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**Schedule No. 21**

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# **County Planning Schedule**

**Adopted by the Local Government  
Records Committee, November 2013**

# MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: COUNTY PLANNING

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
1.	Administrative Records: Includes correspondence, appointments to various Boards, budget information & department policies & procedures for hiring & consultants.	Refer to General Records Schedule #1	
2.	Affidavits of Publication: Standard affidavits from newspapers confirming that they published notices of public hearings for the various commissions & boards associated with the planning.	Placed with related project file & dispose of accordingly or retain for 3 years after publication of notice; destroy.	
3.	Applications: May include Documentation of application process, including application form, maps, site plans, correspondence & list of surrounding property owners <ul style="list-style-type: none"> <li>a. Additional Structure</li> <li>b. Special Review</li> <li>c. Variance</li> </ul>	a.- c. Permanent	
4.	Application Forms	Placed with related project file.	
5.	Boards or Committees: <ul style="list-style-type: none"> <li>a. Agenda Packets</li> <li>b. Bylaws</li> <li>c. Minutes</li> <li>d. Resolutions</li> <li>e. Policies &amp; Regulations</li> </ul>	a.-e. Permanent	
6.	Census Information Documents: <ul style="list-style-type: none"> <li>a. Preliminary Census Information &amp; Reports: Various census information reported or received. May include maps, counts &amp; estimates for comparison with preliminary census data.</li> <li>b. Final Census Information &amp; Reports</li> </ul>	<ul style="list-style-type: none"> <li>a. Dispose of after receipt of Official Census from Federal Bureau of Census.</li> <li>b. Permanent</li> </ul>	
7.	Certificates of Survey: Map of land splits. Shows owner of original acreage, lot sizes, easements, dates, approvals, surveyor, relocation of common boundaries, mortgage exemptions, etc. filed by COS number.	User copy – Permanent for reference in office; Placed with related project file & dispose of accordingly or retain for 3 years after publication of notice; destroy.	Official copy is recorded with Clerk & Recorder
8.	Contracts & Agreements	7 years after the expiration or termination of the record.	Official copy recorded with Clerk and Recorder
9.	Financial Records – See Accounting/Financing Schedule		

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10.	<p>Floodplain Administrator: Administrative records &amp; reference materials documenting the administration of floodplains. Records including photographs of flood events, floodplain determinations, floodplain regulations &amp; correspondence.</p> <ul style="list-style-type: none"> <li>a. Administrative Records</li> <li>b. Regulations &amp; determinations</li> <li>c. Reference Materials</li> </ul>	<p>a. Refer to General Records Schedule #1</p> <p>b. Master set is a permanent records; all other copies retain until superseded; destroy.</p> <p>c. Discard when superseded or obsolete.</p>	
11.	<p>Floodplain Permit Applications</p> <ul style="list-style-type: none"> <li>a. Application &amp; all required submittal documentation</li> <li>b. Comments from public &amp; agencies</li> <li>c. Legal ad</li> <li>d. Legal opinions if applicable</li> <li>e. Letters pertaining to applicant extension &amp; Governing body action</li> <li>f. Report(s) draft, platting &amp; ownership reports</li> </ul>	a.-f. Permanent	
12.	<p>Floodplain Determination Form: Document requesting a determination if a property is in or out of the 100 year floodplain. Filed by address or legal description if address is not known.</p>	Permanent	
13.	<p>Floodplain Files LOMR (Letter of Map Revision): Documents &amp; maps showing changes to original floodplain maps used to document engineering information. Filed numerically &amp; located on FEMA maps</p>	Permanent	
14.	<p>Floodplain Determination / Issue Files – May include:</p> <ul style="list-style-type: none"> <li>a. Elevation Certificates</li> <li>b. LOMA's / LOMR's</li> <li>c. Community Rating System (CRS), adjacent property owner list, correspondence, reply cards, agenda, application forms, applicant packet, payment record/agreement &amp; photos if applicable.</li> </ul>	a.- c. Permanent	

