

DLT1.4.1

Unfair Labor Practices Case Files

Records document charges of unfair labor practices filed in accordance with RIGL 28-7-13 and 28-7-13.1. Includes the charge or amended charge, the pleadings, complaint or amended complaint, notices of hearings, notices of argument, motions, orders, stenographic report, exhibits, depositions, briefs, findings of fact, and conclusions of law.

RIGL 28-7, General Rules and Regulations sec. 58.

(a) Cases that were abandoned, dismissed, or addressed informally.

Retain 3 years after last action.

Permanent

(b) Cases resulting in a formal Board decision or appeal to court. - Original complaint, the formal Board decision, and the final court decision.

(1) Supporting documentation such as hearing transcripts, exhibits, and briefs of the parties.

Retain 10 years after case closed and all appeals exhausted. Note in file as to which documents destroyed.

Permanent

(2) Supporting documentation from landmark or policy setting cases.

DLT1.4.2

Labor Union Representation Petition Records

Records document attempts by public sector employees to establish a labor union in their place of work. Includes petition or amended petition, notices of hearing, notices of argument, motions, orders, stipulations, stenographic report, exhibits, direction of election, report upon secret ballot and objections thereto, certification, dismissal or decision and order, ballots, and related correspondence.

RIGL 28-7, General Rules and Regulations sec. 59.

DLT1.4.2 (cont.)	(a) Ballots (if no court appeal).	Retain 1 year.
	(b) Cases that were abandoned, withdrawn or dismissed prior to formal Board decision or appeal to court.	Retain three years after last action.
	(c) Cases resulting in an election, formal Board decision or appeal to court. – Original petition, amended petition, consent agreement or stipulations, report upon secret ballot, certification or dismissal order, formal Board decision and final court decision.	Permanent
	(1) Supporting documentation such as hearing transcripts, exhibits, and briefs of the parties.	Retain 10 years after case closed and all appeals exhausted. Note in files as to which documents destroyed.
	(2) Supporting documentation from landmark or policy setting cases.	Permanent
DLT1.4.3	Bargaining Unit Clarification Records Records document the process by which an employer or labor organization requests changes to existing bargaining units. Includes Clarification request, investigation report, notices of hearing, notices of argument, motions, orders, stipulations, stenographic report, exhibits, dismissal or decision and order, and related correspondence.	
	(a) Requests that were abandoned or withdrawn.	Retain 3 years after last action.
	(b) Cases resulting in a Dismissal Order, formal Board decision, or appeal to court. – Initial request, investigator’s report, Dismissal Order, Board decision and final court decision.	Permanent

DLT1.4.3 (cont.)	(1) Supporting documentation such as hearing transcripts, exhibits, and briefs of the parties.	Retain 10 years after case closed and all appeals exhausted. Note in files as to which documents destroyed.
	(2) Supporting documentation from landmark or policy setting cases.	Permanent
DLT1.4.4	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