

STANDARD-5. CODE ENFORCEMENT AND INSPECTION RECORDS

Official records and materials created and accumulated during the conduct of county 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: CODE ENFORCEMENT AND INSPECTION RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	AIR POLLUTION SOURCE INFORMATION For facilities which are no longer operational.	Destroy in office after 2 years.*	
2.	BEER AND WINE LICENSES Issuance and payment records concerning local licenses corresponding with Alcohol Beverage Control (ABC) permits.	Destroy in office 3 years after expiration.*	G.S. § 105-113.70
3.	BLUEPRINTS AND SPECIFICATIONS Blueprints and specifications of county owned buildings and facilities, or drawings submitted when applying for a building permit for new construction. May include as-built plans and related records concerning approved changes or 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 permit is issued. c) Retain agency 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.

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ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	BUILDING AND ROAD PERMITTING AND INSPECTION RECORDS Includes applications for permits from property owners to erect new structures or manufactured homes, or to make structural modifications, demolition, fire permits, or the installation of plumbing, electrical, or mechanical systems. Records include permits, inspection reports, inspector's worksheets, inspection requests, denial reports, sketches, plans, and correspondence (including email). May include contractor change forms.	<ul style="list-style-type: none"> a) Destroy in office permits, applications, and inspection reports (or worksheets) 6 years after Certificate of Occupancy is issued or project is complete (inactive). b) Destroy in office Certificate of Occupancy 6 years after permit is expired. c) Destroy in office remaining records, including applications for which a permit was never issued, when administrative value ends.[†] Agency Policy: Destroy in office after _____	
5.	BUSINESS CERTIFICATION RECORDS Applications and supporting documentation submitted by businesses to be certified as a Small Business Enterprise (SBE) or other classification.	<ul style="list-style-type: none"> a) Destroy in office 3 years after most recent recertification. b) Destroy in office applications for which a certification was never issued when administrative value ends.[†] Agency Policy: Destroy in office after _____	
6.	CONTROLLED SUBSTANCE LABS DECONTAMINATION RECORDS Records concerning decontamination compliance.	Destroy in office 3 years after documented decontamination is complete.	
7.	DAM CONSTRUCTION, OPERATION, AND MAINTENANCE FILES	Retain for life of structure.	
8.	DROUGHT CONTINGENCY PLANS Water conservation plans in the event of a drought.	Destroy in office when superseded or obsolete.	
9.	EROSION AND SEDIMENT CONTROL AFFIDAVITS Forestry and agricultural affidavits clarifying land use exempt from land-disturbing activity standards.	Destroy in office after 6 years.	

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ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.	EROSION AND SEDIMENT CONTROL ENFORCEMENT CASES Includes settled legal matters and penalties.	Destroy in office 6 years after settlement. *	
11.	EROSION AND SEDIMENT CONTROL PLANS Includes approved and disapproved plans. May include revisions and addenda.	a) Destroy in office approved plans 6 years after approval or last revision and/or addendum. b) Destroy in office non-approved plans after 3 years.	
12.	EXEMPTION (VARIANCE) RECORDS Exemption and variance records concerned with the installation of water, sewer, gas, or electric lines.	a) Destroy in office 5 years after expiration. * b) Destroy in office records for which an exemption or variance was not issued after 3 years.	40 CFR 141.33 15A NCAC 18C .1526
13.	FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS Records concerning the maintenance, repair, and inspection of county owned facilities. See also GRANTS item 28, page 6.	a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of facilities after 1 year. b) Destroy in office records concerning all other facility maintenance, repair, and inspection (including plumbing, electrical, fire, and other systems) after 3 years.	
14.	GOING-OUT-OF-BUSINESS LICENSES Licenses granted to business to hold going out of business, water and smoke damage, and distress sales.	Destroy in office 1 year after expiration.	G.S. §66-77
15.	GROUNDWATER MONITORING RECORDS Includes all groundwater monitoring wells and associated groundwater surface elevations.	Destroy in office after 5 years. *	15A NCAC 2C .0100

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ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.	HAZARDOUS WASTE DISPOSAL RECORDS Data concerning the disposal of hazardous materials, including asbestos. Includes copies of manifests, lists of companies doing the removal, location, how much to be disposed, when to be removed, route and method of disposal, and other related documentation.	Destroy in office after 3 years. *	40 CFR 262.40 15A NCAC 13A .0100
17.	ILLEGAL DUMPING FILE Records concerning illegal dumping complaints received.	Destroy in office after 5 years. *	
18.	INSPECTIONS: ELECTRIC POWER AND NATURAL GAS SYSTEM Includes non-compliance inspection and test records conducted by a facility.	Destroy in office after 5 years. *	
19.	INSPECTIONS: ENVIRONMENTAL HEALTH SUMMARIES Summaries of inspections of establishments whose business impacts environmental health.	a) Destroy in office after 3 years from date records were created while establishment is in operation. b) Destroy in office 1 year after establishment ceases to operate.	
20.	INSPECTIONS: LANDFILL Records and reports completed to prevent malfunctions and deterioration, operation errors, and discharges that may cause or lead to the release of wastes in the environment.	Destroy in office after 5 years. *	
21.	INSPECTIONS: PERIODIC REPORTS OF INDUSTRIAL FACILITIES	Destroy in office after 5 years.	

