

## AN OVERVIEW OF

# Permanent Records Transfer

## Tip

Not permanent and no longer needed for daily business? Save space and send into storage at the State Record Center!

The State Archives and Public Records Administration oversees records management functions for all state and municipal agencies. This includes records management advice, assistance, and consultation and ensuring that records of permanent value to state government are properly preserved. This guide is intended to serve as a resource providing recommendations and steps for state agencies that may have records eligible for permanent transfer to the State Archives.

## Getting Started

### What public records can be transferred to the State Archives?

The State Archives accepts and preserves the records of Rhode Island state government, regardless of the format, including, but not limited to:

- Official correspondence;
- Maps and plans for state buildings and parks;
- Legislation and public laws;
- Landmark legal cases; and
- Agency reports or reports submitted to the General Assembly.

### When is it time to transfer records?

It may be time for a transfer if the records are from a state, or quasi-state, agency and meet the following criteria:

- It is designated as permanent on your agency specific retention schedule;
- It is designated as permanent on a general retention schedule (GRS);
- You believe it is historically valuable to the people of Rhode Island, not just your agency;
- The record(s) are no longer needed to complete public business; and
- The record is eligible to be made publicly available without restriction.

## Long-term Preservation

### What is the Transfer Process:

To coordinate with the State Archives to transfer records you will need to provide relevant history and information regarding the record and why you believe it should be transferred. The State Archives will review your recommendation and confirm the record is eligible.

- Contact the State Archives at [statearchives@sos.ri.gov](mailto:statearchives@sos.ri.gov) OR 401-222-2353;
- Review and complete the Agency Transfer form to establish the State Archives as the official custodian of the identified records and provide basic information such as date of creation, purpose of the record, and who created it; and
- Schedule physical transfer of the records with the State Archives once all required documentation is finalized.

