

100-RICR-50-10-5

TITLE 100 – DEPARTMENT OF STATE

CHAPTER 50 – PUBLIC RECORDS ADMINISTRATION

SUBCHAPTER 10 – GENERAL RECORDS RETENTION SCHEDULES

PART 5 – DAILY OPERATIONS RECORDS (GRS5)

5.1 Purpose, Authority, Severability, and Destruction

5.1.1 Purpose

To establish the official retention, maintenance, and disposal requirements for a public record based upon any administrative, legal, fiscal, and/or historical value related to that record created or received by an agency, department, division, board, commission, office, or quasi-public corporation under any branch of State or local government which performs functions relating to government, or acts on behalf of a governmental agency, pursuant to law or relating to the transaction of public business.

5.1.2 Authority

This Regulation is promulgated pursuant to the authority granted in R.I. Gen. Laws Title 38 (“Public Records”), including expressly but without limitation R.I. Gen. Laws §§ 38-3-1 et seq.

5.1.3 Severability

If any provision of these Regulations or the application thereof to any Person or circumstances is held invalid by a court of competent jurisdiction, the validity of the remainder of the regulations shall not be affected thereby.

5.1.4 Destruction Review Procedure

Government employees should also consult with their administration to determine if any records eligible for destruction may be involved in current, pending, or anticipated litigation, any government investigation or regulatory proceeding, or request under the Access to Public Records Act. (Part 2 of this Subchapter (Legal Records) and R.I. Gen. Laws Chapter 38-2)

GRS5 **Daily Operations Records**

GRS5.1 **General Correspondence and Memoranda**

Routine written communications created or received in the normal course of agency business. May include, but is not limited to, referral letters, requests for information pertaining to the agency, requests for publications that the agency provides to the public, requests for the services provided by the agency, any other correspondence that does not affect agency policy or procedures, and routine internal memos (unless specific to agency policy or procedures). Records may be arranged chronologically, by subject, or in some other order that is meaningful to the agency. This series does not include correspondence that involves personnel decisions, allegations of misconduct, the agency's facilities, complaints, or the agency's budget.

Retention: Retain one (1) year.

Note: When a written communication initiates a substantive transaction that requires creating a separate file, it becomes part of another appropriate series rather than the General Correspondence series.

See Also: GRS1.1 (Correspondence and Memoranda). For Access to Public Records requests (APRA) as defined by R.I. Gen. Laws Chapter 38-2, see GRS6.10 (Access to Public Records Documents).

GRS5.2 **Phone Logs**

Includes all records of incoming and outgoing calls to and from agency personnel.

Retention: Retain one (1) year.

GRS5.3 **Mail Logs**

Includes all records of incoming and outgoing mail to and from agency personnel.

Retention: Retain one (1) year.

GRS5.4 **Survey/Questionnaires**

Surveys/questionnaires conducted by an agency or municipality in response to issues identified as significant to operations or policy, or to gather information. Includes forms distributed by the agency or

municipality that were filled out and returned and the data compilations from the survey/questionnaire.

GRS5.4A Completed Survey/Questionnaire Forms

Retention: Retain one (1) year.

GRS5.4B Compiled Data

Includes compilations of data that were created from surveys/questionnaires conducted or distributed by the agency or municipality.

Retention: Retain until report is compiled and issued. Before disposal of compiled data, consult State Archives to review for historical value.

GRS5.4C Reports and Recommendations

Reports, summaries, and recommendations issued, instituted, or arising from surveys/questionnaires.

Retention: Permanent.

GRS5.4D Surveys Unrelated to Agency Mission or Programs

May include compiled data and reports.

Retention: Retain until of no further administrative value.

See Also: GRS1.6 (Special Plans, Publications, Studies, and Reports).

GRS5.5 Contact Lists and Directories

Includes mailing lists, directories, and rosters compiled by the agency for contact purposes.

Retention: Retain until superseded or of no further administrative value.

GRS5.6 Scrapbooks/Photo Albums/Clippings

Includes records of activities and events, official in nature, and relating to the agency, usually compiled by staff members, which may contain photographs, announcements, clippings, advertisements, and other items reporting the event, activity, or program.

Retention: Permanent.

Note: Newspaper clippings should be photocopied onto acid-free paper and originals discarded.

GRS5.7 Public Relations Records

Includes records relating to public relations activities of the agency including, but not limited to, press releases, newsletters, brochures, audiovisual materials, and supporting documentation.

GRS5.7A Publicity and Press Releases

Includes newsletters, press releases, brochures, and other items designed to inform the public of the agency's mission, programs, projects, events, or activities.

Retention: Retain one (1) copy of each permanently.

GRS5.7B Supporting Documentation

Includes supporting documentation, such as drafts and research notes, used in the preparation of newsletters, press releases, brochures, and other items created for public relations purposes.

Retention: Retain until of no further administrative value.

GRS5.7C Audio/Visual Records [SUPERSEDED]

See Also: GRS5.17 (Photographs and Videos) and GRS7.17D (Site Content – Website, Intranet, and Extranet Content Records).

GRS5.8 Daily and Weekly Reports

Internally generated reports on routine agency activities created on a daily and/or weekly basis. These reports and returns may be used for internal purposes or be shared with other municipal departments and state agencies. This does not include reports that are part of another series (such as reports on receipts and expenditures, which fall under the Fiscal section of this schedule, or vehicle use reports, which fall under GRS4.6 (Vehicle Records)).

Retention: Retain one (1) year.

GRS5.9 Monthly, Quarterly, and Periodic Reports

Internally generated reports on agency activities created for any time period of time greater than weekly, but less than yearly/annual. These reports may be used for internal purposes or may be shared with other municipal departments or state agencies. This does not include reports that are part of another series.

Retention: Retain three (3) years.

See Also: For annual reports, see GRS1.5 (Statistical Records and Annual Reports).

GRS5.10 Complaints

Complaints against agency about problems involving delivery of services, job performance of employees, personal interactions with the agency and/or any other difficulties. May include, but are not limited to, letters of complaint, notes from telephone conversations, and agency responses.

Retention: Retain three (3) years.

Note: When this record series appears on agency specific schedules, retain for whichever period is the longer of the two.

GRS5.11 Reference Material

Documents used by staff as sources for reference. May include, but is not limited to, reference books, brochures, published reports, manuals, periodicals, material from websites, and clippings.

Retention: Retain until of no further administrative value.

GRS5.12 Professional Organization Membership Files

Employees of state agencies and local government agencies sometimes join professional organizations and attend meetings and conferences of these organizations. These records document this professional involvement. They may include, but are not limited to, publications of the organization, handouts distributed at conferences and notes taken at conferences.

Retention: Retain until of no further administrative value.

Note: Notification is not required for destruction of these records.

GRS5.13 Outreach and Training Records

Agencies, as part of their programs, sometimes offer training in certain aspects of their areas of responsibility and expertise. Training and outreach activities include lectures, workshops, and presentations. Documentation of these activities may include, but are not limited to, pamphlets, brochures, guides, guidelines, lecture notes/talking points, evaluation forms and compiled data, electronic presentations, and web-based workshops (PowerPoint, webinar etc.).

GRS5.13A Evaluation Forms and Compiled Data

Retention: Retain until of no further administrative value.

GRS5.13B Electronic Presentations

Retention: Retain each substantive version permanently.

GRS5.13C All Other Records

Retention: Retain one copy as a permanent record.

See Also: GRS5.7 (Public Relations Records).

GRS5.14 Staff Meeting Minutes

Periodically, agency staff come together to discuss internal office matters. These records document those meetings. The files include not only meeting minutes, but also any other records used for reference at the meetings and other documents generated because of the meetings.

Retention: Retain three (3) years.

See Also: For meetings of entire agency or committee within an agency that a more substantive in nature and involve policymaking, see GRS1.7 (Meeting Minutes).

GRS5.15 Passport Application Transmittals

Passport Application Transmittal forms are used by passport acceptance agencies for purposes of mailing passport applications to the U.S. Department of State. Copies are kept by the transmitting agency facilitating the acceptance and mailing of passport applications and associated records.

Retention: Retain two (2) years.

GRS5.16 Social Media Exports

Much like email, social media is a format for disseminating information to the public. As a state agency (executive agencies, general officers, local agencies, and quasi-public agencies), records are created for this purpose and are considered public records. Determination for the retention of social media records is based on the content of these records. As a government agency, social media is used to disseminate information to the public in the form of press releases, correspondence, and visual media. Most social media records will fall under these categories; however, it may also include social interactions and user-generated content. Your social media policy, as outlined in the guidance document Guide to Social Media, should include the establishment of a workflow for the export of all social media from government accounts.

GRS5.16A Annual Exports and Records Created Specifically for the Medium

Retention: Permanent.

GRS5.16B Monthly, Quarterly, Semi-Annual, Periodic Reports and Screenshots

Retention: Retain three (3) years providing that all information is duplicative and original or primary information is kept elsewhere and retained according to the approved retentions in the approved records retention schedules.

Note: Original material created for the specific platform should be created and retained outside of the platform so that all information posted to social media is duplicate. Export to a human readable form such as html, xml, or xls. Then convert to PDF-A.

GRS5.17 Photographs and Videos

Communications offices create photographs and videos for public relations and promotional activities. Records include digital or analog photographs, digital or analog videos, content drafts, notes from brainstorming sessions and scripts and work product.

GRS5.17A Published Photographs and Videos

Retention: Permanent. Also retain original photographs and video product apart from published records.

GRS5.17B Duplicate and/or Subpar (Out of Focus, Too Dark or Light, etc.) Images as well as Content Drafts, Notes, Scripts and Work Product

Retention: Retain until of no further administrative value. Certification of Records Destruction is not required.