

Records Series No.	Record Series Title and Description	Retention
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Operations-Landfill and Recycling

RRC1

Landfill Operating Records

Records relating to the operation of the state’s central landfill. Records may include but are not limited to those required by the EPA pursuant to 40CFR258.20 and 40CFR258.29, the landfill operating license and agreements between the Corporation and the Environmental Protection Agency (EPA) and/or the Department of Environmental Management (DEM).

(a) Inspection Records

Records relating to inspections of the State Central Landfill including gas monitoring results.

Retain minimum of three (3) years or the greatest number of years specified in 40CFR258.20 and 40CFR258.29, the landfill operating license and agreements between the Corporation and the EPA and/or the DEM.

(b) Annual Liquid Waste or Sludge Analysis

Analysis conducted six times a year, of all liquid or sludge matter deposited in the central landfill in accordance with RIGL §23-19-30.

Retain five (5) years as specified in 40CFR501.15 and 40CFR503.

(c) Landfill Operating License

Operating License granted by DEM. Licenses are granted in phases and renewed as landfill completes one phase and expands previous boundaries.

Permanent.

(d) Consent Agreements

Agreements between the Corporation and other entities including but not limited to the EPA, DEM and town of Johnston. Subject of agreements may include but is not limited to Superfund cleanup, boundary changes or changes to natural resources within landfill boundaries.

Retain five (5) years from expiration of agreement. (A permanent copy is filed with the courts.)

(e) Landfill Blueprints

Permanent.

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Blueprints of design of the central landfill including but not limited to area covered and gas collection systems. As landfill expands blueprints redrawn.

Note: See RRC11 for Building Blueprints and Facility Design Files.

(f) Closure and Post Closure Plans Plans for the closure and capping of a landfill and the plans for it to be monitored for thirty years from closure.	Permanent.
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RRC2	Superfund Liability Records Records relating to the Central Landfill’s classification as a Superfund site (major environmental hazard) Records document scope of Superfund liability including but not limited to: Use of Corporation’s facilities for disposal of solid waste by third parties during a period that is the subject of action by EPA (i.e. Phase I) Consent agreements, court orders and other legal documents that are accepted by or issued to the Corporation. Accounting and procurement records that document the Corporation’s action to comply with the requirements of regulatory and law enforcement agencies.	Permanent.
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RRC3	Overhead Bridge Crane and Vehicle Lift Certifications Annual safety certification of bridge crane and vehicle lift, used by the Corporation for maintenance purposes.	Retain until receipt of new certification.
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RRC4	Truck Slips Receipts relating to the use of the Corporation’s facilities by third parties for disposal or removal of solid waste or recyclable materials. May include correspondence.	Retain five (5) years after completion of the fiscal year’s annual financial statement audit. (Amended 9/2010)
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Note: Retain any documents involved in dispute until final resolution plus two years, but not less than retention period specified above.

* The following records are not currently being produced but are records

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the Resource Recovery Corporation anticipates creating in the future. Retention periods and more detailed descriptions will be added in a future update to this schedule.

RRC5	Technical Assistance Grants Technical assistance grants awarded by EPA under Superfund Program.	(No retention as record series exists only in law not in practice.)
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RRC6	CERCLA Funded Cooperative Agreements and Superfund State Contracts.	(No retention as record series exists only in law not in practice.)
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RRC7	Emission Monitoring Records Records required by the EPA of owners or operators of each source subject to continuous emission monitoring.	(No retention as record series exists only in law not in practice.)
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RRC8	RCRA Permit Records Records required by RCRA permit holders, used to complete permit application.	(No retention as record series exists only in law not in practice.)
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Administration

See General Records Schedules (GRS)

