

DCP Division of Capital Projects and Property Management

DCP1.1 Capital Budget Request Records

The Capital Projects and Property Management program (hereafter, CPPM) was established by Executive Order in April 2004 within the Department of Administration in order to centralize the state's public construction and property management functions. The division is responsible for providing guidance to state agencies in the preparation of Capital Budget Requests/Capital Improvement Plans related to the construction, acquisition, and renovation of real property. The division helps agencies to determine how much funding their proposed capital projects' feasibility study will require as well as the anticipated cost of the proposed project. This involves the preparation of architectural and engineering studies, budget documents, program documents, and block plans. The studies, however, are officially signed and submitted to the Budget Office by the requesting agency.

Retention: Retain ten (10) years.

Note: Budget Office retains permanent copies of all agency Capital Budget requests and Capital Improvement Plans.

DCP1.2 Construction Project Initiation Records

The CPPM is responsible for providing construction management services to state agencies for approved capital projects. The division also has authority to assume direct responsibility for control of capital construction and major renovation projects. This includes consultation on the inventory of available state properties, the development of Requests for Proposals for acquisition of existing facilities, or new construction, including the development of specifications and requirements for the planning, design, and construction of new state facilities, and for the major renovation of existing buildings. The division also provides advice on the evaluation of vendor/contractor bids submitted to the Division of Purchasing.

This series consists of records related to the division's assistance to agencies in the development of RFPs and the evaluation of responsive project bid proposals. This documentation includes requests for proposals, feasibility studies, and requests for information involving architectural and engineering firms, and for construction services. Included also is documentation concerning the division's evaluations of solicitations and recommendations submitted to the Division of Purchasing. Also includes related correspondence.

a) Unsuccessful bids

Retention: Retain three (3) years after bid award.

b) Successful bids

Retention: Retain until building demolished or sold.

DCP1.3 Construction/Renovation Phase Records

This series covers records related to the division's responsibilities for the management of the architectural, engineering, and construction process for state facilities during building construction or facility renovation. Included are architects' design plans and specifications, contractors' reports, change order requests, change orders, project job meeting minutes, project schedules, project invoices, and payment logs, and lien releases. The series also includes building permits from the Department of Environmental Management, the Building Code Commission, and the State Fire Marshall, as well as the local fire marshal for alarm acceptance purposes.

a) Architectural plans and specifications, and engineering reports

Retention: Retain for life of the building.

b) All other records

Retention: Retain ten (10) years after occupancy.

DCP1.4 Construction Projects – Final Documents

This series consists of final construction documents for new and renovated structures. Included are complete architectural building plans and specifications, as-built drawings, construction photos, and close out payments, lien releases, certificates of occupancy, warrantee information, and original equipment manufacturer manuals (OEM). (One set of OEM manuals is required to be kept at the facility location.)

a) Historic buildings documentation

Retention Permanent.

b) All other buildings

Retention: Retain ten (10) years after building demolition, sale, or other disposition of title.

DCP1.5 Real Property Leasing Solicitation Records

The division is responsible for helping agencies that have identified a need to lease building space for their operations, whether already owned by the state or by a private concern, or already under lease to other agencies. This may involve assistance to agencies with preparation of needs assessments and requests for proposals documentation for the State Properties Committee's approval. The division also assists agencies in soliciting, negotiating, and administering real estate leases. Records include lease solicitation documents, requests for proposals, submitted lease proposals, including architectural and interior design plans, disclosure documents, postings and copies of advertisements, copies of correspondence with potential lessors (lessee), and/or their agents, correspondence with the State Properties Committee and documents related to State Properties Committee actions.

Retention: Retain three (3) years.

DCP1.6 Leases for Real Property

This series includes copies of draft leases, correspondence with property lessers (lessees) and/or their agents.

Retention: Retain three (3) years after termination of leasehold.

DCP1.7 Inventory of State-Owned Property

The division is responsible for maintaining an inventory of state-owned properties. This record series consists of a list of state-owned property. The inventory includes the following property information: location, building name, usage, name of agency, plat and lot number, address, and year built; materials, square footage, date acquired, ownership history, and land and building value.

Retention: Permanent.

DCP1.8 Strategic Planning Records

The division is responsible for conducting periodic assessments of the state's space needs for governmental activities. As circumstances require, the division develops strategic plans for state asset space use and reuse.

Retention: Retain ten (10) years after superseded.

DCP1.9 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.