

RECORDS RETENTION SCHEDULE

LG2

Municipal Finance Directors,
Tax Collectors, Treasurers, Comptrollers,
Purchasing Agents,
School Business Managers,
Fire Districts, Water Districts
Special Purpose Districts and
District Management Authorities

September 2007
(Amended November 2010)
(Reissued September 2013)
(Amended May 2016)

Office of the Secretary of State
Rhode Island State Archives & Public Records Administration
Rhode Island Local Government Records Program
337 Westminster Street
Providence, Rhode Island 02903

Records Retention Schedule LG2

Municipal Finance Director

This Records Retention Schedule has been developed by the Rhode Island Local Government Records Program of the State Archives in an effort to assist government officials in the proper management of public records.

The schedule consists of seventy-five (75) separate sets of records, or series, recognized as those records generated by the municipal clerk. Included in each entry is a series number, records series title and description, and a retention period. For example,

LG2.1.1 Accounts Payable Records

Records that document all monies expended by the municipality. Includes but is not limited to payroll, travel expenditures, insurance, pension and investments, and rotary fund expenditures.

Retention: Retain six (6) years after audit.

The retention periods set forth in this document are minimum periods and are the result of analysis on the part of the State Archives concerning the legal, fiscal, administrative, and historical value of the records. Because many retention periods are based on state and federal statute and regulation, updates to this schedule may be issued to incorporate any changes.

Proper procedures for the destruction of public records must be adhered to. Records that are eligible for destruction can only be legally destroyed with an approved "Certificate of Records Destruction" (§38-1-10, §38-3-6 (j), and §42-8.1-10). A Certification of Records Destruction form and instructions are included with this schedule. State Archives staff members are always available to answer questions you might have regarding any records issues.

Local government officials should also consult with the municipal solicitor 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 (RIGL §38-2).

Office of the Secretary of State
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401-222-2353

Rhode Island State Archives & Public Records Administration

CERTIFICATION OF RECORDS DESTRUCTION

1. Department			
2. Division		3. Date	
In accordance with the Authority granted by Title 38 of the Rhode Island General Laws these records have met the legal retention requirements and are eligible for destruction.			
4. Record Series Number (from schedule)	5. Record Series Title	6. Dates to/from	7. Volume
8. I certify that I have reviewed the above listed records and authorize their destruction.			
Dept. Head or Records Custodian _____			
State Archivist & Public Records Administrator _____			

Signed and executed Certificate is a permanent record. (§42-8.1-10)

Certification of Records Destruction

Instructions for completing the form. Numbers below correspond with blocks on the Certification of Records Destruction form, a copy of which is provided on the previous page. The form may be reproduced.

1. Department - means any state or local government entity. Include the name of your city or town.
2. Division - means any sub-unit of any department.
3. Date - the date your department prepared the form.
4. Record Series Number - enter the exact series number. Each series listed on retention schedules has a unique identifying number. Series numbers are preceded by the letters LG on municipal schedules and on General Schedules by the letters GS.
5. Record Series Title - enter the exact record series title, as listed on the retention schedule. Each series title should correspond to the one cited in the schedule. If your department uses different titles than those found in the schedules, you may want to add the local title in square brackets [] under each entry on the form.
Note: Using the precise record series number and title will expedite the approval process.
6. Dates to/from - enter the earliest and latest dates covered by the records proposed for destruction. In most cases just the year will suffice.
Note: *For purposes of calculating retention, do not count the year in which the records were created.* If the retention period of a particular series is qualified by wording such as "audit plus one year" or "three years after expiration," the date of the completed audit or the year of expiration needs to be also noted.
7. Volume - enter the volume of records to be destroyed. Volume is most easily measured by the number of inches or linear feet of records, although cubic foot measurements give a more accurate figure. A table of volumes and a cubic foot equivalency formula are provided below.
8. Department Head or Records Custodian - signature of the local official authorized to request records destruction.

Send the completed form to the Rhode Island State Archives. The Certificate will be reviewed, countersigned by the State Archivist/Public Records Administrator, and then returned. Upon receipt the records may legally be destroyed. The signed and executed Certification of Records Destruction must be retained as a permanent record under RIGL §42-8.1-10.

Table of Volumes

standard records storage box (15" x 12" x 10")	1.2 cubic foot
letter size file drawer	1.5 cubic feet
legal size file drawer	2 cubic feet
lateral file drawer	2.5 cubic feet

Cubic Foot Equivalency Formula

$$\frac{L \times W \times H \text{ (inches)}}{1728} = \text{cubic feet/unit}$$

LG2.1 Audit and Accounting Records

LG2.1.1 Accounts Payable Records

Records that document all monies expended by the municipality. Includes but is not limited to payroll, travel expenditures, insurance, pension and investments, and rotary fund expenditures.

Retention: Retain six (6) years after audit.

Note: Retain accounting records relative to the administration of contracts ten (10) years after audit.

LG2.1.2 Accounts Receivable Records

Records that document all monies received by the municipality. Includes property taxes, water, sewer, funds transfer, escrow accounts, general fund accounts, state aid and credits.

Retention: Retain six (6) years after audit.

Note: Retain accounting records relative to the administration of contracts ten (10) years after audit.

LG2.1.3 Ledgers

Accounting records of all accounts receivable, accounts payable, and general ledgers. May include account descriptions, debits and credits, encumbrances (expenditure management records), trial balances, pre-closing trial balances, and final balances of expenditures.

a) Year-end report

Retention: Retain six (6) years after audit.

b) Monthly cumulative ledgers

Retention: Retain until of no further administrative value.

c) Monthly non-cumulative ledgers

Retention: Retain one (1) year after audit.

LG2.1.4 Journals

Records that list all transactions of disbursement and receipt as well as distributions by account number.

Retention: Retain six (6) years after audit.

LG2.1.5 Claim Vouchers and Invoices

Records that facilitate the *payment* of purchases of equipment and services by departments within the municipality. May include attached purchase orders, packing slips, return of merchandise authorization forms, records of employee use of municipal-issued credit cards (monthly statements with receipts and/or supporting documentation), employee travel expense records and reimbursement vouchers, and any other supporting documentation that itemizes costs or details the reasons for the expenditures.

Retention: Retain six (6) years after audit.

LG2.1.6 Receipts

Receipts for money received or for payments by the municipality. May include refunds and credits. May be partially duplicated in other record series related to accounts receivable and payable. May include daily cash report or summary, register tapes, and copies of bank deposit slips.

Retention: Retain one (1) year after audit.

LG2.1.7 Fundraising Records

Accounting records of various fundraising activities of the municipality. Includes accounts payable and receivable.

Retention: Retain six (6) years after audit.

LG2.1.8 Statements of Operations

Monthly report of revenue and expenditures of the municipality. Includes balance sheets, vendor information, variances and totals.

Retention: Retain three (3) years after audit.

LG2.1.9 Audit Records and Financial Reports

Records that document annual and special audits of the municipality. May include supporting documentation such as work papers, correspondence and reports.

a) Annual and special audits, including executive correspondence from chief executive and fiscal officers and special reports

Retention: Permanent.

b) Work-papers, correspondence and supporting documentation

Retention: Retain six (6) years after final release of applicable audit.

LG2.2 Budget Records and Reports

LG2.2.1 Budget

Annual proposed and approved budget of the municipality.

Retention: Retain one (1) copy permanently.

Note: Official or record copy may be held by municipal clerk or chief executive.

LG2.2.2 Budget Work Papers

Agency work papers including copies of *departmental requests* submitted to agency.

Retention: Retain two (2) years.

LG2.2.3 Monthly Report to Chief Executive Officer et al

Monthly report by the chief financial officer to the chief executive officer and each member of the municipal council/school committee certifying the status of the municipal budget per RIGL §45-12-22.2 (b).

Retention: Retain three (3) years after audit.

