

Exhibit "G"

Records and Information System

- All "Permit to Construct" related correspondence will be logged and filed by the City of Gillette Department of Development Services, Engineering Division.
- Each application request will be assigned a unique alpha-numeric file number that correlates to the fiscal year (City of Gillette) the application is made and the Division considering the request.
- The following key will be used when assigning permit/project numbers:
 - The first series (two-digits) of the alpha-numeric permit number will be the fiscal year the application was received by the City of Gillette. (i.e. 13XXYY)
 - The next series (two characters) of the alpha-numeric permit number will be the Division considering the application. (i.e. 13ENYY)
 - EN = Engineering, only division to be responsible for permit issuance.
 - The last series (two or 3 digits) of the alpha-numeric permit number will be the unique sequential permit application number received during the fiscal year. (i.e. 13EN01)
- The City Engineer will review the permit application based upon its merit.
- The City Engineer will affix a stamp (copy on next page) on the application/drawings upon completion of review.
- The City Engineer will address comments/modifications to the applicant in an official letter on a City of Gillette Letterhead.
- The "Permit to Construct" will bear the original signature of the City Engineer.
- The City of Gillette will maintain a digital database of permit applications received for tracking purposes.
- The City of Gillette will maintain an individual file folder for each application. All correspondence (application, design reports, checklists, review letters, permits issued, project close-out materials, etc.) will be maintained in a hard file. The plans submitted for review will be maintained digitally in the City's E-plans system. A hard copy of the final approved plans will be maintained at the office of the City Engineer throughout the duration of construction. Upon completion of construction and City acceptance of the improvements, a hard copy of the Drawings of Construction Record will be maintained at the office of the City Engineer. At completion of the two (2) year warranty period, the files will be archived and moved to storage.