

08-00-00 BUILDING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AD - After Disposition, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AS - After Separation, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EY - Event Year, H - Historical, IND - Indefinite, L - Life of Board, Building, Vehicle, Registrant, Improvement or System, P - Permanent, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Retention	Inactive Retention	Total Retention	Citations & Legal Basis
08-01-00 General Building Records								
08-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		AR		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-01-02	CRW TrackIt / Permit Track Database		Bldg		ACT		ACT	Transitory Record; Databases are maintained while active
08-01-03	Building Permit Application	Information transferred into CRW database. Application contains an approval signature.	Bldg		ACT	P	P	H&S 19850; Building plans - Life of Building, with exceptions CC 1351; definitions, community property State of California Guidelines; Permanent
08-01-04	Building Permits	Includes permit application, the permit, drawings, certificate of occupancy, inspection records, geotechnical and soils reports, AMMR and other documents for building projects.	Bldg		ACT	P	P	H&S 19850; Building plans - Life of Building, with exceptions CC 1351; definitions, community property State of California Guidelines; Permanent
08-01-05	General Building Project Documents	Structural calculations, comments, notes, correspondence and general project information.	Bldg		AC+2		AC+2	GC 34090; 2 year minimum requirement Administrative Decision: Maintain general building project documents for 2 years after final inspection or completion of the project.
08-01-06	Building Permit Maps/Drawing - Expired / Unissued Projects		Bldg		CY+2		CY+2	GC 34090; 2 year minimum requirement
08-01-07	Fire Permits	Maintained by Building. All other documents are maintained by the County. Fire services provided by the County. May or may not be associated with a building permit.	Bldg		AC+2	3	AC+5	CFC 104.6.2; 5 years for inspections State of California Guidelines; 3 years after completion for inspections, and 2 years after completion for permits.
08-01-08	Fire Inspection Plans	Building plans outlining fire prevention measures to support issuance of the fire permit. Official records include approved plans (eg sprinkler, heat sensors, type I hoods, anseel systems, exiting signage and lighting , etc.) which the contractor utilizes for installation.	Bldg		AC+2	3	AC+5	CFC 104.6 et. seq.; 5 years for fire inspection results and permit documents State of California Guidelines; 2 years after completion for permits.
08-01-09	Private Sewer Lateral Permit		Bldg		ACT	P	P	H&S 19850; Building plans - Life of Building, with exceptions CC 1351; definitions, community property State of California Guidelines; Permanent
08-02-00 Code Enforcement								
08-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		AR		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-02-02	Code Violation Cases	Includes warning letters, notice of correction, liens and other code enforcement information for Building and Planning. Any confidential information in physical form.	Bldg		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.