



Zoning, Planning, Development, and Enforcement Retention Schedule (LAND)
Indiana Commission on Public Records – County Records Management

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS: January 21, 2015	DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS SIGNATURE
--	---

Instructions:

- 1. Officials should first reference this office-specific retention schedule.** If the form/record series you're looking for is not listed, refer to the County/Local General Retention Schedule (GEN).
- Nonpermanent records listed on this retention schedule may be destroyed, in accordance with the form's instructions, thirty (30) days after completion and submission of a [Notice of Destruction, State Form 44905](#). The notice must be sent to the secretary of the county commission of public records as determined by IC 5-15-6-1(c) (county clerk or recorder) and to the Indiana Commission on Public Records, cty@icpr.IN.gov, 402 West Washington Street W472, Indianapolis, IN 46204.
- All permanent records or records **not listed** on these approved retention schedules can be destroyed or transferred only by completing a [Request for Permission to Destroy or Transfer Certain Public Records \(PR-1\), State Form 30505](#), and by obtaining approval of the County Commission of Public Records and written approval from the Indiana Commission on Public Records.
- Destruction of all records must be delayed pursuant to an applicable legal hold.

GUIDELINES:

Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

Microfilmed records may be deposited or transferred according to the retention period outlined for that record.

Security/original rolls of microfilm must be stored offsite in a secure location. Duplicate rolls may be used in office.

Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.

Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.

Zoning, Planning, Development, and Enforcement Retention Schedule (LAND)

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
LAND 15-1	<p>BUILDING PERMITS AND CONSTRUCTION PROJECT RECORDS</p> <p>Includes building permit, project inspection records, commercial plans or prints, and miscellaneous records concerning administrative decisions related to construction.</p> <p>Retention based on IC 34-11-1-2</p>	<p>DESTROY ten (10) calendar years after completion of the related construction.</p>
LAND 15-2	<p>CERTIFICATE OF OCCUPANCY, CERTIFICATE OF COMPLETION AND COMPLIANCE</p> <p>Retention based on IC 34-11-1-2</p>	<p>DESTROY ten (10) calendar years after destruction of the structure.</p>
LAND 15-3	<p>VARIANCES, LEGAL NONCONFORMING USE, AND SPECIAL CONDITIONS</p> <p>Includes official record of the grant of right.</p>	<p>RETAIN for the life of the right granted; DESTROY ten (10) calendar years after conclusion of the right.</p>
LAND 15-4	<p>ZONING VIOLATIONS</p> <p>Retention based on IC 34-11-2-7</p>	<p>DESTROY six (6) calendar years after violation is remediated if no claim is brought as a result of the violation.</p> <p>If a claim is brought as a result of the violation, record constitutes a part of GEN 10-5, Legal Files.</p>