

100-RICR-50-10-4

## TITLE 100 – DEPARTMENT OF STATE

### CHAPTER 50 – PUBLIC RECORDS ADMINISTRATION

#### SUBCHAPTER 10 – GENERAL RECORDS RETENTION SCHEDULES

##### PART 4 – GRS4: FACILITIES

## 4 Facilities Records Retention Schedule

### GRS4.1 Plans and Blueprints

Records of the buildings and properties of the agency including renovations and additions. Includes leased and historic buildings. May include, but is not limited to, floor plans, blueprints, materials specifications, maps, layout, and grade, plumbing and electrical diagrams, inventories, and schedules of interior finishes.

- a. Official or original copy of plans and blueprints of state-owned buildings

Retention: Permanent.

- b. Copies of plans and blueprints

Retention: Retain until of no further administrative value.

### GRS4.2 Construction and Improvement Records

Records of construction, renovations, building projects and capital improvements and repairs. May include, but not limited to inspections, proposals, specifications, drafts, notes of meetings with architects/contractors, architects' reports, invitations to bid, contracts, reports, and correspondence. May include renovations for disability access requirements per federal/state law or regulation.

- a. Historic buildings

Retention: Permanent.

- b. All other buildings

Retention: Retain construction records as long as the structure remains in existence or on longer leased or owned by the agency plus ten (10) years. Retain records of renovations ten (10).

c. Construction projects proposed/not implemented

Retention: Retain three (3) years.

#### **GRS4.3 Work Orders**

Record of work performed and completed. Data may include date(s), time(s), order number, location, description of work, authorization, names of persons performing work, itemized labor, equipment, and material information.

Retention: Retain three (3) years.

#### **GRS4.4 Building / Land Use Request Records**

Requests for use of state or municipal buildings or lands for public or private events. Data may include name and address of contact person, phone number, date and type of event, hours requested, name of custodian on duty, and terms and conditions of use. May include copies of contracts or agreements.

Retention: Retain three (3) years.

Note: Any rental agreement issued by the department or its division which acts as a signed agreement on terms and conditions of use should be kept as long as the agreement remains in effect.

See Also: GRS8.10.3 Contracts and Agreements.

#### **GRS4.5 Cleaning and Maintenance Supply Lists**

Comprehensive list of all solutions, compounds and other products used in and around the building/property for cleaning and maintenance.

Retention: Retain until updated or superseded.

#### **GRS4.6 Vehicle Records**

Records relating to each vehicle owned and/or serviced by the department. May include title, registration, inspection, meter reading, maintenance, checklists, repair, and incident reports. May include equipment number, operator, date, checklists, fuel consumed, and mileage.

- a. Inspection sheets, checklists, and meter reading reports

Retention: Retain three (3) years.

- b. All other records

Retention: Retain one (1) year after disposal of vehicle and completion of audit.

#### **GRS4.7 National and State Registers of Historic Places Records**

Records that document the process of application for a building's designation as an historic property. May include but is not limited to annual easement monitoring response form, correspondence, federal or state nomination forms, property descriptions, floor plans and interior/exterior photographs of property.

Retention: Permanent.

Note: Records may partially duplicate those held by the Rhode Island Historical Preservation and Heritage Commission.

#### **GRS4.8 Building Project Manuals**

Records that provide information on the structure of buildings and renovations to buildings. Includes specifications and may include copies of plans and drawings. May be used in bidding process for submission of proposals.

- a. Historic buildings

Retention: Permanent.

b. All other buildings

Retention: Retain ten (10) years or until the building is no longer owned by the state or municipality

**GRS4.9 Solid Waste Receipts Files**

Records of invoices/receipts from facilities accepting recyclable materials or solid waste.

Retention: Retain three (3) years.

**GRS4.10 Relocation Records**

Records relating to the physical relocation activities of agencies to new facilities. Records may include but are not limited to correspondence and memoranda, notes, reports, needs assessments, facility/space planning records (copies of blueprints, plans, floor plans, office/cubicle configuration diagrams), copies of procurement records and vendor/supply information.

Retention: Retain until of no further administrative value. Records relating to procurement must follow the retention periods enumerated in GRS8.10.

Note: For retention of records relating to the creation and or consolidation of agency departments, divisions, and offices, see GRS1.21 Reorganization Records.

See Also: GRS4.1 Plans and Blueprints and GRS4.8 Building Project Manuals.