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TITLE 100 – DEPARTMENT OF STATE

CHAPTER 50 – PUBLIC RECORDS ADMINISTRATION

SUBCHAPTER 40 – LOCAL GOVERNMENT RECORDS RETENTION SCHEDULES

PART 10 – MUNICIPAL PUBLIC WORKS DEPARTMENT RECORDS (LG10)

10.1 Purpose, Authority, Severability, and Destruction

10.1.1 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.

10.1.2 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.

10.1.3 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.

10.1.4 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)

LG10.1 Automotive, Highway and Maintenance

LG10.1.1 Work/Repair Requests and Complaints

Requests for work or repairs initiated by citizen complaint or by internal request. Data may include name and number of complainant or requester, location, and type of work to be performed, dates and times of receipt and response. May include vehicle service requests.

Retention: Retain three (3) years.

LG10.1.2 Work/Repair Orders

Record of work performed and completed. Data may include date(s), time(s), order number, location, description of work, authorization, names of persons performing work, itemized labor, equipment, and material information. May include vehicle repair/service work and gas cut-off orders.

Retention: Retain three (3) years.

LG10.1.3 Work Order Logs

Summary record of work orders received and completed. May include work order number, job description, date started and completed.

Retention: Retain three (3) years.

LG10.1.4 Vehicle Records

Records relating to each vehicle owned and/or serviced by Public Works. May include title, registration, inspection, maintenance, checklists, repair, and incident reports.

Retention: Retain one (1) year after disposal of vehicle and completion of audit.

LG10.1.5 Vehicle Inspection Sheets

Check lists for vehicles, mechanical systems, and equipment. May include equipment number, operator, date, checklists, fuel consumed, and mileage.

Retention: Retain two (2) years.

LG10.1.6 Accident Files

Record of accidents sustained by persons or properties. May include police reports, witness statements, reports, memoranda, diagrams, photographs, or other related documentation.

Retention: Retain three (3) years unless in litigation.

Note: If minor involved, retain three (3) years after minor reaches the age of eighteen (18) years.

LG10.1.7 Fuel Slips

Slips recording individual fuel intake. Data may include vehicle number, type, driver, meter readings, gallons of fuel, oil, or antifreeze received.

Retention: Retain three (3) years.

LG10.1.8 Fuel Summaries

Record of daily, weekly, or monthly fuel disbursed. May include type of fuel dispersed, pump locations, meter or stick readings, gallons delivered, and total gallons consumed. May also indicate oil and antifreeze disbursement.

Retention: Retain three (3) years.

LG10.1.9 Traffic Light Files

Record of traffic lights department is responsible for maintaining and servicing. May include intersection/signal diagrams, specifications, schematics, and work and repair orders.

Retention: Retain diagrammatic records during functional life of signal. Destroy maintenance records after three (3) years.

LG10.1.10 Snow-Plow Files

Records relating to snow-plow routes and activity. May include maps, routes, correspondence, logs, crew lists, or other documentation relevant to snow removal.

Retention: Retain until updated, superseded, or obsolete.

LG10.1.11 Tree Files

Records of tree maintenance, planting, and removals. May include correspondence, removal or planting schedules, copies of agreements, reports, proposals, pamphlets, maps, grant information, and records on

pesticide use including public hearing notices and copies of applicators' licenses and certifications.

Retention: Retain three (3) years.

LG10.2 Recycling and Sanitation

LG10.2.1 Recycling/Solid Waste Invoices

Record of invoices/receipts from Rhode Island Solid Waste Management Corporation, oil waste depositories, or other facilities accepting recyclable materials or solid waste.

Retention: Retain three (3) years.

LG10.2.2 Recycling Logs and Transfer Station Records

Record of accepted materials (metals, yard waste, oil, antifreeze, e-waste, white goods, mattresses, tires propane tanks) transported to the municipal recycling center. Data may include names of residents using facility, addresses, date, materials delivered, and vehicle registration number. May also include fee schedules, lists of transfer station stickers issued, and records of monies received for trash bags or tags sold or fees collected for the disposal of certain items.

Retention: Retain one (1) year. Retain receipts/fiscal records three (3) years.

