

CODE COMPLIANCE SERVICES

BILLING FILES

Includes bills sent to property owners for abatement costs (remaining open until collections is complete)

Active: 2 years
Inactive: 1 year
Disposition: Destroy

CASE FILES – HOUSING, NUISANCE AND WEEDS

Active: 2 years
Inactive: 1 year
Disposition: Destroy

CONTRACTOR FILES

Includes copies of contracts. See also City Clerk

Active: until superceded plus 1 year
Disposition: Destroy

DEMOLITION FILES

City-ordered demolitions of privately owned facilities, including, but not limited to, cost estimates of repair, pictures of property, publicized code compliance notices, mailings and notifications

Active: 2 years or until bill is paid
Inactive: 10 years
Disposition: permanent