
LGPLN-006	LAND SURVEY RECORDS Field notes, benchmark books, corner section monument logs, profile and grade books, and similar field data bearing directly on the surveying of land within the local government's boundaries.	VITAL	Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGPLN-007	HOUSING FILES Project files regarding the identification and development of housing sites.	VITAL	Retain at agency until no longer needed; transfer to Archives for permanent preservation.

LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
PLANNING

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGPLN-008	PROJECT FILES Records concerning the planning, design, and construction of local government-owned facilities, structures, and systems, including those involving water and wastewater services, solid waste management, streets and bridges, and all other public works and buildings. Include planning memoranda; feasibility, screening, and implementation studies; topographical and soil surveys and reports; architectural and engineering drawings, profiles, blueprints, and as-builts; inspection and investigative reports; laboratory test reports; environmental impact statements; cost estimates; correspondence; and similar documents not noted elsewhere in this manual.	VITAL	Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGPLN-009	COMPREHENSIVE PLAN FILES Plans for overall zoning and development within the local government. Contain statements of research findings, analyses and recommendations, correspondence, hearing transcripts, surveys, studies, reports, and related materials.	VITAL	Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGPLN-010	QUESTIONNAIRES Forms with sets of questions filled out by citizens, which are then analyzed as groups and designed to accurately reflect public opinion on various matters.		Retain at agency until information is abstracted or reported; destroy.
LGPLN-011	MASTER SUMMARY RECORD Log or register documenting all activity of agency, covering housing rehabilitation, tenant relocation, economic development, property acquisition and resale, special projects and various contracts.		Maintain at agency; update as needed.
LGPLN-012	CASE FILES A. Economic Development: including but not limited to application, copy of loan approved or denied, financial statements, progress reports, copies of plans and specifications, and correspondence.		Retain at agency 6 yrs after denial or invalidation of application or final payment on loan; successful audit; destroy.
	B. Business or Resident Relocation: including but not limited to vacation notice, income and need determination records, field reports, estimates of expenditures, copies of property acquisition records, rent collection records, and correspondence.		Retain at agency 6 yrs after last entry in record; successful audit; destroy.

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGPLN-012	CASE FILES (cont.) C. Housing Rehabilitation: including but not limited to application, notice of denial or approval, contract, grant or loan agreement, copies of real property records, building department records, rental assistance records, specifications, property description, certificate of completion, and correspondence.		Retain at agency 6 yrs after denial of application or completion of project or final payment on loan; successful audit; destroy.
	D. Property Acquisition: including but not limited to maps, plans and specifications; rent collection records; demolition records; property improvements; advertisements of property for sale; bids and records of bid acceptance or refusal; property description; appraisal and eminent domain records, and correspondence.		Retain at agency 6 yrs after sale of property by local government; successful audit; destroy.
	E. Property Purchase and Resale (such as FHA or real property tax foreclosures): including but not limited to copies of real property records, foreclosure records, copies of building department records, property description, property improvements, advertisement of sale, bids and records of bid acceptance or refusal, copy of sale agreement, and correspondence.		Retain at agency 6 yrs after sale of property by local government; successful audit; destroy.
	F. Photographs, architects' plans and sketches of buildings, streets and urban areas from all case files above.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGPLN-013	MAJOR DEVELOPMENT FILES The department and/or Planning Commission's evaluation of major developments, including copies of permits issued, environmental impact statements, and complaints.	VITAL	Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGPLN-014	SUBDIVISION ANNEXATIONS Original file of signed subdivision agreements with local governments. Contain original agreements, subdivision plan, maps, correspondence, legal documents and notices, receipts for fees, recorded plans, indices, and other pertinent information.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.

LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
PLANNING

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGPLN-015	BUILDING PERMIT CONTROL CARDS / INSPECTION LOGS OR REGISTERS Master record in card or other form of each commercial, government, and/or residential structure detailing a history of permits issued for construction or alteration, inspections carried out, code violations found, and other information.	VITAL	Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGPLN-016	INSPECTION REPORTS Detailed reports of individual inspections carried out with reference to new construction; alterations to existing structures; code violations; and other projects, activities, or situations requiring inspection by ordinance. Information is abstracted/summarized in LGPLN-015.		Retain at agency 5 yrs; destroy.
LGPLN-017	BUILDING APPLICATIONS AND PERMITS Applications from property owners or contractors to erect new structures or to make alterations to existing structures and records authorizing or denying such construction or modification.		
	A. Approved Building Applications/Permits		Retain at agency 5 yrs; transfer to State Records Center for 20 yrs; transfer to Archives for permanent preservation.
	B. Uncompleted or Denied Projects		Retain at agency 5 yrs after denial or last action; destroy.
LGPLN-018	BUILDING PERMITS ISSUED Monthly and annual reports prepared for the U.S. Bureau of Census on the number of commercial and residential building starts and local public construction.		
	A. Annual		Maintain at agency; transfer copy to Archives for permanent preservation.
	B. Monthly		Retain at agency 3 yrs; destroy.
LGPLN-019	STREET NAMING/NUMBERING FILES Identify addresses and/or locations of structures within the local government's jurisdiction. May include plats with addresses for all parcels.	VITAL	Maintain at agency; transfer copy to Archives for permanent preservation.

LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
PLANNING

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGPLN-020	TEMPORARY USE PERMITS Authorizations for permits of a temporary nature: sign moving, hauling, razing, blasting, etc. Contain applicant's identification, length of project, date, etc.		Retain at agency 2 yrs after expiration; destroy.
LGPLN-021	TRAFFIC PERMITS Applications and permits for special parking, house moving and similar activities requiring permits and permissions concerning traffic engineering.		Retain at agency 2 yrs after expiration, cancellation, revocation, or denial of the permit; destroy.
LGPLN-022	DRAINAGE AND FLOOD PROBLEM FILES Used to monitor and resolve drainage and flood problems, present and future. Consist of cost and damage estimates, plans, support material for reports, flood elevations, calculations, field notes, and worksheets.	VITAL	Maintain at agency; purge as needed.
LGPLN-023	EASEMENTS Provide legal documentation giving rights of access. Show date, grantor, location, and signatures of property owners and officials.	VITAL	Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGPLN-024	CERTIFICATES OF OCCUPANCY/COMPLETION Documents issued by a local government agency or building department certifying a building compliance with applicable building codes and other laws, and indicating it to be in a condition suitable for occupancy.		
	A. PERMANENT Copies of permanent Certificates of Occupancy declaring that a structure meets requirements of building code and is suitable for occupancy, or similar records to verify the final approval of a building.		Retain at agency until no longer needed; transfer to Archives for permanent preservation.
	B. TEMPORARY Copies of temporary Certificates of Occupancy granting permission to occupy a space prior to the final inspection.		Retain at agency until issuance of permanent Certificate of Occupancy; destroy.

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGPLN-025	BLUEPRINTS AND SPECIFICATIONS	VITAL	
	Blueprints, specifications, and building plans submitted by building contractors or property owners when applying for building permits.		
	A. Government buildings, public buildings and commercial structures		Retain at agency 5 yrs; transfer to State Records Center for 20 yrs; transfer to Archives for permanent preservation.
	B. Residential buildings		Upon issuance of certificate of occupancy, destroy.
LGPLN-026	MOBILE HOME PLACEMENT PERMITS		Retain at agency until no longer needed; transfer to Archives for permanent preservation.
	A. Mobile Home Registrations: used for tax purposes and to permit electrical power and sewage hookups. Show owner's name; permit number; location of mobile home; make, size, and year; if owner leases, rents or owns land mobile home rests upon; signature of applicant; expiration of permit; plus condition of plumbing, electricity, heating, and foundation.		
	B. Certificates of Compliance: indicate approval of placement permits. List owner, permit number, and location.		
LGPLN-027	DEMOLITION RECORDS		Permanent unless information noted elsewhere. If permanent, retain at agency until no longer needed; transfer to Archives for permanent preservation.
	Records relating to the demolition and clearance of buildings deemed unfit for occupancy and declared condemned. Include demolition orders, inspection reports, court documents, notices to property owners, and similar material.		
LGPLN-028	NOTIFICATIONS OF VIOLATION		Retain at agency 5 yrs after violation is corrected, provided there have been no subsequent violations involving the property within that period; destroy.
	Copies of notifications sent to property owners for non-compliance with the building code, including documents verifying that the violation has been corrected.		

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGPLN-029	FIRE ALARM AND SPRINKLER PLANS Schematic or hydraulic blueprints/drawings of alarm and/or sprinkler plans with related correspondence required for approval per fire safety code requirements.		If also contained in original submitted blueprints/plans, retain at agency until project is completed with final approval by Fire Marshal, and certificate of occupancy has been issued by building officials; destroy. If separate from original submitted blueprints, retain at agency 5 yrs; transfer to State Records Center for 10 yrs; transfer to Archives for permanent preservation.
LGPLN-030	USE PERMITS A. Lodging Show address and name of lodging unit; name and address of owner; and type of lodging house and fee. B. Public Occupancy Show address and name of building; name and address of owner; and type of public occupancy dwelling and fees. C. Rental Dwelling Show address of rental building; name and address of owner; name and address of agent; and type of rental dwelling and fee.		Maintain original applications at agency. Retain renewal applications at agency 1 yr after expiration; successful audit; destroy. If business use or ownership changes, retain at agency 1 yr after notice; destroy.
LGPLN-031	STREET FILES (MASTER FILES) May contain inspections, violations, schematic drawings, photos, certificates of occupancy, alarm reports, evacuation plans, and correspondence with commercial, government and residential clients.		Retain at agency until no longer needed; transfer to State Records Center for 20 yrs; transfer to Archives for permanent preservation.

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGPLN-032	PUBLIC HOUSING TENANT & MANAGEMENT FILES (SECTION 8 HOUSING)	VITAL	
	A. Correspondence Not related to a specific project. Includes routine requests for information, complaints and other routine program matters.		Retain original documents at agency for 1 yr; destroy.
	B. Financial Files Contains documents such as requests for Housing Assistance Payments (HAP) by owners and public housing agencies, rent adjustments correspondence, management reviews and trip report files containing correspondence and documents relating to audit of owners and public housing agency records, financial forms submitted in support, General Accounting Office exceptions file consisting of correspondence and documents regarding recommendations as to the disposition of GAO exceptions, files containing forms and documents and related policies.		Retain at agency 5 yrs; successful audit; destroy.
	C. General Management Files Includes project and subject files of correspondence and documents relating to management reviews, management agreements, audits and reports, status reports of management operations, trip reports and management checklists.		Retain at agency 5 yrs; successful audit; destroy.
	D. Maintenance, Utilities, Other Project Service Files File Includes documents and records related to utility allowances, inspection forms by public housing agencies and owners and related correspondence, and management contracts for project services and related correspondence.		Retain at agency 5 yrs; successful audit; destroy.
	E. Occupancy/Tenant Files May contain tenant application, correspondence, utility allowance, criminal history background files, audit reports, re-certifications, documents relating to eligibility, admissions, initial occupancy, tenant characteristics.		Retain at agency 3 yrs after termination of services, successful audit; destroy. Rejected Applicants: Maintain at agency 1 yr or until appeal process expires; destroy.