

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

****Schedule No. M297**

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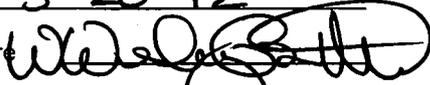
Agency
City of Gaithersburg

Division/Unit
Permits and Inspections

Item No.	Description	Retention
1	Building Permits – Residential and Commercial	Non-Permanent. Retain for 10 years, then destroy
2	Building and Inspections Reports – Residential and Commercial	Non-Permanent. Retain for 10 years, then destroy
3	Building Official Notices/Violations	Retain 3 years from date of issuance, then destroy
4	Commercial Interior Fit-Up Plans	Retain until permit is closed out, then destroy
5	General Correspondence	Screen every 3 years, destroy material no longer needed for business with this exception: Transfer to State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value
6	Site Work Permits	Non-Permanent. Retain for 10 years, then destroy
7	Demolition Permits	Non-Permanent. Retain for 10 years, then destroy
8	Electrician Licenses	Retain 3 years from expiration, then destroy
9	Electrical Permits	Non-Permanent. Retain for 10 years, then destroy

Schedule Approved by Department, Agency or Division Representative.

Date 3-20-12

Signature 

Typed Name Wesley Burnette

Title Permitting and Inspections Director

Schedule Authorized by State Archivist

Date 6/12/2012

Signature 

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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(Continuation Sheet)**

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Item No.	Description	Retention
10	New Commercial Construction & Structural Alteration(s) Plans	Non-Permanent. Retain for 10 years, then destroy
11	New Residential Construction & Structural Alteration(s) Plans	Non-Permanent. Retain for 10 years, then destroy
12	Street Files (Residential and Commercial)	Permanent. Retain hard copy for 10 years, and then transfer to the Maryland State Archives for permanent retention. Retain image copy permanently and transfer annually to the Maryland State Archives for permanent retention.