



**This schedule applies to: Land Use Planning and Permitting**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records relating to the function of planning and development of land use and growth, and the authorization, development and regulating of building and construction projects. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies. *CORE* can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

**Disposition of public records**

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

**Revocation of previously issued records retention schedules**

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

**Authority**

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on November 29, 2012.

For the State Auditor: Cindy Evans

For the Attorney General: Sharon Payant

The State Archivist: Jerry Handfield



## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGRRS)</i> , which has been dismantled. A series has been added to cover SEPA applications that are lapsed/withdrawn (LU2012-075), and another to cover the assignment of street addresses (LU2012-076). All disposition authority numbers (DANs) have been assigned a prefix of "LU" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .



## TABLE OF CONTENTS

1. PERMITTING.....	4
2. PLANNING.....	10
INDEXES .....	12

For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

or contact your Regional Archivist.



## 1. PERMITTING

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-01 Rev. 0	APPLICATIONS AND APPROVAL DOCUMENTATION FOR BUILDING CONSTRUCTION AND MODIFICATION PERMITS	<b>Retain</b> until completion of project and/or certificate of occupancy <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
LU50-11-03 Rev. 0	APPROVED CONSTRUCTION DRAWINGS, PLANS, AND SPECIFICATIONS	<b>Retain</b> for 90 days after completion of project <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> OPR
LU50-11-02 Rev. 0	APPROVED CONSTRUCTION SITE PLANS Show "footprint" of development site.	<b>Retain</b> for 6 years after life of building <i>or</i> until subsequent permits changing the site plan are issued <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
LU50-11-08 Rev. 0	BUILDING CONSTRUCTION AND MODIFICATION PERMIT FILES (INVALID) Permits issued in error in relation to code or jurisdiction.	<b>Retain</b> for 3 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-05 Rev. 0	BUILDING CONSTRUCTION AND MODIFICATION PERMIT FILES (VALID) Long term official documentation for all permitted projects, including permit, project inspection records, certificate of occupancy, administrative decisions, legal actions, statements of alternate methods of construction, variances, and special conditions.	<b>Retain</b> for 6 years after life of building <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
LU50-11-06 Rev. 0	BUILDING CONSTRUCTION AND MODIFICATION PERMIT INDEXES	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> OFM
LU50-16B-04 Rev. 0	CONDITIONAL USE PERMITS Includes special use permits or equivalent.	<b>Retain</b> for the life of the agency.	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
LU50-11-26 Rev. 0	FOREST PRACTICE PERMIT FILES Documentation of review, approval, and land inspections related to development applications that require forest practice permits.	<b>Retain</b> for 6 years after termination of permit <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-24 Rev. 0	LAND DIVISION AND DEVELOPMENT BACKGROUND/REFERENCE FILES Includes <u>all records</u> leading to final determination. For example, for a subdivision these records would include preliminary plat records. Includes land use developments such as subdivisions (plat, short plats), planned unit developments, planned development districts, binding site plans, master planned resorts, major industrial developments, and new fully-contained communities. Records to include any critical (sensitive) area designations and plat review working files.	<b>Retain</b> for 10 years after final determination <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
LU50-11-11 Rev. 0	LAND DIVISION AND DEVELOPMENT FINAL DETERMINATION FILES Documents of final official action determining land division and development conditions. Includes land use developments such as subdivisions (plats, short plats), planned unit developments, planned development districts, binding site plans, master planned resorts, major industrial developments, and new fully contained communities.	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
LU50-11-22 Rev. 0	LONG TERM RIGHT-OF-WAY USE PERMITS	<b>Retain</b> for 6 years after termination of permit <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
LU50-16-04 Rev. 0	REFERRED PROJECT FILES Project plans and statements referred from other agencies for land use planning review, including any agency response.	<b>Retain</b> for 3 years after conclusion of review <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
LU2012-075 Rev. 0	<b>SEPA (State Environmental Policy Act) Applications – Withdrawn/Lapsed</b> Applications and associated documents submitted to the local government agency for SEPA review, where the agency serves as lead agency.	<b>Retain</b> for 6 years after associated application withdrawn or lapsed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-13 Rev. 0	SEPA (STATE ENVIRONMENTAL POLICY ACT) DETERMINATION OF SIGNIFICANCE OR NONSIGNIFICANCE Includes Mitigated Determinations of Nonsignificance (MDNS).	<b>Retain</b> for the life of the agency.	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
LU50-11-14 Rev. 0	SEPA (STATE ENVIRONMENTAL POLICY ACT) ENVIRONMENTAL CHECKLIST	<b>Retain</b> for life of approved activity <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
LU50-11-17 Rev. 0	SEPA (STATE ENVIRONMENTAL POLICY ACT) ENVIRONMENTAL IMPACT STATEMENTS Submitted to and accepted by the agency as part of its building code enforcement duties.	<b>Retain</b> for life of approved activity <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> OPR
LU50-11-15 Rev. 0	SHORELINE SUBSTANTIAL DEVELOPMENT PERMITS	<b>Retain</b> for life of approved activity <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU2012-076 Rev. 0	<p><b>Street Address Assignment</b> Records relating to the assignment of street addresses to parcels within the agency's jurisdiction.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Requests for new addresses;</li> <li>• Requests for name modifications;</li> <li>• Documentation of street/number assignments.</li> </ul>	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> OPR</p>
LU50-11-18 Rev. 0	<p>TEMPORARY PERMITS Moving, log hauling, demolition, blasting, right of way use, et al.</p>	<p><b>Retain</b> for 3 years after conclusion of permit activity <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
LU50-11-19 Rev. 0	<p>TRANSITORY BUILDING CONSTRUCTION AND MODIFICATION PERMIT PROCESSING RECORDS Does not include permit application records.</p>	<p><b>Retain</b> until permit issued <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
LU50-16B-19 Rev. 0	<p>UTILITY PERMIT FILES Records document the issuance for the installation, modification, and removal of utility support in the public right-of-way. Records may include permit application, copies of the permit, plans, and inspection reports.</p>	<p><b>Retain</b> for 6 years after termination of permit <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
LU50-11-27 Rev. 0	<p>WATER AVAILABILITY VERIFICATION</p>	<p><b>Retain</b> for 2 years after date of verification <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-23 Rev. 0	WITHDRAWN OR ABANDONED LAND USE, BUILDING CONSTRUCTION AND MODIFICATION PERMIT APPLICATIONS, APPEALS, LAND USE DEVELOPMENT, LAND DIVISION, AND SUPPORT DOCUMENTATION May include permits issued but work not started within 180 days.	<b>Retain</b> until permit abandoned or withdrawn <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
LU50-11-21 Rev. 0	ZONING AND LAND USE EXCEPTIONS/WAIVERS May include permits issued but work not started within 180 days.	<b>Retain</b> for the life of the agency.	NON-ARCHIVAL <b>ESSENTIAL</b> OPR



