

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 Meeting Minutes

Accounts of the proceedings of any meeting or sub-committee meeting of the agency. Includes recorded minutes of meetings, agendas and supporting documentation. Supporting documentation may include but is not limited to meeting notices, meeting dockets, roll call votes, correspondence, reports, and revised agendas (R.I. Gen. Laws § 42-46-7).

a. Meeting notices, supplemental

Retention: Retain copies one (1) year per R.I. Gen. Laws § 42-46-6(b).

b. Annual meeting notice submitted to the Office of the Secretary of State per R.I. Gen. Laws § 42-46-6(a)

Retention: Retain one (1) year.

c. Emergency meeting notices filed per R.I. Gen. Laws § 42-46-6 (c)

Retention: Retain one (1) year.

d. Electronic confirmation message from the Secretary of State indicating the acceptance of meeting minutes and/or notices through the Open Meetings website

Retention: Retain one (1) year.

e. Recording audio or video tapes and/or digital media

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 boards, commissions, committees, or councils that document significant or landmark issues.

f. All other records

Retention: Permanent.

g. Meeting notes

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

Retention: Retain until meeting minutes approved.

h. Records of board members/copies of minutes and supporting documentation

Retention: Destroy at discretion. Verify with chair or designated records custodian that a complete record exists before disposal.