

The Records Management section consists of record series that document agency policies, process, procedures and activities related to the management of their records.

GRS6 Records Management Records

GRS6.1 Records Management Program Development Records

Documents relate to the establishment of task forces or committees, the records management policy formation process, and research files, as well as files on the implementation of the program. May include, but is not limited to records concerning the initiation of projects for developing agency records management programs in accordance with RIGL 38-3-7(2) and 42-8.1-17(3), correspondence files, minutes of meetings of committees and task forces and related correspondence, updates, drafts, interim and final reports.

Retention: Permanent.

See also: Executive Records - Program Establishment and Development Records - GRS1.2.

GRS6.2 Records Management Committee Records

Records of meetings concerning matters related to the management of agency records. May include, but is not limited to documents prepared and documents tabled for discussion, minutes, notes, and other supporting documentation.

Retention: Permanent.

See also: Executive Records - Meeting Minutes - GRS1.7.

GRS6.3 Records Management Program Policies and Procedures

Documentation comprising the agency's official policies and procedures for managing its records in all media.

Retention: Permanent.

Note: Remove superseded or time delimited policies and procedures to an inactive file.

See also: Executive Records - Policies and Procedures - GRS1.3.

GRS6.4 Security of Records Documentation

Records documenting security policies, processes, procedures and measures to protect records from damage, destruction, loss or illegal removal in accordance with RIGL 42-8.1-17(4).

Retention: Permanent.

See also: Safety & Security Records - GRS3.

GRS6.5 Designation of Authority Records

Records documenting the designation of personnel as responsible and accountable for an agency's records management program in accordance with RIGL 42-8.1 –17(5) (Agency Records Officer). It also includes documentation investing an individual with signing authority for the approval of records retention schedules and for Certificates of Records Destruction.

Retention: Retain until superseded.

Note: Record copy is maintained permanently by the State Archives Division.

GRS6.6 Classification Documentation

Records that document agency's records classifications systems as well as nomenclatures, glossaries, thesaurus, rules, and any other filing schemes. These documents codify the agency's record series (see *Introduction* for definition of "record series") and guide agency staff in proper document filing practices.

Retention: Retain as long as the related records exist.

Note: Classification documentation should be sent to the State Archives if the related records are transferred to its custody.

GRS6.7 Records Retention Schedule Development Records

Records retention/control schedules give agencies authority to dispose of records in accordance with specific legal, statutory, regulatory, fiscal, and business requirements. Records retention schedules cover records in all media an agency creates, receives, and maintains in pursuit of its specific mandate, and specifies when and, where appropriate, on what basis or authority, an agency may dispose of its records. This series contains records related to the development of records retention schedules in accordance with RIGL 38-3-6 and 42-8.1-10. Records may include, but are not limited to inventory worksheets, reference materials, notes, schedules (drafts and versions), and correspondence.

a) Final approved records retention schedules

Schedules that have been approved by the State Archivist/Public Records Administrator, the Attorney General, and the Auditor General.

Retention: Retain until superseded.

Note: Record copy is maintained permanently by the State Archives Division.

GRS6.7 Records Retention Schedule Development Records (continued)**b) Approved amendments to schedules**

Schedules that have been amended to reflect a limited number of modifications, such as the addition of new record series or changes in the retention periods of existing series.

Amendments approved by the State Archivist/Public Records Administrator, the Attorney General, and the Auditor General.

Retention: Retain until superseded.

Note: Record copy is maintained permanently by the State Archives Division.

c) All other records

Retention: Retain three (3) years after final schedule or amended schedule is approved.

Note: The State Archives Division retains Records Retention Schedules Development Files.

GRS6.8 Records Disposal Documents

Records documenting the disposal of records. The disposal of agency records can occur in one of several ways: (1) the temporary transfer of custody (loans), (2) permanent alienation of ownership through transfer of function to another government agency, (3) the transfer of custody of records having permanent value to the State Archives, or (4) through authorized destruction. This series may include implementation of records retention policies. It includes records attesting to the destruction of records, the transfer of custody or proprietorship of records from one government jurisdiction or agency to another, including the transfer of ownership of records to the State Archives.

a) Letters of agreement on temporary loans

Retention: Permanent.

b) Certificates of Records Destruction

Retention: Permanent.

See also: Executive Records - Certificates of Records Destruction - GRS1.19.

c) Custodial transfer documents

Retention: Permanent.

GRS6.9 Records Control Documentation

This series consists of documentation that agencies create and use internally in order to search, locate, and retrieve their records. This series may include paper and electronic indexes and databases, inventories, lists, and registers and other finding aids developed to enable the retrieval of agency records.

GRS6.9 Records Control Documentation (continued)

a) Records control documentation for non-permanent records

Retention: Retain until superseded or upon authorized destruction of records.

b) Records control documentation for permanent records

Retention: Consult State Archives before disposal.

GRS6.10 Access to Public Records Documents (revised December 2009)

Rhode Island statute RIGL 38-2 governs access to public records. The records in this series document requests for access to government records. Documents may include, but are not limited to correspondence, request forms, and usage logs.

Retention: Retain three (3) years after resolution.

See also: Executive Records - Correspondence and Memoranda - GRS1.1,

Legal Records - Legal Opinions - GRS2.2, and

Daily Operations Records - General Correspondence and Memoranda - GRS5.1.