

## Summary of Changes

### **Land Use Planning and Permitting Records Retention Schedule v.2.0 (December 2022)**

*December 17, 2024 Updated Version – Corrections Shown in Red*

#### **New Records Series Added**

- Ten (10) new records series have been added to this records retention schedule:
  1. **Bond Monitoring (DAN LU2022-020) p.11**  
*“6 years after condition of bond met (Non-Archival)”*
  2. **Comprehensive Land Use Plan Proposals (Unadopted) (DAN LU2022-025) p.18**  
*“Until proposal is abandoned or declined (Non-Archival)”*
  3. **Construction and Site Development Projects – Inspection and Monitoring (DAN LU2022-021) p.12**  
*“6 years after final inspection/Certificate of Occupancy issued or project abandoned (Non-Archival)”*
  4. **Construction and Site Development Projects – Verification of Completion (DAN LU2022-016) p.5**  
*“6 years after life of the structure/infrastructure (Non-Archival)”*
  5. **Environmental Monitoring Review of Completed Site Development/Construction Projects (DAN LU2022-022) p.13**  
*“6 years after agency determines that environmental monitoring is no longer necessary (Non-Archival)”*
  6. **Land Use Projects – Hearing Examiner Case Files (DAN LU2022-017) p.8**  
*“6 years after final disposition of case and until exhaustion of appeals process (Archival – Appraisal Required)”*
  7. **Land Use Projects – Withdrawn or Abandoned (DAN LU2022-018) p.9**  
*“Until application abandoned or withdrawn (Non-Archival)”*
  8. **Permits Issued – Environmental, Land Development, and Zoning (DAN LU2022-023) p.16**  
*“Retain for life of agency (Non-Archival)”*
  9. **Permits Issued in Error (DAN LU2022-024) p.16**  
*“3 years after correction of error (Non-Archival)”*
  10. **Property No Longer within Agency’s Jurisdiction (DAN LU2022-019) p.9**  
*“3 years after annexation/incorporation and until no longer needed for agency business (Non-Archival)”*

#### **Retention Changes**

- Six (6) records series have changes to their retention period/cutoff:
  1. **Construction and Site Development Projects – Permit Application Review (DAN LU50-11-01) p.4**

Increased from “Completion of project and/or certificate of occupancy (Non-Archival)” to “90 days after final inspection/certificate of occupancy issued, project abandoned, or permit denied (Non-Archival)”

2. **Construction and Site Development Projects – Withdrawn or Abandoned (DAN LU50-11-23) p.5**  
Changed from “Permit abandoned or withdrawn (Non-Archival)” to “Project abandoned or permit withdrawn (Non-Archival)”
3. **Land Use Projects – Application Review (DAN LU50-11-24) p.7**  
Changed from “10 years after final determination (Archival – Appraisal required)” to “6 years after denial or conditions of approval met and until no longer needed for agency business (Non-Archival)”
4. **Land Use Projects – Project Approval/Denial (DAN LU50-11-11) p.9**  
Changed from “Until no longer needed for agency business (Archival – Appraisal Required)” to “Life of agency or until recorded with County Auditor, whichever is sooner (Non-Archival)”
5. **Permits Issued – Construction Permitting (DAN LU50-11-05) p.14**  
Decreased from “6 years after life of building (Non-Archival)” to “6 years after final inspection/Certificate of Occupancy issued or project abandoned and until no longer needed for agency business (Non-Archival)”
6. **Permits Issued/Denied – Short-Term Activity/Temporary Use Permits (DAN LU50-11-18) p.15**  
Changed retention from “3 years after conclusion of permit activity (Non-Archival)” to “3 years after expiration/denial of permits or until application withdrawn (Non-Archival)”

### **Other Minor Changes**

- Eight (8) records series have changes to their title and/or description:
  1. **Construction and Site Development Projects – Permit Application Review** (*was Applications and Approval Documentation for Building Construction and Modification Permits*) (DAN LU50-11-01) p.4
  2. **Construction and Site Development Projects – 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.5
  3. **Comprehensive Land Use Plan and Amendments (Adopted)** (*was Comprehensive Land Use Plan and Amendments*) (DAN LU50-16-01) p.17
  4. **Land Use Projects – Application Review** (*was Land Division and Development Background/Reference Files*) (DAN LU50-11-24) p.7
  5. **Land Use Projects – Project Approval/Denial** (*was Land Division and Development Final Determination Files*) (DAN LU50-11-11) p.9
  6. **Permits Issued – Construction Permitting** (*was Building Construction and Modification Permit Files (Valid)*) (DAN LU50-11-05) p.14
  7. **Permits Issued/Denied – Short-Term Activity/Temporary Use Permits** (*was Temporary Permits*) (DAN LU50-11-18) p.15
  8. **Referred Project Review** (*was Referred Project Files*) (DAN LU50-16-04) p.10