LG2.2.4 Quarterly Reports to the State

Quarterly Reports submitted by the municipality's chief financial officer to the Office of Municipal Affairs per RIGL §45-12-22.2 (b).

Retention: Retain three (3) years after audit.

LG2.2.5 Corrective Action Plans

Plans submitted to the Office of Municipal Affairs by the chief executive officer of the city or town in the event of projected deficits per RIGL §45-12-22.2 (c).

Retention: Permanent.

LG2.2.6 Deficit Elimination Plans

Plans submitted to the State Auditor General by the municipality per RIGL §45-12-22.3 (a).

Retention: Permanent.

LG2.2.7 Tax Levy Reports

Reports submitted to the Office of Municipal Affairs containing the adopted tax levy and other pertinent information (adopted budget, tax information and employee benefits) as prescribed in RIGL § 44-5-2(b).

Retention: Permanent.

LG2.2.8 State Aid Reimbursement Report (added 11/2010)

Annual Report sent to the Office of Municipal Finance per RIGL § 45-13-8 reporting the cost of each state mandate for the preceding fiscal year.

Retention: Retain three (3) years.

Note: Official or record copy is held by the Department of Revenue, Office of Municipal Finance.

LG2.3 Tax Collection

LG2.3.1 Abatements

Report of abatements/tax refunds calculated from assessor's report. May include attached assessor's report or notices.

Retention: Retain seven (7) years after audit.

LG2.3.2 Delinquent Tax Bill Notices

Copies of delinquent tax bill notices sent to tax payers. Includes lists and worksheets.

Retention: Retain three (3) years.

LG2.3.3 Tax Sale Records (amended 5/2016)

Records that document the preparation and auction of the tax sale. Includes official legal notice, certified returns with USPS receipts/undeliverable certified returns, and tax collector's return. May include but is not limited to: departmental copy of purchase requisition to place legal notice in newspaper, real property delinquent notice, correspondence, tax payer detail reports, requests for redemption information, account summary information, copies of tax bills, instructions for tax sale bidders, lists of auction attendees/sign-in form, copy of purchase requisition for auction services, copy of collector's deed and payment vouchers for the redemption of properties.

a) Official legal notice, tax collector's return, tax sale list and all records filed with the municipal clerk pursuant to RIGL §44-9 Tax Sales.

Retention: Permanent.

b) All other records created once costs occur relating to the tax sale.

Retention: Retain three (3) years from the date of the tax sale.

c) Tax sale preparation records for parcels removed from the tax sale due to payment of taxes.

Retention: Retain ninety (90) days from the date of the tax sale.

See also: LG2.3.7 Agreements for Payment of Delinquent Taxes.

LG2.3.3 Tax Sale Records (continued)

d) Tax sale preparation records which relate to RIGL 44-9-25(c).

Retention: Retain five (5) years from the sale of the property or transfer of title for taxes or until right of redemption is foreclosed whichever is longer.

LG2.3.4 Tax Sale Mailing Book

Mailing receipt book used as a record of all certified letters sent to taxpayers regarding notification of taxes due prior to advertisement of tax sale.

Retention: Retain three (3) years after last entry.

LG2.3.5 Legal Advertisements

Notices sent by the municipal tax collector to newspaper(s) for publication. Content includes time, date and location of meeting, lists of parcels of real estate to be sold for the payment of taxes assessed. Includes owner(s) name and plat and lot numbers. May indicate which newspapers received notice(s), where notice was posted, and which municipal officials received copies.

Retention: Retain one (1) year after audit.

LG2.3.6 Redemption Requests

Calculation worksheet for determining taxes owed on property subject to tax sale.

Retention: Retain until of no further administrative value.

LG2.3.7 Agreements for Payment of Delinquent Taxes

Agreements between the municipality and taxpayer for payment of delinquent taxes.

Retention: Retain six (6) years after final resolution.

