NOTIFICATION by the Narragansett Bay Commission: Despite NBC's retention of the below listed records, many of the records listed below are not available to the public in accordance with the Access to Public Records Act contained in RIGL 38-2 et. seq. In addition, records retained in accordance with this policy may be retained in either paper or electronic format.

NB1 Executive

NB1.1 Construction and Grants Files

The Commission administers construction contracts, grant and loan applications. This series contains records pertaining to that function. The files may include, but are not limited to: construction contracts with change orders, correspondence, engineering agreements, invoices, and pay requisitions.

a) Final performance, disposition, and expenditure reports
Retention: Permanent.

b) All other records
Retention: Retain ten (10) years after payment of final contract.

NB1.2 Executive Correspondence

The Executive Division oversees all Commission operations and this correspondence documents that. It serves as a record of communications between divisions/sections, outside entities, and the Labor Relations/Employee Relations Office. The records deal with matters such as operations and maintenance of the wastewater treatment facilities, construction, and legal matters. They include, but are not limited to: memoranda, letters, and electronic documents.

Retention: Permanent.

NB1.3 Board and Subcommittee Meeting Agendas and Minutes

All matters concerning the Commission's operations and functions are discussed at board meetings, where crucial decisions are made. The minutes and agendas document those meetings. The records may include, but are not limited to: agendas, meeting minutes, agenda action items, and backup information provided at the meetings.

Retention: Permanent.

NB1.4 Citizens Advisory Committee Meeting Minutes

The Commission has a Citizens Advisory Committee that consists of a diverse group of individuals representing municipalities throughout its service area. The committee also includes industrial and residential users, environmental organizations, and the general public. The committee holds monthly meetings and advises the Board of Commissioners on matters pertaining to sewer usage fees sewer construction, industrial pretreatment, public awareness, and education. The files include transcriptions of meeting minutes and any related records.

Retention: Permanent.

NB1.5 Legislative Files
The Commission tracks legislation that may affect its operations and formulates positions on the bills. This series documents those efforts. The files may include, but are not limited to: copies of legislation, legislative reports, and position papers.

Retention: Permanent.

NB1.6 Grievances/Arbitration
The Commission participates in collective bargaining with its employees and this series documents the impacts of the collective bargaining agreements. The files may include, but are not limited to: grievances, correspondence with respective unions, and arbitration decisions.

a) Arbitration decisions
Retention: Permanent.

b) Grievances
Retention: Permanent.

NB1.7 Contract Negotiations and Collective Bargaining Agreements
The Commission maintains relationships with labor unions its employees are affiliated with. The records in this series track those relationships. The files may include, but are not limited to: fully executed collective bargaining agreements, fully executed memoranda of agreement, tentative agreements, company proposals, and union proposals.

Retention: Permanent.

NB1.8 Rules, Regulations, Policies, and Procedures
The Narragansett Bay Commission establishes external and internal policies to perform its mission, which is to preserve and protect Narragansett Bay and enforce rules and regulations concerning maintenance of its environmental integrity. This series includes, but is not limited to: rules, regulations, policies, and procedures of the Commission.

Retention: Permanent.

NB1.9 Combined Sewer Overflow Project Records
The Combined Sewer Overflow (CSO) Project is the major clean water project undertaken by the Commission. It involves the construction of underground tunnels to handle increased water flow that results from heavy rain or other inclement weather and prevents the overflow of sewers into Narragansett Bay or its tributaries. The records keep track of the various contracts and projects related to the CSO Project. They may include, but are not limited to: contracts, meeting minutes, property descriptions, change orders, drilling records, boring samples, and photos of the project.

a) Drilling records and boring samples
Retention: Retain ten (10) years after all litigation is resolved.

b) All other records
Retention: Permanent.

NB1.10 Environmental Enforcement Files
The Commission tracks enforcement actions taken against users that violate limits specified in their user permits. Users may include any persons, firms, corporations, or government entities that discharge, cause to be discharged, or permit the discharge of wastewater into the Commission's facilities. The records resulting from this include, but are not limited to administrative orders, consent orders, and letters of noncompliance.

Retention: Retain until of no further administrative value (minimum ten (10) years after user has become inactive).

