

**Municipal Records Retention Schedule M10
LAND USE AND DEVELOPMENT**

PART 1: BUILDING RECORDS

Item Number	Record Series Title	Minimum Retention Required	Disposition
M10-010	Building Code Board of Appeals Applications (includes legal notice, minutes, decision letter, all supportive materials, approved/denied decisions)	life of structure	destroy after life of structure ¹
	Construction documents i.e. Building plans and Specifications		
M10-020	a. Public and Commercial including Multi-dwelling (3 or more dwellings). This refers to construction documents depicting the final constructed configuration (As-builts). As-builts must incorporate all approved revisions.	life of structure	destroy after life of structure ¹
M10-025	b. Public and Commercial This refers to all plans which lead up to the As-Builts i.e. revised and superceded documents and plans that are used and maintained during the construction phase	2 years	destroy ¹
M10-030	c. All other, includes single family, 2 family outbuilding, etc. (CGS 29-261(e))	Upon receipt of a written request signed by owner, immediately return plans and specifications to owner after a Certificate of Occupancy (C.O.) is issued; otherwise retain 2 years after issuance of C.O.	destroy ¹

Schedule M10 - Land Use and Development, p. 2

Item Number	Record Series Title	Minimum Retention Required	Disposition
PART 1: BUILDING RECORDS cont.			
M10-035	Certificate of occupancy (C.O.)	life of structure	destroy after life of structure ¹
M10-045	Demolition records , including legal notices, permits, waiting periods, utilities	2 years after demolition	destroy ¹
M10-055	Inspections, Reports of	life of structure	destroy after life of structure ¹
Permits			
M10-065	a. Issued permits including complete application	life of structure	destroy after life of structure ¹
M10-070	b. Void applications	1 year after date of application	destroy ¹
Permits			
(M7-050)	c. Rooming house permits	1 year after expiration of permit	destroy ¹
M10-075	d. Working compensation insurance binders	2 years after issuance of C.O.	destroy ¹
M10-085	Street cards (index) —history of property usually filed by street address	life of structure	destroy after life of structure ¹
PART 2: ENGINEERING RECORDS			
M10-095	Block and lot plans	permanent	maintain in municipality

Schedule M10 - Land Use and Development, p. 3

Item Number	Record Series Title	Minimum Retention Required	Disposition
PART 2: ENGINEERING RECORDS CONT.			
Maps			
(M9-105)	a. Municipal maps including streets, utilities, public properties, flood maps	permanent	maintain in municipality
(M9-110)	b. Working maps	10 years	destroy ¹
M10-105	Street line establishment	permanent	maintain in municipality
M10-115	Street naming and numbering files	permanent	maintain in municipality
M10-125	Survey field books	permanent	maintain in municipality
PART 3: ZONING BOARD OF APPEALS			
M10-135	Applications, including: Supportive materials, including site plan, plot plan photos, letters from abutting property owners	2 years after issuance of decision	destroy ^{T1}
M10-145	Legal notices	1 year after decision	destroy ¹
(M1-216)	Minutes of public meetings (including hearings)	permanent	maintain in municipality
Decision Letters			
M10-155	a. Notice of Affirmative Decision (aka Certificate of Variance)	record on land records ² (refer to M5-275)	return
M10-160	b. Denied or Withdrawn	2 years after denial of decision or 2 years after application is withdrawn	destroy ¹

