

100-RICR-60-00-1

TITLE 100 - DEPARTMENT OF STATE

CHAPTER 60 – STATE ARCHIVES, LIBRARY AND PUBLIC INFORMATION

SUBCHAPTER 00 – STATE LIBRARY

PART 1 - RULES FOR THE RHODE ISLAND STATE PUBLICATIONS CLEARINGHOUSE

1.1 Purpose

- A. The purpose is to establish policies and procedures for the Rhode Island State Publications Clearinghouse.

1.2 Statutory Authority

- A. R.I. Gen. Laws Chapter 29-7.

1.3 State Agencies/Departments' Deposit of Publications

- A. State agencies, departments, and commissions supported wholly or in part by state funds are required by R.I. Gen. Laws § 29-7-5 to deposit prior to public release a minimum of twenty-five (25) copies of their publications with the State Publications Clearinghouse. Deposit procedures shall be carried out according to guidelines adopted by the Clearinghouse Committee.

1.4 Documents Officers

- A. A Documents Officer shall be named by each agency/department per R.I. Gen. Laws § 29-7-5. Agencies/departments with many sub-departments may name more than one Documents Officer to facilitate the deposit of their publications.

1.5 Index

- A. The Clearinghouse shall prepare checklists quarterly and cumulate those checklists annually. The checklist will be maintained dynamically on the Secretary of State's website so that users will have up-to-date information regarding publications that are being added. Indexing procedures shall be carried out according to guidelines adopted by the Clearinghouse Committee.

1.6 Depository Libraries' Designation and Responsibilities

- A. Depository libraries shall be designated by the Clearinghouse Director. Depository libraries' designation and responsibility procedures shall be carried out according to guidelines adopted by the Clearinghouse Committee.

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**PART 1 - RULES FOR THE RHODE ISLAND STATE PUBLICATIONS
CLEARINGHOUSE (100-RICR-40-10-1)**

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