LG2.3.8 Notice of Intention to Perfect Lien

Financing Statement/UCC Lien filed by the tax collector/treasurer for payment of delinquent taxes on tangible property that is not subject to tax sale. Notice includes plat and lot numbers, type of tax, tax amount and interest. May include the following attached documentation: copies of tax bills, postal certification and receipts.

Retention: Retain until lien is discharged per RIGL §44-9-55 or allowed to expire after five (5) years (RIGL §44-9-52).

LG2.3.9 Bankruptcy Records

Records that serve as notification to the municipality of the filing of a bankruptcy by an individual or business/corporation.

a) Official notices

Retention: Retain one (1) year.

b) Case files

Retention: Retain six (6) years after final disposition.

Note: Copies of notices may be forwarded to the municipal solicitor.

LG2.3.10 Notice of Denial of Registration Rights

Form supplied to the municipality from the Division of Motor Vehicles for purposes of informing tax payers who are delinquent in the payment of motor vehicle excise taxes. May include those returned by mail due to change of address.

Retention: Retain until updated or superseded or of no further administrative value.
No Certification of Records Destruction required.

LG2.3.11 Refunds (amended 11/2010)

Report of refunds issued for taxes paid on tangible and real property.

a) Report of refunds

Retention: Retain six (6) years after audit.

b) Worksheets

Retention: Retain three (3) years.

LG2.3.12 Municipal Lien Certificates (amended 9/2013)

Copy of certificate that itemizes the balance owed to the municipality of any unpaid taxes, assessments, rates and charges on property. May also be called a tax certificate. Includes plat and lot (or block and parcel) numbers, and exemptions. May include motor vehicle excise tax certificates, water and sewer closing statements, correspondence and supporting documentation (RIGL §44-7-11).

Retention: Retain one (1) year from date of issuance.

Note: Paid municipal lien certificates are filed in the land evidence records and are held by the municipal clerk as a permanent record.

For the retention of fiscal records and/or data associated with the payment of balances owed and associated fees, see LG2.1.2 Accounts Receivable Records – retain six (6) years after audit. For the retention of duplicate fiscal records and data held by other departments, see GS1.B15 Accounts Receivable Case Files – retain one (1) year after audit.

LG2.3.13 Tax Bills/Invoices (amended May 2016)

Municipality's copy of tax bills (electronic or hard copy) issued for the payment of taxes or services regarding real estate, motor vehicle, tangible, water and sewer. Includes supplemental and pro-rated tax bills. May include any supporting records such as lists, reports and worksheets as well as any records that document payment errors such as returned checks for stop payments and/or insufficient funds.

a) Tax bills

Retention: Retain six (6) years after audit.

b) Supporting records

Retention: Retain three (3) years.

LG2.3.13 Tax Bills/Invoices

c) Payment error records

Retention: Retain three (3) years after resolution.

d) Undeliverable tax bills (added 5/2016)

Retention: Retain three (3) years.

LG2.3.14 Tax Bill Stubs and Receipts

Daily receipts of tax bills paid. May include tax bill stubs, daily cash reports or summary, register tapes and copies of bank deposit slips.

Retention: Retain one (1) year after audit.

Note: If using remote deposit system, retain scanned checks until completion of reconciliation, then shred. No notification required.

LG2.3.15 Claims Files

Records of claims filed for purposes of tax collection. Records may include reports and lists of taxpayers that are delinquent on payment, affidavits and collection status reports.

a) Record copy of files

Retention: Retain seven (7) years after settlement.

b) Duplicate copies

Retention: Retain until of no further administrative value.

Note: Record copy may be held by municipal solicitor.

LG2.4 Purchasing Records**LG2.4.1 Lease/Purchase Records**

Records that document the lease/purchase of equipment. Includes copies of purchase orders, copies of master equipment lease/purchase agreements, rental payment schedules, copies of purchase requisitions, correspondence with financial institutions, copies of invoices and bills of sale, final acceptance certificates, acceptance of rental payment obligation, essential use/source of funds certificate and certificate of insurance. May include correspondence between purchasing department and department requiring the equipment, bid proposal copies and worksheets, copies of municipal council docket and minutes approving lease, copies of tabulation of bids, financing proposals and invitations to bid.

