



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



**General Records Retention Schedule Issued to:
All Public Bodies
Building Safety and Inspection Records**

**Schedule Number:
GS-1053 Rev. 3**

- 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 General Schedule 1053 Rev. 2 dated June 23, 2021.**

Records Analyst, Secretary of State: Helena LaPina	Arizona State Archivist: Laura Palma Blandford
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Deputy Arizona State Archivist: Carlos Lopez	
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Building Safety and Inspection Records Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20157	Building Permit Address Records.	6 Months	After superseded or obsolete		2/19/2020
20154	Building Permit Records, Approved Permit.	10 Years	after the building has been destroyed		6/9/2020
20155	Building Permit Records, Supporting documentation. Including applications, field copies and other related records.	1 Year	After work completed		2/24/2020
20156	Building Permit Records, Supporting documentation, Withdrawn; Denied or Expired. Including applications, field copies and other related records.	1 Year	After withdrawn, denied or expired		2/24/2020
20152	Building Permitting Database, Official Records. 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.		Retain for the same period as required for other formats of the same records series		7/24/2020
20159	Certificates of Occupancy.	-	Maintain for the life of the building.		8/19/2020

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20160	Change of Record Affidavits.		After building demolished		2/24/2020
20162	Code Enforcement Records, Appealed Violations.	3 Years	After resolved		3/27/2020
20161	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		3/27/2020
20163	Construction Plans, Specifications and Computations: Single-Family Residential, Tract Homes, Commercial/Industrial and all Others. Including approved site plans, building footprints, floor plans, standard plans, floor plans/specs for tract housing, blueprints, counter plans, landscape plans, porches, signs, detached patios and fences.	6 Months	After work completed		7/24/2020

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20164	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		7/24/2020
20165	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.	-	Retain until permit is issued.		7/24/2020
20168	Inspection Records, Commercial/Industrial.	3 Years	After work completed		3/27/2020
20172	Inspection Records, Final Inspection Reports.	3 Years	After created or received		3/27/2020

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20170	Inspection Records, Schedules.	1 Year	After calendar year created		2/24/2020
20167	Inspection Records, Single-family residential.	3 Years	After work completed		2/24/2020
20171	Inspection Records, Special Inspection Certificates.	3 Years	After work completed		2/19/2020
20169	Inspection Records, Other records. Including porches, signs, detached patios and fences.	1 Year	After work completed		7/24/2020
20174	Pool Plans, Commercial. Including standards.	5 Years	After work completed		2/19/2020
20173	Pool Plans, Residential. Including standards.	6 Months	After work completed		2/19/2020

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20158	Certificates of Completion.	Permanent	Preserve pursuant to ARS 39-101	ARS 39-101	4/24/2012
20166	Demolition Permits.	Permanent	Preserve pursuant to ARS 39-101	ARS 39-101	4/24/2012
20175	Registers of Permits.	Permanent	Preserve pursuant to ARS 39-101	ARS 39-101	4/24/2012