

BCC1 Modular Homes Plans and Specifications

Builders of modular homes for residential and commercial purposes in Rhode Island are required to provide the towns in which the homes are built with the building plans and specifications. The buildings in question may be intended for residential or commercial purposes and the builder provides copies of the plans to the Commission for review. The records may include, but are not limited to, copies of building plans for modular homes and cover letters from third party inspection agencies.

a) Plans and specifications that involve no legal action

Retention: Retain three (3) years.

b) Plans and specifications that result in legal action

Retention: Retain seven (7) years after last action.

BCC2 Appeals for the Building Code Standards Committee

Cities and towns may appeal rulings from the Building Code Commission regarding structures within the municipality involved. The rulings in question may pertain to modular homes or public buildings. Appeals are filed with the cities and towns by building owners or contractors. The records in the series may include, but are not limited to, appeal applications, plans, specifications, letters from building officials, and letters from city or town officials.

Retention: Retain seven (7) years.

BCC3 Plans, Prints, and Specifications for State Buildings

The Building Code Commission obtains plans, prints, and specifications for work that is done on state-owned buildings, whether from the time of construction or at the time of modification or demolition. Contractors and state agencies are required to submit these plans to the Commission and they are subject to Commission approval. The records may include, but are not limited to, building permits, mechanical permits, moving or demolition permits, plumbing permits, project certification forms, demolition applications, permit fee schedules, records of completion, and other plans, prints, and specifications for the buildings involved and the work being done.

Retention: Permanent.

BCC4 Native Lumber Approvals

All mills producing lumber to be sold in the state of Rhode Island must be registered by the State Building Code Standards Committee, which is overseen by the Building Code Commission. The Committee must also certify lumber as to grade and species for use in the building of structures. This is true whether or not the lumber is from Rhode Island trees or from elsewhere. Each mill must pay an initial registration fee and then an annual renewal fee each year after that. The Committee has the authority to suspend or revoke these registrations and must send notices with reasons when it does. The records in this series may include, but are not limited to, documentation on the lumber product, approval forms for the product, documentation of yearly recertification, and receipts of yearly payments.

Retention: Permanent.

BCC5 New Material Approvals

All manufacturers of new materials, devices, or methods of construction must submit an application to the Building Code Commission as per RIGL § 23-27.3-108.1.3. The procedure is codified by Regulation SBC-12. The Commissioner will review any materials, devices, or methods with a valid current approval or an evaluation report issued by Model Code Agencies to determine whether or not they conform to the Rhode Island State Building Code. The Commissioner may issue a letter of acceptability based on reciprocity upon reaching the conclusion that no unusual or different conditions exist in Rhode Island. All other applications for approval (without current approvals or evaluations by Model Code Agencies) must be reviewed by the State Building Code Committee. Each application requires a registration fee and the Commissioner must notify each holder of an approval of the necessity to renew ninety days in advance of the expiration date. The Commissioner may suspend or revoke any approvals after they have been issued with a notice that gives the reasons for the action. Affected manufacturers may appeal suspensions or revocations. Any modification to previously approved materials, devices, or methods of construction requires a resubmission of the application to the Commissioner for Committee review. The records in the series may include, but are not limited to, application forms, receipts for yearly payments, re-certifications, notices of revocations or suspensions, and appeals of suspensions and revocations.

Retention: Permanent.

BCC6 Amusement Ride Permits

Operators of amusement rides in the state of Rhode Island must seek permits from the Building Code Commission for each individual ride as per RIGL § 23-34.1. This applies to rides at seasonal and year-round amusement parks as well as carnivals that are set up for short periods of time. Carnival ride permits authorize the operation of specific amusement rides at specific locations by a specific owner over a specific period of time. Park ride permits authorize the operation of specific rides at a specific park over a specific season. The records in this series may include, but are not limited to, permits, various forms, and associated correspondence. Each permit specifies the ride by name, Rhode Island Ride database number, manufacture, serial number, carrying unit capacity, national ride number, and “permit to operate” number. The forms may include, but are not limited to, annual inspector affidavits, annual inspector notifications, annual announcements to all park ride and carnival operators, annual inspection lists, electrical inspection approvals, proof of financial and technical responsibility forms, fire safety inspections, NDT compliance forms, NEC-required GFCI protection in temporary wiring forms, operator training affidavits, outdoor inspection reports, permits to conduct, permits to operate, designations of agents for nonresident owners, registration renewal applications, reports of lease arrangements, ride bulletin compliance documentation, ride inspection forms, ride status determinations, and stop operation orders.

Retention: Retain five (5) years after expiration of the permit or seven (7) years after the last legal action, whichever is later.

BCC7 Certificates of Records Destruction

Certification of Records Destruction forms (PRA003) signed by the authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules. RIGL 38-1-10, 38-3-6, and 42-8.1-10.

Retention: Permanent.