

Summary of Changes

Land Use Planning and Permitting Records Retention Schedule v.2.0 (April 2022)

New Records Series Added

- Fourteen (14) new records series have been added to this records retention schedule:
 1. **Bond Monitoring (DAN LU2022-XXX) p.4**
“6 years after condition of bond met (Non-Archival)”
 2. **Construction Permitting – Application Review (DAN LU2022-XXX) p.5**
“6 years after project approval/denial (Non-Archival)”
 3. **Construction Permitting – Historically Significant Structures (DAN LU2022-XXX) p.6**
“6 years after life of building (Archival – Appraisal Required)”
 4. **Construction Permitting – Inspection and Monitoring (DAN LU2022-XXX) p.7**
“6 years after issuance of Certificate of Occupancy/abandonment of project (Non-Archival)”
 5. **Construction Permitting – Permits Issued (DAN LU2022-XXX) p.8**
“6 years after issuance of permit and until no longer needed to verify that work was done in accordance with the permit (Non-Archival)”
 6. **Construction Permitting – Verification of Completed Construction Project (DAN LU2022-XXX) p.9**
“6 years after life of the building (Non-Archival)”
 7. **Land Use Permitting – Application Review (DAN LU2022-XXX) p.10**
“6 years after all bond and environmental monitoring completed (Non-Archival)”
 8. **Land Use Permitting – Hearing Examiner Case Files (DAN LU2022-XXX) p.11**
“Life of agency (Archival – Appraisal Required)”
 9. **Land Use Permitting – Inspection/Monitoring (DAN LU2022-XXX) p.12**
“6 years after issuance of Certificate of Occupancy/final inspection, expiration of permit, or abandonment of permit, whichever is later (Non-Archival)”
 10. **Land Use Permitting – Project Approval/Denial (DAN LU2022-XXX) p.13**
“Life of agency (Non-Archival)”
 11. **Permitting – Environmental Monitoring Review of Completed Development/Construction (DAN LU2022-XXX) p.14**
“6 years after agency determines that environmental monitoring is no longer necessary (Non-Archival)”
 12. **Permitting – Permits Issued in Error (DAN LU2022-XXX) p.14**
“6 years after issuance of permit (Non-Archival)”
 13. **Permitting – Property No Longer within Agency’s Jurisdiction (DAN LU2022-XXX) p.15**

“3 years after annexation/incorporation (Non-Archival)”

14. **Unadopted Comprehensive Land Use Plan Proposals (DAN LU2022-XXX) p.19**

“Until proposal is abandoned or declined (Non-Archival)”

Retention Changes

- Three (3) records series have changes to their retention period/cutoff:
 1. **Permitting – Withdrawn or Abandoned (DAN LU50-11-23) p.15**
Changed from “Permit abandoned or withdrawn (Non-Archival)” to “Project abandoned or permit withdrawn (Non-Archival)”
 2. **Referred Project Review (DAN LU50-16-04) p.15**
Changed from “3 years after conclusion of review (Non-Archival)” to “3 years after conclusion of review/decision not to review (Non-Archival)”
 3. **Short-Term/Temporary Use Permits (DAN LU50-11-18) p.16**
Increased from “3 years after conclusion of permit activity (Non-Archival)” to “6 years after conclusion of permit activity (Non-Archival)”

Other Minor Changes

- Three (3) records series have changes to their title and/or description:
 1. **Permitting – Withdrawn or Abandoned** (*was* Withdrawn or Abandoned Land Use, Building Construction and Modification Permit Applications, Appeals, Land Use Development, Land Division, and Support Documentation) **(DAN LU50-11-23) p.15**
 2. **Referred Project Review** (*was* Referred Project Files) **(DAN LU50-16-04) p.15**
 3. **Short-Term/Temporary Use Permits** (*was* Temporary Permits) **(DAN LU50-11-18) p.16**

Essential Designation Changes

- None

Archival Designation Changes

- None

Archival Series Being Revoked

- A total of (6) “Archival” records series are being revoked.
- Five (5) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Building Construction and Modification Permit Indexes (DAN LU50-11-06)** covered by Construction Permitting – Permits Issued (DAN LU2022-XXX)

