

**DBR7 Division of Design Professionals**

The Division of Design Professionals consists of four boards of registration charged with regulating the licensing of design firms and professionals. The professions include architecture, landscape architecture, professional engineering, and professional land surveying. By Rhode Island state law, individuals in these four professions must be registered/licensed and active firms must hold Certificates of Authorization.

**DBR7.1 Original Individual Registration Application Files**

This series consists of the files containing original applications and supporting documentation. The files include national test results, records documenting the individual's education and professional experience, and any records of disciplinary action. The files also include related administrative correspondence as well as an impression of the stamp issued to the licensee. For landscape architects, the original application files also include the results of required state exams.

**a) Successful applications**

Retention: Retain ten (10) years after expiration, surrender, or revocation.

**b) Denied applications**

Retention: Retain three (3) years.

**DBR7.2 Original Certificate of Authorization Application Files**

This series includes files from design firms applying for a Certificates of Authorization. The files include the original application, and supporting documentation, including tax affidavits, Certificates of Good Standing or Legal Existence from the Office of the Secretary of State, and any records of disciplinary action, as well as related correspondence.

**a) Successful applications**

Retention: Retain ten (10) years after expiration, surrender, or revocation.

**b) Denied applications**

Retention: Retain three (3) years.

**DBR7.3 Renewal Application Files**

This series consists of documentation related to individual design professionals' application for the renewal of registrations and firms' application to renew their Certificates of Authorization. The files contain all documentation required to substantiate continued eligibility, including tax affidavits, continuing education forms (required for architects and land surveyors), and Certificates of Good Standing or Legal Existence. Renewals are required every two years.

Retention: Retain last two renewals.

**DBR7.4 Continuing Education Audits (Architects)**

The board performs random audits to ensure that individual architects are meeting continuing education requirements. The records in this series include the evidence of educational credits submitted by the individual and any accompanying correspondence.

Retention: Retain six (6) years from the time of completion.

**DBR7.5 Complaint Files**

This series consists of files documenting the handling of complaints lodged by or against members of the profession. Some complaints may be settled informally and without a hearing. Where hearings do occur, the department distinguishes between complaint hearings and department hearings. A complaint hearing means that a hearing officer hears a case between the complainant and the licensee. A department hearing means that a DBR prosecutor has been designated to prosecute the complaint against the licensee. Complaint files that result in a hearing or consent agreement are documented in the department's legal files.

**a) Complaints – Resolution without hearing or consent agreement, and dismissed complaints**

Retention: Retain seven (7) years after resolution.

**b) Complaints – Resolution with Consent Agreement or Hearing**

Retention: See GRS 2.1 Case Files.

**DBR7.6 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 this and other applicable records retention schedules.

RIGL 38-1-10, 38-3-6(j), and 42-8.1-10

Retention: Permanent.