

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.
C-566-12

PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

Howard County
Department of Public Works Bureau of Inspections, Licenses & Permits

AGENCY

DIVISION

Item No.	Description	Retention
1.	Permits of all kinds necessary for normal construction and/or development such as: Building Permits Plumbing Permits Use and Occupancy Permits Electrical Permits Sediment Control Permits and others.	All information relative to permits are retained permanently.
2.	Permits issued for other uses including: Carnivals Raffles Bazaars Taxicab Concert	
3.	All pertinent files maintained as back-up information to issuance or refusal of permits and/or licenses.	

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

8-19-86

Bud Cooper

Ch./Adm. Socs.

9/1/86

[Signature]

Date

Signature

Title

Date

State Archivist