

34 *30*

APPLICATION FOR PERMIT TO BUILD

Street No. *3435* *Street* Lot *1* Block *10*

Owner *G. J. ...* Address *...*

Architect *...* Address *...*

Contractor *...* Address *...*

Kind of Building *...*

Foundation *...*

	Girder		Span		Mud Sills	
	1st Floor	2nd Floor	3rd Floor	4th Floor	5th Floor	6th Floor

	1st Floor	2nd Floor	3rd Floor	4th Floor	5th Floor	6th Floor
Joists						
Max. Span						
Bearing Partitions						
Non Bearing Partitions						
Story Height						
Outside Walls						

Ceiling Joists *...* Span *...*

Roof *...* Rafters *...*

Water Heater *...* Chimney *...*

Size of Building—Length *...* Width *...* Height *...*

It is hereby agreed that this building will be constructed in conformity with the Ordinances of the City of Sacramento and the Laws of the State of California.

ESTIMATED COST, \$ *1500*

Plans must be submitted

W. K. ...

OWNER OR OWNER'S REPRESENTATIVE.

Permit <i>...</i>
Date <i>...</i>
District <i>...</i>

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in the context of public administration and government operations.

2. The second part of the document outlines the various methods and tools used to collect, store, and analyze data. It highlights the need for robust data management systems that can handle large volumes of information while ensuring data integrity and security. The text also mentions the importance of regular data audits and updates to maintain the accuracy of the records.

3. The third part of the document focuses on the role of technology in modern record-keeping. It discusses the benefits of digital storage and retrieval systems, such as increased efficiency and ease of access. However, it also addresses the challenges associated with digital records, including data migration, format obsolescence, and the need for secure backup and recovery procedures.

4. The fourth part of the document discusses the legal and regulatory requirements for record-keeping. It notes that different jurisdictions have specific laws and standards governing the retention and disposal of records. Organizations must ensure they are compliant with these regulations to avoid legal penalties and ensure the long-term preservation of their records.

5. The fifth part of the document provides a summary of the key points discussed and offers recommendations for best practices. It suggests that organizations should adopt a proactive approach to record management, regularly reviewing and updating their policies and procedures to reflect changes in technology and regulations.

6. Finally, the document concludes by emphasizing the overall importance of record-keeping as a fundamental aspect of organizational governance. It states that well-maintained records are not only a source of information but also a critical tool for decision-making and strategic planning.