Retention: Retain ten (10) years after expiration of lease or ten (10) years after purchase.

LG2.4.2 Bids

Records that document the bid process for the purchase of services, supplies or capital improvements. May include bid requests, resumes, specifications, proposals, cost quotes, product literature, correspondence, public notice of invitation to bid, copies of requisitions for purchase orders or similar relevant documentation.

a) Successful bids or negotiated awards

Retention: Transfer with supporting documentation to Contract Files LG2.4.3.

b) Unsuccessful bids

Retention: Retain three (3) years.

c) Duplicate copies

Retention: Retain until of no further administrative value.

Note: This retention period supersedes retention on Public Works Schedule LG10.6.3.

LG2.4.3 Contracts

Record of winning contract awards. May include bid and contract papers, notice of contract award, subcontractor lists, copies of bonds, bid requests, specifications, correspondence, copies of invoices, and insurance certificates.

a) Original or record copy

Retention: Retain ten (10) years after expiration of contract.

Note: 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 (RIGL § 9-1-17).

b) Duplicate copies

Retention: Retain until termination of contract.

Note: This retention period supersedes retention on Public Works Schedule LG10.6.4.

Note: For union contracts and labor relations records see GRS1.17 Labor Relations Records.

LG2.4.4 Requisitions and Purchase Orders

Records that facilitate the *approval* of purchases of equipment, services and goods by departments within the municipality. May include requests for purchase, bid information, bid waivers, competitive pricing information, and emergency purchase requests. May also include voided or cancelled purchase orders and requisitions.

Retention: Retain six (6) years after audit.

LG2.4.5 Auction Records

Records documenting municipal auctions of surplus or obsolete items and equipment. Includes memoranda, copies of claim vouchers, invoices, and cancelled checks, inventory and receiving reports, auctioneer's log, lot inventory report, lists, copies of clippings/legal notice in newspapers, legal notices, departmental notifications of surplus/obsolete equipment, correspondence and fax transmittal sheets.

Retention: Retain six (6) years after audit.

LG2.4.6 W-9 Federal Identification Number of Vendors Forms

Vendor forms required in the purchasing process.

Retention: Retain until updated, superseded or obsolete.

LG2.4.7 Vendor Case Files

On-going files of vendors that provide services to the municipality. May include copies of purchase orders, invoices and packing slips, product brochures and catalogs, copies of bid specifications, correspondence and notes.

Retention: Retain until updated, superseded or obsolete. Periodically weed non-essential and duplicative materials.

Note: Records may partially duplicate those held in other record series.

LG2.5 Insurance Records**LG2.5.1 Insurance Policies and Records**

Records of insurance policies (accidental, health, workers compensation, automobile, burglary, fidelity and surety, fire and life) held by the municipality. Includes contracts and agreements.

Retention: Retain ten (10) years after expiration.

LG2.5.2 Insurance Files

Records that document the administration of insurance coverage for employees. Includes correspondence, updates to insurance schedules, change request forms, updates of items or individuals covered, student rider verification forms, copies of insurance identification cards, insurance certificates, synopsis of insurance coverage, and policy booklets indicating terms and agreements.

Retention: Retain until updated, superseded or of no further administrative value.
Periodically weed to remove duplicative or non-essential materials.

LG2.5.3 Certificates of Appraisal

Shows valuation of property including replacement and actual cash value.

Retention: Retain until updated or superseded.

LG2.5.4 Certificates of Insurance

Provides confirmation of coverage and may include attached cancellation notices indicating lack or delay in payments.

Retention: Retain until updated or superseded, or obsolete.

LG2.5.5 Insurance Processing Records

Records received from insurance vendors. Includes billing statements, cancelled checks, and copies of claim checks.

Retention: Retain six (6) years after audit.

