

RECORDS RETENTION SCHEDULE

LG7

Building, Zoning and Minimum Housing Records

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Office of the Secretary of State
Rhode Island State Archives & Public Records Administration
Rhode Island Local Government Records Program
33 Broad Street
Providence, Rhode Island 02903

Records Retention Schedule LG7

Building, Zoning and Minimum Housing Records

This Records Retention Schedule has been developed by the Rhode Island Local Government Records Program of the State Archives in an effort to assist government officials in the proper management of public records.

The schedule consists of thirty-six (36) separate sets of records, or series, recognized as those records created or maintained by the building, zoning and minimum housing departments. Included in each entry are a record series number, series title and description, and a retention period. For example,

<u>Record Series #</u>	<u>Record Series Title & Description</u>	<u>Retention Period</u>
LG7.1.5	Permit Log Log recording permits issued. May include for each entry: date, permit number, plat and lot, name, address, type of work and cost.	Permanent.

The retention periods set forth in this document are minimum periods and are the result of analysis on the part of the State Archives concerning the legal, fiscal, administrative, historical and informational value of the records. Because many retention periods are based on state and federal statute and regulation, updates to this schedule may be issued to incorporate any changes.

Proper procedures for the destruction of public records must be adhered to. Records that are eligible for destruction can only be legally destroyed with an approved "Certificate of Records Destruction" (§38-1-10, §38-3-6 (j), and §42-8.1-10). A Certification of Records Destruction form and instructions are included with this schedule. State Archives staff members are always available to answer questions you might have regarding any records issues.

Local government officials should also consult with the municipal solicitor to determine if any records eligible for destruction may be involved in current, pending or anticipated litigation, any government investigation or regulatory proceeding, or request under the Access to Public Records Act (RIGL §38-2).

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Certification of Records Destruction

Instructions for completing the form. Numbers below correspond with blocks on the Certification of Records Destruction form, a copy of which is provided on the previous page. The form may be reproduced.

1. Department - means any state or local government entity. Include the name of your city or town.

2. Division - means any sub-unit of any department.

3. Date - the date your department prepared the form.

4. Record Series Number - enter the exact series number. Each series listed on retention schedules has a unique identifying number. Series numbers are preceded by the letters LG on municipal schedules and on General Schedules by the letters GS.

5. Record Series Title - enter the exact record series title, as listed on the retention schedule. Each series title should correspond to the one cited in the schedule. If your department uses different titles than those found in the schedules, you may want to add the local title in square brackets [] under each entry on the form.

Note: Using the precise record series number and title will expedite the approval process.

6. Dates to/from - enter the earliest and latest dates covered by the records proposed for destruction. In most cases just the year will suffice.

Note: For purposes of calculating retention, do not count the year in which the records were created.

If the retention period of a particular series is qualified by wording such as "audit plus one year" or "three years after expiration," the date of the completed audit or the year of expiration needs to be also noted.

7. Volume - enter the volume of records to be destroyed. Volume is most easily measured by the number of inches or linear feet of records, although cubic foot measurements give a more accurate figure. A table of volumes and a cubic foot equivalency formula are provided below.

8. Department Head or Records Custodian - signature of the local official authorized to request records destruction.

Send the completed form to the Rhode Island State Archives. The Certificate will be reviewed, countersigned by the State Archivist/Public Records Administrator, and then returned. Upon receipt the records may legally be destroyed. The signed and executed Certification of Records Destruction must be retained as a permanent record under RIGL §42-8.1-10.

Table of Volumes

standard records storage box (15" x 12" x 10")	1.2 cubic foot
letter size file drawer	1.5 cubic feet
legal size file drawer	2 cubic feet
lateral file drawer	2.5 cubic feet