## 2. PLANNING

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-16-01 Rev. 0	<p>COMPREHENSIVE LAND USE PLAN AND AMENDMENTS</p> <p>Includes amendments, and Growth Management Act appeal determinations that amend the Comprehensive Plan. Includes all land use and zoning regulations (including critical areas, natural resource lands, urban growth areas, etc.) for <i>Growth Management Act</i> and non-<i>Growth Management Act</i> planning entities.</p> <p>Excludes designations on the local government agency's assets, which are covered by <i>CORE</i> series <i>Designations (Assets)</i> GS2012-034.</p>	<p><b>Retain</b> until repealed or superseded <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> OPR</p>
LU50-16-08 Rev. 0	<p>COMPREHENSIVE LAND USE PLAN HISTORY FILES</p> <p>Statutory or locally required record of agency action leading to adoption of plan.</p>	<p><b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OFM</p>
LU50-11-25 Rev. 0	<p>CRITICAL (SENSITIVE) AREA DESIGNATION</p> <p>Documentation of designation of <b>individual parcels</b> of real property that have critical areas.</p> <p>Excludes designations on the local government agency's assets, which are covered by <i>CORE</i> series <i>Designations (Assets)</i> GS2012-034.</p>	<p><b>Retain</b> for 6 years after termination of designation <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>
LU50-11-29 Rev. 0	<p><b>Historic Site Files – Designation Granted</b></p> <p>Files track, monitor and document all designated historic buildings, landmarks and districts. Provides a history of building/landmark/district including nomination packet, criteria, and certificate of approval. May also include request from owners to change/renovate parts of landmark which includes photos, public hearings, agenda, violations, and site visits.</p>	<p><b>Retain</b> for 6 years after termination of designation <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-30 Rev. 0	HISTORIC SITE FILES – NOMINATION DENIED Nominations for landmark designation, which have been denied by the Landmarks Board.	<b>Retain</b> for 6 years after denial of nomination <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
LU50-16-05 Rev. 0	SHORELINE MANAGEMENT MASTER PLAN AND AMENDMENTS	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for permanent retention.	<b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> OPR



