
Schedule No. **18**

**Local Government
Weed Department
Records Schedule**

**Adopted by the Local Government
Records Committee, Oct. 2007
Revision 1.5 Adopted Oct. 2009**

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: **COUNTY WEED DEPARTMENT**

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
1.	APPLICATION RECORD Description: has landowner name, location of property, product used, rate/acre, gallons/carrier, total acres treated, weed species, equipment used, wind direction and speed, temperature at time of spraying	2 years	
2.	ASSISTANCE AGREEMENTS a. BLM (Bureau of Land Management) b. Forest Service c. Fish, Wildlife and Parks	8 years	
3.	BIOLOGICAL CONTROL RECORD Description: area where releases of bugs were made	5 years	
4.	CLAIMS-see: SCHEDULE #5 ACCT/ FINANCIAL RECORDS	See: Schedule #5 Acct/ Financial Records	
5.	COMPLAINTS: against Weed District	5 years after resolution of the complaint	
6.	CONTRACTS a. Weed spraying	8 years	
7.	CORRESPONDENCE-see: SCHEDULE #1- GENERAL RECORDS	See: Schedule #1 General Records	
8.	FINANCIAL/BUDGET REPORTS-see: SCHEDULE #5 ACCT/ FINANCIAL RECORDS	See: Schedule #5 Acct/ Financial Records	
9.	GRANTS a. Noxious Weed Trust Fund b. Block Grant c. Dept of Transportation d. Other e. Federal Grants	a.-d. Audit + 2 years e. determined by grant	
10.	HERBICIDE SUPPLIER PRICE LIST	0	This is not a Record
11.	INVENTORY RECORDS OF CHEMICALS	Audit + 3 years	
12.	LABELS – HERBICIDE/CHEMICAL Describes the herbicide/chemical ingredients in a container and how to apply, conditions under which it can be applied to specific plants, and crops to which it can be applied, and recommended rate of application.	0	This is not a Record Maintained by EPA (Environmental Protection Agency) in perpetuity. No advantage in maintaining something that changes as frequently as a pesticide label.
13.	LANDOWNER RECORDKEEPING RECORD-For private	0	This is not a Record

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Items 10, 12, 13 Retention time 0; changed “This is a Non- Record: to “This is not a record” and moved that to Comments.
Item 20 c.) Changed retention time from 3 years to 8 years. Removed “superseded or plan”; changed “expires” to “expiration of
Contract” Removed “Offer to archives” from comments.
Item 21 added a space after “SPRAYING”, and removed / after “SPRAYING”