

**NC Department of Insurance  
Office of the State Fire Marshal - Engineering Division  
1202 Mail Service Center, Raleigh, NC 27699-1202  
919-661-5880**

**Inspection Department Records Retention**

**Code:** 2012 Administrative Code and Policies  
**Section:** GS 153A-373 and 160A-433

**Date:** July 3, 2012

**Question:**

How long must inspection department records be kept?

**Answer:**

The Division of Historical Resources, Archives and Records Section of the NC Department of Cultural Resources publishes a Records Retention and Disposition Schedule for all city and county agencies. Records retention periods for building inspection departments are included in this publication. Records must be stored for the periods listed in the schedule. Departments not having a copy of this publication should contact their city or county manager or the NC Archives and Records Section at 919-733-3540.