

Record Series #	Record Series Title and Description	Retention
RISCA 1	Council Records	
RISCA 1.1	<p>Meeting Minutes Accounts of the proceedings of any meeting or sub-committee meeting of the agency. Includes recorded minutes of meetings, agendas and supporting documentation. May include meeting notices.</p> <p>Note: Destroy recordings/tapes six months after transcription and approval of minutes or proceedings. If recordings, tapes or notebooks are not transcribed, they must be retained permanently.</p>	Permanent.
RISCA 1.2	<p>Public Hearing Files Documents relating to public hearings held by the agency. Includes agendas, copies of legal advertisement and payment invoices and sign-up sheets/requests to be heard before the committee.</p> <p>(a) Record copy of meeting notice/legal advertisement, agendas, sign-up sheets and meeting minutes.</p> <p>(b) Copies of legal advertisement and fiscal records.</p>	<p>Permanent.</p> <p>Retain one (1) year after audit.</p>
RISCA 1.3	<p>Council Members Resumes Resumes of the current and former members of the Arts Council.</p>	Permanent.
RISCA 1.4	<p>Council Members Terms of Office Documents include copies of appointment letters of the Governor, Advice and Consent of the Senate, and Ethic Commission reports.</p> <p>a) Ethics Commission Reports.</p> <p>b) All other records.</p>	<p>Retain until updated or superseded.</p> <p>Permanent.</p>

Record Series #	Record Series Title and Description	Retention
RISCA 2	Grant Records	
RISCA 2.1	<p>Grant Program Files Records relating to the agency's grant proposals to state or federal agencies or other funding sources, as well as records related to the administration of its own grant programs or programs it administers, such as the public arts program. Records may include, but are not limited to, grant applications and agreements, studies, notices, technical specifications, drawings, plans, bid and contract records, accounting, banking, purchasing, and payroll records, bonds, monitoring and performance reports, expenditure and outlay reports, memoranda, and correspondence.</p>	
	(a) Grant applications and amendments, final performance, disposition and expenditure reports.	Permanent.
	(b) Financial and programmatic records, periodic performance reports, supporting documents, statistical records, other required and pertinent records.	Retain ten (10) years from submission of closeout and final expenditure report <u>or</u> submission of annual financial status report for grants renewed annually.
	See: Notes	
	(c) Income transaction records (earning of income) <u>after</u> grant support where required by the terms of the grant.	Retain ten (10) years from the end of fiscal year in which the income is earned.
	See: Notes	

Rhode Island State Council on the Arts

Records Retention Schedule

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RISCA 2.1 (Continued)	(d) Unsuccessful grant applications. Note: If any litigation, claim, negotiation, audit or other action has been started before the expiration of the 10 year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the 10 year period, whichever is later. Note: Any records related to a contract or liability under seal, or any judgment or decree by a federal or state court, should be retained for twenty years (§9-1-17).	Retain three (3) years.
RISCA 2.2	Special Project and Grant Files Records relating to in-house projects or statutory grants that are either a periodic or one-time allocation of state grant monies. Types of grants may include, but are not limited to, the State Poet Selection; the Governor's Portrait Commission; Administrative Grants and Director's Grants. Documents include meeting agendas, correspondence and fiscal records.	Permanent.
RISCA 2.3	Donation and Endowment Records Records relating to the establishment and administration of endowments, bequests and donations. May record donations made in the memory of an individual, group or corporate body.	Permanent.

Record Series #	Record Series Title and Description	Retention
RISCA 3	Administration	
	General Office Administrative Records	See Records Retention Schedule #1
	Fiscal Records	
	Reference Records	
	Personnel Records	See Records Retention Schedule #2
	Payroll Records	
	Note: Personnel and Payroll records of the Rhode Island State Council on the Arts are maintained by the Department of Administration, Central Business Office.	
RISCA 3.1	Public Relations Files	
	Documents relating to the public relations activities of the agency. May include copies of press releases, brochures, announcement postcards and copies of speeches.	
	(a) Press releases, brochures, publications and speeches.	Retain one copy permanently.
	(b) Supporting documentation.	Retain until of no further administrative value.
RISCA 3.2	Policy Memos	Permanent.
	Documents relating to agency policies. Includes policy memos.	
RISCA 3.3	Comprehensive Plan Act File	Retain one (1) year after audit.
	Reviews by the agency (on Statewide Planning form) of city and town plans that address arts and culture initiatives. May include copies of the municipal plan and correspondence.	
	Note: Record copy kept by the Department of Administration—Statewide Planning.	

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RISCA 3.4	Reports Internally generated reports including reports and returns to other municipal departments and state agencies.	
	(a) Daily and weekly reports.	Retain one (1) year.
	Note: Reports required in audit process must be retained one (1) year after audit is completed.	
	(b) Monthly, quarterly and periodic reports.	Retain three (3) years.
	(c) Annual and special reports and studies.	Permanent.
RISCA 3.5	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 authorize the disposal of records listed in this and other applicable records retention schedules. (RIGL § 38-1-10, § 38-3-6, and § 42-8.1-10.).	Permanent.