

Records Retention

Chapter 38 of the Rhode Island General Laws governs retention and destruction of records kept or received in the transaction of official business. Each employee should be aware of their program's Records Retention Policy as approved by the Secretary of State's Office. No public official may mutilate, destroy, sell, loan, or otherwise dispose of any public record without the consent of the public records administration program of the Secretary of State.

For further information, see your program's Records Retention Policy or the Secretary of State's State Archives website at <http://sos.ri.gov/archives/agencies/>.

