

Commission for Human Rights

Records Retention Schedule Approved January 2001 & Amended January 2017

Series No.	Record Series Title and Description	Retention
CHR1	Commission for Human Rights Meeting Records Documents relating to Commission meetings, including minutes. Arranged chronologically by meeting date.	Permanent.
CHR2	Commission Surveys Documents relating to various surveys conducted by the Commission. Included are surveys, survey results, correspondence. Arranged alphabetically by subject. (a) Compilation of responses, summaries, survey results/final reports, and one copy of the survey instrument. (b) All other records.	Permanent. Retain ten (10) years.
CHR3	EEOC Governmental Relations Records Documentation relating to annual contract with the federal Equal Employment Opportunity Commission (EEOC). Includes annual contract and related correspondence. Arranged chronologically.	Permanent.
CHR4	HUD Governmental Relations Records Documentation relating to annual contract with the federal Housing and Urban Development Dept. (HUD). Includes annual contract and related correspondence. Arranged chronologically.	Permanent.
CHR5	Intake Documents (Non-Jurisdictional) Records relating to intake of complaints found to be outside the Commission's jurisdiction. Includes Intake Questionnaires, supporting documents, correspondence.	Retain three (3) years.
CHR6	Discrimination Case Files – Active Individual case files relating to charges of discrimination in employment, housing, public accommodations, and credit. Includes intake documents (see CHR5), and charges/amended charges, position state-	Transfer to Closed Case Files (CHR7) upon closure.

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CHR6 (cont.)	ments and rebuttals, evidentiary materials, conference notes, recommendations, rulings. Arranged numerically by case number.	
CHR7	Discrimination Case Files – Closed (amended January 2017) Records same as CHR6, but including closure documents such as settlements, decisions/orders. Arranged numerically by case number. (a) Landmark or policy setting cases. (b) All other cases.	Permanent. Retain entire case file seven (7) years after Commission closure, unless case is on appeal, in which case retain seven (7) years after final decision on appeal.
CHR8	Discrimination Case Files – Stayed (amended January 2017) Cases that have been stayed due to circumstances such as receivership or liquidation. Records same as CHR6, but including such as Order of Liquidation, court orders, copies of relevant statutes. Arranged numerically by case number.	Retain entire case file seven (7) years after court closure/final decision/end of litigation.
CHR9	Discrimination Decisions/Orders Decisions/Orders issued by the Commission. Arranged chronologically by decision date.	Permanent.
CHR10	Discrimination Case File Index Index card system documenting each case file with the Commission. Includes case numbers, names of parties, filing date. Arranged numerically by case number.	Permanent.
CHR11	Suits Against the Commission (amended January 2017) Documents relating to suits filed against the Commission for Human Rights.	Retain seven (7) years after end of litigation.

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CHR12	Letters of Complaint (amended January 2017) Documents relating to complaints against the Commission, processes/procedures, agency employees.	Retain seven (7) years after end of litigation or last action.
CHR13	Certificates of Records Destruction Certification of Records Destruction forms (PRA003) signed by the authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in his and other applicable schedules. RIGL 38-1-10, 38-3-6, and 42-8.1-10	Permanent.