Cubic Foot Equivalency Formula

$$\frac{L \times W \times H \text{ (inches)}}{1728} = \text{cubic feet/unit}$$

Building, Zoning and Minimum Housing Records Retention Schedule

Record Series No.	Record Series Title and Description	Retention
LG7.1	Application, Permit, and Inspection	
LG7.1.1	Permit Application Files Master file of documentation relating to the construction, alteration, or addition to a structure. May include applications, permits, certificates such as zoning, compliance, and occupancy, inspection records, variances, notices and orders, determinations, approval reports, plot plans, materials specifications. (RIGL 23-27.3-108.1.7.)	
	(a) Official copy or copy of record.	Retain as long as building or structure remains in existence.
	(b) Duplicate copies.	Retain one (1) year.
LG7.1.2	Permits and Applications Single applications, permits, and permit cards for building, electrical, mechanical, plumbing work, heating, moving, demolition, and curb and sidewalk. (RIGL 23-27.3-108.1.7.)	
	(a) Official copy or copy of record.	Retain as long as building or structure remains in existence.
	(b) Duplicate copies of permits.	Retain one (1) year.
	(c) Expired permits.	Retain two (2) years.
	(d) Temporary permits - not related to building or construction.	Retain until no longer of administrative value.
	(e) Demolition permits.	Retain three (3) years after demolition.
	(f) Permits denied.	Retain three (3) years after final decision.

Building, Zoning and Minimum Housing Records Retention Schedule

Record Series No.	Record Series Title and Description	Retention
LG7.1.3	Master Inspection Files Files containing information relating to inspection activity. Inspections include, but are not limited to foundation, plumbing, mechanical, electrical, frame and masonry, lath/wallboard, violations, complaints, and structural and safety inspections. May include owner's name and address, plat and lot number, type of building, contractor's name, dates and types of permits, permit numbers, copies of permits issued, field inspection cards, date and number of certificate of occupancy, complaint, comments, determinations and/or deficiencies.	Retain as long as building or structure remains in existence.
LG7.1.4	Indexes Indexes that aid access to records on file. May include name, address, plat and lot, permit numbers and dates.	Purge with related series title.
LG7.1.5	Permit Log Log recording permits issued. May include for each entry: date, permit number, plat and lot, name, address, type of work, and cost.	Permanent.
LG7.1.6	Inspection Log Log recording inspections performed. Inspections include, but are not limited to foundation, plumbing, mechanical, electrical, frame and masonry, lath/wallboard, violations, complaints, and structural and safety inspections. May include: date, address, owner's name, plat and lot numbers, inspection number, and type of inspection.	Retain three (3) years after last entry.

Building, Zoning and Minimum Housing Records Retention Schedule

Record Series No.	Record Series Title and Description	Retention
LG7.1.7	Plans and Specifications Maps, plans, blueprints, and specifications submitted with applications for building and construction permits. (RIGL 23-27.3-108.1.7.)	
	(a) R-4, one and two family dwellings.	Retain one (1) year after completion of construction.
	(b) Public buildings.	Retain as long as the building or structure remains in existence.
	(c) Historic buildings.	Permanent.
	(d) All other use groups.	Retain five (5) years after completion of construction.
	(e) Duplicate copies.	Retain until no longer of administrative value.
LG7.1.8	Certificates of Use and Occupancy Certificates issued upon completion of work in accordance with applicable codes and all approved permits. (RIGL 23-27.3-108.1.7.)	
	(a) Official copy or copy of record.	Retain as long as building or structure remains in existence.
	(b) Duplicate copies.	Retain one (1) year.
LG7.1.9	Certificates of Inspection - Schools Building Official's copies of the annual inspection certificates approving school buildings. (RIGL 23-27.3-108.1.7.)	Retain as long as building or structure remains in existence.

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Record Series No.	Record Series Title and Description	Retention
LG7.1.10	Individual Sewage Disposal System (ISDS) Files Includes ISDS construction permit issued by Department of Health, application/approval for percolation test, specifications for location and plan for type of septic system and soil exploration data. May include application for permit, certificate of conformance, application/permit to construct/alter/add/on to a facility and architectural plans/blueprints/specifications of building or site detailing proposed construction, alteration, or addition.	Retain five (5) years.
LG7.1.11	Individual Sewage Disposal System (ISDS) Index Records plat, lot, name of owner or firm, address, ISDS application number, and action (e.g. construction and/or conformance approval date, and/or installation or construction performed by approved contractor).	Purge with related record series. (LG7.1.10)
LG7.2	State and Local Regulation	
LG7.2.1	State Government Notifications Notices, opinions and reports from various departments of state regarding, but not limited to, violations, release of violations, change of use, certificates of closure, ISDS, plan approvals, notices, determinations, field reports, evaluations, and copy applications/permits.	Retain until updated, superseded, or of no further administrative value.

