SOS4.1 Candidates

SOS4.1.1 Declarations

Declarations for candidacy for party primaries and independent candidates. Includes name and identifying information of candidates declaring for office.

Retention: Retain thirty-six (36) calendar months from date of filing.

SOS4.1.2 Endorsements

Filings of endorsement by state committee, district committees and ward, city and town committees of candidates to be voted for by state at large or by congressional district.

Retention: Retain thirty-six (36) calendar months from date of filing.

SOS4.1.3 Nomination Papers

Party and independent nominations papers for candidates to be voted for by state at large, congressional district, ward, city or town elections.

Retention: Retain thirty-six (36) calendar months from date of filing.

SOS4.1.4 Local Candidates Certification Lists

List of candidates for city and town elections filed by the city and towns. Data includes: name of candidate, order in which they will appear on the ballot, office sought and term of office.

Retention: Retain thirty-six (36) calendar months from date of filing.

SOS4.1.5 Certificates of Withdrawal

Certificates of withdrawal from primary nominations and independent candidates for state offices. Includes candidate statement concerning reason for withdrawal.

Retention: Retain thirty-six (36) calendar months from date of filing.

SOS4.1.6 Intent to Establish a Political Party

Application filed in tandem with Declaration of Candidacy forms pursuant to RIGL § 17-1-2(f)(2).

Retention: Permanent. Retain at Division thirty-six (36) months after party is no longer recognized as a party, then transfer to State Archives.

SOS4.2 Elections

SOS4.2.1 Committee Lists

List of officers and members of all city, town, and district committees organized for the purpose of nominating and endorsing party candidates, and electing ward committees.

Retention: Permanent. Transfer to State Archives after every election cycle.

SOS4.2.2 Mail Ballot/Emergency Mail Ballot Applications Certification Sheets

Copies of search sheets used to verify mailing labels and updated voter ballot status.

Retention: Retain until end of election cycle.

Note: Record copy is signed and held by the Rhode Island State Board of Elections per RIGL § 17-20-10 (d) (2).

SOS4.2.3 Death Notices

Monthly electronic record of deceased persons transmitted by the Department of Health, Office of Vital Records and used for voter registration removals. May include monthly reports.

Retention: Retain in CVRS system for four (4) years.

SOS4.2.4 Felon List

Lists and data sent to the Office of the Secretary of State by the Department of Corrections and forwarded to the local Boards of Canvassers. Used for removals from the voter registration lists or reinstatement of voting rights. May include monthly reports.

Retention: Retain in CVRS system for four (4) years.

SOS4.2.5 Ballots

Official sample ballots of all ballots used at federal, state, municipal and special elections. Includes Braille, tactile and bi-lingual ballots. Includes audio tapes used with tactile ballots.

a) Official sample ballots and two (2) copies of audio tapes
Retention: Permanent. Transfer to State Archives after every election cycle.

b) Reference copies
Retention: Retain until of no further administrative value.

SOS4.2.6 Certifications of Election Results
Certifications received from the State Board of Elections certifying the results of every federal and state election excepting municipal elections.

a) Official certifications
Retention: Permanent. Transfer to State Archives after every election cycle.

b) Reference copies
Retention: Retain until of no further administrative value.

SOS4.2.7 Certificates of Ascertainments and Official Electoral Ballots
Records of the appointment of Electors and electoral ballots of the President and Vice President of the United States. Includes minutes.

Retention: Permanent. Transfer to State Archives after every presidential election cycle.

SOS4.2.8 Central Voter Registration System
Centralized Voter Registration System (CVRS) database maintained by the Division.

Retention: 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.

SOS4.2.9 NCOA Lists and Files
Data obtained relative to the United States Postal service National Change of Address (NCOA) Program and forwarded to the municipal Boards of Canvassers. May include lists and correspondence. (RIGL § 17-9.1-27)

Retention: Retain thirty-six (36) months.

SOS4.2.10 DMV Records
Voter registration applications originating at the Division of Motor Vehicles and transmitted electronically to the CVRS. Records are then transmitted to the municipalities for processing of the voter registrations.

Retention: Retain in CVRS system for four (4) years.

SOS4.2.11 Voter Registration Data
Voter registration and supporting data maintained in the CVRS.

Retention: Retain data in CVRS system five (5) years from date of cancellation of voter registration by the municipality.

