



**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:
All Arizona Counties and Municipalities
Building Safety and Inspection Records**

**Schedule Number:
GS-1053, Rev 1**

- Authority:** Pursuant to ARS 41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS 39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS 41-151.09).
- Disposition:** This schedule is used in conjunction with the Certificate of Records Destruction. All records disposed under this schedule must be reported on the Certificate of Records Destruction, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Certificate of Records Destruction when they are disposed.
- Supersedence:** **This schedule supersedes Schedule Number GS-1053, dated 10/15/2018.**

Records Analyst, Secretary of State: Richard Carroll	State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Assistant Director of Archives: Dennis Preisler, Ph.D.	Records Management Officer:
<i>Records Series Electronically Approved in RSM Database</i>	Records series approval on file

RECORDS MANAGEMENT CENTER

1919 West Jefferson Street • Phoenix, Arizona 85009 • <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20153	Counties and Municipalities	<p>Building Permitting Database: Copy Where Official Record Is Kept In Paper or Microfilm</p> <p>Including: Building Permits; Certificates of Occupancy; Certifications of Completion; Applications; Plans Specifications and Computations; Inspection Records; Plan Review Records; Pre-Construction Records; supporting documentation and other related records.</p>		After reference value has been served.		4/24/2012
20152	Counties and Municipalities	<p>Building Permitting Database: Official Records</p> <p>Including: Building Permits; Certificates of Occupancy; Certifications of Completion; Applications; Plans Specifications and Computations; Inspection Records; Plan Review Records; Pre-Construction Records; supporting documentation and other related records.</p>		Retain for the same period as required for other formats of the same records series.		4/24/2012
20155	Counties and Municipalities	<p>Building Permit Records: Approved: Supporting Documentation</p> <p>Including applications, field copies and other related records.</p>	1 Year	After work completed.		4/24/2012

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20156	Counties and Municipalities	Building Permit Records: Withdrawn, Denied or Expired Including applications, field copies and other related records.	1 Year	After withdrawn, denied or expired.		4/24/2012
20158	Counties and Municipalities	Certificates of Completion	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	4/24/2012
20159	Counties and Municipalities	Certificates of Occupancy	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	4/24/2012
20160	Counties and Municipalities	Change of Record Affidavits		After building demolished.		4/24/2012
20162	Counties and Municipalities	Code Enforcement Records: Appealed Violations	3 Years	After resolved.		4/24/2012

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20161	Counties and Municipalities	Code Enforcement Records: Code Violation Correction Notice Records Including no building permit issued notice of violation inspections correspondence and other related records.	3 Years	After resolved.		4/24/2012
20163	Counties and Municipalities	Construction Plans, Specifications and Computations: Single Family Residential, Tract Homes, Commercial / Industrial and All Others Including Porches, Signs Detached Patios and Fences Including approved site plans building footprints floor plans standard plans floor plans/ specs for tract housing blueprints counter plans and landscape plans.	6 Months	After work completed.		4/24/2012
20164	Counties and Municipalities	Construction Plans, Specifications and Computations: Withdrawn, Expired or Denied Including approved site plans building footprints floor plans standard plans floor plans/ specs for tract housing blueprints counter plans and landscape plans.	6 Months	After withdrawn, expired or denied.		4/24/2012

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20165	Counties and Municipalities	Construction Plans, Specifications and Computations: Working Records Including approved site plans building footprints floor plans standard plans floor plans/ specs for tract housing blueprints counter plans and landscape plans; early reviews including residential and public/ semi-public pools.		After permit issued.		4/24/2012
20166	Counties and Municipalities	Demolition Permits	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	4/24/2012
20172	Counties and Municipalities	Inspection Records: Final Inspection Reports	3 Years	After created or received.		4/24/2012
20169	Counties and Municipalities	Inspection Records: Other including porches signs detached patios and fences	1 Year	After work completed.		4/24/2012
20170	Counties and Municipalities	Inspection Records: Schedules	1 Year	After calendar year created.		4/24/2012

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20167	Counties and Municipalities	Inspection Records Single-Family Residential	3 Years	After work completed.		4/24/2012
20171	Counties and Municipalities	Inspection Records: Special Inspection Certificates	3 Years	After work completed.		4/24/2012
20174	Counties and Municipalities	Pool Plans: Commercial Including standards.	5 Years	After work completed.		4/24/2012
20173	Counties and Municipalities	Pool Plans: Residential Including standards.	6 Months	After work completed.		4/24/2012
20175	Counties and Municipalities	Registers of Permits	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	4/24/2012