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.
# REVISION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Approval</th>
<th>Extent of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>November 29, 2012</td>
<td>New sector schedule created from records series imported from version 5.2 of the <em>Local Government General Records Retention Schedule (LGGRRS)</em>, 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 <em>Local Government Common Records Retention Schedule (CORE)</em>.</td>
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For assistance and advice in applying this records retention schedule,
please contact Washington State Archives at:
recordsmanagement@sos.wa.gov
or contact your Regional Archivist.
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<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>LU50-11-01 Rev. 0</td>
<td>APPLICATIONS AND APPROVAL DOCUMENTATION FOR BUILDING CONSTRUCTION AND MODIFICATION PERMITS</td>
<td>Retain until completion of project and/or certificate of occupancy then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td>LU50-11-03 Rev. 0</td>
<td>APPROVED CONSTRUCTION DRAWINGS, PLANS, AND SPECIFICATIONS</td>
<td>Retain for 90 days after completion of project then Transfer to Washington State Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</td>
</tr>
</tbody>
</table>
| LU50-11-02 Rev. 0                 | APPROVED CONSTRUCTION SITE PLANS
Show “footprint” of development site. | Retain for 6 years after life of building or until subsequent permits changing the site plan are issued then Destroy. | NON-ARCHIVAL ESSENTIAL OPR        |
| LU50-11-08 Rev. 0                 | BUILDING CONSTRUCTION AND MODIFICATION PERMIT FILES (INVALID)
Permits issued in error in relation to code or jurisdiction. | Retain for 3 years after end of calendar year then Destroy.                                      | NON-ARCHIVAL NON-ESSENTIAL OFM     |
<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
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</thead>
<tbody>
<tr>
<td>LU50-11-05 Rev. 0</td>
<td>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.</td>
<td>Retain for 6 years after life of building then Destroy.</td>
<td>NON-ARCHIVAL ESSENTIAL OPR</td>
</tr>
<tr>
<td>LU50-11-06 Rev. 0</td>
<td>BUILDING CONSTRUCTION AND MODIFICATION PERMIT INDEXES</td>
<td>Retain until no longer needed for agency business then Transfer to Washington State Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) ESSENTIAL OFM</td>
</tr>
<tr>
<td>LU50-16B-04 Rev. 0</td>
<td>CONDITIONAL USE PERMITS Includes special use permits or equivalent.</td>
<td>Retain for the life of the agency.</td>
<td>NON-ARCHIVAL ESSENTIAL OPR</td>
</tr>
<tr>
<td>LU50-11-26 Rev. 0</td>
<td>FOREST PRACTICE PERMIT FILES Documentation of review, approval, and land inspections related to development applications that require forest practice permits.</td>
<td>Retain for 6 years after termination of permit then Transfer to Washington State Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td>DISPOSITION AUTHORITY NUMBER (DAN)</td>
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</tr>
<tr>
<td>LU50-11-24 Rev. 0</td>
<td>LAND DIVISION AND DEVELOPMENT BACKGROUND/REFERENCE FILES</td>
<td>Retain for 10 years after final determination then Transfer to Washington State Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td>LU50-11-11 Rev. 0</td>
<td>LAND DIVISION AND DEVELOPMENT FINAL DETERMINATION FILES</td>
<td>Retain until no longer needed for agency business then Transfer to Washington State Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td>LU50-11-22 Rev. 0</td>
<td>LONG TERM RIGHT-OF-WAY USE PERMITS</td>
<td>Retain for 6 years after termination of permit then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td>LU50-16-04 Rev. 0</td>
<td>REFERRED PROJECT FILES</td>
<td>Retain for 3 years after conclusion of review then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td>LU2012-075 Rev. 0</td>
<td>SEPA (State Environmental Policy Act) Applications – Withdrawn/Lapsed</td>
<td>Retain for 6 years after associated application withdrawn or lapsed then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td>DISPOSITION AUTHORITY NUMBER (DAN)</td>
<td>DESCRIPTION OF RECORDS</td>
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<tr>
<td>LU50-11-13 Rev. 0</td>
<td>SEPA (STATE ENVIRONMENTAL POLICY ACT) DETERMINATION OF SIGNIFICANCE OR NONSIGNIFICANCE Includes Mitigated Determinations of Nonsignificance (MDNS).</td>
<td>Retain for the life of the agency.</td>
<td>NON-ARCHIVAL ESSENTIAL OPR</td>
</tr>
<tr>
<td>LU50-11-14 Rev. 0</td>
<td>SEPA (STATE ENVIRONMENTAL POLICY ACT) ENVIRONMENTAL CHECKLIST</td>
<td>Retain life of approved activity then Destroy.</td>
<td>NON-ARCHIVAL ESSENTIAL OPR</td>
</tr>
<tr>
<td>LU50-11-17 Rev. 0</td>
<td>SEPA (STATE ENVIRONMENTAL POLICY ACT) ENVIRONMENTAL IMPACT STATEMENTS Submitted to and accepted by the agency as part of its building code enforcement duties.</td>
<td>Retain for life of approved activity then Transfer to Washington State Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</td>
</tr>
<tr>
<td>LU50-11-15 Rev. 0</td>
<td>SHORELINE SUBSTANTIAL DEVELOPMENT PERMITS</td>
<td>Retain for life of approved activity then Transfer to Washington State Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</td>
</tr>
<tr>
<td>DISPOSITION AUTHORITY NUMBER (DAN)</td>
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</tbody>
</table>
| LU2012-076 Rev. 0                  | Street Address Assignment  
Records relating to the assignment of street addresses to parcels within the agency’s jurisdiction.  
Includes, but is not limited to:  
- Requests for new addresses;  
- Requests for name modifications;  
- Documentation of street/number assignments. | Retain until no longer needed for agency business  
thен  
Transfer to Washington State Archives for permanent retention. | ARCHIVAL (Permanent Retention) ESSENTIAL OPR |
| LU50-11-18 Rev. 0                  | TEMPORARY PERMITS  
Moving, log hauling, demolition, blasting, right of way use, et al. | Retain for 3 years after conclusion of permit activity  
thен  
Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LU50-11-19 Rev. 0                  | TRANSITORY BUILDING CONSTRUCTION AND MODIFICATION PERMIT PROCESSING RECORDS  
Does not include permit application records. | Retain until permit issued  
thен  
Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| LU50-16B-19 Rev. 0                 | 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. | Retain for 6 years after termination of permit  
thен  
Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| LU50-11-27 Rev. 0                  | WATER AVAILABILITY VERIFICATION | Retain for 2 years after date of verification  
thен  
Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>LU50-11-23 Rev. 0</td>
<td>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.</td>
<td>Retain until permit abandoned or withdrawn then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td>LU50-11-21 Rev. 0</td>
<td>ZONING AND LAND USE EXCEPTIONS/WAIVERS May include permits issued but work not started within 180 days.</td>
<td>Retain for the life of the agency.</td>
<td>NON-ARCHIVAL ESSENTIAL OPR</td>
</tr>
</tbody>
</table>
## 2. PLANNING

