COUNTY OF PLACER
Community Development Resource Agency

BUILDING

Administrative Policy
Document Retention

TO: Building Department Staff

From: Bob Martin, Chief Building Official

Approved: Chief Building Official, Bob Martino 4/15/08

Effective Date: April 21, 2008

ISSUE:
To standardize document retention and destruction as it applies to Building Department documents. To identify the process and handling of building plans, building permits, field certifications, route sheets, structural observation letters, design calculations, and other associated information collected through the course of a particular construction project.

BACKGROUND/HISTORY:
This policy is taken in part from procedure P-109 and P-114 in the Building Department procedure Manual updated January 2004.

The Community Development Resource Agency began digital storage of records with the implementation of the SIRE Electronic Document Management System (EDMS) in December of 2007. With this system all documents contained within each file are scanned and digitally stored as the permanent record within the EDMS.

The Building Department currently continues to store records manually even after records have been scanned and digitally stored. Once records have been scanned and stored digitally, the Digital Disk Storage should be considered to be the official storage media for permanent storage of vital records.

The County's current Records Retention Policy states that "microfilm should be considered as the official storage media for vital records". Scanned documents have now been determined by County Council to satisfy the requirements as a permanent storage media. However, this policy does not explicitly identify an official destruction process once the documents are scanned or microfilmed.

POLICY:
The following policy shall be adhered to for the determination of building records determined to be retained and those that can be discarded.

- Within 3 months after a project has received a final inspection and/or Certificate of Occupancy, or stamped "Expired" the project file contents can be scanned and

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the original file contents discarded. Use the following guidelines as to what information will be retained and what will be purged.

Once scanning of a file is complete a spot check shall be done of records to determine to the best extent possible that records required to be kept have been successfully digitized within the Electronic Document Management System (EDMS).

RESIDENTIAL:

The following items shall be scanned and kept as a permanent record. In the event of discrepancy or a file item not specifically mentioned here, a Supervising Building Inspector, Assistant Chief Building Official, or Chief Building Official shall make a determination as to whether the document will be scanned and retained or discarded. The below list will apply to all accessory structures and appurtenances to a residential living units.

- The approved and stamped Floor Plans (As-Builts). Duplicates shall be discarded.
- The approved and stamped Plot Plan. Duplicates shall be discarded.
- The office inspection card or complete entry in the PLUS inspection module of all inspections including building and other departmental finals.
- Stucco System Certification documentation.
- Certificate of Insulation Installation documentation.
- The Building Permit and any Routing documentation.
- Permit Application.
- Any letters, field notes, or other documents stamped with the word "SAVE" on them.
- Any special inspection forms or documentation if completed and signed.
- Any Geotechnical or Soils Reports for the project.
- California Energy Documentation Forms – CF-1R, CF-2R, CF-4R, CF-6R, and MF-1R.
- Agricultural exemption for and setback permit for AG building on 10 acres or more.
- Class A Certification Form on new and re-roofs.
- All Structural Observation letters.
- Any Contractors As-Built letters with License Number.
- The recorded 433A and Certificate of Occupancy on Manufactured homes on permanent foundations.
- Any PEX or WardFlex Letters.

In addition to the above for residential construction 3 stories, or more, in height:

- Structural Calculations.
- Truss Calculation if engineered roof.

- The entire set of approved plans.

COMMERCIAL:

The following items shall be scanned and kept as a permanent record. In the event of discrepancy or a file item not specifically mentioned here, a Supervising Building Inspector, Assistant Chief Building Official, or Chief Building Official shall make a determination as to whether the document will be scanned and retained or discarded. The below list will apply to all accessory structures and appurtenances associated with commercial construction.

- The full set of Approved and Signed Plans (As-Builts). The most recent date shall be retained and all others can be discarded.
- Approved Fire Sprinkler Plans approved by the local Fire Authority.
- Any Geotechnical or Soils Reports for the project.
- The most recent Approved Plot or Site Plan.
- The office inspection card or complete entry in the PLUS inspection module of all inspections including building and other departmental finals.
- Stucco System Certification documentation.
- Departmental Approval Card.
- Certificate of Insulation Installation documentation.
- The Building Permit and any Routing documentation.
- Permit Application.
- Any letters, field notes, or other documents stamped with the word "SAVE" on them.
- Any special inspection forms or documentation if completed and signed.
- California Energy Documentation Forms.
- All Structural Observation letters.
- The most recent dated Structural Calculations.
- The most recent dated Truss Calculations.
- Any Contractors As-Built letters with License Number.

EXPIRED PERMITS:

For expired permits that have recorded inspections associated with the permit save all of the above for both residential and commercial in addition to any expiration letters and all correction notices.

For expired permits that have no recorded inspections associated with the permit save only the office inspection card, permit, and any printed routing sheet.

EXPIRED PLANCHECK:

Save only the permit application and any printed routing sheet.

CODE ENFORCEMENT PERMITS:

Save all of the above for Code Enforcement permit finals including any correspondence to and from the permitee or owner of the property. Any letters or notices from the Code Enforcement Division can be discarded or returned to Code Enforcement.