NB1.11 Contract Files
The Commission enters into contracts with vendors for goods, services, construction projects, engineering projects, and utilities. The contracts are utilized to defend against lawsuits, check for violations of the specifications, and for enforcement purposes. The files include the actual contracts and any related documents.

Retention: Retain until of no further administrative value (minimum ten (10) years after contract is completed).

NB1.12 Real Estate Files
The Commission owns some real property and has access rights to some more. The real estate records document acquisitions, mergers, and other transactions involving this property. The files include, but are not limited to: acquisition agreements, mergers, condemnations, closings, easements, and lien sale documents.

a) Records relating to owned property
Retention: Permanent.

b) Records relating to leased property
Retention: Retain five (5) years after expiration of lease.

NB1.13 Other Legal Files
The Commission is subject to legal actions and at times takes legal action against other parties. These records document those actions and contain the necessary information for the Commission to defend itself and/or support its case. The files include any and all records the Commission acquires and produces in the course of these legal actions. These records may include, but are not limited to: correspondence, copies of subpoenas, court filings, discovery, internal memoranda, court proceedings, transcripts of testimony, and legal inquiries.

Retention: Permanent.

NB1.14 Reference Manuals/Materials
The Commission saves reference manuals and other publications that concern the issues it faces. They include, but are not limited to: books, procedural manuals, copies of annual reports, copies of audit reports, technical periodicals, reference books, equipment manuals, Environmental Protection Agency guidelines, Department of Environmental Management guidelines, studies, and presentations.

Retention: Retain until of no further administrative value.

NB2 Planning, Policy and Regulation

NB2.1 Laboratory Reporting and Data Analysis Documents
The Commission creates analysis data from laboratory results in order to fulfill the obligation to create reports for wastewater facility sites. These reports are required for compliance with the Rhode Island Department of Environmental Management and the Federal EPA. Most of the reports are required on a monthly basis for each plant site. The topics of the reports may include, but are not limited to: Discharge Monitoring (DMR), Percent Removal, Standard Daily, Standard Monthly, Dry Ton Sludge, Wet Weather, Oil & Grease, Weekly Averages, Main Entry, Organics, and Primary Monthly. Some of the reports are quarterly. These may include, but are not limited to: reports pertaining to Field's Point and Bucklin Point for Bioassays. Priority Pollutants reports are issued twice a year and annual reports are created for Toxicity Characteristic Leaching Procedure (TCLP). Laboratory data are maintained in the original format.

Retention: Permanent.

NB2.2 Laboratory Files
These files document the day-to-day operations of the laboratory. Primarily, they concern supplies used in the daily operations and orders. The records may include, but are not limited to: hazardous waste manifests, certifications of instruments, Quality Assurance/Quality Control manuals for laboratory analysis, standard operating procedures for all testing and running of the laboratory, service contracts for instruments, Material Safety Data Sheets (MSDS - concerning chemicals on hand in the laboratory) purchase records, and state licensing renewal applications.

a) Hazardous waste manifests, certifications of instruments, and state licensing renewal applications
Retention: Permanent.

b) Quality Assurance/Quality Control manuals, standard operating procedures service contracts for instruments, Material Safety Data Sheets.
Retention: Discard when procedures are updated, contracts expire, chemicals are no longer used.

c) Purchase records
Retention: See Section NB3.

NB2.3 Pretreatment Files – Industrial and Commercial Facility Documents
The Commission's Pretreatment program monitors and regulates the electroplaters, metal finishers, chemical manufacturers, machine shops, laboratories, hospitals, laundromats, restaurants, and other firms that are tied into the Commission's sewer system as per 40 CFR § 403. The records in this series reflect the administration of the permitted and non-permitted users of the Commission's service districts with facilities that have the potential to impact the sewer system. The files may include, but are not limited to: permit applications, permits, correspondence, self-monitoring compliance reports (SMCR), pH monitoring reports, Toxic Organic/Solvent Management Plans (TO/SMP), Spill and Slug Prevention Control Plans (SSPCP), facility plans, and drawings.

a) Active accounts
Retention: Records will be retained while the business is active.

b) Inactive accounts
Retention: Retain five (5) years after close of business.

