



Arizona State Library, Archives and Public Records

General Records Retention Schedule for Counties and Municipalities Building Safety and Inspection Records

Schedule Number:

000-12-38

Authorization and Approval

Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept for a shorter time than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to set records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

Lisa Maxwell, Director
Records Management Division
Arizona State Library, Archives and Public Records

Date Approved: *April 24, 2012*

**Records Retention Schedule for
Counties and Municipalities
Building Safety and Inspection Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
1.	Building Permitting Database (including Building Permits; Certificates of occupancy; Certifications of completion; applications; Plans, Specifications and Computations; Inspection records; Plan Review records; Pre- construction records; supporting documentation; and other related records)		
	a. Official Records	-	Retain for the same period as required for other formats of the same records series
	b. Copy where official record is kept in paper or microfilm	-	After reference value has been served
2.	Building Permit Records (including applications, field copies, and other related records)		
	a. Approved		
	1. Permit	Permanent	Preserve pursuant to ARS §39-101
	2. Supporting documentation	1	After work completed
	b. Withdrawn, Denied or Expired	1	After withdrawn, denied or expired
3.	Building Permit Address Records	6 months	After superseded or obsolete
4.	Certificates of Completion	Permanent	Preserve pursuant to ARS §39-101
5.	Certificates of Occupancy	Permanent	Preserve pursuant to ARS §39-101
6.	Change of Record Affidavits	-	After building demolished
7.	Code Enforcement Records		
	a. Code Violation Correction Notice Records (including no Building Permit issued, notice of violation, inspections, correspondence, and other related records)	3	After resolved
	b. Appealed Violations	3	After resolved

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
8.	Construction Plans, Specifications and Computations (including approved site plans, building footprints, floor plans, standard plans, floor plans/specs for tract housing, blueprints, counter plans and landscape plans)	6 months	After work completed
	a. Single family residential, tract homes, commercial/industrial and all others including porches, signs, detached patios and fences	6 months	After withdrawn, expired or denied
	b. Withdrawn, Expired or Denied	-	After permit issued
	c. Working Records (early reviews including residential and public/semi-public pools)		
9.	Demolition Permits	Permanent	Preserve pursuant to ARS §39-101
10.	Inspection Records		
	a. Single family residential	3	After work completed
	b. Commercial/Industrial	3	After work completed
	c. Other (including porches, signs, detached patios and fences)	1	After work completed
	d. Schedules	1	After calendar year created
	e. Special Inspection Certificates	3	After work completed
	f. Final Inspection Reports	3	After created or received
11.	Pool Plans (including standards)		
	a. Residential	6 months	After work completed
	b. Commercial	5	After work completed
12.	Registers of Permits	Permanent	Preserve pursuant to ARS §39-101

Supersedes schedule dated March 8, 2012