
Schedule No. **2**

**County Clerk &
Recorder**

**Adopted by the Local Government
Records Committee, Sept. 1996
Revision 2.1 Adopted April 2010**

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: COUNTY CLERK AND RECORDER

ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
1.	9-1-1 MISCELLANEOUS RECORDS & SAFETY SUPPORT SYSTEM: Records filed with the Clerk and Recorder. 9-1-1 has a separate retention schedule for records kept in their office.	Filed.	Permanent
2.	ABSTRACTS: See Mortgages		
3.	AFFIDAVITS TO CERTIFICATES OF SURVEY OR PLATS: A document that shows changes or corrections to a plat or certificate of survey.	Filed. May microfilm for security and research.	Permanent
4.	AGRICULTURAL CLASSIFICATION APPLICATIONS		Permanent
5.	ANNEXATION: a. Petition- Contains signatures of landowners for or against annexation. b. All other documents pertaining to annexation	Filed.	a. Permanent b. Permanent
6.	APPOINTMENTS: Documents showing appointments of various county officers, giving name, date, term and oath of office	Filed. May be microfilmed	Permanent
7.	APPRAISALS: State Lands		MCA 7-4-2613 (13)
8.	ARTICLES OF INCORPORATION & ANNUAL STATEMENTS: a. Shows name of corporation, description and place of business, term, and names of applicants. b. Incorporation of local entities: see-Incorporation Papers/petitions	Filed. Paper-may be microfilmed. Historical value.	a. 25 years. See MCA 35-1-203 Currently filed in Secretary of State's office. Consult state Archivist before transferring to local historical society, museum, library. b. Permanent
9.	ASSESSMENT RECORDS: See CO. ASSESSOR Retention Schedule		
10.	ATTACHMENTS / WRITS & INDEX: Transcripts of judgments that by law are made liens upon real estate.	Filed.	Permanent MCA 7-4-2613 (17)
11.	AUDIT REPORTS: See ACCOUNTING / FINANCIAL retention schedules	Filed.	
12.	BANKRUPTCY MATTERS: Many different types, refer to MCA's	Filed or Recorded	Permanent

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ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
13.	BIDS: BANKING, MAINTENANCE, MISCELLANEOUS, PHYSICIANS, POOR, PRINTING	Filed.	Term + 2 years
14.	BIDS: BRIDGES, ROADS, STRUCTURES: Bid sent to contractors specifying what materials required, time project completed, etc.	Filed. May microfilm for security and research	Awarded bid and specifications - Permanent or life of structure. All bids received Audit + 2* years.
15.	BILLS OF SALE: Document showing sale of real or personal property indexed by grantor/grantee. Shows legal description, date of transaction and recording information	Filed or recorded	Permanent
16.	BIRTHS: Access- see MCA's a. AFFIDAVITS: Notarized documents showing notarized proof of birth. b. CERTIFICATES: Certificate from health department c. REGISTER: Register showing names of parents and child, date of birth, etc. and birth certificate number d. CORRECTIONS: Letters or affidavits showing/requesting corrections in information on certificates. MCA 50-15-204 e. REQUEST LETTERS/FORMS: Letters or forms requesting copies of birth certificates	Filed. Vital Records and Statistics Bureau has primary copy.	a.- d. Permanent See: MCA-7-4-2619 MCA 7-4-2613 (4) MCA 50-15-109 -114 MCA 50-15-203-206 MCA 50-15-304 MCA 50-15-121-123 e. 3 years from date of issuance
17.	BONDS / INDEX: a. Airport b. Bail c. Bridges / structures d. Community e. County f. Election g. Emergency h. Equipment i. General obligation j. Hazardous waste k. Indemnity l. Industrial m. Land n. Official o. Performance p. Property q. Register/ index r. Revenue s. School index t. Work place	Filed. May be microfilmed	See MCA 7-4-2613 a. Permanent b. Permanent c. Permanent -life of d. Permanent e. Permanent f. Term of office g. Permanent h. Permanent- life of i. Permanent j. Permanent k. Audit + 2 years* l. Permanent m. Permanent n. Permanent o. Permanent p. Permanent q. Permanent r. Permanent s. Permanent t. Permanent