Note: Office of record is the state agency that issued record.

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Record Series No.	Record Series Title and Description	Retention
LG7.2.2	State Building Code Commission Building Code Standard Committee - Interpretation and Approval Reports May include notices, memos and correspondence relating to approval and use of items, materials, and methods of construction with code interpretation. May include instruction on installation and use, and lists of approved manufacturers.	Retain until updated, superseded, or of no further administrative value.
LG7.2.3	List of Registered Contractors Alphabetical list of registered contractors. Includes registration number, date, name, address, and expiration.	Retain until updated or superseded.
LG7.2.4	Municipal Ordinances and Regulations Copies of ordinances and regulations issued by municipality. <i>Note: Copy of record held by municipal clerk.</i>	Retain until updated, superseded, or of no further administrative value.
LG7.3	Zoning Board of Review Housing Board of Review	
LG7.3.1	Zoning Certificate Certificates for zoning variance (and/or special exception) including proposed construction, street address and lot number. May include signature of building inspector showing approval that proposed construction and/or use of building or land complies with provisions of federal, state and local ordinances and regulations. (RIGL 23-27.3-108.1.7.)	Retain as long as building or structure remains in existence.
LG7.3.2	Zoning Certificate Log Log indicating name, plat, lot, address, and proposed use and/or construction.	Retain three (3) years after last entry.

Building, Zoning and Minimum Housing Records Retention Schedule

Record Series No.	Record Series Title and Description	Retention
LG7.3.3	Zoning Board Review Files Applications for appeal, variance or special exception including, but not limited to, applications, site plans, blue print studies relative to decision, copies of plat maps, zoning petitions, correspondence, affidavits, lists of abutting landowners, copies of deeds, decisions, proceedings, minutes, and legal notices. (a) Approved. (b) Denied. <i>Note: Municipal departments responsible for implementation and enforcement may hold parts of the official or record copy.</i>	Permanent. Retain until resolution or final decision.
LG7.3.4	Zoning Board Decisions Notifications and resolutions relative to petitions or requests for variances to municipal zoning ordinances.	Permanent.
LG7.3.5	Index to Zoning Board Decisions Includes book number, meeting date, page number, plat/lot number, special exception, and book and page locations of hearing and decision.	Permanent.
LG7.3.6	Minutes Minutes of meetings including agendas and legal notices to newspaper. <i>Note: Municipal Clerk should hold official or record copy</i>	Permanent.

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Record Series No.	Record Series Title and Description	Retention
LG7.4	Complaints and Violations	
LG7.4.1	Complaint Files Record of complaint of alleged violations. Includes name, address and signature of complainant, location of complaint, owner's name and address, nature of complaint, type of violation (minimum housing, zoning violation, health ordinance, building violation), type of building, occupant(s) name(s) and investigator's name.	Retain three (3) years unless in litigation.
LG7.4.2	Violation Files Records relating to building code violations. May include field inspection record, original and copy correspondence, certified mail requests and return receipts, complaints including investigation reports, summonses, photographs, notices and cease and desist orders.	Retain ten (10) years Record copy of all notices of violations must be retained as long as the building exists and may form part of LG7.1.1 or LG7.1.2 (RIGL 23-27.3-108.1.7.)
LG7.4.3	Stop Work Orders/Cease and Desist Orders Documents violation of code ordinance and includes relevant code/ordinance, date, delivery time, and signatures of server and recipient.	Retain three (3) years after final resolution.
LG7.4.4	Summons Summons to appear issued by municipal authority. Includes date, place, time, defendant's name and address, statutes violated, and complainant(s) name(s). <i>Official copy or record copy should be held by municipal solicitor.</i>	Retain until final resolution of case.