NB2.4 Sampling Data and Monitoring Reports by Environmental Monitoring and Data Analysis Section (EMDA)
The Commission creates and maintains reports and sample submission sheets on industrial manholes, sanitary manholes, river monitoring, various companies, the upper bay, and other items. This series contains these reports that are kept to satisfy legal requirements (such as those imposed by 40 CFR § 403) and to document scientific data. The files may include, but are not limited to: the reports and sample submission sheets created, monitoring reports, and documents on sampling protocol.

Retention: Permanent.

NB2.5 Environmental Health and Safety Records
The Commission's Pollution Prevention Program oversees its compliance with regulations of the Occupational Safety and Health Administration (OSHA), the Rhode Island Department of Environmental Management, and the federal Environmental Protection Agency. Among the federal laws involved are the Resource Conservation and Recovery Act (RCRA) and the Superfund Amendments and Reauthorization Act (SARA). The records in this series document those efforts to comply. The files may include, but are not limited to: correspondence, emergency procedures, security assessments, employee training records, Emergency Planning and Community Right to Know Act (EPCRA) Tier II reports, OSHA 300 logs, and hazardous waste manifests.

Retention: Permanent.

NB2.6 Pollution Prevention Grant Files
The Commission's Pollution Prevention Program applies for federal grant funding each year to develop and implement various pollution prevention projects. These files contain all records associated with grant writing and funding. They may include, but are not limited to correspondence, grant applications, grant reimbursement forms, and project reports.

a) Approved grants/grant applications and amendments, final performance, disposition and expenditure reports
Retention: Permanent.

b) Financial and programmatic records, periodic performance reports, supporting documents, statistical records, other required and pertinent records
Retention: Retain ten (10) years from submission of closeout and final expenditure report.

c) Real property and equipment records
Retention: Retain ten (10) years from the date of disposition, replacement, or transfer of property/equipment.

d) Income transaction records (earning of income) after grant support where required by the terms of the grant
Retention: Retain ten (10) years from the end of fiscal year in which the income is earned.

e) Rejected grants
Retention: Retain five (5) years after grant is rejected.

Note: If any litigation, claim, negotiation, audit or other action has been started before the expiration of the 10 year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the 10 year period, whichever is later.

Note: Any records related to a contract or liability under seal, or any judgment or decree by a federal or state court, should be retained for twenty years (RIGL § 9-1-17).

NB2.7 Pollution Prevention Technical Assistance Files
The Commission's Pollution Prevention Program assists industrial and commercial customers in identifying and implementing methods of preventing pollution at the source of generation and also on compliance with environmental regulations. These records document company specific pollution prevention projects and activities that are designed to ensure compliance with the National Pollution Prevention Act and other laws. The files may include, but are not limited to: correspondence, engineering plans, pollution prevention research, and pilot study results.

Retention: Permanent.

NB2.8 Sewer Connection Records
The Commission issues permits for sewer connections with the public sewer system. This series documents that, noting locations of the connections, the type of connection (residential or commercial), the project sewer flow from the connection, and the name of the applicant/property owner. The files may contain, but are not limited to: information on permit approval dates, information on expiration dates, information on permit conditions, proofs of permit fees collected, memoranda to the accounting department, memoranda to the engineering department, and any comments from Commission staff on the permit.

a) Sewer connection applications
Retention: Retain ten (10) years.

b) All other records
Retention: Permanent.

NB3 Administration and Finance

NB3.1 Fiscal Records – Primary Functions

The Administration & Finance Division maintains all documents of financial activities deemed vital to the Commission's primary functions. The records in this series include, but are not limited to: monthly financial reports, yearly audits, yearly budgets, State Revolving Fund (SRF) transcript binders, IRS forms related to Federal Employee Identification Number (F.E.I.N.), meeting agendas, and reference materials.

Retention: Permanent.

NB3.2 Public Utilities Commission Files

The Narragansett Bay Commission is involved with regulation of the Public Utilities Commission in terms of rate hearings. This series documents that connection. The files may include, but are not limited to: rate filings, compliance reports, data requests, reports and orders, and other docket support.

Retention: Retain until of no further administrative value (minimum five years after closing of docket).

Note: Record copies of these files are maintained by the Public Utilities Commission.

