

APPLICATION FOR PERMIT TO BUILD 9: 31

Street No. 3615-38 Lot 74 Van Waldum Block 17 37  
 Owner JR Sheep Address 3615-38  
 Architect \_\_\_\_\_ Address \_\_\_\_\_  
 Contractor Arroyo Address \_\_\_\_\_

Permit 777  
 Date 4/3/22  
 District 120

Kind of Building Frame City Only  
 Foundation \_\_\_\_\_

Posts	Girder		Span		Mud Sills	
	1st Floor	2nd Floor	3rd Floor	4th Floor	5th Floor	6th Floor
Joists						
Max. Span						
Bearing Partitions	<u>Add 1. Porch - Tail</u>					
Non Bearing Part'ns						
Story Height						
Outside Walls			<u>no walls</u>			
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, \$ 75  
 Plans must be submitted

J. R. Sheep  
 Owner or Owner's Representative.

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 financial matters. This section also touches upon the legal implications of failing to maintain such records, which can lead to severe consequences for individuals and organizations alike.

2. The second part of the document delves into the specific requirements for record-keeping, including the types of documents that must be retained and the duration for which they should be kept. It provides a detailed overview of the various categories of records, such as financial statements, contracts, and correspondence, and outlines the best practices for organizing and storing these documents to ensure they are easily accessible and secure.

3. The third part of the document addresses the challenges associated with record-keeping, particularly in the context of digital information. It discusses the risks of data loss, corruption, and unauthorized access, and offers strategies to mitigate these risks. This includes the use of secure storage solutions, regular backups, and access controls to protect sensitive information.

4. The fourth part of the document provides a comprehensive guide to the legal aspects of record-keeping. It covers the various laws and regulations that govern the retention and disposal of records, and explains how these requirements vary across different jurisdictions. This section is particularly useful for organizations operating in multiple countries or those subject to specific industry regulations.

5. The fifth and final part of the document offers practical advice and tips for implementing an effective record-keeping system. It discusses the importance of developing clear policies and procedures, training staff on the correct use of the system, and conducting regular audits to ensure compliance. The document concludes by emphasizing that a well-maintained record-keeping system is not only a legal requirement but also a valuable tool for improving operational efficiency and decision-making.