LG10.2.3 Compost Tabulations

Record of temperature or triangular tabulations of yard waste compost at the municipal facility.

Retention: Retain three (3) years.

LG10.2.4 Container Distribution Record

Listing of municipal residents receiving recycling containers. Data may include name, address, phone number, date delivered, and reason for distribution (new, lost, broken).

Retention: Retain until updated, superseded, or of no administrative value.

LG10.2.5 Trash Can Replacement Receipts

Record of residential trashcan replacements. Data may include signature verifying receipt/delivery, date delivered, and reason for replacement.

Retention: Retain three (3) years.

LG10.2.6 Education Material

Educational and reference materials on recycling for distribution. May be in the form of newsletters, pamphlets, or flyers.

Retention: Retain until updated, superseded, or of no administrative value.

LG10.2.7 Sanitation Files

Records relating to sanitation truck routes and activity. May include maps, routes, correspondence, newspaper clippings of public notices, tonnage reports, logs, and crew lists.

Retention: Retain until updated, superseded, or obsolete.

LG10.2.8 Landfill Records

Records relating to municipal landfill operation. May include certificates of insurance, ground water samples/analysis, EPA screening site inspection, DEM preliminary assessments, plans relating to engineering, operating, contingency, sedimentation, erosion control, and closure, Hydrogeological reports, monitoring logs, CERCLIS documentation, and site access agreements.

Retention: Permanent.

LG10.3 Engineering

LG10.3.1 Plans, Maps, and Drawings

Plans, drawings, and maps including but not limited to, survey and plat, tax assessment, layout and grade, sanitary sewers, zoning, easements, landfills, subdivisions, traffic control, water, fire lanes, and municipal buildings.

LG10.3.1A Original or Record Copy

Retention: Permanent.

LG10.3.1B Reference Copies

Retention: Retain until updated, superseded, or of no administrative value.

LG10.3.2 Plans, Maps, and Drawing Registers

Log or register of plans, drawings, or maps received or submitted. Data may include drawing number, date submitted, street name, plat number, and location.

Retention: Permanent.

LG10.3.3 Field Books

Engineering field measurements, sketches, and diagrams including, but not limited to, elevations, distance, benchmarks, ridges, easements, drainage, ponding, and core test holes.

Retention: Permanent.

LG10.3.4 Benchmark Books

Record of benchmark locations including elevations.

Retention: Permanent.

LG10.3.5 Indices [SUPERSEDED]

Location and cross reference systems devised and maintained for the purpose of retrieving plans, drawings, maps, or other records.

See Also: For associated retention, see LG10.3.1 (Plans, Maps, and Drawings).

LG10.3.6 Street History Records

On-going, cumulative street reference records documenting street actions and activity. Records may include references to and citations of land evidence records, orders, resolutions, and minutes of City/Town Council, adoptions and abandonments, grading, paving, sidewalks, surveys, plat references, copies from maps and field books, copies of petitions, covenants, and public notices, lists of property owners, correspondence, and memos.

Retention: Retain until obsolete and of no further administrative value after five (5) years.

LG10.3.7 Paving Records

Record of street paving work. Data may include street name, job summary, firm, contract number, widths, lengths, and areas, intersection data, work details, inspection dates, diagrams, elevations, grade, and curbing.

Retention: Retain until obsolete and of no further administrative value five (5) years.

LG10.3.8 Sewer and Water Assessment Records

Records relating to sewer and water connection assessments for tax purposes. May include location diagrams, inspection, measurements, abatements, and data on previous assessments.

LG10.3.8A If Pertinent Data Is Recorded In/Transferred to Another Record or Information Is Held by Municipal Tax Assessor

Retention: Retain one (1) year.

LG10.3.8B Not Recorded or Held Elsewhere

Retention: Retain as long as property connected to system.

LG10.3.9 Sewer Location and Connection Records

Records detailing sewer connections for individual properties and/or municipal sewer system. Includes location, diagram, and address. May include system specifications, requests for location of sewer connections, surveys, sketches, inspection and work reports, and dye test requests and reports.

Retention: Retain as long as system is in existence.