NB3.3 Fiscal Records – Federal Grants and Vendor Contracts

The Commission sometimes receives Federal grants and also arranges contacts with vendors for specific assignments. These records document the income and expenditures associated with those grants and contracts. The records include, but are not limited to: working papers, memoranda, banking files, Federal grant files, vendor contracts and agreements, and reference materials.

a) Grant applications and amendments, final performance, disposition and expenditure reports
Retention: Permanent.

b) Financial and programmatic records, periodic performance reports, supporting documents, statistical records, other required and pertinent records
Retention: Retain ten (10) years from submission of closeout and final expenditure report.

c) Real property and equipment records
Retention: Retain ten (10) years from the date of disposition, replacement, or transfer of property/equipment.

d) Income transaction records (earning of income) after grant support where required by the terms of the grant
Retention: Retain ten (10) years from the end of fiscal year in which the income is earned.

e) Unsuccessful grant applications
Retention: Retain five (5) years after grant is rejected.

Note: If any litigation, claim, negotiation, audit or other action has been started before the expiration of the 10 year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the 10 year period, whichever is later.

Note: Any records related to a contract or liability under seal, or any judgment or decree by a federal or state court, should be retained for twenty years (RIGL § 9-1-17).

NB3.4 Capital Projects Accounting Files
The Commission undertakes Capital Projects, which are long-term improvement projects. This series documents the financing of those projects. The files may include, but are not limited to: project summaries, contracts, change orders, cost estimates project reports.

Retention: Permanent. (According to draft DoA – Budget Office schedule.)

NB3.5 Administration of Divisions' Files
The Commission maintains files on the administrative activities of its various divisions. This series contains those files. They may include, but are not limited to: general correspondence, memoranda, meeting agendas, and reference materials.

Retention: Retain until of no further administrative value (minimum two (2) years).

Note: The record copies of board meeting agendas are retained permanently in Series NB1.3 (Board and Subcommittee Meeting Agendas and Minutes).

NB3.6 Customer Service Records
The Commission's Customer Service Section deals directly with customers and maintains the files related to that. The files may include, but are not limited to: fiscal records (lockbox, payment stubs, and in house receipts), correspondence, legal collections (bankruptcies, receiverships, small claims court cases, and other legal actions taken for the purpose of collection), customer complaints, and reference materials.

a) Complaints filed with the Public Utilities Commission
Retention: Retain until of no further administrative value (minimum three (3) years).

b) All other records
Retention: Retain until of no further administrative value (minimum ten (10) years).

NB3.7 Employer Benefits – Group Insurance Records
The Commission provides group insurance options for its employees (health insurance, life insurance, and other benefits). This series documents those benefits. The records include, but are not limited to: vendor contracts/agreements, plan documents, renewal proposals, and employee option documents.

Retention: Retain until of no further administrative value (minimum seven (7) years after being superseded or contract is terminated).

NB3.8 Retirement and Pensions
The Commission offers retirement and pension plans to employees. This series documents those plans. The files may include, but are not limited to: vendor contracts/agreements, plan documents, enrollment information, meeting notes, and investment performance documents.

Retention: Retain eighty (80) years after pension and/or retirement plan is terminated.

NB3.9 Accounts Payable
The Commission purchases goods and services needed for the fulfillment of its functions. This series documents the Accounts Payable for these goods and services and maintains information on vendors. The files may include, but are not limited to: W-9's, payment activity reports, check registers, paid invoice packages, void purchase orders, A/P reconciliations, filed 1099's, and imprest cash.

Retention: Retain ten (10) years or until audit, whichever is later.

NB3.10 Accounts Receivable
The Commission bills customers for sewer use and collects fees for this. These records serve to detail and reconcile the Accounts Receivable activity associated with customer service that is posted to the general ledger. The series details this activity. The files may include, but are not limited to: daily transactions, returned checks, Accounts Receivable reconciliations, cash distribution and aging reports (reports of customers whose payments are overdue), and user fee receipts.

Retention: Retain ten (10) years or until audit, whichever is later.

NB3.11 Bank Related Activity Records
The Commission maintains a bank account for checking and investments included in the revenue, operations, maintenance, debt service, and project funds. The statements and other documents detail these activities. The activities include, but are not limited to: daily wire activity, bank reconciliations, and bank statements. They apply to all checking and investment accounts in the revenue, operations, maintenance, debt service, and project funds.