SOS4.2.12 Voter identification photographs and applications (added 5.2016)
The division provides voter identification cards on request for registered voters per RIGL §17-19-24.2 (c). Records include applications filled out by the voter and digital photographic images produced by the division for issuance of the voter ID card.

Retention: Retain three (3) years.

Note: Procedures for the issuance of voter ID cards is governed by the Rules and Regulations Adopted by the Office of the Secretary of State Establishing the Procedures for the Issuance of Rhode Island Voter Identification Cards Pursuant to RIGL§ 17-19-24.2 (c). Said rules and regulations are established pursuant to the Administrative Procedures Act RIGL§ 42-35-1.

SOS4.3 Administration

SOS4.3.1 Ballot Preparation Files
Working file(s) of the Director regarding the preparation of the ballot. May include but is not limited to instructions and guidelines, working papers, project summaries, and related correspondence.

Retention: Retain four (4) years or until of no further administrative value, whichever is longer.

SOS4.3.2 Lottery Files
Records of the lottery for ballot placement may include but are not limited to instructions and guidelines, working papers, project summaries, and related correspondence.

Retention: Retain thirty-six (36) months or until of no further administrative value, whichever is longer.

SOS4.3.3 Election Calendar Files
May include but is not limited to instructions and guidelines, working papers, project summaries, and related correspondence.

Retention: Retain thirty-six (36) months or until of no further administrative value, whichever is longer.

SOS4.3.4 Referenda Files
Working files of the Director regarding the preparation of referenda that appear on the ballot. May include but is not limited to instructions and guidelines, working papers, project summaries, related correspondence, bond counsel drafts and final versions.

a) Final versions, guidelines and official correspondence.
Retention: Permanent. Transfer to State Archives after administrative use ceases.

b) All other records
Retention: Retain four (4) years.

SOS4.3.5 Application for Central Voter Register List
Requests for copies of the central voter register list on prescribed form.

Retention: See General Schedule GRS5.1 General Correspondence and Memoranda.

SOS4.3.6 Requests for Accessible Format Ballots
Requests made to the Division for accessible format ballots (Braille or tactile ballot with audio tape).

Retention: See General Schedule GRS5.1 General Correspondence and Memoranda.

SOS 4.3.7 Official Votes – Ballots Cast
State Board of Elections publication of the official votes and ballots cast in federal, state, municipal and special elections. Includes primary data.

Retention: Retain until of no further administrative value then transfer to State Archives.

SOS4.3.8 CVRS Back Up Tape Production
Daily, weekly, monthly and annual tape backup of the Central Voter Registration System.

Retention: See Department/Division policy.

Note: Departmental policy indicates that monthly backup tapes are stored at the Division away from the CVRS server. Annual and monthly tapes are in offsite vault storage at the State Archives.

SOS4.3.9 Election Publications
Elections related booklets and guides published by the Division. Includes but is not limited to election laws, voter information handbooks, Presidential Preference Primary guides, election calendars, and guides for candidates. Includes electronic publications.

Retention: Permanent. Transfer two (2) copies to State Archives after every election cycle.

Note: § 29-7-5 Deposits of state publications. – Each state agency shall designate one person as its documents officer and shall notify the clearinghouse of his or her identity. The documents officer shall, prior to public release of a state publication, deposit with the clearinghouse a minimum of twenty-five (25) copies certified to the documents officer by the clearinghouse as required to meet the needs of the depository library system.

SOS4.3.10 CVRS Administrative Files
Records of the implementation of the CVRS system in the municipalities. Includes work orders, hardware specifications, municipal sign-off of system and agreements.

a) Final sign-off and agreements with municipalities
Retention: Retain ten (10) years after expiration of contract.

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 twenty (20) years (RIGL § 9-1-17).

b) All other records
Retention: Retain five (5) years.

See also: GRS1.2 Program Establishment and Development Records.

SOS4.3.11 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. (RIGL §38-1-10, §38-3-6, and §42-8.1-10.)

Retention: Permanent.

See Also:

GS #1 General Office, Administrative, Fiscal and Reference Records
GS #2 Personnel and Payroll Records

GRS #1 Executive, High-Level and Policy Making Records
GRS #2 Legal Records
GRS #3 Safety and Security Records
GRS #4 Facilities Records
GRS #5 Daily Operations Records
GRS #6 Records Management Records

All general schedules are available at http://www.sec.state.ri.us/Archives/general_schedules/