

SOS1.1 Public Laws and Acts and Resolves

Legislation passed by the Rhode Island General Assembly and maintained by the Department of State per RIGL § 42-8-3, RIGL § 42-8.1-7 (e)(2). Includes Public Laws, Local or Private Acts (Charters) and Resolutions. Attachments (floor amendments, fiscal notes, committee votes and roll, witness sheets etc.) remain with the public law. May also include photocopies (with certifications) or scanned copies of the law created prior to corrections made by Law Revision after enactment.

Retention: Permanent.
Retain previous and recent year onsite.
Transfer with finding aids/indices annually to State Archives in January.

SOS1.2 Governor's Vetoes and Messages

Legislation enacted by the General Assembly and disapproved by the Governor. Includes original messages attached to legislation. Vetoes are filed with the Department of State by the House or Senate Clerk.

Retention: Permanent.
Transfer most recent two years to State Archives at the end of the two-year legislative session.

SOS1.3 Failed Legislation

Failed Legislation filed with the Department of State. Includes Held on Desk and Fails Passage. May include copies of transfer letters and or receipts from the Senate or House.

Retention: Permanent.
Transfer most recent two years to State Archives at the end of the two-year legislative session.

SOS1.4 Transmittal Receipts

Record submitted to the Department of State that documents actions taken by the Governor on specific pieces of legislation. Includes date, bill number, bill title, and type of action taken by the Governor. Also includes copy of record submitted to the Speaker of the House of Representatives by the Department of State per RIGL § 43-1-3 indicating the actions taken by the Governor on legislation.

Retention: Retain four (4) years.

SOS1.5 Legislation Retrieval Record/Log

Record that tracks *retrieval* of passed legislation (Public Laws, Acts and Resolves) by Secretary of State staff. Includes date out and date returned, law number, name of person requesting copy, and signature/initials of staff member verifying receipt of the document.

Note: Records may not leave the custody of the Office under RIGL § 43-2-3.

Retention: Retain four (4) years.

SOS1.6 Assignment of Law Number

Records that document the process of assigning law numbers to passed legislation. Legislation is received by the office and turned over to Law Revision for assignment of number per RIGL § 42-8-8. Legislation is then returned to the office. Record/transmittal includes date of transfer, bill number and signature of law revision office staff. Return receipt includes signature of Public Information Office staff. Includes data created in a database for creation of the transmittal.

Retention: Retain four (4) years.

Note: A database creates the transmittal for SOS1.4 & SOS1.6. Data would be covered under GRS7.16 System Content and retention would be the same as cited above.

SOS1.7 Database - Legislation Research/Bill Tracker System

Database maintained by the Department of State and used as a retrieval tool/finding aid for legislative research by state government and the general public. May include but is not limited to bill text from 1997 to present, bills arranged by sponsor and subject, sponsor information, bill summaries and committee actions on legislation including meeting notices.

Retention: Permanent.

Note: This database no longer exists. Functions were superseded by initiatives of the General Assembly and continue here: <http://www.rilin.state.ri.us/Genmenu/>.

SOS1.8 Database (Legislation/Bill Tracker) Data Input Documents

Photocopies of records used for data input into legislative research database. May include photocopies of legislative meeting notices, house and senate journals, and transmittal receipts from Governor's office.

Retention: Retain one (1) year after verification of data entry.

Note: This record is no longer created.

SOS1.9 Executive Orders

Governor's original executive orders filed with the Department of State.

Retention: Permanent.
Transfer to State Archives at end of Governor's four (4) year term.

SOS1.10 Certificates of Engagement and Oaths of Office

Certificates of Engagement and Oaths of Office of the newly elected General Officers, Governor's Cabinet, Judges and Sheriffs. May also include special appointments made per statutory authority.

Retention: Permanent.
Transfer to State Archives at end of Governor's four (4) year term.

Note: Certificates of Engagement of notaries, justices of the peace, state senators and representatives, railroad commissions and court clerks are held by the Secretary of State—Corporations Division.

SOS1.11 Boards and Commissions Files

Records kept by the Department of State per RIGL § 36-1-4. Includes original copies of Certificates of Engagement and Appointment Letters. May include copies of enabling legislation, copies of Governor's executive order, and correspondence.

Retention: Permanent. Retain until statutory or executive authority of Board or Commission is repealed or has expired.
Transfer annually to State Archives in July.

SOS1.12 Database - Boards and Commissions/Appointments

Database used as a research tool/finding aid by the office and the general public via agency website. May include but is not limited to information regarding executive authority of commission, number of commission members, expiration date of commission, lists of current and past members of board or commission, date of member's engagement and expiration of appointment.

Retention: Retain until data is updated or superseded.

