



Criteria for Retention of Plans in the City Archives

In the absence of a formally approved records retention schedule for the Department of Safety & Permits or the Vieux Carre Commission, the City Archives uses the following general criteria to determine which building plans will be permanently retained in the City Archives. These criteria were developed in consultation with the Department of Safety and Permits and with various architectural historians.

1. For ***new construction of residential structures***, the City Archives retains:
new construction in historic neighborhoods
structures of unusual/innovative design, whether in a historic district or not
2. For ***residential renovation, remodeling, additions, etc.***, the City Archives retains:
substantial renovations or additions for structures in historic neighborhoods. (Note: in general, interior renovations are not retained)
3. For ***new construction of non-residential structures***, the City Archives retains:
major buildings, generally those more than a single story (for example, churches, office buildings, larger commercial structures, schools, any public buildings)
4. For ***non-residential renovation, remodeling, additions, etc.***, the City Archives retains:
Substantial renovations for major buildings. (Note: only major renovations requiring a full or substantially complete set of plans are retained. Tenant build-outs or interior renovations are not retained.)

The archivists make occasional exceptions to these general criteria.