Schedule M10 - Land Use and Development, p. 4

Item Number	Record Series Title	Minimum Retention Required	Disposition
PART 3: ZONING BOARD OF APPEALS CONT.			
(M1-255)	Tapes, audio—zoning matters	1 year after minutes are approved unless pending appeal, then retain 1 year after appeal decision	destroy ¹
PART 4: ZONING			
	Application , including supportive materials for site plan		
M10-170	a. Approved	10 years after issuance of decision	destroy ¹
M10-175	b. Denied or Withdrawn	2 years after denial of decision or 2 years after application is withdrawn	destroy ¹
M10-185	Certificate of Zoning Compliance	10 years after issuance of decision	destroy ¹
M10-195	Decision letter (includes site plan and survey)	10 years after issuance of decision	destroy ¹
M10-205	Legal notices —pre-hearing/decision	1 year after decision	destroy ¹
(M1-255)	Tapes, audio—zoning matters	1 year after minutes are approved unless pending appeal, then retain 1 year after appeal decision	destroy ¹
	Zone changes—		
M10-215	a. Application	2 years after issuance of decision	destroy ¹
M10-220	b. Maps	permanent	maintain in municipality
(M1-216)	c. Minutes of public meetings (including hearings)	permanent	maintain in municipality
M10-225	d. Supportive materials	2 years after issuance of decision	destroy ¹

Schedule M10 - Land Use and Development, p. 5

Item Number	Record Series Title	Minimum Retention Required	Disposition
PART 4: ZONING CONT.			
M10-235	Zoning Regulations (as amended)	Permanent	maintain in municipality
PART 5: SITE PLAN REVIEW			
	Application , including supportive materials for site plan (Items submitted along with application including letters, comments, public notices, photos, etc.)		
M10-245	a. Approved	10 years after issuance of decision	destroy ¹
M10-250	b. Denied or Withdrawn	2 years after denial of decision or 2 years after application is withdrawn	destroy ¹
M10-260	Decision letter	10 years after issuance of decision	destroy ¹
M10-270	Legal notices	1 year after appeal period	destroy ¹
(M1-216)	Minutes of public meetings (including hearings)	Permanent	maintain in municipality
	Performance bond for developer		
M10-280	a. Copy	2 years after released	destroy ¹
M10-285	b. Original	return to developer after release	return
	Site plan (including surveys and site layouts)		
M10-295	a. Built	life of use	maintain in municipality
M10-300	b. Not executed	5 years from issuance of decision of approving authority <i>CGS</i> 8-3(i), (j)	destroy ¹
M10-305	c. Revised site plans	life of use ³	maintain in municipality

Schedule M10 - Land Use and Development, p. 6

Item Number	Record Series Title	Minimum Retention Required	Disposition
PART 5: SITE PLAN REVIEW			
(M1-255)	Tapes, audio—zoning matters	1 year after minutes are approved unless pending appeal, then retain 1 year after appeal decision	destroy ¹
PART 6: SUBDIVISION			
	Application , including supportive materials for site plan (road plan, grading plan, erosion control plans)		
M10-315	a. Approved	10 years after issuance of decision	destroy ¹
M10-320	b. Denied or Withdrawn	2 years after denial of decision or 2 years after application is withdrawn	destroy ¹
M10-325	c. Staff and public written testimony	10 years after decision	destroy ¹
M10-335	Decision letter	10 years after issuance of decision	destroy ¹
M10-345	Legal notices —pre-hearing/decision	1 year after appeal period	destroy ¹
(M1-216)	Minutes of public meetings (including hearings)	permanent	maintain in municipality
	Performance bond for developer		
(M10-280)	a. Copy	2 years after released	destroy ¹
(M10-285)	b. Original	return to developer after release	return
M10-355	Staff and public written testimony	10 years after decision	destroy ¹
(M5-342)	Subdivision map(s) (CGS Sec. 8-25(a))	Permanent	maintain in municipality

