



Rhode Island State Police General Order - 2D

<i>Section:</i>	Administration - General Management
<i>Article:</i>	2 - Management Reporting
<i>Title:</i>	Records Retention Schedule
<i>Special Instructions:</i>	

I. PURPOSE

To establish guidelines for the retention and destruction of Division records as approved by the Secretary of State's Public Records Administration Program.

II. POLICY

The Division shall regularly review its records and in those cases in which records are no longer needed, the below procedures are to be followed for destruction.

III. DEFINITIONS

- A. Designated Record Custodian - the Detective Commander for the Detective Bureau, the District Commanders for the Patrol Bureau and all units reporting to the District Commanders and the Major - Executive Administrative Officer for all other units.
- B. Certificate of Records Destruction form - a form listing records to be destroyed that classifies the records according to the Records Retention Schedules approved by the Secretary of State Public Records Administration program.
- C. Records Retention Schedule - Table that describes the length of time each document or record will be retained as an active record. Retention periods shown in all schedules are minimum retention periods.

[Department of Public Safety - Rhode Island State Police
State of Rhode Island General Records Schedules](#)

IV. PROCEDURES

A. Review

- 1. Records should be periodically reviewed by each Barracks/Bureau/Unit Supervisor and disposed of in accordance with the respective records destruction schedule and procedures. This review should occur during July and August of each year, subject to availability of personnel to facilitate a routine destruction schedule.

2. Records that are the subject of any pending litigation and/or current public records request should not be listed on a Certificate of Records Destruction Form. To determine if any of the records are the subject of civil litigation, the proposed list should be forwarded to Legal Counsel for review prior to forwarding to the Designated Records Custodian.

B. Completion of Certificate of Records Destruction Form

1. Once a review is completed and the applicable records have been identified, a "Certification of Records Destruction" form should be completed with the following information:
 - a. Department -- "Rhode Island State Police."
 - b. Division -- Insert Barracks/Bureau/Unit.
 - c. Date -- Enter the date the form is prepared.
 - d. Record Series Number -- Enter the exact series number from the Records Retention Schedule -- for example: SP-1.2 for Barracks Incident Files.
 - e. Record Series Title -- Enter the exact series title from the Records Retention Schedule. If the Barracks/Bureau/Unit uses a different series title than found in the schedule, insert the Barracks/Bureau/Unit title in brackets "[]."
 - f. Dates To/From -- Enter the earliest and latest dates covered by the records proposed for destruction. In most cases, just the year will be sufficient. NOTE: If the retention period of a particular series is qualified by wording such as "successful audit plus one year," or "three years after expiration of statute of limitations," the year of expiration must be noted.
 - g. Volume -- Enter the volume of records to be destroyed. Volume is most easily measured by the number of inches of linear feet of records, although cubic foot measurements give a more accurate figure. A "Table of Volume" and a cubic foot equivalency formula provided by the State Archives is enclosed.
 - h. The completed form will be reviewed and signed by the barracks/bureau/unit supervisor or Records Custodian.

- C. The Records Custodian, or designee, shall forward the signed form to the State Archivist and Public Records Administrator for verification that the records listed on the form are eligible for destruction pursuant to the applicable records retention schedules. Upon verification, the State Archivist and Public Records

Administrator will sign and return the Certificate of Records Destruction Form to the designated Records Custodian.

D. The designated Records Custodian will then forward the signed Certificate of Records Destruction Form to the requesting barracks/unit supervisor.

E. Destruction

After receiving the signed Certificate of Records Destruction form that records can be destroyed, the barracks/unit supervisor shall either:

1. Destroy the records by shredding;
2. In the case of a substantial volume of records, the Fleet/Supply Administrator shall be contacted to arrange for a mobile records destruction contractor to shred the records.

F. Once the records have been destroyed, the Certification of Records Destruction forms shall be forwarded to the Division's Legal Counsel for permanent retention as the legal replacement for those records.



By Order of Colonel Manni

A handwritten signature in black ink, appearing to read 'J. Manni', is written over a light blue circular stamp that partially overlaps the official seal.

James M. Manni
Colonel
Superintendent