Retention: Retain ten (10) years or until audit, whichever is later.

NB3.12 Capital Assets Records
The Commission acquires, retires, and disposes of capital assets in the course of its business. These records document those actions, including the depreciation of the assets. They include, but are not limited to: capital asset disposal forms, capital asset reconciliations, detailed listings of capital assets by category, capital asset depreciation distribution schedule reports, and depreciation expense reports.

Retention: Retain five (5) years after disposition of asset.

NB3.13 Capital Projects – Capital Improvement Program Records
The Commission has a capital improvement program (CIP) that outlines capital projects. This series documents the projected expenses, including related salaries and fringe expenses associated with the projects. The files include, but are not limited to: paid invoices and reconciliations, salary and fringe charged to the project, reimbursed invoices, and the monthly summarization of restricted accounts.

Retention: Retain ten (10) years or until audit, whichever is later.

Note: Series comprises financial records. CIP project records are contained in other record series.

NB3.14 General Ledgers
The Commission maintains general ledgers to record all financial activity. This series consists of those ledgers. The information may refer to such activities as internal adjusting entries, miscellaneous cash receipts, working papers, payroll activity, cash flow, cash forecast, trust activity, leases, audit work papers, grant files, budget vs. expense reports, budget transfers, and posting reports

Retention: Permanent.

NB3.15 General Ledgers, Supporting Documents
The Commission has various types of documents involving activity that is posted in the general ledger. They serve as the sources for creating the ledger. They may include, but are not limited to: internal adjusting entries, miscellaneous cash receipts, working papers, payroll activity, cash flow, cash forecast, trust activity, leases, audit work papers, grant files, budget vs. expense reports, budget transfers, posting reports, financial statements, monthly reports, and budget preparation documents.

Retention: Retain ten (10) years or until after audit, whichever is later.

NB3.16 Payroll Records
The Commission processes its own bi-weekly payroll. This series documents that payroll activity. The records include, but are not limited to: timecards, attendance records, punctuality data, overtime sheets, termination records, payroll action files, payroll registers, accrued hours reports, labor distribution, workers' compensation, payroll extracts, vendor information, payroll proof reports, check deposit reports, and direct deposit reports.

Retention: Retain ten (10) years or until after audit, whichever is later.

NB3.17 Employee Benefit and Medical Files
The Commission maintains files relating to employee benefit and medical files relating to individual benefit enrollments, work related injuries and illnesses, and personal medical information. The benefit files may include, but are not limited to: retirement documents, benefit plan enrollment forms, beneficiary information, group life insurance forms, and *Flexible Spending Account* documents. Medical files may include, but are not limited to, files related to employee injuries at work, Personal medical information (such as notes from doctors), Family and Medical Leave Act (FMLA) documentation, and workers' compensation status reports.

a) Retirement documents, benefit plan enrollment forms, beneficiary information, group life insurance forms
Retention: Retain eighty (80) years after end of employee's job tenure.

b) All other records
Retention: Retain ten (10) years after end of employee's job tenure.

NB3.18 Employee Benefits Notification Correspondence
The Commission generates general employee notification correspondence relating to benefits, open enrollment, financial management seminars, and Wellness programs. These files contain that correspondence.

Retention: Retain two (2) years.

NB3.19 Employer Benefits Negotiation and Administration Files
The Commission negotiates and administers benefits for union and non-union employees. This series documents those actions. The files may include, but are not limited to: benefit renewal documentation, benefit rate information, plan documents, summary plan descriptions, enrollment information, and pension documentation.

Retention: Retain eighty (80) years.

NB3.20 Employee Personnel Files
The Commission maintains personnel files relating to the employee/employer relationship on all employees. The files may include, but are not limited to: offer letters, salary action forms, performance evaluations, commendations, employment applications, resumes, disciplinary action records, logs of grievances files, and I-9 forms.

Retention: Retain eighty (80) years after end of employee's job tenure.

