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TITLE 100 – DEPARTMENT OF STATE

CHAPTER 50 – PUBLIC RECORDS ADMINISTRATION

SUBCHAPTER 20 – STATE AGENCY RECORDS RETENTION SCHEDULES

PART 39 – WATER RESOURCES BOARD & RESOURCES BOARD CORPORATE RECORDS (WRB)

39.1 Purpose, Authority, Severability, and Destruction

39.1.1 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.

39.1.2 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.

39.1.3 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.

39.1.4 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)

WRB Water Resources Board & Resources Board Corporate

WRB1 Planning, Research and Development Records

Documents the research and activity of the Board or Board Corporate, whose mandate is to develop, protect and oversee the use of state water supplies. Includes water system data and diagrams, ground water data and maps, geological, geography, and engineering data, charts, and maps, photographs, reports on water and land related resources, development proposals, plans, and reports, clippings, funded project records, and related correspondence. This series does not include standard, easily located, and published works from outside agencies or bodies. In these cases photocopy the title page, create a bibliography, or incorporate into a document management system. (Pub. L. No. 89-80, Title III (accounting records for the US Water Resources Council), R.I. Gen. Laws § 46-15-2, and Pub. Laws 67-156)

Retention: Permanent.

WRB2 Geological Survey Records

Documents the office's interaction with the federal U.S. Geological Survey, the Army Corps of Engineers and other government agencies whose activities may overlap. Includes joint reports, proposals, and related correspondence.

Retention: Permanent.

WRB3 Public Water Systems Records

Documents the 5-year water supply systems management plan process, including updates. Includes lists, reports, maps, and related correspondence per R.I. Gen. Laws § 46-15.3-7.5. With the exception of the executive summary, plans are confidential (Rules and Procedures of Water Supply System Management Planning 10.03, Filing of Plans).

WRB3A Reports

Includes all reports prepared and received in the course of the planning process.

Retention: Permanent.

WRB3B Resource Materials

Retention: Place with other office reference materials.

WRB3C All Other Records

Retention: Retain until of no further administrative value.

WRB4 Ground Water/Surface Water Map Records

Documents the mapping of ground water and surface water in the state. Includes tests, charts, field notes, and maps.

WRB4A Final Maps

Retention: Permanent.

WRB4B All Other Records

Retention: Retain four (4) years.

WRB5 Test Well Records

Documents the drilling of wells to locate additional sources of water. Includes well location log sheets, test results, and location maps.

Retention: Permanent.

WRB6 Water System Engineering and Construction Records

Documents the administration of projects financed, or otherwise overseen by either agency. Includes proposals, plans, research and development records, contracts, status reports, financial agreements, fiscal reports, and related correspondence.

WRB6A Final Plans, Proposals, Reports, and Substantive Correspondence

Retention: Permanent.

WRB6B Contracts

Retention: Retain twenty (20) years after completion of project.

WRB6C All Other Records

Retention: Retain one (1) year after completion of project.

WRB7 Land Acquisition Records

Documents the acquisition of land for water conservation or use. Includes surveys, maps, secondary copies of payment documentation, deeds, easements, agreements, negotiation records, and related correspondence.

Retention: Permanent.

WRB8 Land Management Area Records

Documents management of land owned by the Board or Board Corporate. Includes leases, agreements with towns, user agreements, tenants' records, and maintenance records.

WRB8A Agreements with Towns and State Agencies

Retention: Permanent.

WRB8B Leases, User Agreements, and Tenants' Records

Retention: Retain ten (10) years after end of lease or until after audit, whichever is later.

WRB8C Maintenance Records

Retention: Retain until of no further administrative value.

WRB8D All Other Records

Retention: Retain until of no further administrative value.

WRB9 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(j), 42-8.1-10)

Retention: Permanent.

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