LG2.5.6 Insurance Billing and Payment Records

Documentation of monthly billing and payments for health/dental coverage. Includes invoices received, subscriber listing records, eligibility forms, termination forms, co-pay deduction and reimbursement registers, and payment authorization information. May include documentation relating to COBRA payments, copies of checks, lists and computer printouts, departmental copies of requisitions and vouchers, statement of account and lists of participants.

Retention: Retain six (6) years after audit.

LG2.5.7 Insurance Claims

Case files of claims that may include attached incident, accident or police reports, copies of certificates of liability insurance, performance bonds, labor and material payment bond, power of attorney, automotive liability and/or collision liability property claims notice, copies of State of Rhode Island uniform accident report, diagrams of accidents, descriptions of damage, quotes for repairs, list of expenditures incurred, copies of signed releases (for execution of a settlement for a claim), attorneys letters, and copies of summonses. May also include monthly lists or reports of insurance claims activity provided by insurance provider on any policy held by the municipality. Includes expenses paid by insurance providers.

LG2.5.7 Insurance Claims (continued)**a) Monthly lists of claim activity**

Retention: Retain one (1) year.

b) Records of particular claims

Retention: Retain seven (7) years after settlement.

c) Denied claims

Retention: Retain three (3) years from date of decision.

Note: See also – LG1.4.6 - Claims

LG2.6 Payroll Records**LG2.6.1 Payroll Records**

Records that document wages/salaries paid, deductions (before and after tax) for pension, health insurance, disability insurance, labor union dues, etc., and taxes paid by each employee of the municipality. This record includes the weekly or bi-weekly payroll as well as the yearly payroll register.

a) Weekly or biweekly payroll

Retention: Retain six (6) years.

b) Yearly payroll register

Retention: Retain seventy-five (75) years.

c) Employee earnings records/pay histories

Retention: Retain five (5) years after termination.

Note: Retain yearly payroll register for long-term verification of employee retirement eligibility. If this record is not available, it is necessary to keep the individual pay histories of all employees. Retain pay detail, including deductions, or other documentation that is sufficient to document employee creditable service for a period of seventy-five (75) years.

LG2.6.2 Payroll Accounting Records

Records relating to the account that funds the municipal payroll. Includes summary sheet (interest earned, amount of outstanding checks and total checks voided for month), list of outstanding payroll checks, bank statements, register receipts, stop payment requests, voided check report, transfer sheet warrant (summary of money transferred by category from certain accounts), payroll summaries, check register warrant, direct deposit register, deduction report, and worksheets.

Retention: Retain six (6) years after audit.

Note: For payroll records relating to grants, see LG 2.8.9

LG2.6.3 Rate and Time Records

Records that record time/hours worked, hourly rate or salary, overtime hours, compensation time, leave time, or adjustments to rate or wage. Includes time sheets, time cards and sign-in logs or sheets.

Retention: Retain four (4) years after posting.

LG2.6.4 Requests for Leave

Records that document *requests for leave*. Requests for leave include vacation, compensatory, special, conference/professional development, personal, holiday, or jury duty.

Retention: Retain four (4) years.

LG2.6.5 Sick Leave Records

Records that document sick leave. Includes sick/injury, family sick, and bereavement.

Retention: Retain four (4) years.

LG2.6.6 Wage and Tax Statements

Employer copy of wage and tax statements or information returns including W-2, W-3 1099, 1099R, 940, 941 and 943 forms.

Retention: Retain four (4) years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is later.
(26CFR31.6001-1(2))

LG2.6.7 Direct Deposit Authorization Agreements

Signed agreement of the employee indicating consent for direct deposit of wages via wire transfer into specified accounts. Includes SSN, type of account and account numbers, amount to be deposited and bank information. May include any authorization by employee to deduct wages for donations, contributions to pension/retirement accounts, union dues or related activities.

Retention: Retain until updated, superseded or obsolete.

LG2.6.8 Request for Salary Adjustment

Requests for salary adjustment relative to the completion of courses with approved credits.

