

APPLICATION FOR PERMIT TO BUILD

Street No. 901-41 Lot 25 Eastman Block 42 ⁴¹ ¹¹⁹

Owner J.P.B. Thompson Address 1510-3rd

Architect _____ Address _____

Contractor [check] Address _____

Kind of Building Frame 1 story & 1/2 story

Foundation Concrete 15"

Posts Timber Girder wood Span 12 Mud Sills 2-6" (2)

	1st Floor	2nd Floor	3rd Floor	4th Floor	5th Floor	6th Floor
Joists	<u>2x16</u>					
Max. Span	<u>12</u>					
Bearing Partitions	<u>2x</u>					
Non Bearing Partitions	<u>2x2</u>					
Story Height	<u>8'6"</u>					
Outside Walls	<u>2x4</u>			<u>1x4</u>	<u>2x4</u>	<u>3</u>

Ceiling Joists 2x4 Span _____

Roof Shingle Rafters 2x4

Water Heater Gas Chimney Block

Size of Building—Length 152 Width 36 Height 20

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. \$ 4500

Thomas Robert

OWNER OR OWNER'S REPRESENTATIVE.

Plans must be submitted

Permit <u>9478</u>
Date <u>1/11/24</u>
District <u>17</u>

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. The text highlights how detailed records can help identify inefficiencies, prevent fraud, and ensure that resources are used effectively.

2. The second part of the document focuses on the role of technology in modern record-keeping. It discusses how digital systems and software solutions can streamline the process of data collection, storage, and retrieval. The text notes that while technology offers significant advantages, it also requires careful implementation and ongoing maintenance to ensure data integrity and security. The importance of training staff to use these systems effectively is also mentioned.

3. The third part of the document addresses the challenges of data management and security. It discusses the risks of data loss, unauthorized access, and cyber threats. The text suggests implementing robust security protocols, such as encryption and access controls, to protect sensitive information. Additionally, it emphasizes the need for regular backups and disaster recovery plans to ensure business continuity in the event of a data breach or system failure.

4. The fourth part of the document discusses the importance of data analysis and reporting. It explains how analyzing recorded data can provide valuable insights into organizational performance, trends, and areas for improvement. The text suggests using data visualization tools and reports to communicate findings to stakeholders. It also highlights the need for clear communication and collaboration between different departments to ensure that data is used effectively to inform decision-making.

5. The fifth part of the document concludes by summarizing the key points discussed. It reiterates the importance of accurate record-keeping, the effective use of technology, and the implementation of strong security measures. The text encourages organizations to adopt a proactive approach to data management, recognizing its potential to drive efficiency and improve overall performance. The final message is one of optimism and commitment to continuous improvement in the field of record-keeping and data management.

6. The sixth part of the document provides a detailed overview of the various types of records that should be maintained. It lists categories such as financial records, personnel files, legal documents, and operational logs. The text explains the specific requirements for each type of record, including retention periods, storage methods, and access protocols. This section serves as a practical guide for organizations looking to establish a comprehensive record-keeping system.

7. The seventh part of the document discusses the legal and regulatory aspects of record-keeping. It outlines the various laws and regulations that govern the collection, storage, and disposal of records. The text emphasizes the importance of staying up-to-date on these regulations to avoid legal penalties and ensure compliance. It also discusses the role of record-keeping in legal proceedings and the importance of maintaining accurate and accessible records for legal purposes.

8. The eighth and final part of the document provides a call to action, encouraging organizations to take immediate steps to improve their record-keeping practices. It suggests conducting a thorough audit of current records, identifying areas for improvement, and implementing the recommended strategies. The text concludes by expressing confidence in the organization's ability to achieve its goals through effective record management.