

Annual Guidance Document Index - 2022

Department of State
82 Smith Street
Room 217
Providence, RI 02903

Effective Date	Document Title	Document Link
01/01/2017	Getting Started with the Lobbying Registration Desk: A Guide for Entities	http://sos.ri.gov/assets/downloads/documents/Lobbying-Entities-Guide.pdf
01/01/2017	Getting Started with the Lobbying Registration Desk: A Guide for Lobbying Firms	http://sos.ri.gov/assets/downloads/documents/Lobbying-Firms-Guide.pdf
01/01/2017	Getting Started with the Lobbying Registration Desk: A Guide for Lobbyists	http://sos.ri.gov/assets/downloads/documents/Lobbyist-Guide.pdf
01/01/2017	Getting Started with the Lobbying Registration Desk: A Guide for Profile Managers	http://sos.ri.gov/assets/downloads/documents/ProfileManager-Guide.pdf
11/29/2018	Rules and Regulations Formatting and Filing Manual	http://sos.ri.gov/assets/downloads/documents/RICR-Formatting-and-Filing-Manual.pdf
06/01/2019	RI Trademark/Service Mark Guide	https://www.sos.ri.gov/assets/downloads/documents/RI-Trademark-Service-Mark-Guide.pdf
04/03/2020	Rhode Island Remote Online Notarization Temporary Performance Guide	https://www.sos.ri.gov/assets/downloads/documents/RI-RON-guidance-document.pdf
04/05/2021	Preserving Local Government Records	https://docs.sos.ri.gov/documents/StateArchives/Guide_HistoricalRecordsTrustFund.pdf
03/30/2022	Public Records Administration State Agency Manual	https://sosri.access.preservica.com/uncategorized/IO_4d1e6272-a020-42b8-b619-4dd14a5448b9/
04/10/2020	Notarizing While Social Distancing	https://www.sos.ri.gov/assets/downloads/documents/Tips-COVID-In-Person-Notary.pdf
10/13/2020	Guide to File Naming	https://www.sos.ri.gov/assets/downloads/documents/Guidance-Document-File-Naming-Conventions-Guide-Final.pdf
10/13/2020	Digital Preservation Plan	https://www.sos.ri.gov/assets/downloads/documents/Digital-Preservation-Plan-Final.docx

<u>Effective Date</u>	<u>Document Title</u>	<u>Document Link</u>
01/04/2021	State Clearinghouse Guidance Document	https://www.sos.ri.gov/assets/downloads/documents/Clearinghouse-Guidance.pdf
01/04/2021	Notary Public Manual	https://www.sos.ri.gov/assets/downloads/documents/Notary-Public-Manual.pdf
10/13/2020	Managing Public Records In Rhode Island	https://docs.sos.ri.gov/documents/StateArchives/Guidance-Document-Records-Management-Guide-Final.pdf
10/13/2020	Digitizing Public Records in Rhode Island	https://docs.sos.ri.gov/documents/StateArchives/Guidance-Document-Digitizing-Public-Records-Final.pdf
10/13/2020	Microfilming Public Records	https://docs.sos.ri.gov/documents/StateArchives/Guidance-Document-Microfilming-Records-Guide-Final.pdf
10/13/2020	Notice of Intention to Digitize	https://docs.sos.ri.gov/documents/StateArchives/SA-PRA-Notice-of-Intent-to-Digitize-Fillable-Form.pdf
10/13/2020	Guide to Managing Email	https://docs.sos.ri.gov/documents/StateArchives/Guidance-Document-Guide-to-Email-Final.pdf
03/25/2020	COVID-19 and Virtual Public Meeting Records	https://www.sos.ri.gov/assets/downloads/documents/COVID19_OpenMeetings_RetentionGuidance_Final.pdf
06/13/2022	Guidance for Destruction of Records	https://docs.sos.ri.gov/documents/StateArchives/Guidance-for-destruction-of-records.pdf
06/13/2022	Overview of Managing Records During Transition	https://docs.sos.ri.gov/documents/StateArchives/Overview-of-Managing-Records-During-Transition.pdf