

CONCISE EXPLANATORY STATEMENT

In accordance with the Administrative Procedures Act, R.I. Gen. Laws § 42-35-2.6, the following is a concise explanatory statement:

AGENCY: Department of State

DIVISION: State Archives, Library & Public Information

RULE IDENTIFIER: 100-RICR-40-05-1

RULE TITLE: Records Management

REASON FOR RULEMAKING: 100-RICR-40-05-1 defines the role of an Agency Records Officer and provides the step by step processes for the drafting and use of a Records Retention Schedule, storage and disposition of public records, records maintenance, and the standards required for digitization and scanning of public records. This rule is intended to clarify the purpose of the Public Records Administration and its role in records management in the state. In connection with this proposed adoption, the Department proposes to repeal 100-RICR-40-05-2, "Rules and Regulations for Microfilm Standards" and 100-RICR-40-05-3, "Rules and Regulations for the Making and Management of Imaged Public Records," which contained technical and complicated processes. With this new adoption, the Public Records Administration will continue to require adherence to industry and national standards for preservation and digitization while making the process of records retention and management easy to understand.

The imaging and microfilm standards Federal Information Processing Standards (FIPS) ANSI/AIIM MS44-1988 (R1993), ANSI/AIIM MS19-1993, and International Organization for Standardization protocol ISO 19005-1 (2005) have been transferred from 100-RICR-40-05-2 and 100-RICR-40-05-3, which the Department is proposing to repeal, and integrated into this new, comprehensive proposed adoption. Additionally, the Department has transferred the definitions of "Agency," "Born digital," "Record copy," "Record series," "Records Control Schedule," and "Scanning" from 100-RICR-40-05-2 and 100-RICR-40-05-3 and updated those definitions for inclusion in § 1.4 of this adoption.

TESTIMONY AND COMMENTS: The Department did not receive any comments during the public comment period.

CHANGE TO TEXT OF THE RULE: No changes were made between the text of the rule as proposed and the text of the final rule.

REGULATORY ANALYSIS: In the development of the proposed adoption, consideration was given to: (1) alternative approaches; (2) overlap or duplication with other statutory and regulatory provisions; and (3) significant economic impact on small business. No alternative approach, duplication, or overlap was identified based upon available information.