## INDEX: ARCHIVAL RECORDS

### PERMITTING

Approved Construction Drawings, Plans and Specifications .....	4
Building Construction And Modification Permit Indexes .....	5
Forest Practice Permit Files .....	5
SEPA (State Environmental Policy Act) Environmental Impact Statements .....	7
Shoreline Substantial Development Permits .....	7
Street Address Assignment.....	8

### PLANNING

Comprehensive Land Use Plan and Amendments.....	10
Comprehensive Land Use Plan History Files.....	10
Critical (Sensitive) Area Designation.....	10
Historic Site Files – Designated.....	10
Land Division And Development Background/Reference Files .....	6
Land Division And Development Final Determination Files .....	6
Shoreline Management Master Plan And Amendments.....	11

## INDEX: ESSENTIAL RECORDS

### PERMITTING

Approved Construction Drawings, Plans, and Specifications .....	4
Approved Construction Site Plans .....	4
Building Construction And Modification Permit Files (Valid) .....	5
Building Construction And Modification Permit Indexes .....	5
Conditional Use Permits .....	5
SEPA (State Environmental Policy Act) Determination Of Significance Or Nonsignificance .....	7

SEPA (State Environmental Policy Act) Environmental Checklist .....	7
SEPA (State Environmental Policy Act) Environmental Impact Statements .....	7
Shoreline Substantial Development Permits .....	7
Street Address Assignment.....	8
Zoning and Land Use Exceptions/Waivers.....	9

### PLANNING

Comprehensive Land Use Plan and Amendments.....	10
Shoreline Management Master Plan And Amendments.....	11

## INDEX: DISPOSITION AUTHORITY NUMBERS (DANs)

LU2012-075.....	6	LU50-11-11 .....	6	LU50-11-22 .....	6	LU50-16-01 .....	10
LU2012-076.....	8	LU50-11-13 .....	7	LU50-11-23 .....	9	LU50-16-04 .....	6
LU50-11-01 .....	4	LU50-11-14 .....	7	LU50-11-24 .....	6	LU50-16-05 .....	11
LU50-11-02 .....	4	LU50-11-15 .....	7	LU50-11-25 .....	10	LU50-16-08 .....	10
LU50-11-03 .....	4	LU50-11-17 .....	7	LU50-11-26 .....	5	LU50-16B-04 .....	5
LU50-11-05 .....	5	LU50-11-18 .....	8	LU50-11-27 .....	8	LU50-16B-19 .....	8
LU50-11-06 .....	5	LU50-11-19 .....	8	LU50-11-29 .....	10		
LU50-11-08 .....	4	LU50-11-21 .....	9	LU50-11-30 .....	11		



## INDEX: SUBJECTS

**NOTE: "CORE" refers to the Local Government Common Records Retention Schedule.**

### A

accounting..... *see CORE*  
address assignment ..... 8  
annexations..... *see CORE*  
applications and approval documentation ..... 4  
asset management..... *see CORE*