Retention: Retain four (4) years.

Note: Maintain summary information in personnel folder.

LG2.6.9 Wage and Rate Tables

Records that provide rates in computing straight-time earnings, wages, salary or overtime pay computations.

Retention: Retain two (2) years from last effective date.
(29CFR516.6).

LG2.6.10 Garnishments (added 11/2010)

Records that document requests and court orders received for purposes of withholding wages for payments of support, debt, tax levies and other reasons. Records include, but are not limited to, court orders, wage records, correspondence, departmental copies of invoices, release of levy, release of property from levy, notices of levy on wages and other income, garnishee's affidavit, copies of agreement to allow wages to be garnished, writs of attachment, and summaries of payments.

Retention: Retain six (6) years after release, resolution or end of garnishment.

LG2.6.11 Independent Contractors Records (added 11/2010)

Records that document the hiring of independent contractors as specified in RIGL § 28-29-17.1 and filed with the Department of Labor and Training. May be filed electronically or hard copy and includes Notice of Designation as Independent Contractor and Notice of Withdrawal of Designation as Independent Contractor. Electronic filings include electronic confirmations.

Retention: Retain three (3) years after services are no longer performed for the municipality or three (3) years after Withdrawal of Designation is filed with the Department of Labor and Training.

Note: These records are maintained as a permanent record by the Department of Labor and Training.

LG2.6.12 Monthly Notification of Post Retirement Employment (added 5/2016)

ERSRI (Employees' Retirement System of Rhode Island) form used to notify the agency of post-retirement employment of MERS retirees.

Retention: Retain one (1) year.

Note: Official copy is filed with ERSRI and maintained as part of the MERS retiree's documentation.

LG2.7 Bond Records**LG2.7.1 Bond Administration Files and Accounts**

Records that document the implementation and administration of a *general obligation, public, bearer, register bonds or refunding bonds* issued by the municipality for long-term debt of capital and other projects. Includes official statements, bond register, ledgers/accounts payable records, including monthly statements of transactions, receipts and redeemed coupons, authorizations for payment and vendor information. May include correspondence, press releases, proposal for bond anticipation notes, preliminary studies, proposals and prospectuses, certificates of issuance, bond product reports, banking records, agreements and draw down schedules.

a) Bond implementation records including bond register and official statements

Retention: Permanent.

b) Bond administration and accounting records including receipts and coupons

Retention: Retain seven (7) after bond is satisfied and final audit.

LG2.7.2 Bond of Sergeants

Bonds of sergeants with surety made to the municipal treasurer per RIGL § 45-16-2.

Retention: Retain seven (7) years after termination.

LG2.7.3 Surety Bonds

Surety bonds filed with the municipal building official or treasurer to insure the completion of projects or as required by state law or municipal ordinance. May include escrow agreements and correspondence. (RIGL § 23-18-5, 23-28.28-32)

Retention: Retain six (6) years after expiration.

LG2.7.4 Performance Bonds

Performance bonds filed by vendors with the municipal building official. Includes certificates of insurance (RIGL § 23-27.3-116.8).

Retention: Retain seven (7) years after termination of contract.

LG2.7.5 Default of Bonds

Case files relative to the default of bonds for failure to complete project development in accordance with municipal regulation or code.

Retention: Retain seven (7) after final resolution.

LG2.7.6 Bond Anticipation Notes (revised 9/2013)

Temporary notes (RIGL § 45-12-18) issued in anticipation of the issuance of bonds authorized under RIGL § 45-12-1 and payable within five (5) years of their issuance dates.

Retention: Retain seven (7) years after final payment and audit.

LG2.8 Administration**LG2.8.1 Banking Records**

All records and statements of bank accounts held by the municipality. Includes registers, reconciliation, check stubs, deposit slips, cancelled and voided checks, carbons and electronic funds wire transfers.

Retention: Retain six (6) years after audit.

