

DEM2 Office of Boat Registration and Licensing

DEM2.1 Boat Registration Records

Registration of used and new watercraft over a certain length, as specified by regulation. Registrations are issued for the purposes of confirming title. Records document the registration process. Included are individual registration application cards or forms and supporting documentation, including copies of bill of sale, manufacturer statement of origin, and application for initial vessel certificate of title and copies of current certificate of title.

Retention: Retain five (5) years.

DEM2.2 Boat Motor Registration Records

Registration of outboard boat motors is mandatory in the state of Rhode Island. Outboard motors bought separately from watercraft are taxable. Records include registration cards containing applicant information and description of motor, bills of sale, and proof of sales tax forms.

Retention: Retain five (5) years.

DEM2.3 Vessel Title Files

Documents DEM's issuance of certificates of title as proof of vessel proprietorship. Also includes records related to financial obligations and record liens on vessels. New file is opened each a time an individual vessel's ownership changes hands. Files are organized in chronological order and retrievable by owner name or vessel registration number. Index to files has been computer stored since 1989. Documents include an application for certificate of title, a copy of the issued certificate of title, a bill of sale, and lien holder verification forms. Certificate of Title includes registration number, hull identification number, manufacturer name, model year and name of owner. Files also include previous titles and other supporting documentation. Each file represents a single transaction for each boat.

Retention: Retain most recent Certificate of Title file for five years after vessel title transferred to new owner.

DEM2.4 Fishing License Records

Issuance of annual fishing licenses is an instrument that enables DEM to manage and regulate the state's fishery. Series documents issuance of various types of individual fishing licenses by DEM as well as by DEM-authorized agents at various locations around the state (See DEM2.9). Included are copies of licenses issued by DEM, and copies of licenses forwarded to DEM by licensed agents, and licenses returned. Records include several classes of individual fishing licenses, including but not limited to, licenses issued to Rhode Island residents, non-residents, disabled individuals, senior citizens as well as non-resident shell fishing licenses, and tourist fishing licenses.

Retention: Retain five (5) years.

DEM2.5 Commercial Fishing License Registration Records

Documents the issuance of annual commercial fishing licenses to individuals, vessel owners and crewmember applicants. The issuance of commercial licenses enables DEM to manage and regulate the state's fishery. Commercial licenses are issued to individuals in the fishery community in accordance with priority or preference status of applicants (as determined by criteria set in state law and regulation). Series documents the commercial fishing license application and approval process both for new and renewal applications under R.I. General Laws §20-2.1-4, 20-2.1-5 and 20-2.1-6. The nature and maximum number of commercial licenses periodically changes in order to take account of the evolving state of the fishery and the current circumstances of the commercial fishing community. Currently, categories of commercial licenses available on a restricted basis include resident and non-resident Principal Effort, Multipurpose, Multi-Purpose with Gill Net, Commercial Fishing, and Student Shellfish licenses. Documents include completed applications forms, notarized affidavits in support of commercial fishing license application, taxpayer certification form, supporting documentation, and copies of outgoing DEM letters of decision. Application form includes personal applicant data, type of gear, type of commercial license being requested as well as indication of species applicant wants to fish, including annually restricted species. File may also include documentation attesting to priority status, and Commercial Vessel Declaration Application form.

Retention: Retain five (5) years.

DEM2.6 Landing Permit Records

Documents issuance of various categories of fish landing permits to residents and non-residents under R.I General Laws § 20-4-1.2. Licenses enable commercial vessels to off-load or land marine seafood products legally harvested outside Rhode Island waters for sale or intended sale in Rhode Island, or to secure a vessel with the seafood products on board to a shore side facility where the products may be off-loaded for sale or intended sale. The landing permit is valid for one calendar year.

Retention: Retain five (5) years.

DEM2.7 Hunting Permits

Documents issuance of various types of annual individual hunting permits by DEM as well as by others authorized by DEM as licensing agents. Included are copies of issued licenses, copies of licenses forwarded to DEM by licensed agents, licenses returned as well as supporting documentation, and hunter safety certification. Series includes several categories of individual hunting licenses, including, but not limited to, licenses issued to Rhode Island residents as well as non-residents, deer permits, night hunting permits, landowner permits, property depredations permits, and disabled individuals permits. Documentation consists of agent copies of permits, and may also include deer tags, hip cards (migratory bird permit), waterfowl stamps, and returned turkey permits. Record may also includes copies of certificates of competency required of first-time hunters (Rhode Island G.L. §§ 20-13-4, 20-15-2).

Retention: Retain five (5) years.

DEM2.8 License Vendor Reports

Computer generated reports that reflect tallies of monies as well as licenses, tags, and stamps issued by licensed hunting and fishing licensing agents. Included are returned hunting-fishing licenses, deposit receipts, copies of checks, and licenses not issued.

Retention: Retain five (5) years after audit is completed.

DEM2.9 Licensing Agent Application Records

DEM annually authorizes individuals and companies to issue state fishing licenses and hunting permits. Series documents the authorization process. Records include application forms as well as license agency agreements.

Retention: Retain three (3) years.

DEM2.10 Recreational Vehicle Registration Records

Records include application for registration of snowmobiles and other vehicles that may be classed as recreational. Included are application forms, copies of vehicle registration, and bills of sale. The application form includes personal applicant data and information describing the vehicle. Certificate contains above information as well as the registration number assigned and the expiration date.

Retention: Retain five (5) years.

DEM2.11 Department Regulation Abstracts

Pamphlets issued by the department briefly summarizing information on the current fishing, hunting and boating season, including highlights of current regulations. Also includes relevant maps.

Retention: Retain one (1) year.

Note: § 29-7-5 Deposits of state publications. – Each state agency shall designate one person as its documents officer and shall notify the Clearinghouse of his or her identity. The documents officer shall, prior to public release of a state publication, deposit with the Clearinghouse a minimum of twenty-five (25) copies certified to the documents officer by the Clearinghouse as required to meet the needs of the depository library system.

DEM2.12 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 (j), and §42-8.1-10)

Retention: Permanent.