

100-RICR-50-10-1

TITLE 100 – DEPARTMENT OF STATE

CHAPTER 50 – PUBLIC RECORDS ADMINISTRATION

SUBCHAPTER 20 – AGENCY SPECIFIC RECORDS RETENTION SCHEDULES

PART 12 – DBR: DEPARTMENT OF BUSINESS REGULATION

4 Division of Commercial Licensing and Regulation

4.1 Real Estate

4.1.1 Real Estate Brokers and Salespersons

DBR4.1.1.1 Applications-Licenses

License applications for real estate brokers and salespersons. File may include but is not limited to application, BCI waiver form and report, examination results, insurance coverage information, license transfer form (when licensee changes agencies), continuing education reports, appointment of Director to receive service for process (for non-residents), general correspondence (i.e. address changes), copy of license and renewals.

Legal Authority:

R.I. General Laws § 5-20.5-3

a. Original Application and Supporting Documentation

Retain: Ten (10) years from date of approval. For courses approved after June 1, 2001 retain six (6) years from date of approval.

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