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ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
18.	BOUNDARY LINES: Records showing county splits to create new counties; townships; schools, districts; road districts.	Filed. May microfilm for security and research	Permanent
19.	BUDGETARY, ACCOUNTING, AND REPORTING SYSTEM: See ACCOUNTING / FINANCE RETENTION SCHEDULE	Filed. If on computer - may COM.	
20.	BUILDING PERMITS/ INSPECTIONS: Includes permits; maps, plans.	Filed. May microfilm for security and research	Permanent for life of structure
21.	BURIAL RECORDS/INDEX: a. Poor: May show name, cause of death, age, relatives b. Veterans: Shows name, branch of service, cause of death, where buried, which war or peacetime, mortuary, amount paid by county for Veterans who died in county, etc.	Filed. If on computer- COM. May be microfilmed, then may be transferred to local historical society or local genealogy society, with the approval of the Local Government Records Committee.	a. Permanent b. Permanent
22.	CANDIDATE FISCAL/FILING STATEMENT: Financial statement filed by candidates for elected positions disclosing contributions to campaign, etc.	Filed.	Term of office- See MCA 13-37-225
23.	CEMETERY RECORDS: May show - Owner, legal description of cemetery, codes, deed to lots, etc.	May microfilm	Permanent
24.	CENSUS REPORTS/MAPS		Permanent
25.	CERTIFICATE OF REDEMPTION: Redemption of property tax lien by the owner, the holder of an unrecorded or improperly recorded interest, the occupant of the property, or any interested party.	Filed.	Primary copy- Permanent Duplicate copy - Audit +1 year* See MCA 15-18-111-114
26.	CERTIFICATE OF SURVEY: Map of land. Show owner of original acreage, lot sizes, easements, dates, sanitary restriction approvals, surveyor, relocation of common boundaries, mortgage exemption.	Filed.	Permanent
27.	CLAIMS PAID: SEE ACCOUNTING/FINANCIAL RETENTION SCHEDULE		See MCA 7-5-2132
28.	COMMISSIONERS a. Journals/Proceedings: Contains minutes of business acted upon, budgets, general administration, appointments, resolutions; tax levies, etc.	Filed. Usually books. May be on computer. May microfilm for security and research.	a. Permanent See MCA 7-4-2611; 7-5-2129-2130

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ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
	b. Tapes c. Transcripts		b. & c. length determined by each entity. Take into account topic and possible litigation.
29.	CONDOMINIUMS: Plans/blueprints and related documents for condos. Show locations of each unit, legal documentation, covenants.	Recorded. May microfilm for security and research	Permanent for life of structure
30.	CONSERVATION EASEMENTS: Voluntary covenant of restriction of use of land for purpose of maintaining or enhancing natural or environmental aspect of the land.	Recorded. May microfilm for security and research.	Permanent
31.	CONTRACT FOR DEED/ NOTICE OF PURCHASERS INTEREST: Notice to public of sale of land by contract.	Recorded	Permanent
32.	CONTRACT NOTES: Supporting documentation pertaining to each contract.		7 years after the expiration or termination of the record.
33.	CONTRACTS & AGREEMENTS: a. Interlocal b. Intergovernmental		7 years after the expiration or termination of the record.
34.	CONTRACTS AND BONDS / LEASE PURCHASE AGREEMENTS: Agreement for purchase of: Vehicles, machinery, apparatus, appliances, equipment, materials or supplies; or construction, repair or maintenance of any building, road or bridge. Bonds: Security for completion of obligations.		7 years after the expiration or termination of the record.
35.	CORNER RECORDATION: Documents a survey mark by made by a surveyor.	Filed. May microfilm for security and research	Permanent MCA 70-22-104-109
36.	CORONERS REGISTER: Shows if known: name of deceased, date, place, cause of death, coroner's name, etc.	May be microfilmed	Permanent
37.	CORRESPONDENCE: SEE- GENERAL SCHEDULES		
38.	DEATH CERTIFICATES:	Filed.	a. & b. Permanent: see