LG10.3.10 Grant of Easement Files

Grant of easement records for legal permission to conduct work on private property, including, but not limited to, laying constructing, maintaining, operating, repairing, and servicing water and sewerage pipes, mains, drains, signs, and utilities. May include descriptions of easement area, diagrams, plans, agreement, memos, correspondence, and property disposition.

Note: Original or record copy may be held by Municipal Solicitor or other municipal official.

LG10.3.10A Original or Record Copy – Signed and Witnessed

Retention: Permanent.

LG10.3.10B Duplicate Copies

Retention: Retain until of no administrative value.

LG10.3.11 Subdivisions and Land Development Project Files

Records documenting property subdivisions. May include site plan review and subdivision check lists, inspections, diagrams, plans, drawings, specifications, memos, and analysis.

LG10.3.11A Documents Which Form Part of the Original or Record Copy of the Application Records

Retention: Permanent.

LG10.3.11B Duplicates and Denied Applications

Retention: Retain until of no administrative value.

LG10.3.12 Bridge Files

Cumulative history file for individual bridges. May include memos, correspondence to/from departments of state and contractors, newspaper clippings, reports, plans and specifications, materials lists, excavation permits, bridge deficiency and inspection reports.

Retention: Retain until obsolete and of no further administrative value after five (5) years.

LG10.3.13 State Regulatory Agency Files

Records documenting compliance with state requirements such as coastal resources management and freshwater wetlands. May include copy applications for state assent to perform work, requests for preliminary determinations, wetlands determinations, complaints, notices of violations, plans/maps, assents, notices of public hearings, correspondence, and memos.

LG10.3.13A Records Relating to Projects and Development on Municipally Owned Property

Retention: Retain three (3) years after work completed.

LG10.3.13B Copies of Records Relating to Projects and Development on Private Property with Municipal Jurisdiction

Retention: Retain one (1) year after work completed.

LG10.4 Water

LG10.4.1 Water Service and Valve Location Records

Records detailing water service connections for individual properties and/or municipal water system. Includes location, diagram, address, type, date connection laid, lengths, make, size, curb stop, main, or gate valve.

Retention: Retain as long as system remains in existence.

LG10.4.2 System Monitoring Charts

Graphs monitoring municipal water distribution system including flow rates, pressure, and elevation.

Retention: Retain five (5) years.

LG10.4.3 Water Reading Logs

Log of water readings at individual pumping and meter stations. Data may include date, time, reading, number of gallons per minute, readers name, and remarks.

Retention: Retain five (5) years.

LG10.4.4 System Repair and Maintenance Records

Record of work performed and completed on individual water meters, connections, and mains. May include meter number, manufacturer, readings, job descriptions, name, telephone number, locations, size, and service number.

Retention: Retain three (3) years.

LG10.4.5 Water Testing Records

Records of water testing and analysis conducted on water system. Records may include, but are not limited to, water testing records, laboratory certificates of analysis, microbiological and other result reports, water supply summary sheets, sample site identification and certification, lead and copper results, sample analysis reports, and Department of Health result and standard reports.

LG10.4.5A Bacteriological Analysis and Microbiological Examinations

Retention: Retain five (5) years.

LG10.4.5B Chemical Analysis, Organic and Inorganic Chemical, Radiological, and Turbidity Analysis

Retention: Retain ten (10) years.

LG10.4.5C Lead and Copper Analysis

Retention: Retain twelve (12) years.

LG10.4.5D Corrosion Control Sampling

Retention: Retain twelve (12) years.

LG10.4.5E Source Water Treatment

Retention: Retain twelve (12) years.

LG10.4.5F Records of Action Taken to Correct Violations of Primary Drinking Water Regulations

Retention: Retain three (3) years after last action taken with respect to the particular violation.

LG10.4.5G Records Relating to Sanitary Surveys of the System

Retention: Retain ten (10) years after completion of the survey.

LG10.4.5H Records Relating to Variances Granted

Retention: Retain five (5) years following expiration of variance or exemption.

LG10.4.6 Water Management Plans

Plans mandated by RI General Law and regulated by State agencies. Plans may include, but are not limited to, Water Supply Management Plan, Infrastructure Replacement Component, Water Quality Protection Plan, and Wellhead Protection Plan.

