

**CITY OF PROVIDENCE  
PERSONNEL DEPARTMENT  
SYSTEM OF RECORDS RETENTION**

<b>TYPE OF DOCUMENT</b>	<b>RETENTION</b>
<b>DEPARTMENT OF ADMINISTRATION</b>	
Contracts	7 years after completion
Correspondence	Screen semi-annually
Jury Lists	5 years
Land Evidence	Permanent
Leases	7 years after termination or expiration
Liens, Federal, State, Mechanics, Factors, Assignment of Wages	Retain until discharged
Military Discharges	Permanent
Minutes of Boards, Agencies, Commissions	Permanent
Minutes of City Council	Permanent
Mortgages, Personal Property	Until Discharged
Mortgages, Real Property	Permanent
Ordinances & Resolutions	Permanent
Negligence Claims against the City	7 years after settlement
Petitions filed with the City	2 years after final action
Plat Bonds	7 years after bond is released
Plat Maps	Permanent
Probate Records	Permanent
Receiving Books	10 years after date of last entry
Register of Clergy	Permanent
Register of Physicians	Permanent
Register of Wills	Permanent
Vital Statistics – Births, Deaths & Marriages	Permanent
<b>BUILDING INSPECTIONS &amp; CONSTRUCTION</b>	
Annual reports of Building, Electrical, and Plumbing Inspectors	Permanent
Applications for permits for Building, Electrical, Plumbing, Heating, Gas, Air Conditioning, Demolitions, Street Excavations and miscellaneous construction projects, etc.	3 years after completion of work
Maps, Plans, Blueprints and Specifications submitted with applications for building and construction permits, public buildings and non-public buildings	Permanent
Record of complaints, notices, orders, etc. Covering violations of building or other technical codes	5 years after complaint is resolved
Reports of Inspections, Building, Plumbing, Electrical, etc.	5 years
<b>TAX RECORDS</b>	
Abatements, Requests for Action	Until action completed
Appraisal or Assessment Cards	Permanent
<b>TAX RECORDS (CONTINUED)</b>	
Automobile Tax Record Cards – 7 years	7 years

Exempt properties, list of	Permanent
Exemptions, personal, list of	Permanent
Exemptions, request for, - Approved	7 years after eligibility ceases
Exemptions, request for, - Disapproved	2 years
Personal Property File (tangible and intangible)	Permanent
Records of Sales for Taxes	Permanent
Tax List – original	Permanent
Tax List – Copies	Until no longer used
Tax Receipts, Collector's copies	6 years
Special Assessment Records	7 years after assessment is satisfied
<b>LICENSES AND PERMITS</b>	
Parade or public gathering	2 years after expiration
Operation of food markets	2 years after expiration
Operation of recreation facilities (parks, bowling alleys, swimming pool), etc.	2 years after expiration
Operate, sell or rent miscellaneous agencies, activities and services (garage, hotel, restaurant, theatre, school, laundry, etc.)	2 years after expiration
To own, use, display or hold other facilities, activities or things of a non-business nature	2 years after expiration
To process, manufacture, or package foods	2 years after expiration
To sell alcoholic beverages	10 years after expiration
To sell meat, milk, and other foods	2 years after expiration
To solicit money for various causes	2 years after expiration
To use public park(s), stream(s), dock(s), etc.	2 years after expiration
<b>PERSONNEL</b>	
Applications for employment and any attachments Applicant hired	Until termination of employment
Applications for employment and any attachments Applicant not hired	1 year
Bonds of elected and appointed officials	6 years after termination from office
Citations, reprimands, commendations	Until termination of employment
Investigation reports	6 years after termination of employment
Leave records	6 years after termination of employment
Oath of officials	6 years after termination of office
Records of promotion and demotion	Until termination of employment
Records of schools and courses attended while in municipal employ	Until termination of employment
<b>RETIREMENT</b>	
Retirement Records	Until funds or other benefits due employee or his/her heirs are distributed
Annuity Savings History Cards	7 years
Annuity Listings	7 years
Blue Cross – Retirement	3 years
<b>RETIREMENT (CONTINUED)</b>	
Employee Wage Record Adjustment	3 years

Annuity Savings Adjustment	3 years
Employee retirement system loan adjustment	3 years
Separation form payroll – retirement copy	5 years
(When in doubt, 7 years is the usual time to retain a document)	
<b>TREASURY</b>	
Bank Deposit Books	7 years after date of last entry
Bank Statements	7 years
Cancelled Checks	7 years
Check Stubs or Check Register	7 years
Deposit Slips	7 years
<b>MUNICIPAL CLERKS</b>	
Bids – Successful	3 years after completion of contract
Bids – Unsuccessful	3 years after submission
Bonds of elected and appointed officials	7 years after termination
Budget – Annual	Permanent
Budget – Requests from department and agency	3 years
Work papers	Until budget is approved
Cash receipt books, journals, etc.	Completion of audit plus one (1) year
Cemetary records, agreements, burials, deeds	Permanent
Claims, negligence against, for payment	7 years after settlement
Contracts, bridges, buildings, roads, sewers, etc.	2 years after the life of the project
Contracts, general	2 years after final payment
Correspondence and memoranda, general, routine nature	Current plus 1 year
Correspondence and memoranda, special, policy nature, legal advisory	Current plus 3 years after final payment
Election records, authorization form, for cancellation and transfer of registration	2 years
Election records, census cards (removal of)	3 years
Election records, certified election tallies (board members minutes of meeting)	permanent
Election records, change of address cards	3 years
Election records, computer updates – local or state	1 year
Election records, disaffiliation form	As long as voter is active in that City of Town
Election records, declaration of candidacy, nomination papers, etc.	3 years
Election records, election returns (polls)	3 years
Election records, mail ballots and associate items	Election laws of the State of RI, 17-20-27...to be kept until first day of September in the second year after such ballots were cast
Election records, Minimum of meetings	Permanent
Election records, party affiliation form	As long as voter is active in that City or Town
Election records, registration records (orig & dup)	As long as voter is active in that City or Town
Election records, poll worker lists	2 years
Election records, Vital statistics books	2 years
<b>MUNICIPAL CLERKS</b>	
Election records, voting ballot applications (poll)	5 years
Election records, Voting list books or voting lists	Until next primary or election