RRC9	Purchase Orders and Purchase Requisitions Official copy of purchase requisitions and orders used to request authorization to purchase supplies or equipment and to document purchase transactions.	Retain audit plus six (6) years.
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RRC10	Invoices and Vouchers Invoices submitted by vendors, consultants or others for products or services rendered and vouchers authorizing payment for such services or products. May also include documentation, correspondence and approvals used in processing for payment. Includes but is not limited to travel expense vouchers and petty cash vouchers.	Retain for audit plus ten (10) years.
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RRC11	Cash Receipts Case Files Documents relating to moneys received by the	Cut off at the end of the fiscal year and
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	Corporation. File may include but is not limited to cash receipts, receipts journals, cash register tapes, and copies of receipts provided to the payer.	retain for audit plus three (3) years.
RRC12	<p>Accounts Receivable Case Files Documents relating to moneys owed the Corporation. File may include but is not limited to invoices submitted to customers and related correspondence with customers and collection agencies.</p>	Cut off at the end of the fiscal year and retain for audit plus three (3) years.
RRC13	<p>Bad Check Case Files Documents relating to checks received by the Corporation which have been returned for insufficient funds. File may include but is not limited to checks, notices of return of checks, debit memos, and correspondence with the financial institution, collection agency and payer.</p>	Cut off at the end of the fiscal year and retain for audit plus three (3) years.
RRC14	<p>Canceled Checks Canceled checks used to pay for services or products.</p>	Cut off at the end of the fiscal year and retain for audit plus three (3) years.
RRC15	<p>Bank Statements Monthly statements detailing Corporation's bank accounts, including but not limited to information on deposits, earnings, transfers, and service charges.</p>	Cut off at the end of the fiscal year and retain for audit plus Five (5) years.
RRC16	<p>Fixed Asset File Files relating to assets, including but not limited to office equipment or furniture, real estate or vehicles owned or leased by the Corporation. File may include but is not limited to title to the asset and inventory records of any change made to the asset.</p>	Cut off at the end of the fiscal year in which asset is disposed of, and retain for audit plus four (4) years.
RRC17	<p>Bid Files Records of contract bids. File may include but is not limited to the RFQ/RFP, advertisements and notices soliciting proposals and bids, minutes of bidders conferences, proposals/bids received, evaluation worksheets, description of evaluation criteria and methodology, correspondence with bidders and appropriate state agencies, and notices of award to successful bidders.</p>	

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RIGL 37-2-49	<p>(a) Successful bids or negotiated awards.</p> <p>(b) Unsuccessful bids, unless challenging a successful bid.</p> <p>(c) Unsuccessful bids for which the successful bid is challenged.</p>	<p>Transfer with supporting documentation to Contract Files RRC18.</p> <p>Retain six (6) months from the date of the award.</p> <p>Transfer with supporting documentation to Contract Files RRC18.</p>
<p>Note: Retain any documents involved in dispute two years from final resolution of dispute, but not less than retention period specified above. Refer also to the retention period for RRC25 Legal Files, which would apply whenever a record is used by the Corporation in defense of a legal action.</p>	<p>RRC18 Contract Files Records of contract awards with vendors for the purchase of goods or services; commercial or municipal customers of the Corporation for their use of the Corporation’s facilities; municipalities that receive recycling grants; tenants for occupancy of the Corporation’s real property, or any other party for any other purpose. File incorporates records included in RRC9 Bid Files, and may also include performance bonds and legal files created in relation to contract. RIGL 37-2-49</p>	<p>Retain for the duration of the contract, plus three (3) years, but not less than six (6) years.</p>
RRC19	<p>Audit Work Papers Documents, workpapers and schedules prepared for or by the independent auditors</p>	<p>Retain five (5) years from receipt of final audit report.</p>

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	for use in or preparation of an audit.	
RRC20	Audit Report Final audit report with recommendations issued by independent auditors at the conclusion of an audit.	Permanent.
RRC21	Building Blueprints and Facility Design Files Records may include but are not limited to, blueprints and any engineering designs and diagrams that were used for the final design and construction of any building or portion of the infrastructure.	Permanent.
RRC22	Property and Casualty Insurance Policy Case File File may include but are not limited to all correspondence with the broker of records and documents generated in placing the policies, all policies and renewal notices, all accident reports and notices provided to the broker or carrier for any loss or reportable event, all correspondence with the broker of record, the carrier and contractors to the carrier for the administration of the policies, establishment of loss control measures, settlement of claims, etc.	Permanent.
RRC23	Minutes Minutes of the Board of Commissioners, including meetings of any subcommittee of the board.	Permanent.
RRC24	Annual Report Written report issued by the Corporation to the General Assembly annually. §23-19-4(f)	Permanent.
RRC25	Legal Files Records acquired and produced by the Corporation in defense of a legal action against the Corporation.	Retain ten (10) years after final resolution.
	Note: Legal records relating to consent orders and other agreements are kept as part of contract files RRC10.	
RRC26	Register of Inactive Records Register of records that have been classified as inactive and are being stored until required retention has expired.	Retain until records have been destroyed.
RRC27	Register of Records Released by the General Counsel Register of records released to third parties with the permission of the General Counsel.	Retain until records have been returned in entirety.

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RRC28	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, and 42-8.1-10)	Permanent.

Note: The Resource Recovery Corporation is not audited by the Auditor General's Office. Rather the Corporation hires an independent auditor who is approved by both the Auditor General and the Bureau of Audits. They are audited every year.