

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

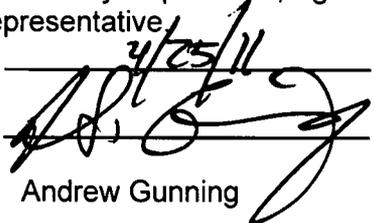
Schedule No. M-280

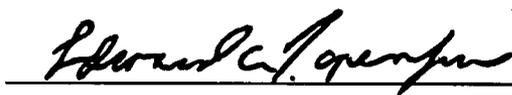
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Agency
City of Rockville

Division/Unit
Inspection Services Division

Item No.	Description	Retention
1.	<p>ADDRESS FILES</p> <p><u>(a) Street Address Cards</u> This record series contains information on all of the permits that have been issued to each property.</p> <p><u>(b) Street Address Files</u> These records contain citations, correspondence, site plans, use permit correspondence, and occupancy permit applications.</p>	<p>Retain until no longer needed for current administration</p> <p>Retain for five (5) years or convert to digital media. Screen original and digital image annually and destroy records no longer needed for current administration.</p>
2.	<p>APPROVED CONSTRUCTION DOCUMENTS (Commercial & Residential) Includes the drawings (plans) of the architectural, structural, electrical, plumbing, meter releases, and mechanical layouts of commercial buildings in Rockville.</p>	<p>Retain for five (5) years or convert to digital media. Screen original and digital image annually and destroy records no longer needed for current administration.</p>
3.	<p>APPROVED FIRE PROTECTION PLANS Includes the drawings of the fire protection systems installed in buildings in Rockville.</p>	<p>Retain for five (5) years or convert to digital media. Screen original and digital image annually and destroy records no longer needed for current administration.</p>

Schedule Approved by Department, Agency, or Division Representative
Date 4/25/11
Signature 
Typed Name Andrew Gunning
Title Assistant Director, Community Planning & Development Services

Schedule Authorized by State Archivist
Date May 3, 2011
Signature 

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

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Item No.	Description	Retention
4.	<p>LICENSING APPLICATIONS FOR ELECTRICIANS AND PLUMBERS This record series includes licenses, license applications, copies of state-issued license and insurance certifications.</p>	Retain for five (5) years or convert to digital media. Screen original and digital image annually and destroy records no longer needed for current administration.
5.	<p>CONSTRUCTION PERMIT APPLICATION FILES This permit series includes original permit applications for all construction permits issued by the Inspection Services Division.</p>	Retain for five (5) years or convert to digital media. Screen original and digital image annually and destroy records no longer needed for current administration.
6.	<p>OCCUPANCY PERMITS & APPLICATION FILES</p>	Retain for five (5) years or convert to digital media. Screen original and digital image annually and destroy records no longer needed for current administration.
7.	<p>WALL CHECKS These files contain survey of house locations.</p>	Retain for five (5) years or convert to digital media. Screen original and digital image annually and destroy records no longer needed for current administration.