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TITLE 100 – DEPARTMENT OF STATE

CHAPTER 50 – PUBLIC RECORDS ADMINISTRATION

SUBCHAPTER 20 – STATE AGENCY RECORDS RETENTION SCHEDULES

PART 40 – COMMISSION ON WOMEN RECORDS (CW)

40.1 Purpose, Authority, Severability, and Destruction

40.1.1 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.

40.1.2 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.

40.1.3 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.

40.1.4 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)

CW **Commission on Women**

CW1.1 **Commissioner's Historical Files**

The Director of the Commission on Women performs all administrative duties associated with the position, acts as the Commission's chief policymaker, appoints all committees, and supervises all employees. These records document the historical record of commissioners during their tenure in the position. They may include, but are not limited to, commissioner's appointments, terminations, resignations, standing committee membership records, ad hoc committee membership records, and committee memberships outside the agency.

Retention: Permanent.

CW1.2 **Position Statement and Dissemination Files**

The Commission on Women acts as an advocate for women's issues in Rhode Island. The records in this series document the items created by the Commission for dissemination, information, or advocacy to the general public, non-profit agencies and/or government bodies. They may include, but are not limited to, The Legal Rights Handbook, The Gender Equity Handbook, Rhode Island Women's Fact Book, various women's position papers, letters regarding Commission positions on legislation to the Governor and General Assembly, and the web pages associated with all these documents.

Retention: Permanent.

CW1.3 **Award Selection Process and Event Files**

The Commission on Women presents the Women of the Year Award and the Freda H. Goldman Education Award on an annual basis to honor outstanding achievements by women in Rhode Island. These records document the process of selecting the recipients, the application process, the nominations, and the event coordination for both awards. They may include, but are not limited to, nomination forms, application forms, scoring sheets, publicity information, programs, photos, contracts for event needs and web pages.

Retention: Permanent.

CW1.4 **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 authorized the

disposal of records listed in applicable records retention schedules. (R.I. Gen. Laws §§ 38-1-10, 38-3-6(j), and 42-8.1.10)

Retention: Permanent.

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