Retention: Permanent.

LG10.4.7 Water Service Applications and Agreements

Applications and agreements for water service and supply. Data may include name, address, plat and lot numbers, district, service, and meter numbers. Signed agreement of terms and service may act as contract.

Retention: Retain as long as service is in effect.

LG10.4.8 Meter Reading Books

Record of water usage for individual customers. Includes date of reading, reading figures, water consumed, meter number, size, manufacturer, owner, address, and service number.

Retention: Retain six (6) years.

Note: Records relating to water consumption, billings, and sales shall be kept six (6) years with respect to collection of the water quality protection charge.

LG10.4.9 Meter Reading Drop Off Cards

Water use cards filled out by individual customers. Data includes date, meter reading and service number.

Retention: Retain one (1) year.

LG10.4.10 Water Quality Protection Charge Exemption Applications

Applications for exemption from the water quality protection charge by elderly and commercial agricultural water users.

Retention: Retain six (6) years.

LG10.5 Parks, Recreation and Harbors

LG10.5.1 Recreation Program Records

Records relating to programs and activities sponsored or developed by the Parks and Recreation Department. Records may include, but are not limited to, sports programs, including soccer, tennis, softball, baseball, ice skating and basketball, aerobic programs and classes, road races, arts and recreational activities for children with special needs, charitable events, raffles, day camp enrollment, luncheons and picnics. May include player rosters, sponsor forms, practice notices, schedules, permission slips, drop out forms, worker lists, sponsor lists, brochures, flyers, correspondence, and memos.

LG10.5.1A Registration Forms

Also called approval forms, enrollment forms and permission slips. May include disclaimer, consent, parent or guardian signature, emergency medical and surgical treatment forms, and medical information.

Retention: Retain three (3) years. For minors, retain three (3) years after minor reaches the age of eighteen (18) years.

LG10.5.1B Travel Permits

Retention: Retain three (3) years unless in litigation.

See Also: If in litigation, see GRS2.1 (Case Files).

LG10.5.1C Program/Promotional Literature and Any Related Photographs

Retention: Permanent.

LG10.5.1D Other Program Records

Retention: Retain three (3) years after program/activity terminated/completed.

LG10.5.2 Games of Chance

Copies of applications and financial reports submitted to the Rhode Island State Police Charitable Gaming Unit.

Retention: Retain three (3) years.

LG10.5.3 Coach/Instructor/Lifeguard Records

Records relating to instructor, lifeguard, or coaches' certification and training. May include volunteer coach registrations forms, National Youth Sports Coach Association (NYSC) certifications, rosters, and copies of clinician exams, reference and training videos, newsletters, correspondence, and memos.

Retention: Retain until updated, superseded or of no administrative value.

LG10.5.4 Recreation Facility Records

Records relating to maintenance, compliance and monitoring of municipal facilities including beaches, pools, ice skating rinks, arenas, and athletic fields. Records may include but are not limited to Department of Health or Department of Environmental Management inspections for air quality, and sanitation, micro biological and chemical testing and monitoring reports, facility applications, licenses, and inspections.

Retention: Retain three (3) years.

LG10.5.5 Harbor Master Log

Weekly log detailing harbor master activity. May include number of hours worked, whether administrative or patrol, location, number of warnings and violations issued, remarks and comments.

Retention: Permanent.

LG10.5.6 Mooring Permits and Inspections

Record of mooring permits issued, and mooring inspections conducted by the Harbor Master. May include mooring inspector lists, certification, and certificates of insurance and relinquished or voided permits. May also include commercial slip applications, charter boat applications, and out haul permits.

Retention: Retain three (3) years after expiration.

LG10.5.7 Mooring Waiting Lists

Wait lists created for obtaining a mooring and subsequent issuance of permit. May include fees.

Retention: Retain until updated, superseded, or obsolete but no less than three (3) years.

See Also: For retention of receipts, see LG2.1.6 (Receipts).

LG10.5.8 Abandoned Vessels

Records or files created in the event there is an abandoned vessel either on land or water. May include but is not limited to charges, records of fines issued and paid, and bills of sale.