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ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
a. b. c.	CERTIFICATES CORRECTIONS: Letters or affidavits showing/requesting corrections in information on certificates. REQUEST LETTERS/FORMS: Letters or forms requesting copies of death certificates.		MCA 7-4-2613 &7619 MCA 50-15-206 MCA 50-15-121-124 c. 3 years from date of issuance
39.	DECLARATION OF OCCUPANCY / DECLATORY STATEMENTS / INDEXES: Declarations of land possessions, names land descriptions. (Prior to deeds)	Recorded. May microfilm for security and research	Permanent MCA 7-4-2613
40.	DEED EXHIBITS: Maps or associated documents for deeds.	Filed. May microfilm for security and reference	Permanent MCA 7-4-2613
41.	DEEDS: INDEXES & REGISTERS: Includes: Warranty; quit claim; patented; homestead; bargain and sale; tax deed; declaration of occupancy; notice /application of tax deed; grant mining. Indexed by grantor/grantee. Shows legal description, date of transaction and recording. May show: restrictive covenants, easements, Certificate of Survey number, Plat name, acreage, block and lot number.	Recorded. May microfilm for security and reference	Permanent See MCA 7-4-2613
42.	DOG MATTERS: See Opinions & Resolutions	Filed	
43.	EASEMENTS: Provided for utility, drainage, vehicular or pedestrian access.	Recorded. May microfilm for security and research.	Permanent
44.	ELECTION RECORDS: See Election retention schedule from the Secretary of State's Office.		
45.	EXECUTIONS: Issued for enforcement of a judgment.		MCA 25-13-101-904
46.	FARM AND RANCH CERTIFICATES/REGISTER/INDEX: Names, dates, place, description, title, certificate numbers.	Filed. May microfilm for security and research	Permanent
47.	FICTITIOUS NAMES: Names of individuals or business	Filed.	Permanent

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ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
	d/b/a doing business as.	May microfilm for security and research	
48.	FINANCIAL REPORTS/ AUDITS: See ACCOUNTING / FINANCIAL RETENTION SCHEDULE	Filed.	
49.	FINANCING STATEMENTS/ UCC'S & AFFIDAVITS: (Uniform Commercial Code) Same as: Chattel mortgages, Retail Installment Contracts, Unconditional Sales Contracts	Filed.	5 years to 30 years from date of filing, depending on type or statement. See MCA 30-9A-515.
50.	FIRE DISTRICT RECORDS: a. Files b. Rosters	Filed.	a. 10 years after dissolution b. Permanent
51.	FIXED ASSET RECORDS: County property and value. a. Asset record/card b. Inventory of all county assets-conducted by governing body.	Filed.	a. Life of Asset + Audit + 1 year* b. Audit + 1 year
52.	FLOOD PLAIN RECORDS: Includes: Insurance, maps, permits.	Filed. May microfilm for security and research.	Permanent
53.	GAMBLING MATTERS: Resolutions/regulations pertaining to gambling.	Filed.	Permanent
54.	GRANTS: a. Federal b. Local c. Miscellaneous d. State	Filed	a. Determined on grant b. Audit +2 years* c. Audit + 2 years* d. Audit + 2 years*
55.	GRAZING DISTRICTS: See HERD DISTRICT	Filed	
56.	HAZARDOUS CHEMICAL INFORMATION: a. Index b. Inspections c. Materials Safety Data Sheets-MSDS	Filed. Currently filed with fire departments	a. & b. Senate Bill 452 (1985) c. If Recorded-Permanent
57.	HERD DISTRICT/GRAZING DISTRICTS: Shows land recorded as grazing land, names and area etc. a. Files b. Maps	Filed. May microfilm for security and research	Permanent

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ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
	c. Petitions		
58.	HUD FILES: Housing and Urban Development: Includes Grants, Promissory notes.	Filed	Expiration + 5 years
59.	INCORPORATION PAPERS / PETITIONS: Documents pertaining to the incorporation of towns, cities, etc.	Filed May microfilm for security and research	Permanent
60.	INDIVIDUAL / SEPARATE PROPERTY OF MARRIED PERSONS: / INDEX: Property which is not jointly owned.	Recorded	Permanent MCA 7-4-2613 (20)
61.	INHERITANCE TAX RECORDS (INH): Ownership of property by two or more persons having as one of the incidents of such ownership the right of survivorship in the surviving owner or owners upon the death of one of the owners.	Filed and/or recorded	Permanent
62.	INSPECTIONS: a. Safety b. Weights and measures	Filed	a. Permanent b. Permanent See MCA 7-21-3106
63.	INSURANCE POLICIES: a. County b. Employee Group	Filed	a. Expiration + 25 years b. Expiration + 25 years
64.	INTENT TO HOLD: Notice to public of inability to perform annual representation on mining claim but intent to hold claim.	Filed	Permanent
65.	JUDGES TRAIN CERTIFICATES/TRANSCRIPTS: A certificate of completion of a course of education and training prescribed by the commission. See MCA 3-1-1502	Filed	Term of office
66.	JUSTICE OF THE PEACE DOCKETS: a. Pre 1920-volumes b. Post 1920 volumes	Historical value	a. & b. Permanent Revised 10-2004, to comply with Courts of Limited Jurisdiction schedule.
67.	LAND / LOT / TRACT BOOKS: Trace ownership by legal	May microfilm for security	Permanent