NB3.21 Equal Employment Opportunity Files
The Commission is required by law to prepare and impose an affirmative action plan for minorities and women. These files document that plan and the actions that result from it. The files may include, but are not limited to: plans, employment statistics regarding promotion, transfer, termination, applicants for hire information, interview results, and Equal Employment Opportunity reports (semi-annual and annual).

a) Plans, annual reports, and semi-annual reports
Retention: Permanent.

b) All other records
Retention: Retain three (3) years.

NB3.22 Termination Records
The Commission is required by law to follow specific procedures when employees are terminated (whether voluntary or not). The records may include, but are not limited to: resignation letters, notices of termination, and copies of resulting legal records.

Retention: Retain eighty (80) years after end of employee's job tenure.

NB3.23 Accident Reports
The Commission is required by law to maintain reports on all accidents that happen within its facilities and on its property. These records may include, but are not limited to: the Commission's reports of the incidents and any documentation that led to the creation of the reports (such as police/fire/paramedic notifications).

Retention: Retain three (3) years after earlier of expiration of applicable statute of limitations or final disposition of a liability claim..

NB3.24 Purchase Orders
These records document the purchase of goods and services by the Commission. They contain information on what is being acquired and may include, but are not limited to: purchase requisitions, contracts, change orders, bids, bid bonds, bid proposals, bid attachments, bid specifications, memoranda, correspondence, telephone/written request forms, and work order request forms.

Retention: Retain ten (10) years after project or service and audit completed.

NB3.25 Bid Files
The Commission solicits bids on contracts for products and/or services such as engineering services, utilities, natural gas, and electricity. The files may include, but are not limited to: RFQ/RFP, advertisements soliciting proposals and bids, minutes of bidders' conferences, proposals received, bids received, evaluation worksheets, description of evaluation criteria, correspondence with bidders, notice of awards, specifications, and insurance certificates.

a) Non-responsive bids
Retention: Retain until contract awarded.

b) Unsuccessful bids
Retention: Retain three (3) years after contract award.

c) Successful bids
Retention: Retain ten (10) years after contract fulfillment or termination, or one (1) year after audit, whichever is later.

NB4 Engineering

NB4.1 Operational Data

The Commission evaluates plant operation and permit compliance. The records in this series document that. The files may include, but are not limited to: operator log sheets, supervisor logbooks, daily operating data, wet weather information, Monthly Operating Reports, High Range/Low Range Total Residual Chlorine, fecal coliform tracking, process control calculations, daily operations guidance records, and operations priority lists. These evaluations fulfill National Pollutant Discharge Elimination System (NPDES) reporting requirements.

Retention: Retain ten (10) years.

NB4.2 Maintenance Documentation

The Commission ensures that equipment used in its projects is serviced and maintained. These records document that activity. The files may include, but are not limited to: service requests, work orders, material requests, inventory control records, equipment history, outside vendor reports on equipment, blueprints, plans, and sketches of plants and equipment.

Retention: Retain three (3) years after equipment is retired from service.

NB4.3 Purchasing Records

The Commission's staff handles purchases necessary for the operations of the facilities. These records document those expenditures. The files may include, but are not limited to: purchase requisitions, purchase orders, and vendor invoices. They may also include purchase order blankets for Master Price Agreements vendors, bid award vendors, and contract vendors and vendor quote forms for verbal and written quotes.

Retention: Retain ten (10) years after close of contract, unless in litigation.

NB4.4 Solids Handling Reports

The Commission prepares reports that are used by Operations in managing the Solids Handling (Belt Filter Presses and Incinerator) area of the plant. The reports may include, but are not limited to: daily filter building shift data, daily incinerator building shift data, monthly *cost per dry ton* reports, press area atmosphere monitoring reports, incinerator and filter building logbooks, vendor processing records and Certified Energy Manager system data. These reports fulfill NPDES reporting requirements.
Retention: Retain ten (10) years.

NB4.5 Title V Compliance Reports

Title V of the federal Clean Air Act established a permitting program to be administered by the states. This portion of the act makes it unlawful to operate unless complying with air quality requirements. The Commission submits semi-annual and annual reports to the Environmental Protection Agency and the Department of Environmental Management. The reports document air pollution control efforts at the plant. The reports may include, but are not limited to: Title V Annual Compliance reports, Title V Semi-Annual Compliance

reports, air pollution inventory control pollution reports, excursion reports, Hap's reports, visual emissions data, oxides of nitrogen (NOx) emissions reports, Part 503 reports, sulfur content percentage reports, and diesel and #2 fuel oil reports. Part 503 regulates THC (Total Hydrocarbon concentration).

a) Annual reports
Retention: Permanent.

b) Other Title V reports
Retention: Retain five (5) years.

