

**SCHEDULE NO. 65**

**LAND USE AND PLANNING RECORDS**

General Description: Records pertaining to annexations, developments, land uses and planning and land use regulation.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. **The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies**: Retain duplicated copies until no longer needed but not longer than the record copy. <Amended 5/14>*

**65.010 ANNEXATION CASE FILES**

Records documenting the annexation of areas or the disapproval of annexations, including annexation petitions, annexation agreements, copies of annexing and zoning ordinances, annexation maps, permanent correspondence, departmental review of various impacts of the annexation (traffic, utility, financial, support services, environmental), etc. See also 15.150.A, *Annexation and Deannexation Election Petitions*.

**A. Approved**

Retention: Permanent, *except* that obsolete nonpermanent correspondence and documentation may be purged in accordance with this Retention Schedule

**B. Not Approved**

Retention: 5 years after disapproval

**65.020 CENSUS AND POPULATION RECORDS**

**A. Census and Population Data (Historical)**

Summary population estimates, statistics and municipal census surveys.

Retention: Permanent

**B. Census Forms and Reports**

Copies of U.S. Census Bureau forms and voluntary surveys on government employment and local government tax revenues, used to meet the requirements for Federal Revenue Sharing and to make financial information available to the public; annual survey of government employees, boundary and annexation survey and similar reports.

Retention: 3 years

**65.030 DEVELOPMENT CASE FILES**

Records pertaining to developments, including accessory use reviews, conceptual reviews, conditional use reviews, master plans, nonconforming use reviews, overall development plans, permitted use reviews, planned unit developments, site plans, site specific development plans, minor subdivisions, replats, resubdivisions, special use reviews, vacations of plats and plans, and similar projects; includes departmental review of various aspects of development proposals (traffic, utilities, financial, environmental) and documentation of vested property rights.

**A. *Approved***

Retention: Permanent, *except* that obsolete nonpermanent correspondence and documentation may be purged in accordance with this Retention Schedule

**B. *Not Approved***

Retention: 2 years after disapproval

**65.040 ECONOMIC DEVELOPMENT RECORDS**

**A. *Economic Development Incentives***

Records relating to economic incentives or waivers provided to companies locating in the municipality.

Retention: 7 years after company goes out of business or leaves jurisdiction

**B. *Enterprise Zone Records***

Records documenting the creation and management of enterprise zones in conjunction with other jurisdictions to encourage business growth by providing tax, permit and regulatory relief to development within the zone.

**1. *Summary Reports***

Retention: Permanent

**2. *Other Enterprise Zone Records***

Retention: 4 years after zone designation expires

**65.050 REFERRALS FROM OTHER JURISDICTIONS**

Advisory deliberations from the County or other jurisdictions for review and recommendation.

**A. *Direct Interest to the Municipality***

Retention: 6 years, provided that it is reviewed for ongoing value before destroying

**B. *Other Referrals***

Retention: Until no longer needed for reference

**65.060 VARIANCE AND EXEMPTION CASE FILES**

Records pertaining to approval of variances to code requirements, such as setback and parking requirements, requested by property owners and developers due to hardships and circumstances outside of their control.

Retention: 10 years after expiration, revocation or discontinuance of use

**65.070 VIOLATIONS – LAND USE CODE**

**A. Land Use Violations**

Records of violations of land use or related codes.

Retention: 3 years after file is closed

**B. Nuisance Abatement Records**

Records documenting enforcement of local provisions designed to abate nuisances such as overgrown weeds and grass, abandoned vehicles, junk and trash and other nuisances.

Retention: 2 years after last action or final payment

**65.080 ZONING RECORDS**

Records pertaining to the initial zoning of property upon annexation or the subsequent rezoning of property, including correspondence of enduring value, ordinances, zoning maps, petitions, zoning certificates and similar records.

Retention: Permanent, *except* that obsolete nonpermanent correspondence and documentation may be purged in accordance with this Retention Schedule

**Cross References**

- Agreements and contracts – 40.030, Agreements and Contracts
- Code enforcement – 85.030.B, Code Enforcement Cases and Other Municipal Ordinance Cases
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Fee receipts – 30.020, Accounts Receivable (A/R) Records
- Floodplain records – 60.040, Stormwater Drainage System Records
- Hazardous waste - 25.020, Hazardous Waste Storage and Transport Records
- Planning studies, plans and reports – 40.330, Studies, Plans and Reports
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards
- Special districts – 40.320, Special District Records