SOS1.13 Lobbyist Records

Records created and data maintained for compliance of RIGL § 22-10. Includes financial reports, registers/applications, final reports, summaries, manuals, and hearing and investigative records. May include attached correspondence.

a) Lobbyist financial reports, applications and registration forms and final reports [annual session or cessation reports]

Retention: Retain six (6) years unless part of a hearing or investigation. If so, retain two (2) years after final disposition, whichever is longer.

b) Summary Reports or Lists prepared and/or published per RIGL § 22-10-10(4) and/or RIGL § 22-10-10(9)

Retention: Permanent.
Transfer to State Archives at end of four (4) year term.

c) Manuals

Retention: Retain one (1) copy of each issue permanently.
Transfer to State Archives at end of four (4) year term.

d) Hearing and investigative records including audio recordings

Retention: Permanent.
Transfer to State Archives at end of four (4) year term.

SOS1.14 Database - Lobby Tracker

Database of lobbyist reporting data filed with the Office of the Secretary of State through an online interface. Data includes registration of lobbyists, financial disclosure of expenses and other data as

stipulated by statute. Database is used as a reporting tool and as a means of making the information available to the public via the web. Reporting of lobbyist information is governed by RIGL § 22-10.

Retention: Purge with related series.

Note: See GRS7.1 System Design and Development Records for retention of documentation relating to systems design and development.

Note: Ensure migration of records to successive generations of technology and systems, and other necessary maintenance to enable retention of and access to accurate, reliable and complete records throughout their authorized lifecycle. Retain all documentation of hardware and software. In the event software or system is updated or replaced, retain old data, documentation and software one (1) year after testing of system and verification of data migration. Commit funds for the overall preservation of data through active migration and technological changes. Draft and annually review strategies for migrating active data.

SOS1.15 Disclosure of State Government Consultants and Annual Contracting Reports

Quarterly reports submitted to the Department of State per RIGL § 42-90-1.

Prescribed form includes name and address of filing agency and lists names of consultants hired by the agency. Also includes purpose of the consultation and amount paid to the consultant. May include attached correspondence. Also includes summary reports or list required per RIGL § 42-90-1 (b).

a) Quarterly reports submitted to the Department of State per RIGL § 42-90-1

Retention: Retain six (6) years.

b) Summary reports or lists prepared and/or published by the Division

Retention: Permanent.

c) Annual contracting reports submitted per RIGL § 42-90-1 (b) (added 5.2016)

Retention: Retain five (5) years.

SOS1.16 Database - Consultant Disclosures

Database/finding aid of consultants/report filed with the Office of the Secretary of State. May be used for web content. May include but not limited to information regarding name and address of agency filing form, phone number, filing period, and date received and filed by public information staff.

Retention: Purge with related series.

SOS1.17 Meeting Minutes

Meeting Minutes with attached agendas filed with the Department of State per RIGL § 42-46-7 (4) (d).

Retention: Permanent.

Note: As of July 1, 2004, meeting minutes and agendas are filed electronically per RIGL § 42-46-7 (4) (e).

SOS1.18 Meeting Notices (amended 10.2018)

Annual and supplemental meeting notices submitted to the Department of State per RIGL § 42-46-6 (a) & (b).

Retention: Permanent.

SOS1.19 Open Meetings Database

Database created to administer entity/user open meetings filings by the division. The database also serves as a research tool/search engine for use by the general public via the division's website.

Includes but is not limited to meeting date, name of agency/board filing minutes and notices, name of sub-committee if applicable, date filed, and date received by public information staff.

Retention: Retain until data is updated or superseded.

SOS1.20 Open Government Files

Files containing forms filed by state agencies/municipalities relative to the designation of the agency's filing coordinator for the electronic transmission of meeting minutes and notices, ordinance and ordinance notices and registry of leases. Includes any filing coordinator forms of public bodies or agencies as required per statute or regulation for purposes of government transparency and accountability.

Retention: Retain until updated or superseded.

SOS1.21 Rhode Island Government Owner's Manual

Publication produced by the Office of the Secretary of State. Includes information on Rhode Island Government, members of the General Assembly, General Officers, Judiciary, State Agencies, Quasi-Public Agencies and Municipalities.

a) Rhode Island Manual – published hard copy

Retention: Permanent.

Transfer two (2) copies of published product to State Archives at end of four (4) year term.

b) Research documentation (added 5.2016)

Retention: Retain until publication of next manual.

c) Design and photographic records (added 5.2016)

Retention: See GRS5.7 Public Relations Records

Note: State Archives may weed duplicative or non-essential materials.

SOS1.22 Owner's Manual Database

Database used as a research tool/finding aid by the office and the general public via agency website.

Retention: Retain until data is updated or superseded.

SOS1.23 Certificates of Records Destruction

Certification of Records Destruction forms (PRA 003) signed by 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(j), and § 42-8.1-10.).

Retention: Permanent.

SOS1.24 Judicial Court Assignments and Orders (added 5.2016)

True copies of authorizations and orders of the Chief Justice of the Supreme Court made pursuant to RIGL § 8-15-3 and RIGL § 8-10.3.2. Includes authorizations to designate special judicial assignments within the unified court system as well as orders amending rules, procedures and practice. May include executive orders of the Chief Justice.

a) Assignments

Retention: Retain ten (10) years.

b) Orders

Retention: Permanent.

Transfer to State Archives at end of four (4) year term.