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15.	Floodplain Maps: Maps prepared by FEMA (Federal Emergency Management Agency) showing location of 100 year & 500 year floodplain areas in the County. Filed numerically	Permanent	
16.	Floodplain Regulations	Permanent	
17.	Grants: Financial records, supporting documents, statistical records & all other records pertinent to an award a. HUD b. Federal c. Local d. Miscellaneous e. State	a. To be retained for a period of three (3) years from the date of submission of the final expenditure report, or for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by HUD. The only exceptions are the following: (i) if any litigation, claim or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved & final action taken. (ii) Records for real property & equipment acquired with Federal funds shall be retained for 3 years after final disposition. b. Determined on grant c. Audit + 2 years d. Audit + 2 years e. Audit + 2 years	Official copy is recorded with Clerk and Recorder  Office of Secretary, HUD § 84.86
18.	Historical Maps	Permanent; may be transferred to an archive	
19.	Maps – County	Permanent	
20.	Maps – Created by other entities and used for reference only	Retain as long as needed for reference; destroy	
21.	Maps – Created for Specific Plans	Permanent	76-1-601(2b), MCA
22.	Open Lands Bond Project Files	Permanent	
23.	Opinion Files – County Attorney	Permanent	
24.	Staff Report(s): Staff description of project including recommendations	Permanent	

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25.	<p>Subdivision Project Files - May include:</p> <ul style="list-style-type: none"> <li>a. Articles of Incorporation &amp; by-laws of property owner association, adjacent land ownership notifications, applicants submittal packet, county regulations &amp; amendments to same</li> <li>b. Comments from public &amp; agencies &amp; public concerning amendments</li> <li>c. Legal ad</li> <li>d. Legal opinions if applicable</li> <li>e. Letters pertaining to applicant extension, Governing body action, public</li> <li>f. Report(s) draft, platting &amp; ownership reports</li> <li>g. Receipts of cash-in-lieu of parkland, if applicable</li> <li>h. Receipt from County Treasurer that mitigation fees have been paid &amp; that real property taxes are paid current</li> <li>i. Withdrawn application(s)</li> </ul>	Official Copy: a.-i. Permanent	
26.	<p>Subdivision Exemption Application(SEA) files</p> <ul style="list-style-type: none"> <li>a. Application &amp; all required submittal documentation</li> <li>b. Comments from public &amp; agencies</li> <li>c. Legal ad</li> <li>d. Legal opinions if applicable</li> <li>e. Letters pertaining to applicant extension &amp; Governing body action</li> <li>f. Report(s) draft, platting &amp; ownership reports</li> <li>g. Receipt from County Treasurer that mitigation fees have been paid &amp; that real property taxes are paid current</li> <li>h. Withdrawn application</li> </ul>	a.-h. Permanent	
27.	Transmittal /Correspondence Letters & Emails: To & From various agencies documenting compliance with statutes	Refer to General Records Schedule #1	
28.	<p>Urban Planning &amp; Zoning Studies: Documentation of urban planning, zoning, corridor studies &amp; neighborhood plans</p> <ul style="list-style-type: none"> <li>a. Draft &amp; working records</li> <li>b. Final document retained in the Clerk's Office</li> </ul>	<ul style="list-style-type: none"> <li>a. Retain 2 years after completion of the study; destroy</li> <li>b. Permanent</li> </ul>	
29.	Urban Planning Area Maps	Permanent	76-1-601(2b), MCA
30.	Wastewater Exception Files	Permanent	
31.	Zones – Volunteer / Citizen Initiated Zoning Districts (CIZD)	Permanent	
32.	Zoning Districts - Resolutions, Ordinances and Maps: Designation of various land masses as to the particular type of land uses allowed. May include but not be limited to: advertisements & notices, amendments, plans or maps, studies, findings, recommendations & actions.	Permanent	
33.	Zoning Maps	Permanent	

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<b>ITEM</b>	<b>RECORD TITLE AND DESCRIPTION</b>	<b>RETENTION TIME</b>	<b>COMMENTS</b>
34.	Zoning – Amendment files: general amendments to CIZD’s. Contains summary of request, legal ad, poster text & map if applicable, any information on research compiled on request, agency comments, public comments, Planning Board agenda & notes, Planning Board action letter, referral to Board of county Commissioners request for action, governing body action, any other correspondence, ordinance, etc. Files named for type of amendment, i.e.: Signs, Zoning, etc.	Permanent	
35.	Zoning – Resolutions: Documents containing zoning regulations for County/CIZD’s	Permanent	