

# Central Keystone Council of Governments Record Retention Policy

## **Building Code Records**

### 1. Building Construction Records

Includes plans, specifications, permits, inspections, plan reviews, certifications and verifications of payment for residential and commercial projects.

Records relating to commercial projects, or residential projects located within a designated flood plain, are retained until a structure no longer exists. Records relating to other projects, except residential projects, are retained for five (5) years after the certificate of occupancy has been issued or five (5) years after final approval of the project (if no certificate of occupancy has been issued). Residential drawings are destroyed after 10 days of issuance of the certificate of occupancy if not picked up by the owner of record.

### 2. Building Applications and Permits

All building applications and permits include the name of the municipality where the work is being done, the permit number, the date the permit is issued, owner's name and address, contractor's contact information, proof of Workmen's Compensation coverage for the contractor (if carried by contractor), or signed exemption form provided by CKCOG, a description of the proposed work or use, construction cost and signature of the applicant. Some permits (depending on the scope of the work proposed) may require additional approvals such as borough/township approval, zoning, proof of payment for public water and sewage hook-ups, on-lot sewage permit issuance, highway occupancy and proof of certified installer approval and records of such are kept with those permits.

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### 3. Certificates of Compliance and Occupancy

Information includes permit number, permit issue date, applicable building code edition, date of final inspection, permit holder's name and address, site address of the project, proposed used, building code classifications, signature of the building inspector who completed the final inspection and PA certification number. The signature of the Building Code Official for Central Keystone COG and PA certification number is also included.

These records are scanned and retained permanently.

4. Complaints, Citations, Notices, Violations and Investigations

Records include the nature of complaint, details of incident, investigation information and the disposition.

These records are retained for three (3) years after the final disposition.

5. Applications for Demolition and Condemnation Records

All demolition applications and permits include the name of the municipality where the demolition is taking place, permit number, date the permit is issued, owner's name and address, contractor's name and address, proof of Workmen's Comp coverage for the contractor (if carried by contractor), or signed exemption form provided by CKCOG, demolition cost and signature of the applicant. Commercial demolition does require an Asbestos report from the Department of Environmental Protection with submittal date and notification number.

These records are retained for five (5) years after the certificate of compliance has been issued or five (5) years after final approval of the project (if no certificate of compliance has been issued).

6. Reports of Building Permits Issued and Local Public Construction

Data is submitted to the US Department of Commerce, Bureau of Census's website. No independent records are maintained by the CKCOG, but reports can be obtained by the CKCOG at any time. A copy of the report is also provided to the CKCOG member municipalities monthly.

**Planning, Land Development and Zoning Enforcement Records**

1. Flood Plain Management Records

Annual Reports of Flood Plain Management Activities - originals are returned to the CKCOG member municipality and then recorded with the PA Department of Community and Economic Development. A copy is retained by the CKCOG for five (5) years after the filing.

2. Maps and Plats

May include the following categories of maps: community facilities, zoning, flood plain, geologic survey, land use, subdivision, topographic, water and soil.

One (1) copy is retained permanently for administrative, legal and historical purposes.

3. Subdivision and Land Development Reviews and Approvals/Disapprovals

Each file contains, where applicable, the application, official review (approval or disapproval), plot plans, storm water management plans, financial security and development agreements, memoranda, notes and correspondence.

All files are retained permanently for administrative, legal and historical purposes.

#### 4. Zoning Hearing Board Applications and Decisions

Appeals include, where applicable, the petitioner's name and address, property location, description of requested use or change, variance, or special exception, reasons for petition and signature of petitioner. Zoning Decisions are signed by the chairperson of the Zoning Hearing Board.

All such records are retained permanently for administrative, legal and historical purposes.

### **Property Maintenance Enforcement Records**

#### 1. Rental Unit Licensing, including Short-Term, Inspection Certificate and Public Housing

Files include all applications for permit, license, or certificate, correspondence and inspection certificates.

Files are retained electronically only permanently; no paper files are maintained.

#### 2. Property Maintenance and Code Enforcement

Files include violations of property maintenance codes, correspondence and other related documentation.

Files are retained in paper format for three (3) years; with electronic copies held permanently.

#### 3. Commercial Fire Safety Permit

Files include applications for permits, correspondence and inspection certificates.

Files are retained electronically permanently; no paper files are maintained.

### **Appeal Board Record Retention**

A file for an appeal of a decision by Central Keystone Council of Government's Building Code Official includes the following information: applications, subject of the appeal, year of the building code and edition, parcel number of the property, owner and/or agent representing the owner, reason for the appeal, submitter's signature, along with payment for the hearing fee.

Records relating to commercial projects are retained until structure no longer exists. Records relating to other projects (residential) are retained for five (5) years after the certificate of occupancy has been issued or five (5) years after final approval of the project if no certificate of occupancy has been issued.

*With regard to paper files, all paper files will be retained on-site for the first five (5) years, thereafter, the files will be retained at an off-site facility. After the termination of the retention period for paper files, documents will be destroyed by a secured shredding service.*