MUNICIPAL SCHEDULE

STANDARD Planning and Zoning Records

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Assessment Records File Records are copies of assessment records and supporting documentation.	Destroy in office when reference value ends.	
Board of Adjustment Case File	Destroy in office 5 years after resolution of case.*	Per G. S. 153jA-340

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Board of Adjustment Case Index	Retain in office permanently.	
Community Development Block Grant (CDBG) Administrative Records Records concering the administration of projects funded under the Community Development Block Grant program. May include both direct grants and regrants, including the preliminary reports, audits, certificates, maps, and related correspondence.	Destroy in office after 3 years.*	
Community Development Block Grant (CDBG) Application Records Records concerning the application and completion of projects funded under CDBG. May include both direct grants and regrants, including the initial application, and all final reports.	Retain in office permanently.	24 CFR 570.611(f) (1993)

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Comprehensive Land Use Plan and Amendments Includes but not limited to official copy of comprehensvie plan and all background surveys, studies, reports, and draft versions of plans.	Retain in office permanently.	
Conditional Use Permit Records and Index Records concerning applications for conditional use permits. Permits allow for the construction of building on the condition that impacts on neighborhoods are mitigated. May include original application, blueprint drawing, investigative reports, planning commission recommendations, cash receipts, and related correspondence. Also includes variances or exceptions from zoning regulations granted by Board of Adjustment.	Destroy in office 3 years after discontinuance of use.	
Correspondence (Planning and Zoning)	a) Transfer correspondence with obvious historical value after 3 years to the HISTORIES FILE. b) Destroy in office remaining records after 3 years.	

***See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction**

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Declarations and Bylaws from Townhouses, Condomimums, Planned Residential Developments, Common Areas, Etc. Data used to verify conformity with state laws ofassociation bylaws of associations withcommon areas.	Destroy in office when reference value ends.	
Easement Release Request File Approved and denied easement release requests. Includes form letters, memos, maps, and resolutions approved by the Planning Board.	Destroy in office when administrative value ends.	
Enforcement Cases Records concerning county actions concerninghousing and zoning complaints.	Destroy in office after 5 years.*	

***See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction**

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Environmental Impact Studies Records and reports concerning the environmental impact of major projects proposed by localities and reviewed by local officials.	Retain in office permanently.	
Environmental Reviews for Community Development Block Grant (CDGB) File Documents concerning community development blockgrant activities by budget year. Department of Housing and Urban Development for City Planning Department format II completed for each activity and supporting documentation.	Follow federal retention and disposition instructions.	
Feasibility Studies	Retain in office permanently.	

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Housing Rehabilitation Program Records	Follow the disposition instructions for the COMMUNITY DEVELOPMENT BLOCK GRANT RECORDS.	
Maps and Plats (Planning and Zoning)	Destroy in office when superseded or obsdete if filed in the Register of Deeds office. If not filedin Register of Deeds Office, retain permanently.	
Maps, Drawings, Photographs (Official) Official respresentation of comprehensive plan, and zoning boundaries established and/or enforced by the agency. Includes reocrds created using GIS software, files, and data layers. May include maps which show streets, property lines, zoning boundaries, floodplan, and area classifications.	Retain in office permanently.	

***See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction**

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Maps, Drawings, Photographs (Reference) Illustrations prepared or collected to capture background information on land use conditions for staff reference and public information.	Destroy in office when superseded or obsdete.	
Master Summary (Log or Register) Maintained by planning agency to record receipt of planning or zoning reviews and projects, and to record subsequent action taken.	Retain in office permanently.	
Minutes - Board of Adjustment	Retain in office permanently. See the Microfilm section for instructions on microfilming minutes.	

***See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction**

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Minutes - Planning and Zoning	Retain in office permanently. See the Microfilm section in the introduction for instructions on microfilming minutes.	
Open Space Classification Case File	Retain in office permanently.	
Ordinances and Amendments (Zoning)	Retain in office permanently.	

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Petitions and Regulation Records (Planning and Zoning)	Destroy in office after 5 years.*	
Photographs and Negatives (Aerial)	a) Retain negatives in office permanently. b) If negative is not available retain photograph permanently.	
Planning and Zoning Studies Studies, plans and reports of the planning and zoning department, board, or commission. Records are used as background information for reports, ordinances, resolutions, etc.	a) Transfer studies with obvious historical value to the HISTORIES FILE after 3 years. b) Destroy in office remaining records after 3 years.	

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Planning Board Exhibit Records Exhibits from monthly meetings. Includes boarddecisions, votes, and supporting materials.	Destroy when reference value ends.	
Planning Review Case File For required review of sit plan, zoning variance, special permit, change of zoning, subdivision creation or enlargement, municipal planning action, or other required review. Includes maps, plans, sketches, photographs, engineering reports, environmental impact statement and studies, copies of zoning records, project narrative, correspondence, and record of final determination.	a) Retain plan reviews containing subdivision, historic structure, major commercial or industrial development, or capital construction, where municipality is lead agency, permanently. b) Destroy plan reviews containing subdivision, historic structures, major commerical or industrial development, or capital construction, when municipality is not lead agency, in office 6 years after last entry. c) Destroy any other mandatory reviewin office 6 years after last entry.	
Preliminary Subdivision and Group Development Site Plans Proposed development plans approved by the planning board or plan review agency. Used to compare with utility plans and final plats to assure that development is progressing as approved. Includes lots, streets, easements, rights-of-way, building locations, and other related material.	Destroy in office when reference value ends.	

***See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction**

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Redevelopment Planning Records Records concerning city redevelopment plan. Includes meeting file, opinion survey and results, correspondence, maps, and handouts.	Destroy in office after 5 years.	
Referred Projects	Destroy in office when reference value ends.	
Rezoning Records and Indexes Records concerning applications to rezone propertywithin the municipality. May include original applications, review forms, maps of areas involved, copies of investigative reports, copies of planning board minutes, notices of hearings, development agreements, copies of ordinances, and copies of board of commissioners minutes.	Retain in office permanently.	

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Street Names and Changes of Street Names File Records concerning the names and addresses of streets and roads retained for administrative purposes.	Destroy in office when superseded or obsolete.	
Subdivision Records Includes maps, plats, topographical data, names of streets, records of public utilities, actions by council, etc.	Retain in office permanently.	
Temporary Manufactured Home Permits	Destroy in office 5 years after permit expires.	

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Variances	Retain in office permanently.	
Zoning Compliance Permits For residential uses, non-residential uses, and accessory structures.	a) Retain permits for non-residential uses permanently. b) Destroy in office remaining permits after 6 years.*	
Zoning Violations	Destroy in office after violation is resolved	

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction