

100-RICR-50-20-25

TITLE 100 – DEPARTMENT OF STATE

CHAPTER 50 – PUBLIC RECORDS ADMINISTRATION

SUBCHAPTER 20 – STATE AGENCY RECORDS RETENTION SCHEDULES

PART 25 – MUNICIPAL POLICE TRAINING ACADEMY RECORDS (MPA)

25.1 Purpose, Authority, Severability, and Destruction

25.1.1 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.

25.1.2 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.

25.1.3 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.

25.1.4 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 10-2 of this Chapter (Legal Records) and R.I. Gen. Laws Chapter 38-2)

MPA Municipal Police Training Academy

MPA1.1 Police Trainee Files

All records relating to student training and certification. Records may include, but are not limited to, photo, recruit fact sheet, recruit information sheet, application for enrollment, written and physical examinations, FBI fingerprint test results, incident reports, copy of graduation certificate from academy and all other information received or generated by the academy relating to a specific student.

Retention: Retain forty (40) years from date of graduation.

Note: Records may be microfilmed in accordance with Subchapter 00 of this Chapter (Records Management).

See Also: R.I. Gen. Laws §§ 38-3-5.1 (Reproduction of public records—destruction of original records) and 42-8.1-13 (Legal status of reproductions).

MPA1.2 Certificates of Records Destruction [LEGACY – DUPLICATE]

Certification of Records Destruction forms 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. (R.I. Gen. Laws §§ 38-1-10, 38-3-6, and 42-8.1-10)

Retention: Permanent.

See Also: This record series is for information only, see GRS6.8B (Certificates of Records Destruction).