

SECTION 16. HISTORIC PRESERVATION RECORDS

Records relating to the County’s historic preservation program.

General Instructions		
<ul style="list-style-type: none"> ▪ The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.). ▪ Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy. ▪ No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold. 		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
1. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
2. EVENTS AND ACTIVITIES. Records relating to programs, events and activities of the historic preservation program.	See: Section 15 General Records – Correspondence and General Documentation and Program Development Records	
3. FINANCIAL RECORDS.	See: Section 13 Financial Records	
4. HISTORIC PRESERVATION BOARD RECORDS. Agendas, minutes, recordings, committee records, etc.	See: Section 2 Board, Commission and Authority Records	
5. INVENTORY OF HISTORIC RESOURCES. Inventories and surveys of historic resources and properties within the County.	Historic Preservation	Permanent
6. LANDMARK AND HISTORIC DESIGNATIONS AND SUPPORTING DOCUMENTATION. Records relating to local, state or federal historic designations for buildings, structures or districts within the County and preservation of historic structures. Supporting documentation includes applications for designation; committee reviews; staff reports; copies of Board of County Commissioners Resolutions, notifications; photographs and historic property surveys, etc.	Historic Preservation	Permanent