

Department of Public Safety

Public Safety Grant Administration Office

(Formerly Governor's Justice Commission and later, Rhode Island Justice Commission)

Records Retention Schedule

Approved March 2000 and amended 6.2006 & 5.2016

GJC1 Policy Board Minutes

Minutes of policy board meetings. File may also include agenda and any supporting documentation or reports introduced during the meeting. §42-26-6

Retention: Permanent.

GJC2 Steering Committee Minutes

Minutes of the Governor's Justice Commission's steering committee.

Retention: Permanent.

GJC3 Criminal Justice Oversight Committee Minutes

Minutes of Criminal Justice Oversight Committee meetings. File many also include agenda and any supporting documentation or reports introduced during the meeting. §42-26-13

Retention: Permanent.

GJC4 Grants

GJC4.1 Grant Planning and Sub-Committee Meeting Minutes

Minutes recorded during a meeting of a grant subcommittee. For every grant the state applies for or is awarded, several committees are created to oversee and administer the grants, including an original grant planning committee. §42-26-7

Note: Sub-committee meeting minutes may be filed with appropriate Federal Grant File GJC4.2.

Retention: Permanent.

GJC4.2 Federal Grant File (Notebook)

File includes all documentation relating to a federal grant award to the State of Rhode Island's Governor's Justice Commission. File many include, but is not limited to, original state application, grant award, grant adjustment notices, correspondence from the Justice Department, general correspondence, grant subcommittee meeting minutes (see GJC4.1), and technical assistance information.

Retention: Permanent.

GJC4.3 Sub-Grant Files

File contains all documentation relating to the sub-grant awarded from the federal grant. File may include, but is not limited to, original sub-grantee application, grant award and cooperative agreement, financial reports (filed monthly or quarterly), requests for reimbursements or advancements, quarterly and annual progress reports, independent auditor's report, newsletters, newspapers clippings, and general correspondence.

Department of Public Safety
Public Safety Grant Administration Office

(Formerly Governor's Justice Commission and later, Rhode Island Justice Commission)

Records Retention Schedule Approved March 2000 and amended 6.2006 & 5.2016

Retention: Retain ten (10) years from the date of submission of the final expenditure report.
28CFR66.42, 28CFR70.53

Note: If any litigation, claim, negotiation, audit or other action has been started before the expiration of the ten year period, the records must be retained seven (7) years after completion of the action and resolution of all issues which arise from it.

Note: For purposes of federal examination and audit, the Office for Justice Programs Financial Guide requirements are to "retain all financial records, supporting documents, statistical records, and all other records pertinent to the award for at least 3 years after receiving notification from the awarding agency that the award has been financially and programmatically closed." This normally takes place within a few months of the Grant Administration Office filing the final expenditure report.

GJC4.4 Independent Auditor Report

Annual independent auditor reports filed by sub-grantees. (May be filed with sub-grant file GJC4.3 if sub-grantee does not receive more than one grant from the Governor's Justice Commission.)

Retention: Retain ten (10) years from the date of submission of the final expenditure report.
28CFR66.42, 28CFR70.53

Note: If any litigation, claim, negotiation, audit or other action has been started before the expiration of the ten year period, the records must be retained seven (7) years after completion of the action and resolution of all issues which arise from it.

GJC4.5 Final Grant Reports

Final reports submitted by the Governor's Justice Commission at the conclusion of a federal grant. Report includes summary information from all sub-grant reports associated with a particular grant.

Retention: Permanent.
28CFR66.42, 28CFR70.53

GJC4.6 Sub-Grant Applications – Denied

Applications for sub-grants which are not selected for funding by the Governor's Justice Commission.

Retention: Retain three (3) years from decision.
28CFR66.42, 28CFR70.53

Note: If any litigation, claim, negotiation, audit or other action has been started before the expiration of the three year period, the records must be retained seven (7) years after completion of the action and resolution of all issues which arise from it.

**Department of Public Safety
Public Safety Grant Administration Office**

(Formerly Governor's Justice Commission and later, Rhode Island Justice Commission)

Records Retention Schedule Approved March 2000 and amended 6.2006 & 5.2016

GJC5 Governor's Justice Commission Annual Report

Annual report issued by the Governor's Justice Commission including summary information from all final grant reports issued for that year.

Retention: Permanent.

GJC6 Resource Files

Reference files containing statistics and other reference material relating to crime and crime prevention at local, state, and federal levels.

Retention: Retain until updated, superseded, or of no further administrative value.

GJC7 Training Materials

Manuals created by the Governor's Justice Commission to use in training sessions conducted by the Commission on various issues, including but not limited to domestic violence.

Retention: Retain one (1) copy permanently. Retain all other copies until superseded or of no further administrative value.

GJC8 Handbooks

Reference tool created from training manuals for trainees to use after conclusion of training sessions conducted by the Governor's Justice Commission on various issues, including but not limited to domestic violence.

Retention: Retain one (1) copy permanently. Retain all other copies until superseded or of no further administrative value.

GJC9 Training Session Materials

Pre-training tests, post-training tests and evaluations used and created during training sessions conducted by the Governor's Justice Commission on various issues, including but not limited to domestic violence.

a) Pre-training tests, post-training tests and related documents

Retention: Retain three (3) years after training session complete.

b) Evaluations and compiled results of training sessions

Retention: Permanent.

GJC10 Reports

All statistical and other types of reports created by the Governor's Justice Commission.

Retention: Retain one (1) copy permanently.

Department of Public Safety
Public Safety Grant Administration Office

(Formerly Governor's Justice Commission and later, Rhode Island Justice Commission)

Records Retention Schedule Approved March 2000 and amended 6.2006 & 5.2016

GJC11 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.

§38-1-10, §38-3-6(j), and §42-8.1-10

Retention: Permanent.

GJC12 Racial Profiling Prevention Study Records

The Governor's Justice Commission's mandate includes collection of criminal justice data. This record series documents the Commission's study of routine traffic stops by the RI State Police and by municipal police departments. The study was undertaken to determine whether racial profiling occurs and whether searches of vehicles and motorists are conducted in an unbiased manner. The Commission received a statutory mandate to conduct this study (2004 Racial Profiling Prevention Act, RIGL §31-21.2-6) subsequent to an earlier police racial profiling study carried out by the RI Attorney General in 2001-2002. (2000 Traffic Stops Statistics Act, RIGL §21-1) Records consist of data collection cards, electronic data, and study reports. Data collection cards were completed by police during individual traffic stops. Data has been input from the cards into an electronic database. Data collected includes age, race, gender, ethnicity, reason for stop/alleged violation, date, time, location, license plate number, warning given, citation given, arrest made, personal search conducted, search of vehicle conducted, contraband found, items seized for forfeiture, and authority for search. Analysis, interim reports, and final report of analysis of electronic data were contracted to Northeastern University's Center for Criminal Justice.

Note: Data transferred from cards to database using Scantron Corporation Optical Mark Reader technology.

a) Study reports

Retention: See GJC10 Reports

b) Data collection cards

Retention: Retain until verification and validation of electronic data.

c) Electronic data

Retention: Permanent.

Note: Retain system documentation necessary to ensure continuing access to data, as well as any documentation that may be required to understand data elements and data relationships, including but not limited to, data dictionaries, codebooks, data tables, technical metadata, and other relevant system materials.

Note: See General Records Schedules and General Schedule for administration, fiscal, personnel, and payroll records:
<http://sos.ri.gov/divisions/frequent-filers/records-management>