

CW1 Rhode Island Commission on Women

CW1.1 Commissioner's Historical Files

The Director of the Commission on Women performs all administrative duties associated with the position, acts as the Commission's chief policymaker, appoints all committees, and supervises all employees. These records document the historical record of commissioners during their tenure in the position. They may include, but are not limited to, commissioner's appointments, terminations, resignations, standing committee membership records, ad hoc committee membership records, and committee memberships outside the agency.

Retention: Permanent.

CW1.2 Position Statement and Dissemination Files

The Commission on Women acts as an advocate for women's issues in Rhode Island. The records in this series document the items created by the Commission for dissemination, information, or advocacy to the general public, non-profit agencies and/or government bodies. They may include, but are not limited to, *The Legal Rights Handbook*, *The Gender Equity Handbook*, *Rhode Island Women's Fact Book*, various women's position papers, letters regarding Commission positions on legislation to the Governor and General Assembly, and the web pages associated with all these documents.

Retention: Permanent.

CW1.3 Award Selection Process and Event Files

The Commission on Women presents the *Women of the Year Award* and the *Freda H. Goldman Education Award* on an annual basis to honor outstanding achievements by women in Rhode Island. These records document the process of selecting the recipients, the application process, the nominations, and the event coordination for both awards. They may include, but are not limited to, nomination forms, application forms, scoring sheets, publicity information, programs, photos, contracts for event needs and web pages.

Retention: Permanent.

CW1.4 Certificates of Records Destruction

Certification of Records Destruction forms (PRA 003) signed by the authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorized the disposal of records listed in applicable records retention schedules.

RIGL §38-1-10, §38-3-6(j), and §42-8.1.10

Retention: Permanent.