Election records, Voting maps	As needed or 1 year after voting lines have been changed
Insurance policies and records, Accidental and health, automobile, burglary, fidelity, and surety, fire, and life when no outstanding are involved	7 years after expiration
Jury Lists	5 years
Land evidence	Permanent
Land evidence, receiving books	10 years after last entry
Leases	5 years after expiration of lease
Licenses and/or permits, all applications for a stubs or copies, except alcoholic beverages	3 years after expiration
Licenses and/or permits, Alcoholic beverages	10 years after expiration
Military discharge	Permanent
Minutes, agencies, boards, commissions, City and Town Councils, Committees, Financial Town Meetings	Permanent
Ordinances and Resolutions	Permanent
Petitions	2 years after final action
Plat maps	Permanent
Plat maps, bonds	7 years after bond release
Probate records	Permanent
Probate records, wills to be safely kept	100 years from depose date
Registers, appointed officials, clergy, and physicians	Permanent
Reports, annual audit	Permanent
Reports, annual, department heads and agencies	Permanent
Reports, periodic, department heads and agencies	3 years
Reports, periodic, chief fiscal officer	3 years
Resolutions, ordinances	Permanent
<b>PURCHASING</b>	
Quotations, successful	Current + 7 years
Quotations, unseccessful	3 years
Contracts, authorities and votes, building/general	Current + 10 years
Warranties of vendor (specific to each department)	Until property is disposed of
Invoices – specific to each department, copies	1 year
Purchase Orders, blue copy, golden rod copy	7 years
Requisitions	7 years
Requisition log book	Current + 2 years
<b>FINANCE DIRECTOR, TAX COLLECTOR, PURCHASING AGENT, AND TREASUREER</b>	
Accident Reports	Active plus 6 years
Assignments, attachments, etc	5 years after satisfaction
Audit, annual, original	Permanent
Bank deposit books, statements	6 years after last entry , audit plus 5 years
Bids, successful	3 years after completion
<b>FINANCE DIRECTOR, TAX COLLECTOR, PURCHASING AGENT, AND TREASUREER</b>	
Bids, unsuccessful	3 years after submission

Bonds, bid-vendor	Active plus 1 year
Bonds, bid-vendor – cancelled	Audit plus 1 year
Bonds, bid vendor – coupons	Audit plus 1 year
Bonds, bid-vendor – register	Permanent
Bonds, bid-vendor – surety	6 years after expiration
Budget, annual, original	Permanent
Budget, work papers	2 years
Budget, departmental requests	2 years
Cash book or sheets	Audit plus 5 years
Daily records	Audit plus 1 year
Check, cancelled	Audit plus 5 years
Check, register	Audit plus 5 years
Check, stubs	Audit plus 5 years
Claims, negligence, for payment	7 years after settlement
Contracts – bridges, buildings, roads, sewers	3 years after the life of the project
Contracts – general	3 years after final payment
Correspondence and memos– general and routine	Current plus 1 year
Correspondence and memos- special	Current plus 3 years
Correspondence and memos, policy & advisory	Until superceded
Deposit slips	Audit plus 5 years
Employees earning records, individual	20 years after termination
Employees tax withholding notices	5 years after being superceded
Employees exemption notices	5 years after being superceded
Employees time cards	6 years after posting
Equipment operating costs	5 years
Insurance policies and records – accidental and health, automobile, burglary, fidelity and surety, fire and life	7 years after expiration
Invoices – originals	6 years
Invoices – copies	1 year
Journals, cash disbursements	Audit plus 10 years
Journals, cash receipts	Audit plus 10 years
Journals, departmental transfers	Audit plus 1 year
Journals, general	10 years after last entry
Journals, payroll, original	20 years
Leases	5 years after expiration
Ledgers, accounts payable	Audit plus 10 years
Ledgers, appropriations – annual	Audit plus 10 years
Ledgers, departmental transfers	Audit plus 10 years
Ledgers, general	10 years after last entry
Ledgers, payroll, original	20 years
Packing slips, bills of lading	3 years after receipt
Procedures, standard operating	Until superceded
Purchase orders	Audit plus 6 years
Receipts, stubs and copies for all cash received	Audit plus 1 year
<b>FINANCE DIRECTOR, TAX COLLECTOR, PURCHASING AGENT, AND TREASURER</b>	
Receiving book	10 years after last entry
Reports, annual audit	permanent

Reports, annual, agencies, chief fiscal officer, and department heads	7 years
Reports, periodic, agencies, chief fiscal officer, and department heads	3 years
Requisitions – original	Audit plus 6 years
Requisitions – copies	1 year
Sewer assessment records	6 years after satisfaction
Signature card, authorization	6 years after withdrawn
Specifications for materials	Audit plus 6 years
Tax withholding certificates, employer copies	5 years after posting
Travel expenditure records, original	Audit plus six years
Travel expenditure records, copies	1 year
Vouchers, with attached invoices	Audit plus 6 years
Warranties, guarantees, vendors	Until property is disposed of