Retention: Retain ten (10) years after resolution.

LG10.5.9 Shellfish Seeding Records

Records made or received relative to the seeding of bodies of water for recreational activities such as clamming or to restore habitats. Records may include but are not limited to shellfish or other tags from purchased specimens, pathology reports created from submitted samples of the specimens intended for the repopulation of the habitats, correspondence, and vendor information.

LG10.5.9A Pathology Reports and Any Contract or Contract Performance Related Documents

Retention: Retain ten (10) years. If contract or contract performance related, retain ten (10) years after completion of the contract.

LG10.5.9B All Other Records

Retention: Retain three (3) years.

LG10.5.10 Harbor Management Plans

Management plan created by the Harbor Management Commission, approved by the Municipal Council and CRMC and pursuant to the regulation of the Coastal Resources Management Council. Included draft plans, hearing records and final adopted plan. The Harbor Management Plan and its ordinances are reviewed and revised at least once every five (5) years. May include but is not limited to meeting notices and minutes for public comment, plans, and maps.

Retention: Permanent.

LG10.6 Administration

LG10.6.1 Project/Program Files

Cumulative files documenting the development of programs and projects. May include studies, questionnaires, project descriptions, specifications, correspondence, proposals, memoranda, meeting minutes, press releases, maps, plans, bid registers, requests for bid or proposals, subcontractor lists, inspection reports, municipal resolutions, cost estimates, and reports.

LG10.6.1A Completed Projects/Programs

Retention: Permanent – one record copy.

LG10.6.1B Abandoned Projects/Programs

Retention: Retain three (3) years.

LG10.6.2 Grant Files

Records relating to the development of grant proposals to state or federal agencies and the administration of grant awards and programs. Records may include, but are not limited to, grant applications and agreements, studies, notices, technical specification, drawings, plans, bid and contract records, accounting, banking, purchasing, and payroll

records, bonds, monitoring and performance reports, expenditure and outlay reports, memoranda, and correspondence.

Note: If any litigation, claim, negotiation, audit or other action has been started before the expiration of the ten (10) year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the ten (10) year period, whichever is later. Any records related to a contract or liability under seal, or any judgment or decree by a federal or state court, should be retained for twenty years. (R.I. Gen. Laws § 9-1-17)

LG10.6.2A Grant Applications and Amendments, Final Performance, Disposition, and Expenditure Reports

Retention: Permanent.

LG10.6.2B Financial and Programmatic Records, Periodic Performance Reports, Supporting Documents, Statistical Records, Other Required and Pertinent Records

Retention: Retain ten (10) years from submission of close-out and final expenditure report or submission of annual financial status report for grants renewed annually.

LG10.6.2C Real Property and Equipment Records

Retention: Retain ten (10) years from the date of disposition, replacement, or transfer of property/equipment.

LG10.6.2D Income Transaction Records (Earning of Income) After Grant Support Where Required by the Terms of the Grant

Retention: Retain ten (10) years from the end of fiscal year in which the income is earned.

LG10.6.2E Unsuccessful Grant Applications

Retention: Retain three (3) years.

LG10.6.3 Bid Files [SUPERSEDED]

See Also: LG2.4.2 (Bids).

LG10.6.4 Contract Files [SUPERSEDED]

See Also: LG2.4.3 (Contracts).

LG10.6.5 Surplus Property Records

Records relating to United States Government, General Services Administration property donated/transferred, or issued to the municipality, department, or its divisions. Includes application/agreement forms, property transfer forms, disposal forms, issue sheets, compliance forms, reports, insurance records, correspondence, and memos.

Retention: Retain three (3) years after property returned or disposed of.

LG10.6.6 Back-Charges

Record of charge back accounts/billings to other departments for work performed. Includes receipts.

Retention: Retain three (3) years.

LG10.6.7 Building/Land Use Request Forms

Requests for use of municipal buildings or lands for public or private events. Data may include name and address of contact person, phone number, date and type of event, hours requested, name of custodian on duty, and terms and conditions of use.

Retention: Retain three (3) years.