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22.	INSPECTIONS: SANITARY LANDFILL Includes state inspection form.	Destroy in office after 1 year.	
23.	INSPECTIONS: SEWAGE DISPOSAL SYSTEM Reports showing home structure and water line diagram. Reports are used to indicate sewage hookups and to comply with local government codes.	Destroy in office 2 years after inspection.	
24.	INSPECTIONS: SUBSTANDARD HOUSING	Destroy in office after 6 years.	
25.	INSPECTIONS: WASTE LOADS Inspections conducted to prevent the disposal of illegal and/or restricted materials in a landfill.	Destroy in office after 3 years.	
26.	INSPECTIONS: WATER AND WASTEWATER SYSTEM Includes non-compliance inspections and test records conducted by a facility.	Destroy in office after 5 years. *	
27.	LABORATORY OPERATIONS RECORDS Includes documentation of all analytical quality control practices, reporting units, forms, test methods, and related procedures pertaining to certification.	a) Destroy in office samples, raw data, analysis reports, and related documentation after 5 years. * b) Destroy in office records concerning certification 2 years after expiration, cancellation, revocation, or denial. *	15A NCAC 02H .0805(7)(G) and .1100.
28.	LEAD AND COPPER COMPLIANCE RECORDS Includes all monitoring records required by federal, state, and local regulations.	Destroy in office after 12 years. *	40 CFR 141.91
29.	LIFT/PUMP STATION INFORMATION FILE Technical information concerning lift station and maintenance, water, and sewer petition work.	Destroy in office after 3 years. *	

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30.	LANDFILL OPERATIONAL PLAN Describes the intended schedule of construction, description of on-site waste handling procedures during active life of the facility, contingency plans, description of maintenance of installed equipment, and any other information pertaining to the operation, maintenance, monitoring, or inspections as may be required by federal and state law.	Retain in office permanently.	
31.	LANDFILL TONNAGE AND COST FILE	Destroy in office after the 5 year reporting period is complete.	
32.	NORTH CAROLINA SEDIMENTATION AND POLLUTION CONTROL COMMISSION Contains documentation of sedimentation control measures to be used on individual projects.	Destroy in office after 3 years.	
33.	PERMIT LOG Record showing permit number, date, name of owner, cost of construction (if applicable), permit date, and receipts.	Destroy in office after 6 years.	
34.	PERMIT RECEIPT BOOKS	Destroy in office after 3 years. *	
35.	PERMITS: BURNING Records concerning permits issued during 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 _____	

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36.	PERMITS: COMMUNITY WATER SYSTEM Permit issued by the NC Department of Environment and Natural Resources.	Destroy in office when superseded.	G.S. §130A-328(a)
37.	PERMITS: ENCROACHMENTS OF RIGHT-OF-WAY	a) Destroy in office 3 years after case is resolved.* b) Destroy in office applications for which a permit was never issued when administrative value ends. † Agency Policy: Destroy in office after _____	
38.	PERMITS: FACILITIES USE	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 _____	
39.	PERMITS: LANDFILL	Destroy in office after the 5 year reporting period is complete.	
40.	PERMITS: MISCELLANEOUS (CONSTRUCTION) Applications and permits regarding sign installation, fencing, swimming pools, driveways, or similar activity required by local ordinance. See also PERMITS: MISCELLANEOUS (NON-CONSTRUCTION) item 41, page 38.	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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41.	<p>PERMITS: MISCELLANEOUS (NON-CONSTRUCTION)</p> <p>Includes, but is not limited to, applications and permits regarding burning, special events, and landscape establishment.</p>	<p>a) Destroy in office 1 year after expiration of permit.</p> <p>b) Destroy in office applications for which a permit was never issued when administrative value ends. † Agency Policy: Destroy in office after _____</p>	
42.	<p>PERMITS: PUBLIC UTILITIES PROJECTS</p> <p>Permits, approval letters, and other related documentation required by local, state, or federal ordinance, regulation, or statute. Includes records regarding National Pollutant Discharge Elimination System (NPDES) permits.</p>	<p>a) Destroy in office permits 6 years after expiration, cancellation, revocation, or denial.*</p> <p>b) Retain approval letters and supporting documentation permanently.</p>	<p>15A NCAC 18C .0300 and 2H .0115</p> <p>40 CFR 122.28 (1993)</p>
43.	<p>RECREATIONAL VEHICLE REGISTRATION RECORDS</p> <p>Records concerning issuance of registrations/decals for recreational vehicles including, but not limited to, golf carts, canoes, and mopeds. May include proof of insurance and renewals.</p>	<p>Destroy in office 1 year after expiration.*</p>	
44.	<p>REPORTS: DAILY WATER AND WASTEWATER FACILITY OPERATORS LOGS</p> <p>Includes water distribution and treatment.</p>	<p>a) Destroy in office records concerning the operation of water treatment facilities after 3 years.*</p> <p>b) Destroy in office records concerning the operation of wastewater treatment facilities after 5 years.*</p>	<p>15A NCAC 18C .1301</p>

