


Policy Statement



City of Leavenworth
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Date: September 13, 2019
To: Policy File
From: Lilith Vespier, Development Services Manager 
Re: Pre-application Files

Need for Clarification:

The City of Leavenworth has numerous complete and incomplete pre-application files and withdrawn files. The purpose of retaining pre-application materials is to provide background on what information has been provided during project feasibility and ensure that changes in the project or in the code requirements have been considered at the time of the application submittal and, if required, addressed as part of the vesting of the application.

While pre-application files may be interesting to review, they become less relevant over time and in some cases add confusion about current code requirements. Additionally, they are a cumbersome part of the existing filing system.

Similarly, withdrawn files contain information that is of no regulatory value or use and may add confusion when a new application is submitted.

After reviewing retention requirements, it has been determined that pre-application files do not require a retention schedule but need to be logged and destructed.

Determination:

Therefore, it is the intent of Development Services to log all pre-application materials and destruct pre-application files that are older than 24 months and destruct withdrawn files immediately.



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LU50-11-23 Rev. 0	WITHDRAWN OR ABANDONED LAND USE, BUILDING CONSTRUCTION AND MODIFICATION PERMIT APPLICATIONS, APPEALS, LAND USE DEVELOPMENT, LAND DIVISION, AND SUPPORT DOCUMENTATION May include permits issued but work not started within 180 days.	Retain until permit abandoned or withdrawn <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
LU50-11-21 Rev. 0	ZONING AND LAND USE EXCEPTIONS/WAIVERS May include permits issued but work not started within 180 days.	Retain for the life of the agency.	NON-ARCHIVAL ESSENTIAL OPR