

INSTRUCTIONS

Certification of Records Destruction

When public records have met their retention requirements set forth in the [Records Retention Schedules](#), agencies may begin the process of records destruction by completing a Certification of Records Destruction (CRD) as a statement certifying records compliance. For additional information on how to properly destroy records once approved, see the [Destruction Guidance Document](#).

To submit for approval, complete the following:

- 1. Enter the agency's **Department** name and **Division/Unit** name, if applicable.
Municipalities must also include the name of the city or town.
- 2. Enter the **Date** the form is being submitted.
- 3. Use one (1) line per record series and enter the following information:
 - a. **Record Series Number**
Each record series is assigned a unique record series number, which starts with the retention schedule's letter abbreviation followed by a number (i.e., GRS1.2).

If the record series has a sub-series, the number is followed by the sub-series letter designation (i.e., GRS1.1a). *All sub-series designations must be included on the form.*
 - b. **Record Series Title**
Each record series is assigned a unique title to describe the type of records within that series.

If a municipality uses different record series titles than those found in the retention schedules, the local title may be added in square brackets ("[]") under each Record Series Title entry.

GRS1.1

↑

Record Series Number

← Record Series Title

Correspondence and Memoranda

Records and/or files created by the administrator, executive, or elected official that document executive level communication with agencies, staff, and external entities. Includes incoming and outgoing substantive and non-substantive correspondence and may be arranged by subject. Correspondence of a substantive nature includes records documenting agency policies/decisions and the process of determining those policies. Also includes records documenting how the department/division or office is organized and how it functions and/or performs its duties relative to its mandates (determined either by statute, regulation, ordinance, or agency policy).

Sub-Series →

a) Non-substantive correspondence, memoranda, and correspondence requiring no response

Retention: Retain one (1) year.

Sub-Series →

b) All other records (substantive correspondence and memoranda)

Retention: Permanent.

Record Series Example

c. **Dates From/To**

The dates must include the earliest and latest dates covered by the records listed.

Do not count the year the records were created when calculating retention.

If the retention period is qualified by phrases such as “three years after audit” or “one year after expiration,” the date of the completed audit or year of expiration also needs to be noted.

d. **Volume**

The volume must include the total number of records to be destroyed (i.e., total cubic feet, number of boxes, gigabytes (GB), number of discs, etc.). Common volumes include:

Boxes	Standard size records storage box (15" x 12" x 10")	1.2 CF
Cabinets	Letter size file drawer	1.5 CF
	Legal size file drawer	2 CF
Cubic Foot Equivalency Formula: L x W x H (inches) divided by 1728 (inches) = cubic feet (CF) per unit		

4. Certify the records listed:

a. **STATE AGENCIES ONLY**

Check to certify if the records have ever been to the State Records Center (SRC) or not.

*If records have ever been to the SRC, an attached box list is **required**, listing all SKP Box Numbers in .csv format, with file names listed if individual files are to be destroyed. Upon approval, boxes and/or files will be permanently withdrawn from the SRC.*

b. **ALL AGENCIES**

Check to certify that all retention conditions listed within the corresponding retention schedule have been met for the records listed and are authorized for destruction.

Once the agency official authorized to request records destruction signs the form, submit the CRD for approval by emailing records@sos.ri.gov for State agencies and localgov@sos.ri.gov for municipalities.

The CRD will be reviewed, counter-signed by the State Archivist and Public Records Administrator, and returned to the agency. *Only upon receipt of the counter-signed form may records be legally destroyed.*

The counter-signed and executed Certification of Records Destruction must be retained as a permanent record with the agency under RI General Law § 42-8.1-10.