

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

4.1.1.1 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

- (1) Retention: 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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4.1.5 Business Broker Filings

Letter and evidence of surety bond in sum of twenty thousand dollars (\$20,000.00) filed with DBR for any person, firm, or corporation acting as a broker for the sale of an existing business.

Retention: Retain two (2) years after canceled bond has been canceled or no longer in effect.

4.3 Auto Collision Repair Licensing Advisory Board – Minutes

Retain: Permanently.

4.6 Auctioneers

4.6.1 Apprentice Auctioneer Permits

Permit applications to become an apprentice auctioneer. File includes but is not limited to copy of bond, copy of license, and renewals.

Retention: Retain two (2) years from expiration.