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45.	REPORTS: DISCHARGE MONITORING Includes discharge and non-discharge monitoring reports submitted to state and/or federal regulatory agencies. Also includes copies of monthly reports required by National Pollution Discharge Elimination System (NPDES) permits.	a) Destroy in office daily reports after 3 years. b) Destroy in office National Pollutant Discharge Elimination System (NPDES) reports 5 years from date of submission.* c) Destroy in office annual reports 5 years from date of submission.*	40 CFR 122.41(j)(2) 15A NCAC 2B .0506
46.	REPORTS: ENVIRONMENTAL HEALTH Laboratory reports showing results of environmental health tests.	Destroy in office after 3 years.	
47.	REPORTS: LANDFILL MONITORING Gas and groundwater monitoring records and reports.	a) Retain official reports permanently. b) Destroy in office remaining records after 3 years.	
48.	REPORTS: MONTHLY BUILDING PERMITS AND CONSTRUCTION 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 and/or the NC Department of Environment and Natural Resources (DENR).	Destroy in office after 3 years.	
49.	REPORTS: U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)	Destroy in office after 2 years.*	
50.	REPORTS: WASTEWATER MAINTENANCE OPERATION	Destroy in office after 3 years.	
51.	STANDARD BUILDING CODES	Destroy in office when superseded or obsolete.	

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ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
52.	STREET INFORMATION May include master address logs.	Destroy in office when superseded or obsolete.	
53.	TRADES CERTIFICATIONS Includes contractors licensing records.	Destroy in office when superseded or obsolete.	
54.	TROUT BUFFER VARIANCES Records may include denials and waivers.	a) Destroy in office 6 years after approval of permit. b) Destroy in office plans for which a permit was not issued after 3 years.	
55.	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.*	
56.	VIOLATIONS Includes complaints, certified return receipts, summons, notices, appeals, and other information created or compiled during the course of investigation and resolution of each alleged violation. Applies to violations of building and fire code, minimum housing, and erosion and sediment control.	Destroy in office 3 years after verification of correction. *	
57.	VIOLATIONS: SOLID WASTE MANAGEMENT Includes complaints, notices of violations, citations, investigation records, court documents, and other related records produced by solid waste environmental enforcement programs.	Destroy in office 7 years after resolution of case. *	
58.	VIOLATIONS: WATER CONSERVATION Notices of water conservation violation.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

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59.	VALVE OPERATION FILE	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____	
60.	WASTE OIL, BATTERIES, AND ELECTRONICS COLLECTION FILE May include records of waste oil filter collections.	Destroy in office after 5 years.	
61.	WASTEWATER POLLUTION CONTROL AND ABATEMENT RECORDS	Destroy in office after 5 years. *	15A NCAC 2B .0500
62.	WASTEWATER QUALITY ANALYSIS RECORDS	a) Destroy in office monitoring and calculation sheets after 1 year. * b) Destroy in office analysis reports after 3 years. *	15A NCAC 2B .0500
63.	WATER ANALYSIS Includes bacteriological, chemical, radiological, and physical analyses and climatological observations. Also includes records of actions taken to correct violations.	a) Destroy in office records of bacteriological and turbidity analysis after 5 years. b) Destroy in office records of chemical and radiological analysis after 10 years. c) Destroy in office records of actions taken to correct violations 3 years after last corrective action taken. d) Destroy in office other records after 5 years.	15A NCAC 18C .1526 40 CFR 141.33 (a)(b)

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64.	WATER, SEWER, AND WASTEWATER SYSTEM PROJECT RECORDS See also <u>PERMITS: PUBLIC UTILITIES PROJECTS</u> , item 42, page 38.	Destroy in office 6 years after project is completed.	15A NCAC 18C .0305
65.	WATER SYSTEM OPERATIONS RECORDS Includes backflow prevention reports, flow reports, capacity studies, pump station reports, and similar records that summarize the operations of water supply, treatment, distribution, and collection.	Destroy in office after 10 years.*	40 CFR 141.33 15A NCAC 18C .1526
66.	WATER TANKS, SPECIFICATIONS, AND BOOSTER STATIONS FILE	Destroy in office after 5 years.*	

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