

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. C-484

PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
1	<p><u>CASH RECEIPTS</u></p> <p>Receipts are given to applicants for payment of fees associated with obtaining permits and licenses. A copy of the receipt is retained by the division.</p>	RETAIN THREE YEARS IN OFFICE, THEN DESTROY.
2	<p><u>REFUNDS</u></p> <p>A partial refund of the initial fee is given to the permittee when a permit is cancelled.</p>	RETAIN THREE YEARS IN OFFICE, THEN DESTROY.
3	<p><u>CANCELLED PERMITS</u></p>	RETAIN ONE YEAR IN OFFICE, THEN DESTROY.
4	<p><u>MONTHLY ACTIVITY REPORTS</u></p> <p>These reports provide summary information on permit issuance, plans examination, inspections, final inspections, violations given, violations satisfied, commercial licenses, mobile home licenses and rentals, taxi cabs, swimming pools, animal control, utility space and miscellaneous licenses. A second report gives the market value of the permits issued in three categories: residential construction, commercial construction and other construction. This report has significant reference value to the division. This report is the MONTHLY COMPARISON REPORT OF BUILDING.</p>	RETAIN ONE COPY FOR EACH MONTH PERMANENTLY.
5	<p><u>TRADE LICENSES</u></p> <p>Licenses to perform work in the electrical, mechanical or plumbing trades are issued in this division. They are renewed on a yearly basis.</p>	RETAIN IN OFFICE THREE YEARS, THEN IN RECORDS CENTER TWO YEARS, THEN DESTROY.
6	<p><u>LOG BOOKS</u></p> <p>The processing of applications and issued permits are recorded in log books, which provide the primary indices for access to the records. These logs are of considerable value to the division.</p>	<p>RETAIN PERMANENTLY IN OFFICE, OR RECORDS CENTER, OR UNTIL OPERATIONAL & SECURITY MICROFORM IS MADE.</p> <p>IF FILMED, SEND HARD COPY TO STATE HALL OF RECORDS FOR PERMANENT RETENTION.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

1/12/79 Paul W. Lestman Chief of Permits
Date Signature Title Div.

3/22/79 Edward J. ...
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
7	<p><u>BUILDING PERMITS</u></p> <p>These prenumbered permits contain information pertaining to cost of proposed construction, structural changes, owners name, address and other relevant data necessary to process the permit. Attachments to the permit provide information on percolation, driveway, plot plan and sediment control as well as letters and approvals from various departments. There are six copies:</p> <ul style="list-style-type: none"> a. white - original, retained by division b. pink - to Gas & Electric Company c. blue - to Regional Planning Council d. yellow - to permittee e. gold - to Enforcement Division, then to Assessments f. green - to Inspector, then filed with original white copy. <p>The permits have been filed numerically since 1976; prior to that time, they were filed alphabetically by owner's name. These permits are of considerable reference value.</p> <p><u>ELECTRICAL PERMITS - FINALS & APPLICATIONS</u></p> <p>Applications for electrical permits are filed by street name, alphabetically. A final permit contains the same information as the application, but is filed by year, then numerically by the permit number. It is necessary to retain the applications to provide a cross-reference to the permits under the current system. There are five copies of the permit:</p> <ul style="list-style-type: none"> a. original - retained by division b. Inspectors copy c. { Two copies to Gas & Electric d. { e. Contractor's Copy <p>The Inspectors copy is filed with original by year, then numerically by permit number.</p>	<p>RETAIN IN OFFICE THREE YEARS (TWO PAST + CURRENT), THEN IN RECORDS CENTER PERMANENTLY OR UNTIL OPERATIONAL & SECURITY MICROFORM COPIES CAN BE MADE.</p> <p>IF FILMED, SEND HARD COPY TO STATE HALL OF RECORDS FOR PERMANENT RETENTION.</p> <p>RETAIN IN OFFICE THREE YEARS (TWO PAST + CURRENT), THEN IN RECORDS CENTER PERMANENTLY OR UNTIL OPERATIONAL AND SECURITY MICROFORM COPIES CAN BE MADE.</p> <p>IF AN ALTERNATE METHOD OF CROSS-REFERENCING APPLICATIONS TO FINAL PERMITS IS DEVELOPED, RETAIN APPLICATIONS THREE YEARS THEN DESTROY.</p>
9	<p><u>MECHANICAL PERMITS</u></p> <p>These permits are issued for heating, refrigeration or air conditioning installations or modifications. They are filed alphabetically by street name, and have four copies distributed as follows:</p> <ul style="list-style-type: none"> a. original - white, retained by division b. yellow - permittee (applicant) c. pink - Inspector, then attached to original d. gold - Assessment 	<p>RETAIN THREE YEARS IN OFFICE, THEN PERMANENTLY IN RECORDS CENTER OR UNTIL SECURITY & OPERATIONAL MICROFORM IS MADE.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
10	<p><u>PLUMBING PERMITS</u></p> <p>Plumbing permits are filed by street name, with the original copy retained by the division and the second copy going to the plumber/applicant. In 1972 and 1973, a third duplicate was created and filed by District, then plumber's name. IT IS RECOMMENDED THAT THESE DUPLICATE COPIES BE DESTROYED.</p>	RETAIN THREE YEARS IN OFFICE, THEN PERMANENTLY OR UNTIL SECURITY & OPERATIONAL MICROFORM IS MADE.
11	<p><u>PERCOLATION TESTS & SEPTIC PERMITS</u></p> <p>The Inspections & Permits Department acts as an agent for the State Health Department by providing applications and taking in fees in connection with percolation tests and private sewage system processing. There are three copies:</p> <ul style="list-style-type: none">a. original - retained by divisionb. second - to Health Departmentc. third - to applicant/permittee <p>Percolation tests are filed by owner's name and after 1976, completed perc tests were filed with the septic permits, by their number. Prior to 1977, septic permits are filed by year then alphabetically by street names.</p>	RETAIN THREE YEARS IN OFFICE, THEN TWO YEARS IN RECORDS CENTER, THEN DESTROY. (Health Dept. has Record Copy responsibility)
12	<p><u>WATER & SEWER CONNECTION PERMITS</u></p> <p>Before an individual may connect into the public water or sewer lines, he must obtain a connection permit.</p> <p>This permit is in six parts:</p> <ul style="list-style-type: none">a. white - goes to Public Worksb. blue - is logged and filed for office copyc. yellow - plumber's copy (Plumbers are the only applicants)d. green - assessmentse. gold - inspector's copy then to draftingf. pink - billing in Finance	RETAIN THREE YEARS IN OFFICE, THEN PERMANENTLY IN RECORDS CENTER OR UNTIL SECURITY & MICROFORM COPY CAN BE MADE.