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## **TITLE 100 – DEPARTMENT OF STATE**

### **CHAPTER 50 – PUBLIC RECORDS ADMINISTRATION**

#### **SUBCHAPTER 20 – AGENCY SPECIFIC RECORDS RETENTION SCHEDULES**

##### **PART 47 – RIPTA: RHODE ISLAND PUBLIC TRANSIT AUTHORITY**

### **47 Rhode Island Public Transit Authority Records Retention Schedule**

#### **RIPTA1 Bus Dispatch Assignments**

The Rhode Island Public Transit Authority (RIPTA) operates buses that transport riders throughout the state of Rhode Island. These buses operate on regular schedules on weekdays and on more limited schedules on weekends. Schedules change periodically as rider needs change and road construction projects force alterations in routes. Each route is identified by a number. The operators of these buses are RIPTA employees and RIPTA creates records of the drivers that operated the buses for each regularly running route. In addition to documenting who drove which route, these records may also be used for claims investigations. The data in the records may include, but are not limited to, names of drivers, driver employee numbers, payroll numbers, vehicle numbers, and numbers and/or names of the routes.

Retention: Retain three (3) years.

#### **RIPTA2 Air Emission Reports**

The Rhode Island Public Transit Authority (RIPTA) monitors air quality results from tests on small engines, generators, air conditioners, boilers and other engines (aside from vehicles) that are operated at their facilities. Conducting these tests and keeping records of them is mandated by Air Pollution Control Regulation No. 14 which is promulgated by the Rhode Island Department of Environmental Management. The records document the consumption of therms and CCF's by engines and their percentages. A therm is a measurement of energy content and is equal to 100,000 BTU (British thermal units). A BTU, in turn, is the amount of heat it takes to raise the temperature of one pound of water by one degree Fahrenheit. CCF is a measurement of space or volume. It represents the amount of gas contained in a space equal to one hundred cubic feet. The records of these measures fulfill the requirements set out by the aforementioned regulation.

Retention: Retain five (5) years.

### **RIPTA3 Hazardous Materials Manifests**

The Rhode Island Public Transit Authority (RIPTA) bears responsibility for disposing of toxic waste generated in the course of its operations. Federal regulations (40 C.F.R. § 262.30-33), enforced by the Environmental Protection Agency, mandate this. Other regulations (40 C.F.R. § 262.20-22) require the preparation of manifests (specific EPA forms) by any entity that transports, or offers for transport, any hazardous material for offsite treatment, storage or disposal. The records in this series consist of these forms and any associated documents. The information on the forms may include, but is not limited to, who generates the waste (RIPTA), who disposes of it, the type of waste, the quantity of waste, the chain of custody, and where the waste is disposed of.

Retention: Retain ten (10) years.

### **RIPTA4 Land Ban Restriction Records**

The Rhode Island Public Transit Authority (RIPTA) follows land ban restrictions imposed by the Rhode Island Department of Environmental Management (DEM) in its Rules and Regulations for Hazardous Waste Management which first took effect in 1984 and has undergone numerous updates since then. These regulations to some degree mirror 40 C.F.R. § 268 which Rhode Island has not adopted, having created its own regulations instead. These regulations identify types of hazardous waste that cannot be disposed of on land and RIPTA creates and maintains lists of waste products it creates that cannot be put in landfills. The bans do not remain static and so these lists must periodically be updated. The records in this series consist of these lists and any associated documentation.

Retention: Retain seven (7) years.

### **RIPTA5 Safety Data Sheets**

The Rhode Island Public Transit Authority (RIPTA) utilizes safety data sheets (SDS) for its own workers and emergency personnel. These sheets are provided to RIPTA by the manufacturers of each type of material utilized for daily operations at the agency as mandated by 29 C.F.R. § 1910.1200(g) – the Hazard Communication Standard. RIPTA maintains a safety data sheet for each type of material utilized for daily operations. The information on the SDS includes, but is not limited to, physical data (such as melting point, boiling point, flash point), toxicity, health effects,

appropriate first aid in the event of exposure, reactivity, appropriate storage, appropriate disposal, appropriate protective equipment, and spill-handling procedures.

Retention: Retain thirty (30) years.

Note: For Hazardous Materials Right to Know Files, see Series GRS3.15 on the General Records Retention Schedules.

#### **RIPTA6 Ridership Records and Estimates**

The Rhode Island Public Transit Authority (RIPTA) maintains statistics on numbers of passengers as required the Federal Transit Administration and explained in the National Transportation Department Policy Manual. RIPTA uses the data obtained to monitor system performance and to plan service routes and schedules. Data is obtained from bus fare boxes, automatic passenger counter systems, and a Paratransit software system. The data is then compiled into databases (Excel as of 2017) and simply includes numbers of passengers.

Retention: Retain thirty (30) years.

#### **RIPTA7 Scheduling/Bus Routing Records**

The Rhode Island Public Transit Authority (RIPTA) documents the timetables, stops, and arrival points for bus routes and provides drivers with this information, along with directions and other specific instructions pertinent to each route. Drivers utilize these records to maintain their routes and the records are also used in claims investigations. The records consist of two separate types of documents called headways and paddles. Headways are the documents that provide timetables, stops and arrival points for each route. Paddles are the items that provide drivers with the information they need. Each headway identifies the trip and operator payroll number. They are generated from scheduling software. Paddles are simply printed routes.

Retention: Retain seven (7) years.

#### **RIPTA8 Spill Prevention Control & Countermeasure Plans**

The Rhode Island Public Transit Authority (RIPTA) stores oil and petroleum in above-ground tanks, drums, and pumps. The oil and petroleum is used to operate RIPTA vehicles. As per 40 C.F.R. § 112, RIPTA maintains records of routine inspections of these facilities. The inspections, mandated by the aforementioned law and the Environmental Protection Agency (via the US

EPA Bulk Storage Container Inspection Fact Sheet), are carried out in order to detect oil leaks, spills, structural issues, and the integrity of the containers at each location. The records in this series consist of spreadsheets listing the findings for each container inspected. Separate binders are maintained for each container. All leaks and spills are noted, along with any structural issues that might later develop into problems.

Retention: Retain three (3) years beyond the operational life of the facility (or tank) as per Regulation #DEM OWM UST03 11 or seven (7) years after the closure of an incident by the Department of Environmental Management, whichever is later.

### **RIPTA9 Senior and Disabled Bus Pass Applications**

The Rhode Island Public Transit Authority (RIPTA) issues reduced fare bus passes to senior and disabled residents of Rhode Island as per R.I. Gen. Law § 39-18-4(7). Recipients of these reduced fare passes must re-apply every two years. As of 2017, the senior eligibility began at age 65. The records in this series are utilized to verify the ages, disabilities, and income levels of those who apply for the Reduced Fare Bus Pass Program that oversees this process. The records in this series may include, but are not limited to, Internal Revenue Service forms, Social Security Disability forms, Medicare and Medicaid documentation, copies of records from the Veterans' Administration that document disabilities, and copies of records from medical providers regarding disabilities of applicants.

Retention: Retain three (3) years.