
Schedule No. 23

County Sanitarian Schedule

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

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: COUNTY SANITARIAN

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
1.	A101 Receipts –receipts for payment of invoices or other monies due to the county.	2 years	Duplicate copies- original in Treasurer’s office
2.	Certified Installer Information	5 years	
3.	Concert Files	5 years	
4.	Dept of Environmental Quality (DEQ) Enforcement Letters	5 years	
5.	Dog Bites/Incident Records	5 years	
6.	Floodplain a. permits b. Studies and amendments c. Maps d. Other documentation	a. Permanent b. Permanent c. Permanent d. Permanent	Original documents
7.	Health Board Minutes	2 years	Duplicate copies- Original with County Health Board
8.	Public Establishments a. Inspections b. Plan reviews	a. 10 years b. 10 years	
9.	Junk Vehicles a. Hauled	5 years	
10.	Phone Log	2 years	
11.	Public Water and Wastewater Systems a. Letters from Dept. of Environmental Quality (DEQ)	5 years	
12.	Sanitation Violation Letters	5 years	
13.	Septic Permits a. Permit b. Inspection Document (may include as-builts, letters)	a.-b. Permanent	Original documents
14.	Subdivision Files	Permanent	Original documents
15.	Truck Wreck Spills/Non-chemical	5 years	
16.	Contracts a. Licensed Establishment Inspection Contract b. Subdivision Review Contract	a. Term + 8 years b. Term + 8 years	Duplicate copies- Originals at DPHHS and DEQ