LG2.8.2 Investment Records

Records detailing the municipality's investment activities. Includes monthly reports and statements submitted by investment companies. May include banking records, transaction reports, reconciliations, portfolio summaries, and income summary and total account value.

Note: 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 (RIGL § 9-1-17).

a) Portfolio reports and income summaries

Retention: Retain ten (10) years after termination of account.

b) All other records

Retention: Retain six (6) years after audit.

LG2.8.3 Loan Records and Reports

Records maintained by the municipality regarding the administration of loans funded from the Rhode Island Economic Development Corporation and their revolving loan fund as well as other loan programs. Includes balance sheets and reports. May include copies of mortgages held by the municipality, copies of promissory notes, and supporting documentation such as loan payment information, copies of letters regarding delinquent payments, and correspondence between different municipal departments.

Retention: Retain six (6) years after final payment, cancellation and audit.

LG2.8.4 Escrow Files

Files maintained for the administration of tax escrow accounts with the municipality. Includes but is not limited to, tax authorization forms, correspondence, supplemental tax bill request list from lending institutions, and notices of delinquent taxes.

Retention: Retain ten (10) years after file is closed.

LG2.8.5 Loss Reports

Monthly and annual reports detailing losses regarding claims (injury, medical, workers' compensation, etc.) against the municipality. May detail individual claims and payments, claims by department, transactions, claim status and statistical information including loss forecasts and analysis.

a) Monthly reports

Retention: Retain one (1) year after audit.

b) Annual reports

Retention: Retain three (3) years.

LG2.8.6 Leases

Leases/agreements made by the municipality with other corporate, non-corporate or governmental bodies. File may include correspondence, copies of municipal resolutions, signed lease, map or plan of parcel and right of way descriptions.

Retention: Retain ten (10) years after termination of agreement or lease.

Note: 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 (RIGL §9-1-17).

LG2.8.7 Equipment Case Files

Records documenting the life cycle of equipment purchased by the municipality. Includes copies of invoices, purchase orders, packing slips. May include inventory parts ordering forms, warranties, maintenance agreements, repair documentation and operation manuals.

Retention: Retain ten (10) years after final disposition.

LG2.8.8 Fixed Asset Records

Records documenting the fixed assets of the municipality for accounting purposes. Includes annual physical inventory report (description, id#, serial numbers and location), acquisition and final disposition reports.

a) Physical inventory records

Retention: Retain until updated or superseded.

b) Acquisition and final disposition reports

Retention: Retain three (3) years after audit and final disposition.

LG2.8.9 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.

a) Grant applications and amendments, final performance, disposition and expenditure reports.

Retention: Permanent.

b) 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.

c) Real property and equipment records

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

**d) 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.

e) Unsuccessful grant applications

Retention: Retain three (3) years.

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.

Note: 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 (RIGL §9-1-17).

LG2.8.10 Reports

Internally generated reports *not covered in other record series*, including reports and returns to municipal departments and state agencies.

a) Daily and weekly reports

Retention: Retain one (1) year.

Note: Reports required in audit process must be retained one (1) year after audit is completed.

LG2.8.10 Reports (continued)

b) Monthly, quarterly and periodic reports

Retention: Retain three (3) years.

c) Annual and special reports and studies

Retention: Permanent.

Note: Official or record copy of annual reports generated by departments of municipal governments should be held by the agency that created the report.

LG2.8.11 Certification of Records Destruction

Certification of Records Destruction forms (PRA 003) 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. (RIGL § 38-1-10, § 38-3-6(j), and § 42-8.1-10.).

Retention: Permanent.

See also:

GRS1 Executive, High-Level and Policy Making Records

GRS2 Legal Records

GRS3 Safety and Security Records

GRS4 Facilities Records

GRS5 Daily Operations Records

GRS6 Records Management Records

GRS7 Information Management Records

GRS8 Fiscal Records (if not fiscal authority)

GRS9 Personnel Records (if not delegated authority)

All GRS schedules are available at <http://sos.ri.gov/divisions/frequent-filers/records-management>