

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: December 6, 2010

SUBJECT: Public Records Disposal Request – Building Services

ATTACHMENTS: Yes

SUMMARY OF REQUEST:

Staff is requesting approval from the Board of Commissioners to destroy the records listed on the attached Public Records Disposal and Destruction Log in accordance with the County's Record Retention Policy and the provisions of the North Carolina Department of Cultural Resources Records Retention and Disposition Schedule as the period for retention has expired.

BOARD ACTION REQUESTED:

Staff requests that the Board of Commissioners approve the attached Public Records Disposal Request and Destruction Log.

Suggested Motion:

I move that the commissioners approve the attached Public Records Disposal Request and Destruction Log.

**HENDERSON COUNTY
RECORDS RETENTION AND DISPOSITION PROCEDURE**

PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised March 13, 2002)

DEPARTMENT: BUILDING SERVICES

RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	*DUPLICATED		
SUMMARY SHEETS 6 YRS AFTER C.O.	✓		3.15	
MOBILE HOME PERMITS 6 YRS AFTER C.O.	✓		3.17	
MISC APPS + PERMITS 3 YRS AFTER C.O.	✓		3.18	
MONTHLY REPORTS 2007 + PRIOR	✓		3.19	
TRADE PERMITS 2004 + PRIOR	✓		3.27	

*If duplication is required, indicate method.

Approval is requested for the records listed above to be destroyed in accordance with the provisions of G.S. 121 and 132. The period for retention of these records, as prescribed by the North Carolina Department of Cultural Resources, has expired; **OR** where the period for retention has not expired, the original records have been duplicated on microfilm, microfiche, data processing or word processing equipment, with the understanding that said duplication shall be maintained for the specified period of retention. **NONE** of the original records listed above have been scheduled for permanent preservation by the North Carolina Department of Cultural Resources.

Tom Stauffer
Department Head

12-1-10
Date

Submitted to the Henderson County Board of Commissioners. The Board:

APPROVED ☐
DISAPPROVED ☐

the destruction/duplication of the above records and such approval/disapproval has been entered into the official minutes of the Board of Commissioners meeting held on the _ day of _____.

Clerk to the Board

HENDERSON COUNTY RECORDS RETENTION AND DISPOSITION PROCEDURE

PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised March 13, 2002)

DEPARTMENT: BUILDING SERVICES

RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	*DUPLICATED		
BLUEPRINTS 1 YR AFTER PERMITTED	✓		3.1	
PERMITS + APPS 6 YRS AFTER C.O.	✓		3.4	
PERMIT LOG 2004 + PRIOR	✓		3.5	
PERMIT RECEIPT BOOKS 2007 + PRIOR	✓		3.6	
CERTS OF OCCUPANCY 2004 + PRIOR	✓		3.9	
DEMOLITION FILE 2004 + PRIOR	✓		3.12	
INSPECTION REPORTS 6 YRS AFTER C.O.	✓		3.14	

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Approval is requested for the records listed above to be destroyed in accordance with the provisions of G.S. 121 and 132. The period for retention of these records, as prescribed by the North Carolina Department of Cultural Resources, has expired; **OR** where the period for retention has not expired, the original records have been duplicated on microfilm, microfiche, data processing or word processing equipment, with the understanding that said duplication shall be maintained for the specified period of retention. **NONE** of the original records listed above have been scheduled for permanent preservation by the North Carolina Department of Cultural Resources.

Sam Stauffer
Department Head

12-1-10
Date

Submitted to the Henderson County Board of Commissioners. The Board:

APPROVED ☐
DISAPPROVED ☐

the destruction/duplication of the above records and such approval/disapproval has been entered into the official minutes of the Board of Commissioners meeting held on the _ day of _____.

Clerk to the Board

STANDARD-3. BUILDING INSPECTION RECORDS

Official records and materials created and accumulated during the conduct of county building inspection programs.

In accordance with G.S. §153A-373, "The inspection department shall keep complete, and accurate records in convenient form of each application received, each permit issued, each inspection and reinspection made, and each defect found, each certificate of compliance granted, and all other work and activities of the department. These records shall be kept in the manner and for the periods prescribed by the North Carolina Department of Cultural Resources. The department shall submit periodic reports to the Board of Commissioners and to the Commissioner of Insurance as the Board or the Commissioner may require." (1969, s. 1: c.822, s.1; 1983, c.377, s.6.)