2. **Forest Practice Permit Files (DAN LU50-11-26)** covered by Construction Permitting – Permits Issued (DAN LUXXXX-XXX); and Land Use Permitting – Project Approval/Denial (DAN LU2022-XXX)
 3. **Land Division and Development Background/Reference Files (DAN LU50-11-24)** covered by Land Use Permitting – Application Review (DAN LU2022-XXX); and Land Use Permitting – Inspection/Monitoring (DAN LU2022-XXX)
 4. **SEPA (State Environmental Policy Act) Environmental Impact Statements (DAN LU50-11-17)** covered by Construction Permitting –Permits Issued (DAN LU2022-XXX); and Land Use Permitting – Project Approval/Denial (DAN LU2022-XXX)
 5. **Shoreline Substantial Development Permits (DAN LU50-11-15)** covered by Construction Permitting –Permits Issued (DAN LU2022-XXX); and Land Use Permitting – Project Approval/Denial (DAN LU2022-XXX)
- One (1) “Archival” records series is being revoked as it is covered by other “Archival” and “Non-Archival” series:
 1. **Land Division and Development Final Determination Files (DAN LU50-11-11)** covered by Land Use Permitting – Hearing Examiner Case Files (DAN LU2022-XXX); Land Use Permitting – Project Approval/Denial (DAN LU2022-XXX)

Non-Archival Series Being Revoked

- A total of (14) “Non-Archival” records series are being revoked.
- Thirteen (13) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Applications and Approval Documentation for Building Construction and Modification Permits (DAN LU50-11-01)** covered by Construction Permitting – Application Review (DAN LU2022-XXX)
 2. **Approved Construction Site Plans (DAN LU50-11-02)** covered by Construction Permitting – Permits Issued (DAN LU2022-XXX); and Land Use Permitting – Project Approval/Denial (DAN LU2022-XXX)
 3. **Building Construction and Modification Permit Files (Invalid) (DAN LU50-11-08)** covered by Construction Permitting – Permits Issued (DAN LU2022-XXX)
 4. **Building Construction and Modification Permit Files (Valid) (DAN LU50-11-05)** covered by Construction Permitting – Permits Issued (DAN LU2022-XXX); Construction Permitting – Inspection and Monitoring (DAN LU2022-XXX); and Construction Permitting – Verification of Completed Construction Project (DAN LU2022-XXX)
 5. **Conditional Use Permits (DAN LU50-16B-04)** covered by Construction Permitting – Verification of Completed Construction Project (DAN LU2022-XXX); and Land Use Permitting – Project Approval/Denial (DAN LU2022-XXX)
 6. **Long-Term Right-of-Way Use Permits (DAN LU50-11-22)** covered by Construction Permitting – Permits Issued (DAN LU2022-XXX); and Land Use Permitting – Project Approval/Denial (DAN LU2022-XXX)
 7. **SEPA (State Environmental Policy Act) Applications – Withdrawn/Lapsed (DAN LU2012-075)** covered by Permitting – Withdrawn or Abandoned (DAN LU50-11-23)
 8. **SEPA (State Environmental Policy Act) Determination of Significance or Nonsignificance (DAN LU50-11-03)** covered by Construction Permitting – Permits Issued (DAN LU2022-XXX); and Land Use Permitting – Project Approval/Denial (DAN LU2022-XXX)

9. **SEPA (State Environmental Policy Act) Environmental Checklist (DAN LU50-11-14)** covered by Construction Permitting – Permits Issued (DAN LU2022-XXX); and Land Use Permitting – Project Approval/Denial (DAN LU2022-XXX)
 10. **Transitory Building Construction and Modification Permit Processing Records (DAN LU50-11-19)** covered by Construction Permitting – Application Review (DAN LU2022-XXX); or, if truly transitory, the records should be covered in *CORE* under the Records with Minimal Retention Value (Transitory Records) section
 11. **Utility Permit Files (DAN LU50-16B-19)** covered by Construction Permitting – Application Review (DAN LU2022-XXX); Construction Permitting – Permits Issued (DAN LU2022-XXX); Construction Permitting – Inspection and Monitoring (DAN LU2022-XXX); Land Use Permitting – Application Review (DAN LU2022-XXX); Land Use Permitting – Project Approval/Denial (DAN LU2022-XXX); and Land Use Permitting – Inspection/Monitoring (DAN LU2022-XXX); OR for utility permits issued outside of a construction or land use project use the *Utility Services Records Retention Schedule*
 12. **Water Availability Verification (DAN LU50-11-27)** covered by Construction Permitting – Application Review (DAN LU2022-XXX); and Land Use Permitting – Application Review (DAN LU2022-XXX). OR for water availability verification requested outside of a construction or land use project use the *Utility Services Records Retention Schedule*
 13. **Zoning and Land Use Exceptions/Waivers (DAN LU50-11-21)** covered by Construction Permitting – Verification of Completed Construction Project (DAN LU2022-XXX); and Land Use Permitting – Project Approval/Denial (LU2022-XXX)
- One (1) “Non-Archival” records series is being revoked as it is covered by other “Archival” and “Non-Archival” series:
 1. **Approved Construction Drawings, Plans, and Specifications (DAN LU50-11-03)** covered by Construction Permitting – Historically Significant Structures (DAN LU2022-XXX); and Construction Permitting – Permits Issued (DAN LU2022-XXX)

Net Decrease in Records Series: 6 (from 30 series down to 24 series)