

WRB1 Planning, Research and Development Records

Documents the research and activity of the Board or Board Corporate, whose mandate is to develop, protect and oversee the use of state water supplies. Includes water system data and diagrams, ground water data and maps, geological, geography, and engineering data, charts, and maps, photographs, reports on water and land related resources, development proposals, plans, and reports, clippings, funded project records, and related correspondence.

This series does not include standard, easily located, and published works from outside agencies or bodies. In these cases photocopy the title page, create a bibliography, or incorporate into a document management system.

Pubic Law 89-80, Title III (accounting records for the US Water Resources Council).

RIGL 46-15-2

Pubic Law chapter 156, 1967

Retention: Permanent.

WRB2 Geological Survey Records

Documents the office's interaction with the federal U.S. Geological Survey, the Army Corps of Engineers and other government agencies whose activities may overlap. Includes joint reports, proposals, and related correspondence.

Retention: Permanent.

WRB3 Public Water Systems Records

Documents the 5-year water supply systems management plan process, including updates. Includes lists, reports, maps, and related correspondence as per RIGL 46-15.3-7.5. With the exception of the executive summary, plans are confidential (Rules and Procedures of Water Supply System Management Planning 10.03, Filing of Plans).

a) Reports

Includes all reports prepared and received in the course of the planning process.

Retention: Permanent.

b) Resource materials

Retention: Place with other office reference materials.

c) All other records

Retention: Retain until of no further administrative value.

WRB4 Ground Water/Surface Water Map Records

Documents the mapping of ground water and surface water in the state. Includes tests, charts, field notes, and maps.

a) Final Maps

Retention: Permanent.

b) All other records

Retention: Retain four (4) years.

WRB5 Test Well Records

Documents the drilling of wells to locate additional sources of water. Includes well location log sheets, test results, and location maps.

Retention: Permanent.

WRB6 Water System Engineering and Construction Records

Documents the administration of projects financed, or otherwise overseen by either agency. Includes proposals, plans, research and development records, contracts, status reports, financial agreements, fiscal reports, and related correspondence.

a) Final plans, proposals, reports, and substantive correspondence

Retention: Permanent.

b) Contracts

Retention: Retain twenty (20) years after completion of project.

c) All other records

Retention: Retain one (1) year after completion of project.

WRB7 Land Acquisition Records

Documents the acquisition of land for water conservation or use. Includes surveys, maps, secondary copies of payment documentation, deeds, easements, agreements, negotiation records, and related correspondence.

Retention: Permanent.

WRB8 Land Management Area Records

Documents management of land owned by the Board or Board Corporate. Includes leases, agreements with towns, user agreements, tenants' records, and maintenance records.

a) Agreements with towns and state agencies

Retention: Permanent.

b) Leases, user agreements, and tenants' records

Retention: Retain ten (10) years after end of lease or until after audit, whichever is later.

c) Maintenance records

Retention: Retain until of no further administrative value.

d) All other records

Retention: Retain until of no further administrative value.

WRB9 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 schedules.

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

Retention: Permanent.