



LANCASTER COUNTY

South Carolina

Ph: 803-285-1969

Po Box 1809 or 101 N. Main St. Lancaster, SC 29720

Fax: 803-416-9380

website : www.mylancastersc.org

RECORDS RETENTION

Section 30-1-90(B) of the Code of Laws of SC 1976 authorizes State Archives to promulgate schedules for retention or records common to local governments. The following subarticles mandate retention times:

12-511.1 Plans and Specifications

A Description: Consists of blueprints and other graphic illustrations of designs submitted by contractors for the construction, reconstruction or alteration of buildings within the County. These plans and accompanying specifications are submitted to ensure compliance with the County's Building Codes. Documents include site plan, scale of floor plans, elevation plan, electrical plan, typical wall section and foundation, and specifications.

B. Retention:

- (1) Public Building Projects, Commercial Projects : Permanent
- (2) Other Projects, Residential: I year after issuance of certificate of occupancy, then destroy unless needed for further reference.

12-511.2 Building Permits

A. Description: Documents permission granted by the County to construct buildings that comply with established building codes. Information includes permit number, name and address of the real estate owner, location of the building, type of work (i.e. new, alteration, repair, etc) description of building, name of architect and of contractor, tax map number, zoning classification, water system, usage of property and signature of zoning administrator.

B. Retention: Permanent

12-511.5, 12-511.6, 12-511.7, Permits, -Gas, Electrical, Mechanical, Plumbing, Sign, Septic

A. Description: Records documenting permission granted by the County to perform electrical , mechanical, plumbing , gas work, erecting signs or installing septic systems that complies with codes. Information includes applications, permit numbers, tms numbers, decal numbers, fees, land owners, acreage, tax district, address of applicant, phone number site address, directions subdivision, business name lot block, type of work, heating /cooling, type of fuel, contractor's state license number, phone number, cost, completion date, signature of owner, contractor or agent.

Retention: 3 years after completion of project, then destroy

12-511.8 Inspection records:

A. Description: Documents inspection conducted to buildings under construction within the County to ensure compliance with County Building Codes. Information includes Builder representative requesting each inspection, date performed, outcome of inspection, date completed, date utilities released and notes from office staff to inspector.

B: Retention: 3 years after completion of project, then destroy