

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
ZONING**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
<p>LGZON-001</p>	<p>ZONING/REZONING FILES</p> <p>Records document the history of the development and revision of zoning districts. Include accounts of complaints received and action taken regarding alleged zoning violations. May also provide documentation on the development of amendments to the zoning map and related ordinances. Contain original application; property description; official exhibits; fee payment; and correspondence. May include the following: petitions and documentation supporting the zone change; current zoning ordinances; minutes; agenda of the board; public hearing transcripts; reports; exhibits; application forms; maps; legal notices; receipts for fees; notice of decisions; photographs; and correspondence.</p>		<p>Retain at agency until no longer needed; transfer to Archives for permanent preservation.</p>
<p>LGZON-002</p>	<p>CONDITIONAL USE PERMITS</p> <p>Variations or exceptions from zoning regulations granted by Board of Adjustment subject to compliance with specific conditions.</p>		<p>Retain at agency 3 yrs after discontinuance of use; destroy.</p>