RHODE ISLAND GOVERNMENT REGISTER

AMENDED PUBLIC NOTICE OF PROPOSED RULEMAKING

DEPARTMENT OF STATE

Title of Rule: Records Retention Schedules

Rule Identifier: 100-RICR-50-00-3

Rulemaking Action: Proposed Adoption

Important Dates:

Date of Public Notice: October 14, 2026

Hearing Date: November 6, 2026

End of Public Comment: November 13, 2026

Rulemaking Authority:

R.I. Gen. Laws § 38-3-1 et seq.

R.I. Gen. Laws Title 38

Summary of Rulemaking Action:

This adoption is intended to provide clarification of the process for the creation and use of Records Retention Schedules to ensure proper public records maintenance and legal destruction. This does not change the existing responsibilities of Agency Records Officers or revise the collaborative processes for drafting Records Retention Schedules.

Additional Information and Public Comments:

All interested parties are invited to request additional information or submit written or oral comments concerning the proposed adoption until November 13, 2026 by contacting the appropriate party at the address listed below:

Rachel Strashnick

Department of State

33 Broad Street

Providence, RI 02903

rstrashnick@sos.ri.gov

Public Hearing:

A public hearing, in accordance with R.I. Gen. Laws § 42-35-2.5, to consider the proposed adoption shall be held at which time and place all persons interested therein will be heard. This hearing is subject to R.I. Gen. Laws Chapter 42-46, Open Meetings.

Public Hearing Information:

Date: November 6, 2026

Time: 10:00 A.M.

Location: Rhode Island State Archives
33 Broad Street
Reading Room, First Floor
Providence, RI, 02903

The seating capacity of the room will be enforced and, therefore, the number of persons participating in the hearing may be limited at any given time by the hearing officer in order to comply with safety and fire codes.

The place of the public hearing is accessible to individuals with disabilities. If communication assistance (readers/interpreters/captioners) is needed, or any other accommodation to ensure equal participation, please call 401-222-2353 or RI Relay 711 at least three (3) business days prior to the meeting so arrangements can be made to provide such assistance at no cost to the person requesting. For questions regarding available parking, please contact the agency staffperson listed above.

Regulatory Analysis Summary and Supporting Documentation:

The proposed adoption will have little to no impact on small business. The requirements in this proposed amendment do not differ monetarily from the requirements in the currently effective regulations concerning the Public Records Administration.

For full regulatory analysis or supporting documentation contact the agency staffperson listed above.