

**Annual Guidance Document Index - 2026**

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03/25/2020	COVID-19 and Virtual Public Meeting Records	<a href="https://www.sos.ri.gov/assets/downloads/documents/COVID19_OpenMeetings_RetentionGuidance_Final.pdf">https://www.sos.ri.gov/assets/downloads/documents/COVID19_OpenMeetings_RetentionGuidance_Final.pdf</a>
06/01/2019	RI Trademark/Service Mark Guide	<a href="https://www.sos.ri.gov/assets/downloads/documents/RI-Trademark-Service-Mark-Guide.pdf">https://www.sos.ri.gov/assets/downloads/documents/RI-Trademark-Service-Mark-Guide.pdf</a>
01/04/2021	Notary Public Manual	<a href="https://www.sos.ri.gov/assets/downloads/documents/Notary-Public-Manual.pdf">https://www.sos.ri.gov/assets/downloads/documents/Notary-Public-Manual.pdf</a>
01/01/2017	Getting Started with the Lobbying Registration Desk: A Guide for Lobbyists	<a href="http://sos.ri.gov/assets/downloads/documents/Lobbyist-Guide.pdf">http://sos.ri.gov/assets/downloads/documents/Lobbyist-Guide.pdf</a>
04/10/2020	Notarizing While Social Distancing	<a href="https://www.sos.ri.gov/assets/downloads/documents/Tips-COVID-In-Person-Notary.pdf">https://www.sos.ri.gov/assets/downloads/documents/Tips-COVID-In-Person-Notary.pdf</a>
01/01/2017	Getting Started with the Lobbying Registration Desk: A Guide for Profile Managers	<a href="http://sos.ri.gov/assets/downloads/documents/ProfileManager-Guide.pdf">http://sos.ri.gov/assets/downloads/documents/ProfileManager-Guide.pdf</a>
04/03/2020	Rhode Island Remote Online Notarization Temporary Performance Guide	<a href="https://www.sos.ri.gov/assets/downloads/documents/RI-RON-guidance-document.pdf">https://www.sos.ri.gov/assets/downloads/documents/RI-RON-guidance-document.pdf</a>
01/01/2017	Getting Started with the Lobbying Registration Desk: A Guide for Entities	<a href="http://sos.ri.gov/assets/downloads/documents/Lobbying-Entities-Guide.pdf">http://sos.ri.gov/assets/downloads/documents/Lobbying-Entities-Guide.pdf</a>
01/01/2017	Getting Started with the Lobbying Registration Desk: A Guide for Lobbying Firms	<a href="http://sos.ri.gov/assets/downloads/documents/Lobbying-Firms-Guide.pdf">http://sos.ri.gov/assets/downloads/documents/Lobbying-Firms-Guide.pdf</a>
01/04/2021	State Clearinghouse	<a href="https://docs.sos.ri.gov/documents/BusinessServices/Clearinghouse-Guidance.pdf">https://docs.sos.ri.gov/documents/BusinessServices/Clearinghouse-Guidance.pdf</a>
06/25/2025	Agency Guide: Records Management	<a href="https://sosri.access.preservica.com/uncategorized/SO_13dd0c79-6753-4bb7-8cfc-86f8bb1a2a6d/">https://sosri.access.preservica.com/uncategorized/SO_13dd0c79-6753-4bb7-8cfc-86f8bb1a2a6d/</a>
06/01/2026	Guide to Destruction	<a href="https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/">https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/</a>

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06/01/2026	Guide to Digitization	<a href="https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/">https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/</a>
06/01/2026	Guide to Emergency Preparedness	<a href="https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/">https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/</a>
06/01/2026	Guide to File Naming	<a href="https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/">https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/</a>
06/01/2026	Guide to Managing Email	<a href="https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/">https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/</a>
06/01/2026	Guide to Microfilming	<a href="https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/">https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/</a>
06/08/2026	Guide to Public Records	<a href="https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/">https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/</a>
06/01/2026	Guide to Social Media	<a href="https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/">https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/</a>
01/03/2025	Agency Guide: Administrative Records	<a href="https://www.sos.ri.gov/divisions/open-government-center/rules-and-regulations/filing-resources">https://www.sos.ri.gov/divisions/open-government-center/rules-and-regulations/filing-resources</a>