



Nellie M. Gorbea
Secretary of State

Navigating Records Management

Host a Records Clean-up Day!

Rally the team and tackle your records in an annual clean-up day with on-site assistance from Local Government Records Program staff. Establishing a yearly event will assist you in creating and maintaining an active and continuous program for the economical and efficient management of public records (R.I. Gen. Laws § 38-3-7).

Bring your enthusiasm! Make it a Friday jeans day or a pizza lunch day!

Getting started:

1. Call the Local Government Records Program to plan and schedule.
2. Review records and determine which records are eligible for destruction.
3. Draft Certificates of Records Destruction.
4. If possible, partner with your Public Works department for assistance in moving heavy boxes, etc.

On the Day:

1. Set up a work area.
2. Ensure that all boxes are labeled legibly and appropriately.
3. Don't be afraid to ask questions!
4. The Local Government Records Program staff member will sign Certificate of Records Destruction, and make a copy for filing at the State Archives.

Have a Question?

Contact us:

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