Series No.	Record Series Title and Description	Retention
DLT1.1.1	**Board of Examiners Records** Documents the business of the various boards whose role is to review trade license applications for approval, renewal, or denial. Boards include the Board of Examiners of Electricians, the Board of Examiners of Plumbers, the Board of Examiners of Hoisting Engineers, the Board of Telecommunications, the Bureau of Pipefitters, Refrigeration Technicians, Sprinkler Fitters, Sheet Metal Workers, and Oil and Heat Contractors. Includes meeting announcements, agendas, and minutes. RIGL 5-6, 28-26, 28-27, 5-20, 5-70	
	(a) Minutes	Permanent
	(b) All other records.	Retain 5 years.
DLT1.1.2	**Trade Licensure Records** Documents the licensing of individuals in various trades and professions falling within the Professional Regulation's jurisdiction including the following: plumbing, electrical, hoisting engineers; pipefitters, refrigeration, sprinkler fitters, sheet metal workers, and telecommunication. License applications, completed examination (if applicable), photo of the applicant, letter(s) of employment, invoice printouts, and the most recent license renewal. RIGL 28-26, 28-27, 5-6, 5-20, 5-70	Retain current and last license or retain 10 years, whichever period is longer.
DLT1.1.3	**Apprenticeship Council Records** Documents the daily administration of the program by the State Apprenticeship Council. Includes sponsor and apprentice fee schedules, standards for apprenticeship sheets, work processes models, on-site compliance review standards, and related correspondence. RIGL 28-45, CFR 27-29, CFR 29-30	Retain 5 years.
DLT1.1.4	**Apprenticeship Agreement Records** Documents sponsors and apprentices who are part of the apprenticeship training program. Includes sponsor background materials, site compliance	

	review materials, approval and registration of sponsor companies, apprenticeship agreements, sets of standards, work processes, apprentice summary record cards, certificates of completion, and related correspondence.	
	(a) Apprenticeship agreements and certificates of completion.	Retain 10 years.
	(b) All other records.	Retain 5 years.
DLT1.1.5	**Prevailing Wage Complaint Records** Documents investigative findings on complaints filed for non-payment of proper wages on publicly owned construction projects for the purpose of bringing contractors into compliance with the provisions of RIGL 37-12, 37-13 and related rules and regulations. Includes complaint forms, examiner's disposition, first notice letter, certified weekly payroll reports, computation of wages calculations worksheets, general wage decision in effect at time of project, subpoenas, in addition to the following (if applicable); notice of hearing, copy of hearing officer's order, consent order, P.W. employee questionnaire.	Retain 7 years after final action.
DLT1.1.6	**Coke and Coal License Records** Documents licensure of wholesale or retail companies or persons selling and distributing quantities of 1000 pounds of coke or coal in compliance with RIGL 5-4. Includes applications for licenses, duplicates of the license issued, and	Retain current and previous license records, or retain 10 years, whichever period is longer.
DLT1.1.7	**Petroleum Dealers License Records** Documents the licensure of companies selling #2 fuel oil to homeowners in compliance with RIGL 47-8-8. Includes applications, notices for insurance changes, and copies of required insurance forms, non-issued licenses, and related correspondence.	Retain current and previous inspection records, or retain 10 years, whichever period is longer.

DLT1.1.8	**Fuel Oil Truck Meter Inspection Records** Documents relating to the inspection of meters for #2 fuel oil trucks. Includes work reports, cash receipts, checks, invoice vouchers.	Retain current and previous inspection records, or retain 10 years, whichever period is longer.
DLT1.1.9	**Farm Milk Holding Tank Inspection Records** Documents the departments mandate to calibrate, test, and seal milk holding tanks. The division provides farmers with calibration charts indicating the number of gallons of milk held by the tank at various stick (inch) markings. Includes records of most recent farm milk tank charts and the previous	Retain current and previous inspection records, or retain 10 years, whichever period is longer.
	Administration	
	General Office Administrative Records, Fiscal Records, Reference Records	See Records Retention Schedule #1
	Personnel Records **Payroll Records**	See Records Retention Schedule #2
DLT1.1.10	**Certificates of Records Destruction** Certification of Records Destruction forms (PRA 003) 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)	Permanent