

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

**PART 1: BUILDING RECORDS**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>M10-010</b>	<b>Building Code Board of Appeals Applications</b> (includes legal notice, minutes, decision letter, all supportive materials, approved/denied decisions)	life of structure	destroy after life of structure <sup>1</sup>
<b>M10-020</b>	<b>Construction documents i.e. Building plans and Specifications</b> 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 <sup>1</sup>
<b>M10-025</b>	b. Public and Commercial This refers to all plans which lead up to the As-Builts i.e. revised and superceded documents and plans that are used and maintained during the construction phase	2 years	destroy <sup>1</sup>
<b>M10-030</b>	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 <sup>1</sup>

**Schedule M10 - Land Use and Development, p. 2**

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

**Schedule M10 - Land Use and Development, p. 3**

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

**Schedule M10 - Land Use and Development, p. 4**

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

**Schedule M10 - Land Use and Development, p. 5**

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

**Schedule M10 - Land Use and Development, p. 6**

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

**Schedule M10 - Land Use and Development, p. 7**

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

**Schedule M10 - Land Use and Development, p. 8**

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



**Schedule M10 - Land Use and Development, p. 9**

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

**Schedule M10 - Land Use and Development, p. 10**

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

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<sup>1</sup>Municipalities 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.

<sup>2</sup>Any 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.

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

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