Note: Any rental agreement issued by the department or its divisions which acts as a signed agreement on terms and conditions of use should be kept as long as the agreement remains in effect.

LG10.6.8 Work Assignment Logs

Summary record of personnel and work assignments. May include route number, vehicle number, listing of drivers and crew members, and type of work to be performed. May be listed by division: sanitation, highway, maintenance, snow-plow routes, water, and engineering.

Retention: Retain three (3) years.

LG10.6.9 Utility Agreements

Agreements with electric and/or telephone companies for permission to locate, maintain, and service poles or meter boxes. Includes plans and petitions.

Retention: Retain until utility agreement is terminated.

LG10.6.10 Hazardous Materials Right to Know Files

Records relating to toxic or hazardous substances used, transported, or stored by the Department of Public Works. Documents include chemical identification lists, material safety data sheets (MSDS), and Right-to-Know training program information.

Retention: Retain thirty (30) years.

LG10.6.11 Licenses and Permits

Applications and copy licenses or permits issued by the Public Works Department or its divisions or notification copies of licenses or permits issued by other municipal or state authorities. Examples include, but are not limited to, licenses or permits for compost sites, operating transfer stations, dumping at municipal facilities, collecting or hauling of solid waste, excavation, sewer connections, discharge industrial wastewater, building and plumbing, physical alterations, and blasting.

Note: Any permit issued by the department or its divisions which act as a signed agreement on terms and conditions of use should be kept as long as the agreement remains in effect.

LG10.6.11A Permits (Issued) to Discharge Industrial Wastewater

Retention: Permanent.

LG10.6.11B Other Permits Issued

Retention: Retain three (3) years after expiration or work completed.

LG10.6.11C Permit Notifications

Retention: Retain one (1) year.

LG10.6.12 Permit Logs

Master summary register of permits issued such as excavation permits, sewer connections, or water service. Information may include name of

permit holder, permit number, type, and date issued, location of work, dates of inspection, work completion, and final acceptance.

Retention: Permanent.

LG10.6.13 Petition Notification Records

Copies of petitions received by Town/City Council relating to public works mandates. May include petitions relating to the installation, opening, or resetting of curb stops, highway and street abandonments and adoptions, layout and grade, easements, and excavation.

Retention: Retain one (1) year.

LG10.6.14 Violation Records

Records relating to violations within municipal jurisdiction and regulation. May include notices of violation, postal certified return receipts, memos, inspection reports, photographs, correspondence. May also include copies of records relating to prosecution of violator by municipal solicitor.

Retention: Retain one (1) year after resolution.

LG10.6.15 Reports

Internally generated reports on the Public Works Department and divisions' activities. May include statistical and summary reports.

LG10.6.15A Daily and Weekly Reports

Retention: Retain one (1) year.

LG10.6.15B Monthly, Quarterly, and Periodic Reports

Retention: Retain three (3) years.

LG10.6.15C Annual Reports, Special Reports, and Studies

Retention: Permanent.

LG10.6.16 Minutes of Meetings

Minutes of meetings including agendas and meeting notices.

Retention: Permanent.

See Also: GRS5.14 (Staff Meeting Minutes).

LG10.6.17 Certificates of Records Destruction [LEGACY – DUPLICATE]

Certification of Records Destruction forms signed by 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).

LG10.6.18 Mosquito Abatement Records

Records that document the municipality's role in mosquito control within the city or town. Mosquito abatement and control records includes informing citizens about personal protection and dangers of mosquito-borne disease and the city or town's role in the abatement process. Records may include but are not limited to educational/press releases, receipts for larvicide, periodic reports/reporting forms/approval forms to and/or from the DEM/Division of Agriculture, correspondence and memoranda, copies of agendas of training sessions (pesticide applicator), and meeting minutes/records of the municipality or district mosquito abatement commission, board or council.

LG10.6.18A Meeting Records of the Mosquito Abatement Commission, Board, or Council

Retention: Permanent.

See Also: LG4.1 (Meetings and Hearings).

LG10.6.18B Educational/Press Releases [SUPERSEDED]

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

LG10.6.18C All Other Records

Retention: Retain three (3) years.