NB4.6 Best Maintenance Practices (BMP) Reports
The Commission prepares reports of collection maintenance system activities on a semi-annual basis for the Department of Environmental Management (DEM). This series contains copies of those reports (the record copies are sent to DEM).

Retention: Permanent.

NB4.7 Interceptor Maintenance Real Estate
The Commission acquires real estate and/or obtains easements on it to complete its projects. This series documents those transactions. The files may include, but are not limited to: all information relating to sewer plans, information on all acquisitions belonging to the Commission, and all easement information.

Retention: Permanent.

NB4.8 Interceptor Maintenance (Sewer Maintenance) Records
The Commission oversees sewer maintenance. This series documents that. The files may include, but are not limited to: information relating to monthly reports, daily log entries, bypass reports, and confined space forms.

Retention: Retain until interceptor no longer in service.

NB4.9 Interceptor Maintenance Sewer Permits
Permits are granted for connections to Commission sewer lines. This series contains those permits and any associated records.

Retention: Permanent.

NB4.10 Interceptor Maintenance Contracts TV and Cleaning
The Commission utilizes video equipment to inspect sewer lines. This series documents those inspections. The records may include, but are not limited to: video recordings of these inspections, video logs of inspections, contracts for the recording, and records of cleaning necessitated by revelations in the recordings.

Retention: Permanent.

NB4.11 Engineering Design Contracts
The Commission is responsible for the design, construction, and maintenance of wastewater treatment facilities within its service district. This series serves as a historical record of those activities. The files may include, but are not limited to: Requests for Proposal/Qualifications (RFP/Q's) advertisements, project specifications, proposals received, bids received, evaluation worksheets, descriptions of evaluation criteria, correspondence with bidders, contract amendments, request for funding source forms, purchase orders, invoice payment receipts, and correspondence related to the project.

a) Project specifications, contracts, and contract amendments
Retention: Permanent.

b) All other records
Retention: Retain ten (10) years after payment of final contract.

NB4.12 Insurance Documents
The Commission has insurance policies on all of its projects, partly for marketing purposes. This series documents those policies. The files may include, but are no limited to underwriting information and loss records.

Retention: Retain until of no further administrative value after expiration of policy (minimum ten (10) years after date of creation of policy).

NB4.13 Engineering Design Record Drawings
The Commission maintains design record drawings of its facilities. These drawings serve as a historical record of the design and construction.

Retention: Permanent.

NB4.14 Water Contract Information
The Commission maintains contracts to provide water for its facilities. This series documents those contracts. The files include, but are not limited to: contract specifications and records of communications with the suppliers.

Retention: Retain until of no further administrative value (minimum ten (10) years after contract expires).

NB4.15 Safety Committee Meeting Minutes
The Safety Committee meets at the various facilities within the Commission to identify and resolve safety issues. This series documents those meetings and includes the minutes and any related documents.

Retention: Permanent.

NB4.16 Vehicle Usage Records
The Commission's staff often uses agency vehicles in the course of traveling to various sites around the state. These records document that usage. The files may include, but are not limited to: gas usage slips and vehicle mileage logs.

a) Inspection sheets, checklists, and meter reading reports
Retention: Retain three (3) years.

b) All other records
Retention: Retain one (1) year after disposal of vehicle and completion of audit.

NB4.17 Chemical Inventory Semi-Annual Reports
Twice a year, the Engineering Division prepares chemical inventories of all major chemicals at Commission facilities. These reports enumerate the chemicals onsite and help Commission staff ensure safe handling of them.

Retention: Retain five (5) years.

NB4.18 Radio Communications Log
This log includes all records of incoming and outgoing radio communications to and from agency personnel.

Retention: Retain five (5) years.

NB4.19 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 records retention schedules. (RIGL §38-1-10, §38-3-6(j), and §42-8.1-10.)

Retention: Permanent.