



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

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 C-923
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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Inspections and Permits Permit Application Center

Item No.	Description	Retention
	This supercedes schedule C-593.A1	
1	BUILDING PERMITS These prenumbered permits contain information pertaining to cost of proposed construction, structural changes, owners name, address and other relevant data necessary to process permit. Attachments to the permit provide information on percolation, driveway, plot plan and sediment control as well as letters and approvals from various departments and the Certificate of Occupancy. Permits have been filed numerically since 1976; prior to that time, they were filed alphabetically by owner's name.	RETAIN HARD COPY TWO YEARS AFTER FINAL IN OFFICE, THEN DESTROY. COMPUTER RECORDS TO BE MAINTAINED FOR TEN (10) YEARS THEN TRANSFER TO STATE ARCHIVES.
2	CANCELLED PERMITS	RETAIN TWO YEARS THEN DESTROY.
3	CASH RECEIPTS 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. The record copy is on file at Finance.	RETAIN WITH PERMIT OR LICENSE.
4	COMPLAINTS Public complaints on building construction and grading.	RETAIN IN OFFICE THREE YEARS, THEN DESTROY.
5	COMMERCIAL BUILDING PLANS.	RETAIN IN OFFICE TWO YEARS AFTER FINAL, THEN DESTROY.

Schedule Approved by
 Records Management Officer

4/30/01
 Date

[Signature]
 Signature

Schedule Approved by
 Chief Administrative Officer

May 24 2001
 Date

[Signature]
 Signature

Schedule Approved by
 Agency, or Division Representative

27 APR 01
 Date

[Signature]
 Signature

Schedule Approved by
 State Archivist

JUN 19 2001
 Date

[Signature]
 Signature

Item No.	Description	Retention
6	<p>ELECTRICAL PERMITS</p> <p>These permits are issued for the installation of electrical equipment.</p>	<p>RETAIN ONE YEAR AFTER FINAL, THEN DESTROY. COMPUTER FILE TO BE KEPT FOR TEN (10) YEARS, THEN DESTROY.</p>
7	<p>GENERAL CORRESPONDENCE</p>	<p>RETAIN FOR THREE YEARS, THEN DESTROY.</p>
8	<p>GRADING PERMITS</p> <p>A. These permits are issued to perform grading, stripping, excavating, or filling of land.</p> <p>B. Stormwater Management records</p>	<p>(1) RETAIN FOR FOUR (4) YEARS AFTER DATE OF COMPLETION, IN RECORD CENTER THREE YEARS, THEN DESTROY.</p> <p>RETAIN HARDCOPY UNTIL MICROFILMED, RETAIN MICROFILM PERMANENTLY. TRANSFER PERIODICALLY TO STATE ARCHIVES.</p>
9	<p>MECHANICAL PERMITS</p> <p>These permits are issued for heating, refrigeration, or air conditioning installations or modifications. Attachments to the permit include J-manual, computation sheet, plans and other documentation as may be required.</p>	<p>RETAIN IN OFFICE FOR ONE YEAR AFTER FINAL, THEN DESTROY. COMPUTER FILES TO BE KEPT FOR TEN (10) YEARS, THEN DESTROY.</p>
10	<p>MISCELLANEOUS LICENSES</p> <p>Multiple family dwellings, bail bonds, drag strip, hucksters, auctioneers, swimming pools and lifeguards, parades, pawn brokers, disable parking, camp meetings, truck towers, mobile home dealer, mobile home parks, individual mobile homes, taxi cab, and taxi cab drivers.</p>	<p>RETAIN FOUR YEARS FROM DATE OF ISSUANCE, THEN DESTROY.</p>

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11	<p>MONTHLY ACTIVITY REPORTS</p> <p>These reports provide summary information on permit issuance, plans examination, inspections, 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, broken down by residential construction and commercial construction.</p>	<p>RETAIN ONE COPY FOR EACH MONTH IN PAPER OR FILM FORMAT FOR TEN (10) YEARS, THEN DESTROY.</p>
12	<p>PERCOLATION TESTS AND SEPTIC PERMITS</p> <p>The Inspections and Permits Office 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.</p>	<p>RETAIN FOR TWO YEARS AFTER TEST IS PERFORMED, THEN DESTROY. COMPUTER FILES TO BE KEPT FOR TEN (10) YEARS, THEN DESTROY.</p>
13	<p>PLUMBING PERMITS</p> <p>These permits are issued for all plumbing done in any building or on public/private property.</p>	<p>RETAIN IN OFFICE FOR ONE YEAR AFTER FINAL, THEN DESTROY; COMPUTER FILES TO BE KEPT FOR TEN (10) YEARS, THEN DESTROY.</p>
14	<p>REFUNDS</p> <p>A partial refund of the initial fee is given to the permittee when a permit or license is cancelled.</p>	<p>RETAIN WITH CANCELLED PERMIT OR LICENSE.</p>
15	<p>SANITARY LANDFILL PERMIT</p>	<p>RETAIN IN OFFICE UNTIL LANDFILL PHASED OUT, IN RECORD CENTER FOR THREE YEARS, THEN MICROFILM. RETAIN MICROFILM PERMANENTLY, TRANSFER PERIODICALLY TO STATE ARCHIVES.</p>
16	<p>TRADE LICENSES</p> <p>Licenses to perform work in the electrical, mechanical and plumbing trades.</p>	<p>RETAIN IN OFFICE THREE YEARS FROM LICENSE EXPIRATION, THEN DESTROY.</p>



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17	WATER & SEWER ALLOCATION FILES Records, documents and correspondence pertaining to the amount of water and/or sewer reserved for a subdivision, PUD commercial complex, etc.	RETAIN IN OFFICE UNTIL PROJECT IS COMPLETED. RETAIN IN RECORD CENTER FOR AN ADDITIONAL THREE YEARS, THEN DESTROY.
18	WATER AND SEWER CONNECTION PERMIT Thjs permit is obtained to connect into the public water and sewer lines.	RETAIN IN OFFICE FOR ONE YEAR AFTER FINAL INSPECTION, THEN DESTROY.
19	RESIDENTIAL CONSTRUCTION PLANS (New SFD)	RETAIN IN OFFICE THREE YEARS AFTER FINAL INSPECTION, THEN DESTROY.
20	RESIDENTIAL CONSTRUCTION PLANS 1. Decks 2. Additions 3. Alterations & Renovations 4. Fences	