SOS2.1 Civic and Voter Education Program
Records that document the operation of the Civic Education Program. May include lists/databases of attendees/students participating in program, correspondence, programs and teaching guides.

a) Programs, brochures and teaching guides
Retention: Retain one (1) copy permanently. Transfer to State Archives at end of four (4) year term.

b) All other records
Retention: Retain until updated or superseded or obsolete.

Note: Records documenting program establishment and development should be retained permanently.

SOS2.2 State House Tour Guide Program
Records that document the operation of the State House Tour Guide Program. May include applications for service, lists of volunteer tour guides, programs and brochures for distribution to tour attendees, correspondence, scripts and notes.

a) Programs, brochures and teaching guides
Retention: Retain one (1) copy permanently. Transfer to State Archives at end of four (4) year term.

b) All other records
Retention: Retain until updated or superseded or obsolete.

Note: Records documenting program establishment and development should be retained permanently.

SOS2.3 Leadership Awards Program
Records that document the operation of award program. May include lists/databases of participants, correspondence, programs and brochures.

a) Programs, brochures and teaching guides
Retention: Retain one (1) copy permanently. Transfer to State Archives at end of four (4) year term.

b) All other records
Retention: Retain until updated or superseded or obsolete.

Note: Records documenting program establishment and development should be retained permanently.

SOS2.4 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.