

REGULATORY SERVICES AND COMPLIANCE - STATE APPROVED 8/20/2006 - UPDATED 9/6/2009

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
RGC-10	Regulatory Services and Compliance Operations and Administration Section Overview								
RGC-20	Regulatory Services and Compliance Construction Code Review and Enforcement Section Overview Records in this section of the schedule identify the records created during the delivery of plan review and construction inspection services by the City of Minneapolis. The delivery of quality construction review and inspection services helps to ensure the safety, health and livability of the community through regulation, enforcements, information and education of applicable laws and regulations.								
RGC-20-02	Regulatory Services and Compliance Construction Code Review and Enforcement Construction Plans - Residential/Commercial/Industrial Construction plans used by examiners to determine compliance with applicable codes/ordinances prior to permit issuance. The series includes records of revised construction plan as a result of permits that are issued to help to ensure that construction is consistent with design. Not all plans in the series are "as-builts". The series excludes construction plans that are historically significant. NOTE: See also RGC-20-04 Construction Plans - Historically Significant, for retention guidance related to Construction Plans with historical significance. Records may include: Construction plans, Specification books, Land surveys	CIC000	ACT+2	ACT+2	ACT+2	ACT	REGULATORY SERVICES	PUBLIC/PRIVATE/ NON-PUBLIC MS13.37	Active ceases after permit issuance or extension of permit - whichever is later.
RGC-20-04	Regulatory Services and Compliance Construction Code Review and Enforcement Construction Plans - Historically Significant This series documents the plans for buildings of national interest (Twins Ballpark, Minneapolis Convention Center, etc.) and those that are designed by acclaimed architects (Guthrie Theater, Minneapolis Downtown Library, Walker Art Center). The series may also include plans for major renovations to historic buildings that appear on the Minneapolis Historic Preservation Commission's Historic Property List (\$1.0 million or more) and plans for major expansion of public institutional	BUS120	PERM	PERM	PERM	ACT	REGULATORY SERVICES	PUBLIC/PRIVATE NON-PUBLIC MS13.37	

Event Codes:

AA After Audit	ACT Active	AR Annual Review	AT After Termination	AW After Wreck	IND Indefinite	MAX (Maximum)	PERM Permanent	YR Yearly Review
AC After Completion	ALA After Last Action	AS After Superseded	AV After Verification	EX After Expiration	LA Life of Asset	(Not More Than)	YE Year End	

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	buildings (hospitals, universities, colleges, etc.). Not all plans in the series are "as-builts".								
	Records may include: Construction plans								
RGC-25	Regulatory Services and Compliance Truth in Sale of Housing Section Overview Records in this section of the schedule identify the records created during the Truth in Sale of Housing process.								
RGC-25-02	Regulatory Services and Compliance Truth in Sale of Housing Truth in Housing Disclosure Reports The records document the compliance of Truth in Sale of Housing requirements specified in Minneapolis Code of Ordinances. The Truth in Sale of Housing Program helps to protect the housing stock of Minneapolis and deter unsafe conditions and major deterioration. Inspections are required prior to the sale of property and are performed by licensed evaluators. The disclosure report is an evaluation that may identify specific required repairs. If the evaluation finds the dwelling to be in compliance with the ordinance requirements, or after required repairs are completed and approved, a Certificate of Approval (COA) is issued. An associated database is used to track the status of Truth in Sale of Housing processes, associated dates and the Certificate of Approval.	LEG100	AC+3	AC+3	AC+3	ACT	REGULATORY SERVICES	PUBLIC	AC begins after completion and issuance of COA or dismissal by department.
	Records may include: Disclosure Report, evaluator sign-off, Certificate of Approvals, dismissal notifications								
RGC-25-04	Regulatory Services and Compliance Truth in Sale of Housing Truth in Housing Status Tracking Database Entries The database is used to record the status of the request for Truth in Housing evaluations. The database tracks information by address that relates to the initial contact, evaluator assignment, homeowner name, required repairs, reinspections, approvals, buyer acknowledgement of responsibility, and the certificate of approval.	LEG100	AC+3	AC+3	AC+3	ACT	REGULATORY SERVICES	PUBLIC	AC begins after the administrative need ends or the COA has been issued, whichever occurs later.

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RGC-30	Regulatory Services and Compliance Housing Inspection Section Overview								
RGC-40	Regulatory Services and Compliance Environmental Management and Safety Section Overview								

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