### **Essential Designation Changes**

- Two (2) records series are being changed from “Non-Essential” to “Essential”:

1. **Critical (Sensitive) Area Designation (DAN LU50-11-25) p.5**  
*Rationale: Changed to reflect business need.*
2. **Land Use Projects – Project Approval/Denial (DAN LU50-11-11) p.9**  
*Rationale: Changed to reflect business need.*

### **Archival Designation Changes**

- Two (2) records series are being changed from “Archival” to “Non-Archival”:
  1. **Land Use Projects – Application Review (DAN LU50-11-24) p.7**  
*Rationale: Based on appraisal by Washington State Archives.*
  2. **Land Use Projects – Project Approval/Denial (DAN LU50-11-11) p.9**  
*Rationale: Based on appraisal by Washington State Archives.*

### **Archival Series Being Revoked**

- Five (5) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
  1. **Approved Construction Drawings, Plans, and Specifications (DAN LU50-11-03)** covered by Construction and Site Development Projects – Permit Application Review (DAN LU50-11-01)
  2. **Building Construction and Modification Permit Indexes (DAN LU50-11-06)** covered by Permits Issued – Construction Permitting (DAN LU50-11-05)
  3. **Forest Practice Permit Files (DAN LU50-11-26)** covered by Permits Issued – Environmental, Land Development, and Zoning (DAN LU2022-023)
  4. **SEPA (State Environmental Policy Act) Environmental Impact Statements (DAN LU50-11-17)** covered by Permits Issued – Environmental, Land Development, and Zoning (DAN LU2022-023)
  5. **Shoreline Substantial Development Permits (DAN LU50-11-15)** covered by Permits Issued – Environmental, Land Development, and Zoning (DAN LU2022-023)

### **Non-Archival Series Being Revoked**

- Eleven (11) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
  1. **Approved Construction Site Plans (DAN LU50-11-02)** covered by Construction and Site Development Projects – Verification of Completion (DAN LU2022-016)
  2. **Building Construction and Modification Permit Files (Invalid) (DAN LU50-11-08)** covered by Permits Issued in Error (DAN LU2022-024)
  3. **Conditional Use Permits (DAN LU50-16B-04)** covered by Permits Issued – Environmental, Land Development, and Zoning (DAN LU2022-023)
  4. **Long-Term Right-of-Way Use Permits (DAN LU50-11-22)** covered by Capital Assets (Real Property) (DAN GS55-05A-06)

5. **SEPA (State Environmental Policy Act) Applications – Withdrawn/Lapsed (DAN LU2012-075)** covered by Permitting – Withdrawn or Abandoned (DAN LU50-11-23)
6. **SEPA (State Environmental Policy Act) Determination of Significance or Nonsignificance (DAN ~~LU50-11-03~~LU50-11-13)** covered by Permits Issued – Environmental, Land Development, and Zoning (DAN LU2022-023)
7. **SEPA (State Environmental Policy Act) Environmental Checklist (DAN LU50-11-14)** covered by Permits Issued – Environmental, Land Development, and Zoning (DAN LU2022-023)
8. **Transitory Building Construction and Modification Permit Processing Records (DAN LU50-11-19)** covered by Construction and Site Development Projects – Permit Application Review (DAN LU50-11-01); or, if truly transitory, the records should be covered in *CORE* under the Records with Minimal Retention Value (Transitory Records) section
9. **Utility Permit Files (DAN LU50-16B-19)** covered by Construction and Site Development Projects – Permit Application Review (DAN LU50-11-01); Permits Issued – Construction Permitting (DAN LU50-11-05); and the *Utility Services Records Retention Schedule*
10. **Water Availability Verification (DAN LU50-11-27)** covered by Construction and Site Development Projects – Permit Application Review (DAN LU50-11-01); Land Use Projects – Application Review (DAN LU50-11-24) and the *Utility Services Records Retention Schedule*
11. **Zoning and Land Use Exceptions/Waivers (DAN LU50-11-21)** covered by Permits Issued – Environmental, Land Development, and Zoning (DAN LU2022-023)

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