STANDARD-3. BUILDING INSPECTION RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	BLUEPRINTS AND SPECIFICATIONS	a) Destroy in office residential blueprints and specifications when administrative value ends. b) Destroy in office commercial blueprints and specifications 1 year after permit is issued. c) Retain governmental blueprints and specifications for life of structure.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of government building detailed plans and drawings.
2.	BUILDING AND FIRE CODE VIOLATIONS CASES Includes complaints, notices, and other information created or compiled during the course of investigation and resolution of each alleged violation.	Destroy in office 3 years after verification of correction.	
3.	BUILDING INSPECTION REPORTS Existing buildings inspections.	Destroy in office after 6 years.	

*See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

STANDARD-3: BUILDING INSPECTION RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	BUILDING PERMITS AND APPLICATIONS	a) Destroy in office 6 years after issuance or certificate of occupancy and/or expiration of permit. b) Destroy in office after 3 years applications for which a permit was never issued.	
5.	BUILDING PERMIT LOG	Destroy in office after 6 years.	
6.	BUILDING PERMIT RECEIPT BOOKS	Destroy in office after 3 years.*	
7.	BUILDING TRADES CERTIFICATIONS	Destroy in office when superseded or obsolete.	
8.	BURNING PERMITS (BUILDING INSPECTIONS) Records concerning permits issued during the site construction.	Destroy in office after 3 years.	
9.	CERTIFICATES OF OCCUPANCY	Destroy in office after 6 years.	
10.	CONSTRUCTION REPORTS	Destroy in office when administrative value ends.	
11.	CONTRACTORS LICENSING	Destroy in office when superseded or obsolete.	
12.	DEMOLITION FILE	Destroy in office after 6 years.	
13.	ENCROACHMENTS OF RIGHT-OF-WAY APPLICATIONS AND PERMITS	Destroy in office 3 years after case is resolved.*	
14.	INSPECTIONS Inspection requests, notices of violations, denial reports, sketches, plans, correspondence, and similar records concerning the construction, modification or demolition of existing and new buildings, or the installation of plumbing, electrical or mechanical systems.	Destroy in office 6 years after completion of project.	

*See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

STANDARD-3: BUILDING INSPECTION RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	INSPECTOR WORKSHEETS	a) Destroy in office 6 years after completion of project if worksheet is only record of inspections. b) Destroy in office when administrative value ends.	
16.	MAPS, PLATS AND DRAWINGS	a) If filed in Register of Deeds or similar agency, destroy in office when administrative value ends. b) Retain all other records in office permanently.	
17.	MANUFACTURED HOME PERMITS	Destroy in office 6 years after expiration.	
18.	MISCELLANEOUS APPLICATIONS AND PERMITS Applications and permits regarding sign installation, fencing, swimming pools, driveways or similar activity required by local ordinance.	Destroy in office 3 years after completion of project.	
19.	MONTHLY BUILDING PERMITS AND CONSTRUCTION REPORTS Customized reports used for statistical analysis of current development trends within the county. This information also is submitted to the U. S. Department of Commerce & Bureau of the Census.	Destroy in office after 3 years.	
20.	NORTH CAROLINA SEDIMENTATION AND POLLUTION CONTROL COMMISSION	Destroy in office after 3 years.	
21.	PERIODIC INSPECTION REPORTS	Destroy in office 6 years from date of inspection.	
22.	SEWAGE DISPOSAL SYSTEM INSPECTION REPORTS	Destroy in office 2 years after inspection.	Generated pursuant to Public Health Law and Local Health Department Regulations.

*See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.

STANDARD-3: BUILDING INSPECTION RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
23.	STANDARD BUILDING CODES	Destroy in office when superseded or obsolete.	
24.	STREET ADDRESS LOG	Destroy in office when superseded or obsolete.	
25.	STREET INFORMATION	Destroy in office when superseded or obsolete.	
26.	SUBSTANDARD HOUSING INSPECTIONS REPORTS	Destroy in office after 6 years.	
27.	TRADE PERMITS (ELECTRICAL, GAS, MECHANICAL, AND PLUMBING)	Destroy in office 6 years after issuance.	
28.	UNSAFE BUILDINGS FILE	Destroy in office after 6 years provided all issues have been resolved.*	
29.	WORK ORDERS (BUILDING INSPECTIONS)	Destroy in office after 3 years.	

*See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.