

# RECORDS RETENTION SCHEDULE

## LG4

Records of Municipal Boards,  
Commissions, Committees and Councils  
including Town and City Councils and Schools  
Committees

July 1, 1993  
(Reissued May 2004)  
(Revised January 2009)

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

## Records Retention Schedule LG4 Municipal Boards, Commissions, Committees and Councils

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 thirteen (13) separate sets of records, or series, recognized as those records generated by municipal councils. Included in each entry is a series number, records series title and description, and a retention period. For example,

| <u>Series No.</u> | <u>Series Title &amp; Description</u>   | <u>Retention Period</u>            |
|-------------------|---|------------------------------------|
| <b>LG4.2.6</b>    | <b>Local Rules and Regulations: Not Adopted</b><br>May include sets of rules and regulations that govern a particular aspect of municipal development on the local level. | <b>Ten years;<br/>then review.</b> |

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).**

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**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<br>(from schedule)  | 5. Record Series Title | 6. Dates<br>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<br>& 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 or GRS (General Records Schedules).
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

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

## Municipal Boards, Commissions, Committees and Councils

### **LG4.1 Meetings & Hearings** (Formerly LG4.1.1 through LG4.1.11)

Accounts of the proceedings and actions of any board, commission, committee or council. Included are Council Meetings, Commission Meetings, Committee Meetings, Board Meetings, Business Meetings, Financial Town Meetings, School Committee/Board Meetings, Special Meetings, Task Forces, Work Sessions, Executive Sessions and Hearings. Includes minutes, transcripts, recordings and notes.

Also includes council packets assembled for a meeting. May include notices of meetings, warrants, agendas, meeting dockets, roll call, copies of official minutes, claims, correspondence, complaints, licenses, applications, bids, blueprints, petitions, waivers, reports, legal opinions, financial studies, budgets, election certificates, tallies and returns, declarations, recommendations, special local legislation, amendments to council rules, ordinances and resolutions, background papers, staff reports and supporting documentation.

#### **(a) Town and City Council Meetings**

Accounts of the proceedings and actions of the municipal council.

Retention: Permanent. Microfilm annually and store master film off-site. Weed duplicative materials (previously identified in approved municipal or general records control schedules) from council packets excepting unique supporting records and those records specifically created for the meeting.

#### **(b) All Other Meetings of Municipal Boards, Commissions, Committees and Councils including Hearings, Executive Sessions, Business Meetings, Special Meetings, Financial Town Meetings and School Board/Committee Meetings.**

Retention: Permanent

#### **(c) Recordings**

Recordings (audio or video) of meetings and/or hearings (that provide verbatim account of proceedings) created for purposes of creating the minutes and/or a transcription of the meeting.

Retention: Retain six (6) months after verbatim transcription and approval of minutes or proceedings, or retain five (5) years if recordings are not transcribed. Retain transcripts permanently.

*Note: Retain tapes permanently (unless transcribed) of proceedings, debate or actions of municipal boards, commissions, committees or councils document significant or landmark issues.*

#### **(d) Stenographers tapes and notebooks.**

Retention: Retain six (6) months after verbatim transcription and approval of minutes or proceedings. If not transcribed, retain five (5) years. Retain transcripts permanently.

**Note: Zoning Boards of Review – Retain stenographic records or sound recordings until transcribed or until all time for appeals is exhausted plus six (6) months (RIGL§ 45-24-61 & 45-24-69). Retain transcripts permanently.**

**Note: Boards of Canvassers – Any stenographic record taken per RIGL 17-10-6 (Evidence given at final canvass) shall be retained permanently.**

## Municipal Boards, Commissions, Committees and Councils

### LG4.1 (Continued):

#### **(e) Meeting Notes**

Working notes of the clerk of the council, committee, board or commission that are used only as an aid to the preparation of the minutes.

Retention: Retain until meeting minutes approved. No notification required.

#### **(f) Recordings for Public Broadcast**

Video or digital images created of the proceedings of any municipal board, commission, committee or council and used for public broadcast.

Retention: Retain three (3) years.

*Note: Retain tapes permanently (unless transcribed) if proceedings, debate or actions of municipal boards, commissions, committees or councils document significant or landmark issues*

**See also: GRS1.8 (Open-Government E-Filing Records)**

### **LG4.2 Regulatory Matters**

Includes local legislation in which the municipality has an interest or has been involved.

#### **LG4.2.1 Ordinances: Adopted**

May include lists of all ordinances, ordinance number and ultimate decision.

Retention: Permanent. Microfilm annually and store master film off-site.

*Note: Maintain certified copy of all official ordinances in a separate ordinance file.*

#### **LG4.2.2 Ordinances: Not Adopted**

May include lists of all proposed ordinances, the pro-poser (e.g. dept., board, ward, councilor), ordinance number and ultimate decision (e.g. adopted, changed, withdrawn, in committee indefinitely).

Retention: Retain ten (10) years then review.

#### **LG4.2.3 Resolutions: Adopted**

May include lists of all resolutions, resolution number and ultimate decision.

Retention: Permanent. Microfilm annually and store master film off-site.

*Note: Maintain certified copy of all official resolutions in a separate resolution file.*

## Municipal Boards, Commissions, Committees and Councils

### **LG4.2.4 Resolutions: Not Adopted**

May include lists of all proposed resolutions, the pro-poser (e.g. dept., board, ward, councilor), resolution number and ultimate decision (e.g. adopted, changed, withdrawn, in committee indefinitely).

Retention: Retain ten (10) years then review.

### **LG4.2.5 Local Rules and Regulations: Adopted**

May include sets of rules and regulations that govern a particular aspect of municipal development on the local level.

Retention: Permanent.

### **LG4.2.6 Local Rules and Regulations: Not Adopted**

May include sets of rules and regulations that govern a particular aspect of municipal development on the local level.

Retention: Retain ten (10) Years then review.

### **LG4.2.7 State Legislation: Proposed**

May include local constituency requests to amend or change existing state laws.

Retention: Retain ten (10) years then review.

### **LG4.2.8 Notifications**

Notifications sent to taxpayers, abutters and citizens relative to proceedings before any municipal board, commission, committee or council. May include certified mail receipts and returned mail.

Retention: Retain seven (7) years.

### **LG4.2.9 Registered/Certified Mail Log Book**

Log used to document all certified and registered mailings relative to LG4.2.8.

Retention: Retain seven (7) years from last entry.

### **LG4.3 Appointments**

May include lists of boards, commissions, committees or councils, notices of appointments and resignations, lists of members with terms and dates of appointment and the code or executive order establishing the local board, commission, committee or council.

Retention: Permanent.

## Municipal Boards, Commissions, Committees and Councils

**LG4.4 Correspondence** (formerly LG4.4.1 through LG4.4.2)  
Often referred to as General Correspondence or General Administrative Files.

**(a) Correspondence - Routine Nature**

Retention: Retain one (1) year

**(b) Correspondence – Special**

Retention: Retain three (3) years.

**LG4.5 Certification of Records Destruction** (formerly LG4.4.3)

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, 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>