

Annual Guidance Document Index - 2026

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Effective Date	Document Title	Document Link
06/08/2026	Guide to Public Records	https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/
06/01/2026	Guide to Social Media	https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/
01/03/2025	Agency Guide: Administrative Records	https://www.sos.ri.gov/divisions/open-government-center/rules-and-regulations/filing-resources
06/01/2026	Guide to Digitization	https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/
06/01/2026	Guide to Emergency Preparedness	https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/
06/01/2026	Guide to File Naming	https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/
06/01/2026	Guide to Managing Email	https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/
06/01/2026	Guide to Microfilming	https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/
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
01/04/2021	State Clearinghouse	https://docs.sos.ri.gov/documents/BusinessServices/Clearinghouse-Guidance.pdf
06/25/2025	Agency Guide: Records Management	https://sosri.access.preservica.com/uncategorized/SO_13dd0c79-6753-4bb7-8cfc-86f8bb1a2a6d/
06/01/2026	Guide to Destruction	https://sosri.access.preservica.com/uncategorized/SO_5b9d3c2c-f80a-45f8-a867-609932e1a33e/

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01/04/2021	Notary Public Manual	https://www.sos.ri.gov/assets/downloads/documents/Notary-Public-Manual.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
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
06/01/2019	RI Trademark/Service Mark Guide	https://www.sos.ri.gov/assets/downloads/documents/RI-Trademark-Service-Mark-Guide.pdf
03/25/2020	COVID-19 and Virtual Public Meeting Records	https://www.sos.ri.gov/assets/downloads/documents/COVID19_OpenMeetings_RetentionGuidance_Final.pdf