### B

benefits (human resources) ..... *see CORE*  
blasting permits ..... 8  
boards/councils/committees ..... *see CORE*  
boundaries (jurisdictional) ..... *see CORE*  
building construction ..... 4  
    permits (valid/invalid)..... 4, 5  
    site plans..... 4  
building construction and modification permits..... 4  
buildings  
    construction permit indexes..... 5  
    construction permits ..... 5  
    construction permits (invalid) ..... 4  
    historic ..... 10, 11

### C

community relations ..... *see CORE*

comprehensive  
    land use plans ..... 10  
    history files ..... 10  
conditional use permits ..... 5  
construction ..... *see CORE*  
    drawings (approved)..... 4  
    site plans (approved) ..... 4  
    transitory building permit..... 8  
contracts ..... *see CORE*  
critical (sensitive) area designation ..... 6, 10

### D

demolition permits ..... 8  
design/construction ..... *see CORE*  
designation (critical/sensitive area)..... 10  
districts (historic) ..... 10, 11

### E

electronic information systems ..... *see CORE*  
environmental  
    checklist (SEPA)..... 7  
    determination of non-/significance (SEPA) ..... 7  
    impact statement (SEPA) ..... 7  
executive communications ..... *see CORE*

### F

financial..... *see CORE*  
fleet/motor pool ..... *see CORE*  
forest practice permit ..... 5  
franchises ..... 10

### G

glossary of terms..... *see CORE*  
governing bodies..... *see CORE*  
*Growth Management Act* ..... 10  
*Growth Management Act* (appeals)..... 10

### H

historic buildings/districts/landmarks/sites ..... 10, 11  
history files  
    comprehensive land use plan ..... 10  
human resources ..... *see CORE*

### I

incorporations..... *see CORE*  
inspections  
    utilities ..... 8  
inventories ..... *see CORE*



**J**

jurisdictional boundaries ..... *see CORE*

**L**

land division/development ..... 6  
landmarks (historic) ..... 10, 11  
legal (advice, litigation, legal affairs) ..... *see CORE*  
log hauling permits ..... 8  
long term right of way use permits..... 6

**M**

mail/delivery ..... *see CORE*  
maintenance ..... *see CORE*  
meetings ..... *see CORE*  
minutes ..... *see CORE*  
mitigated determination of nonsignificance (MDNS) 7  
moving permits ..... 8

**P**

payroll ..... *see CORE*  
permits  
    building construction ..... 8  
    valid ..... 5  
    withdrawn/abandoned ..... 9  
conditional use ..... 5, 6

forest practice..... 5  
long term right of way use..... 6  
shoreline development..... 7  
temporary (moving, log hauling, demolition,  
    blasting, right-of-way use, etc)..... 8  
utility (in public right-of-way)..... 8  
zoning and land use exemptions/waivers ..... 9  
plans..... *see also CORE*  
    approved construction ..... 4  
    Comprehensive Land Use ..... 10  
    construction site ..... 4  
    referred from other agencies ..... 6  
    Shoreline Master ..... 11  
    utilities ..... 8  
plat review ..... 6  
property management..... *see CORE*  
public disclosure ..... *see CORE*

**R**

records management..... *see CORE*  
referred project files ..... 6  
right of way use permits ..... 6, 8

**S**

security..... *see CORE*  
sensitive area designation ..... 10  
SEPA (State Environmental Policy Act)  
    applications (withdrawn/lapsed)..... 6  
    determination..... 7

environmental checklist ..... 7  
environmental impact statement..... 7  
shoreline management  
    master plan/amendments ..... 11  
    substantial development permit ..... 7  
sites (historic)..... 10, 11  
staff records ..... *see CORE*  
State Environmental Policy Act (SEPA) ..... 6  
street address assignment ..... 8

**T**

temporary permits..... 8  
transitory building permit ..... 8

**U**

utilities support (installation/removal) ..... 8

**W**

withdrawn/abandoned permit applications ..... 9

**Z**

zoning  
    comprehensive land use plan ..... 10  
    exemptions/waivers ..... 9  
    Growth Management Act ..... 10