SOS1.25 Extraditions and Renditions (added 5.2016)

Extraditions filed with the office pursuant RIGL § 12-9-28. May include application for extradition, certified copies of the indictment, complaint, information and affidavits, and judgment of conviction or sentence.

Retention: Permanent.

Transfer to State Archives at end of Governor's four (4) year term.

SOS1.26 Application for Registration of Athlete Agent (added 5.2016)

Bi-annual record filed with the office pursuant to RIGL § 5-74.1-5.

Retention: Retain three (3) years after expiration.

SOS1.27 Notices of Formation of Mosquito Abatement Districts (added 5.2016)

Notices filed pursuant to RIGL § 23-7-7 requiring that notices of the formation of mosquito abatement districts be filed with the office of the secretary of state.

Retention: Permanent.

SOS1.28 Inter-local and Inter-state Agreements and Compacts (added 5.2016)

Inter-local and inter-state compacts filed with the office per RIGL § 45-40.1-5 and RIGL § 46-17-3.

Retention: Permanent.

SOS1.29 Rosters of Registered Engineers and Land Surveyors (added 5.2016)

Copies of rosters placed on file pursuant to requirements of RIGL § 5-8-10 and RIGL § 5-8.1-8 (d).

Retention: Retain three (3) years.

SOS1.30 Leases (added 5.2016)

Copies of leases filed with the office pursuant RIGL § 37-6-30 (b) (Registry of Leases). Includes Certificates of Compliance associated with the filed leases as well as data created for the required index.

Retention: Retain five (5) years from the date of expiration of the lease.

Note: Official/ record copies of state leases are filed with the Department of Administration and copies reside with the relevant agency.

SOS1.31 Delegations of Authority (added 5.2016)

Documents filed with the Secretary of State by the head of any department, except as otherwise provided by law, assigning the functions vested in his or her department to those subordinate officers and employees as may to him or her seem desirable, including the power to appoint a delegate to serve in the director's place and stead on any of the various boards or commissions to which a director may be appointed per RIGL § 42-6-8. Also includes filings made pursuant to RIGL § 23-24.5-16, § 12-12-21 and § 42-9-2.

Retention: Retain ten (10) years.

Note: This series was previously on the records retention schedule for the State Archives Division – Administrative Records Office (SA7.8).

SOS1.32 Signatures (added 5.2016)

Signatures filed with the office pursuant to RIGL 36-2-1 Officers with statewide power relative to the administration of oaths.

Retention: Permanent.

SOS1.33 Surety Bonds (added 5.2016)

Surety bonds filed with the office per RIGL § 42-55-4 (Rhode Island Housing and Mortgage Finance Corporation) and RIGL § 42-28-6 (State Police – Superintendent's bond).

Retention: Retain seven (7) years after termination.

SOS1.34 Notifications (added 5.2016)

Office copy of electronic notifications or confirmations generated by the office and copies received by filers per the requirements to file notices with the Office of the Secretary of State pursuant RIGL § 42-46-6, RIGL § 45-6-1, and RIGL § 37-6-30. May include any other filing notifications generated by the office as required per statute or regulation.

Retention: Retain three (3) years.

Note: Filers retain one (1) year. See GRS1.7 d) Meeting Minutes – Electronic confirmation messages.

SOS1.35 Property Certificates and Property Transfers (added 5.2016)

Records filed with the office pursuant to RIGL § 37-22-6 (The I-195 Redevelopment Act of 2002 – Powers and duties of the board) and RIGL § 42-1-2.1 (Retrocession of Veterans' Administration property).

Retention: Permanent.
Transfer to State Archives at end of Governor's four (4) year term.

SOS1.36 Substance Abuse Therapy Certified Practitioners (added 5.2016)

List or roster filed with the office by the director of the Department of Health pursuant to RIGL § 21-28.4-4.

Retention: Retain three (3) years.

SOS1.37 Records of the Personnel Appeals Board (added 5.2016)

Records of the board relative to the removal of board members. Pursuant to RIGL § 36-3-9 a copy of the charges and a transcript of the hearing shall be filed with the Secretary of State.

Retention: Retain ten (10) years.

SOS1.38 Ordinances (added 5.2016)

Electronic copies of ordinances and ordinance notices created by municipal councils and transmitted to the office of the Secretary of State for posting on the website in lieu of newspaper publication pursuant to RIGL § 45-6-1 (c).

Retention: Retain three (3) years.

Note: Notices are kept as part of the meeting documentation as outlined in the approved retention schedule for Municipal Councils, Boards and Commissions LG4.

SOS1.39 Contracts (added 5.2016)

True copies of all contracts made on behalf of the state pursuant to the interstate agreement on qualification of educational personnel and filed with the office pursuant to RIGL § 16-11-7.

Retention: Retain ten (10) years after expiration.

Note: True copies are also kept on file in the office of the Commissioner of Elementary and Secondary Education. Contracts made pursuant to the agreement shall not be for a term longer than five years but may be renewed for like or lesser periods (RIGL § 16-11-5 Article III Section 3).