

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

##### 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

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Retention: Retain two (2) years after canceled bond has been canceled or no longer in effect.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

**100-RICR-51-00-58742**

**TITLE 100 - DEPARTMENT OF STATE**

**CHAPTER 51 - PUBLIC RECORDS ADMINISTRATION**

**SUBCHAPTER 00 - N/A**

**PART 58742 - RSS TEST 7**

Type of Filing: Adoption

**Agency Signature**

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Agency Head Signature

Agency Signing Date

**Department of State**

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Regulation Effective Date

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Department of State Initials

Department of State Date