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>LU50-16-01 Rev. 0</td>
<td>COMPREHENSIVE LAND USE PLAN AND AMENDMENTS</td>
<td><em>Retain until repealed or superseded</em></td>
<td>ARCHIVAL (Permanent Retention)</td>
</tr>
<tr>
<td></td>
<td>Includes amendments, and Growth Management Act appeal determinations that amend the</td>
<td><em>then</em></td>
<td>ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>Comprehensive Plan. Includes all land use and zoning regulations (including critical</td>
<td><em>Transfer to Washington State Archives for permanent retention.</em></td>
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<td></td>
<td>areas, natural resource lands, urban growth areas, etc.) for <em>Growth Management Act</em></td>
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<td></td>
<td>and non-<em>Growth Management Act</em> planning entities.*</td>
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<tr>
<td></td>
<td>Excludes designations on the local government agency’s assets, which are covered by</td>
<td></td>
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<td></td>
<td><em>CORE series Designations (Assets) GS2012-034.</em></td>
<td></td>
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</tr>
<tr>
<td>LU50-16-08 Rev. 0</td>
<td>COMPREHENSIVE LAND USE PLAN HISTORY FILES</td>
<td><em>Retain until no longer needed</em></td>
<td>ARCHIVAL (Permanent Retention)</td>
</tr>
<tr>
<td></td>
<td>Statutory or locally required record of agency action leading to adoption of plan.</td>
<td><em>then</em></td>
<td>ESSENTIAL OFM</td>
</tr>
<tr>
<td>LU50-11-25 Rev. 0</td>
<td>CRITICAL (SENSITIVE) AREA DESIGNATION</td>
<td><em>Transfer to Washington State Archives for permanent retention.</em></td>
<td>ARCHIVAL (Permanent Retention)</td>
</tr>
<tr>
<td></td>
<td>Documentation of designation of <em>individual parcels</em> of real property that have</td>
<td><em>Retain for 6 years after</em></td>
<td>ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>critical areas. Excludes designations on the local government agency’s assets, which</td>
<td><em>termination of designation</em></td>
<td></td>
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<td></td>
<td>are covered by <em>CORE series Designations (Assets) GS2012-034.</em></td>
<td><em>then</em></td>
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<tr>
<td></td>
<td></td>
<td><em>Transfer to Washington State Archives for permanent retention.</em></td>
<td></td>
</tr>
<tr>
<td>LU50-11-29 Rev. 0</td>
<td><em>Historic Site Files – Designation Granted</em></td>
<td><em>Retain for 6 years after</em></td>
<td>ARCHIVAL (Appraisal Required)</td>
</tr>
<tr>
<td></td>
<td>Files track, monitor and document all designated historic buildings, landmarks and</td>
<td><em>termination of designation</em></td>
<td>NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>districts. Provides a history of building/landmark/district including nomination packet,</td>
<td><em>then</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>criteria, and certificate of approval. May also include request from owners to change/</td>
<td><em>Transfer to Washington State Archives for appraisal and selective retention.</em></td>
<td></td>
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<tr>
<td></td>
<td>renovate parts of landmark which includes photos, public hearings, agenda, violations,</td>
<td></td>
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<tr>
<td></td>
<td>and site visits.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISPOSITION AUTHORITY NUMBER (DAN)</td>
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</tr>
<tr>
<td>LU50-11-30 Rev. 0</td>
<td>HISTORIC SITE FILES – NOMINATION DENIED Nominations for landmark designation, which have been denied by the Landmarks Board.</td>
<td>Retain for 6 years after denial of nomination then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td>LU50-16-05 Rev. 0</td>
<td>SHORELINE MANAGEMENT MASTER PLAN AND AMENDMENTS</td>
<td>Retain until no longer needed for agency business then Transfer to Washington State Archives for permanent retention.</td>
<td>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</td>
</tr>
</tbody>
</table>
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**Office of the Secretary of State**

Washington State Archives

Version 1.0 (November 2012)