

STANDARD-5. BUILDING INSPECTION RECORDS

Official records and materials created and accumulated during the conduct of municipal 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-5: BUILDING INSPECTION RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	BLUEPRINTS AND SPECIFICATIONS Blueprints, drawings, and specifications submitted when applying for a building permit for new construction. Used in determining code compliance and enforcement of building code.	a) Destroy in office residential blueprints and specifications when administrative value ends.† Agency Policy: Destroy in office after _____ b) Destroy in office commercial blueprints and specifications 1 year after issuance of certificate of occupancy. 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. May include appeals.	Destroy in office 3 years after verification of correction.	

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

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

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ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.	BUILDING INSPECTION REPORTS Records concerning existing building inspections.	a) Destroy in office inspections with no defects after 6 years. b) Destroy in office inspections with noted defects 6 years after defect is corrected.	
4.	BUILDING PERMITS AND APPLICATIONS Applications from property owners to erect new structures or to make structural modifications to existing ones and permits allowing the construction. May include contractor change forms.	a) Destroy in office 6 years after issuance of certificate of occupancy and/or expiration of permit. b) Destroy in office applications for which a permit was never issued when administrative value ends. † Agency Policy: Destroy in office after _____	
5.	BUILDING PERMIT LOG Record showing permit number, date, name of owner, cost of construction, permit date, and receipts.	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.	a) Destroy in office after 3 years. b) Destroy in office applications for which a permit was never issued when administrative value ends. † Agency Policy: Destroy in office after _____	
9.	CERTIFICATES OF OCCUPANCY Records indicating buildings in the city which have been inspected and approved for occupancy.	Destroy in office after 6 years.	

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ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.	CONSTRUCTION REPORTS	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
11.	CONTRACTORS LICENSING	Destroy in office when superseded or obsolete.	
12.	DEMOLITION FILE. Records relating to demolition and clearance of buildings deemed unfit for habitation. File includes building inspection reports, letter to property owners, and demolition documents.	Destroy in office after 6 years. *	
13.	ENCROACHMENTS OF RIGHT-OF-WAY APPLICATIONS AND PERMITS	c) Destroy in office 3 years after case is resolved. d) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after _____	
14.	INSPECTIONS Inspection requests, notices of violations, denial reports, sketches, plans, correspondence, including email, 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.	
15.	INSPECTOR WORKSHEETS	a) Destroy in office 6 years after completion of project if worksheet is only record of inspections. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after _____	

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ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.	MAPS, PLATS AND DRAWINGS Maps, blueprint drawings and plats of subdivisions generally showing roads, bodies of water, dimensions of lots, sewage and lines, etc.	a) If filed in Register of Deeds or similar agency, destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____ b) Retain in office all other records permanently.	
17.	MANUFACTURED HOME PERMITS	a) Destroy in office 6 years after issuance of certificate of occupancy and/or expiration of permit. b) Destroy in office applications for which a permit was never issued after 3 years.	
18.	MINIMUM HOUSING FILE Records of rental properties containing information relative to violations and complaints. May include certified return receipts, zoning violation notices, municipal court ordinance complaints, summons, decisions, copy permits and photographs.	Destroy in office 3 years after verification of correction.*	
19.	MISCELLANEOUS (BUILDING) APPLICATIONS AND PERMITS Applications and permits regarding sign installation, fencing, swimming pools, driveways or similar activity required by local ordinance. See also MISCELLANEOUS (NON-BUILDING) APPLICATIONS AND PERMITS item 45, page 11.	a) Destroy in office 3 years after completion of project. b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after _____	

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20.	MONTHLY BUILDING PERMITS AND CONSTRUCTION REPORTS Customized reports used for statistical analysis of current development trends within the municipality. This information also is submitted to the U. S. Department of Commerce & Bureau of the Census.	Destroy in office after 3 years.	
21.	NORTH CAROLINA SEDIMENTATION AND POLLUTION CONTROL COMMISSION File contains documentation of sedimentation control measures to be used on individual projects.	Destroy in office after 3 years.	
22.	PERIODIC INSPECTION REPORTS	Destroy in office 6 years from date of inspection.	
23.	SEWAGE DISPOSAL SYSTEM INSPECTION REPORTS Reports show home structure and water line diagram. Reports are used to indicate sewage hookups and to comply with municipal code.	Destroy in office 2 years after inspection.	
24.	STANDARD BUILDING CODES	Destroy in office when superseded or obsolete.	
25.	STREET ADDRESS LOG A master list of current streets and house numbers.	Destroy in office when superseded or obsolete.	
26.	STREET INFORMATION	Destroy in office when superseded or obsolete.	
27.	SUBSTANDARD HOUSING INSPECTIONS REPORTS	Destroy in office after 6 years.	

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ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
28.	TRADE PERMITS (ELECTRICAL, GAS, MECHANICAL, AND PLUMBING)	a) Destroy in office 6 years after issuance. b) Destroy in office applications for which a permit was never issued when administrative value ends. † Agency Policy: Destroy in office after _____	
29.	UNSAFE BUILDINGS FILE Notification to owner of unsafe conditions relative to a particular structure.	Destroy in office after 6 years provided all issues have been resolved.*	

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