Schedule M10 - Land Use and Development, p. 7

Item Number	Record Series Title	Minimum Retention Required	Disposition
	PART 6: SUBDIVISION CONT.		
(M1-255)	Tapes, audio—zoning matters	1 year after minutes are approved unless pending appeal, then maintain 1 year after appeal decision	destroy ¹
	PART 7: INLAND WETLANDS RECORDS		
	Application (including supporting materials for site plan)		
M10-375	a. Approved	10 years after issuance of decision	destroy ¹
M10-380	b. Denied or Withdrawn	2 years after denial of decision or 2 years after application was withdrawn	destroy ¹
M10-385	c. Staff and public written testimony	10 years after decision	destroy ¹
M10-395	Decision Letters	10 years after issuance of decision	destroy ¹
M10-405	General correspondence issued or received	5 years	destroy ¹
M10-415	Legal notices	1 year after decision	destroy ¹
(M1-216)	Minutes of public meetings (including hearings)	permanent	maintain in municipality
(M1-255)	Tapes, audio— inland wetland matters	1 year after minutes are approved unless pending appeal, then retain 1 year after appeal period	destroy ¹
M10-425	Text of changes adopted in regulations	continuous update/permanent	maintain in municipality

Schedule M10 - Land Use and Development, p. 8

Item Number	Record Series Title	Minimum Retention Required	Disposition
PART 8: ENFORCEMENT ACTIONS			
M10-435	Enforcement Actions - Notices of violations/ violation orders ⁴	10 years after correction of violation	destroy ¹
PART 9: PLANNING			
M10-445	Mandatory referrals/municipal referrals	10 years after issuance of decision	destroy ¹
M10-455	Maps or plans	permanent	maintain in municipality
(M1-216)	Minutes of public meetings (including hearings)	permanent	maintain in municipality
M10-465	Plan of Development , as amended	permanent	maintain in municipality
M10-475	Subdivision regulations , as amended	permanent	maintain in municipality
(M1-255)	Tapes, audio —zoning matters	1 year after minutes are approved unless pending appeal, then retain 1 year after appeal decision	destroy ¹
	Transmittal(s)		
M10-485	a. Proposal	5 years	destroy ¹
M10-490	b. Commission report	5 years	destroy ¹
PART 10: ECONOMIC DEVELOPMENT/REDEVELOPMENT			
M10-500	Applications include: Supportive materials, including site plan, plot plan photos, letters from abutting properties	2 years after issuance of decision	destroy ¹

Schedule M10 - Land Use and Development, p. 9

Item Number	Record Series Title	Minimum Retention Required	Disposition
	PART 10: ECONOMIC DEVELOPMENT/ REDEVELOPMENT CONT.		
M10-510	Decision letter	10 years after issuance of decision	destroy ¹
M10-520	Legal notices	1 year after decision	destroy ¹
M10-530	Marketing Materials prepared by municipality to attract investors/business- all medium	no requirement	destroy
(M1-216)	Minutes of public meetings (including hearings)	permanent	maintain in municipality
M10-540	Property Records includes Property acquisition records including appraisals, property management files and property disposition files	6 years after property is no longer owned	destroy ¹
	Redevelopment Plans, as amended (includes historic/cultural resources review)		
M10-550	a. Approved	permanent	maintain in municipality
M10-555	b. Denied	2 years	destroy ¹
(M1-255)	Tapes, audio —economic development matters	1 year after minutes are approved unless pending appeal, then retain 1 year after appeal decision	destroy ¹

Schedule M10 - Land Use and Development, p. 10

Item Number	Record Series Title	Minimum Retention Required	Disposition
PART 11: OTHER COMMISSIONS			
	Including but not limited to Historic District Commissions, Conservation Commission, Water Pollution Control Authority (WPCA), Neighborhood Revitalization Zones – Planning Commission, etc.		
M10-565	a. Approved	10 years	destroy ¹
M10-570	b. Denied	2 years	destroy ¹
M10-575	c. Certificate of Appropriateness	Life of Property	destroy ¹

¹Municipalities may destroy records only after receiving the signed approval form (RC-075, rev. 2/2005) from the Office of the Public Records Administrator. Retention periods established on this schedule are *minimum retention requirements*. Records may be retained for longer periods of time.

²Any affirmative decision letters that are not filed on the land records, shall be retained permanently. Prior to 1977, the decision letters were not required to be filed on the land records.

³If superseded (revised) site plan includes all previous approvals, then previous site plan may be destroyed.

⁴May be filed on land records. However, there is no requirement to do so. Refer to CGS 22a-44.