

ANGÉLICA INFANTE-GREEN
Commissioner

JAVIER MONTAÑEZ
Superintendent



Providence Public School District
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Memorandum

To: Administrators, Principals, and Supervisors

From: Charles A. Ruggerio, Esq., General Counsel

A handwritten signature in black ink, appearing to read "Charles A. Ruggerio".

Date: 10/21/2022

Re: Records Retention

The Legal Services Office would like to provide guidance to all departments with regard to the retention of records. The schedule for the retention of government and public entity documents has been created by the Local Government Records Program of the Office of State Archives. As a public entity, the Providence Public School District must be in compliance with the records retention schedule as set forth by the Office of State Archives. More information is available at the Rhode Island Secretary of State's website: <https://www.sos.ri.gov/divisions/frequent-filers/records-management>

Below is a link for the records retention schedule for general Rhode Island public school documents:

[LG5 2021 | Rhode Island State Archives Digital Archive \(preservica.com\)](https://www.preservica.com/digital-archive/rhode-island-state-archives)

*Please note that a year in the records retention schedule should always be interpreted as a calendar year unless otherwise indicated.

Whenever documents listed on a records retention schedule are to be destroyed, the appropriate Certificate of Records Destruction form (included in the links and attached to this memorandum) must be completed and submitted to State Archives for approval *prior* to the destruction of documents. Once the form has been approved by State Archives and returned to the School Department, the records can be destroyed. Certificate of Records Destruction forms must be retained *permanently*.

Please ensure that all departments are in compliance with these records retention schedules. This will aid in the district's response to public requests for information or requests for records under the Access to Public Records Act (APRA).

If there are any questions with regards to records retention, they can be directed either to the State Archives at (401) 222-2353, or they can be directed to the Legal Services Office (401) 456-9100 x11179.

Thank you for your attention to this matter.