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Record Series No.	Record Series Title and Description	Retention
LG7.4.5	<p>Affidavits and Arrest Warrants Initiates action for arrest for failure to comply with minimum housing ordinances or for failure to correct problems which cause serious hazard to health and safety. Records defendant's name and address, date of offense, and affiant's name and address.</p> <p><i>Official copy or record copy may be held by municipal solicitor.</i></p>	Retain until final resolution of case.
LG7.4.6	<p>Court Docket Slips Copy of court schedule. Includes date, trial date, defendants name, charges, witness' name, reason for appearance (trial, plead, sentence) and description.</p>	Retain one (1) year.
LG7.4.7	<p>Rent Receivership Revolving Fund Documents activities of program pursuant to Public Laws of R.I. Chapter 52 (1968) and Chapter 146 (1970) and includes rent payment forms, payment vouchers for repair services provided, receipts for vouchers, rental payments, applications and correspondence.</p>	Retain one (1) year after resolution and completion of audit.
LG7.4.8	<p>Minimum Housing Files 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.</p>	Purge obsolete records and records of no further administrative value after five (5) years.

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Record Series No.	Record Series Title and Description	Retention
LG7.4.9 (New series added 4/2017)	Rental Registration records The rental registration program registers rental properties in the municipality to ensure compliance with applicable municipal ordinances and the Rhode Island General Law. Records include but are not limited to annual rental registration forms, copies of complaints/incidents provided by the police department (See LG6.1.1 Complaint report files), copies of Designation of Agent for Nonresident Landlord forms (original is filed with the Municipal Clerk per RIGL §34-18-22.3), address lists, and accounts receivable records. <i>Note: Fiscal authority retains accounts receivable six (6) years after audit. See LG2.1.2.</i> <i>See also: LG1.4.12 Designation of non-resident landlord – retain until updated, superseded or obsolete.</i> <i>See also: LG12 – Municipal Courts records</i>	Retain until administrative use ceases but no less than three (3) years.
LG7.5	Administration	
LG7.5.1	Reports Internally generated reports.	
	(a) Daily and weekly reports.	Retain one (1) year.
	(b) Monthly and quarterly reports.	Retain three (3) years.
	(c) Periodic Reports.	Retain three (3) years.
	(d) Annual Reports.	Permanent.

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Record Series No.	Record Series Title and Description	Retention
LG7.5.2	Buildings History Files Ongoing cumulative reference records documenting buildings (often arranged by street). May include references to and citations of land evidence records, orders, resolutions and minutes of City/Town Council, surveys, plat references, copies from maps and field books, copies of petitions, lists of property owners, memos, correspondence, photographs and plans.	Review for historical value. Purge obsolete records and records of no further administrative value after five (5) years.
LG7.5.3	House Numbering Cards Ongoing reference file which includes street name, plat number, lot number, house number for lot, number used, and owner(s) name(s).	Retain until updated or superseded.
LG7.5.4	Zoning Plat Maps Plat maps showing zoning (a) Official copy or copy of record. (b) Reference copies.	Permanent. Retain until updated or superseded.
LG7.5.5	Certificates of Records Destruction Certification of Records Destruction forms (PRA 003) signed by the authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules. (RIGL § 38-1-10, § 38-3-6, and § 42-8.1-10.).	Permanent.

Building, Zoning and Minimum Housing Records Retention Schedule

Record Series No.	Record Series Title and Description	Retention
LG7.5.6 (New series added 5/2016)	Boiler Operator Licenses By ordinance, municipalities may require testing of individuals seeking a license to operate any stationary engine or prime mover, stationary steam or hot water boiler, refrigeration plant, air conditioning plant, diesel generator, gas generator or steam turbine. Records include license application, annual renewal records, accounts receivable records, completed exams or tests of applicants, and exam and answer key. May include correspondence (including email) and photographs of applicants for producing the license.	
	(a) Applications and renewals	Retain three (3) years after expiration.
	(b) Completed examinations	Retain completed tests three (3) years.
	(c) Exam records and answer keys	Retain until update, superseded or of no further administrative value, but no less than three (3) years.
	(d) Accounts received and receipts.	Retain six (6) years after audit. See LG2.1.2 – Accounts Receivable Records

Building, Zoning and Minimum Housing Records Retention Schedule

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See also:

GRS1 Executive, High-Level and Policy Making Records

GRS2 Legal Records

GRS3 Safety and Security Records

GRS4 Facilities Records

GRS5 Daily Operations Records

GRS6 Records Management Records

GRS7 Information Management Records

GRS8 Fiscal Records (if not fiscal authority)

GRS9 Personnel Records (if not delegated authority)

All GRS schedules are available at:

<http://sos.ri.gov/divisions/frequent-filers/records-management>