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ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
	description. May have maps. Shows Section, Township, Range, acreage, lot/block identification, book and page numbers where recorded.	research.	
68.	LEASE RECORDS / INDEX: a. Oil, gas, mineral, timber b. Assignments c. Miscellaneous d. County	a. Recorded b. Recorded c. Recorded d. Filed	See MCA 7-4-2619 7 a. Permanent b. Permanent c. Permanent d. Permanent
69.	LICENSES: a. Business b. Dog c. Register	Filed	a. Audit + 2 years* b. Audit + 2 years* c. 1 year after last entry + Audit +2 years. *
70.	LIENS: a. Federal Tax b. Local Government c. Mechanics d. Miscellaneous e. Notice of Right to Claim	Filed	8 years after canceled or lapsed
71.	LIS PENDENS: Shows cause of suit, names of parties, description of property involved, amount, dates.	Filed	Resolved + 8 years
72.	LOCAL NEWSPAPERS: May be kept for historic purposes. Check with the local newspaper office to see if they are microfilming them, and with the local historical society and state archives.		
73.	MEMORANDUMS: See GENERAL SCHEDULES RETENTION SCHEDULE.		
74.	MILITARY DISCHARGE / SERVICE RECORDS a. MILITARY DISCHARGE / SERVICE RECORDS AND INDEX Shows name branch of service, years served, rank, date of birth, place of birth, commendations, etc. May also be called DD214. May have related documents recorded with discharge papers. b. REQUEST LETTERS/FORMS: Letters or forms requesting copies of discharge/service records	Recorded. CONFIDENTIAL per MCA 7-4-2614 May microfilm for security and reference	a. Permanent MCA 2-6-401 MCA 7-4-2614 (new 2003) b. 2 years from date of issuance
75.	MINERAL BOOKS: Traces ownership of patented mining claims by legal description, usually by Section, Township,	May microfilm for security and reference	Permanent

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ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
	and Range.		
76.	MINING RECORDS / INDEX: Includes Notice of Locations; Placer, Quartz, Surface, Applications, Annual reports, Intent to Hold, Locators Rights on Tribal Timber Land, Maps, Survey books, Permits, Millsites	Recorded May microfilm for security and reference	Permanent MCA 7-4-2613 #13 & 14
77.	MINUTES / INDEX: SEE GENERAL SCHEDULE a. Board b. Commissioners c. Other	Filed. May microfilm for security and research	a. Permanent b. Permanent c. See General Schedule
78.	MISCELLANEOUS FILING/ INDEX: May contain same items as MISCELLANEOUS RECORDS/ INDEX	Recorded	10 years. Analyze and retain items of continuing importance.
79.	MISCELLANEOUS RECORDS/INDEX: May contain: Power of attorney, military discharges, bids, bylaws, conservation easements, leases, restrictive covenants, petitions, fictitious names, attachments, easements, marriages, water rights, real property, etc. May be known as "SMALL" and "LARGE"	Recorded	Permanent- because of the variety of records
80.	MOBILE HOME-Intention to Transfer Title	Filed	5 years House Bill 160 (1985) See MCA 61-3-207
81.	MORTGAGE RECORD / INDEX: Real Property- includes: Abstracts, assignments, satisfactions, reconveyances. .	Recorded May microfilm for security and reference. If on computer, COM.	Permanent MCA 7-4-2619
82.	MUSEUMS: Documentation pertaining to establishment, operation and inventory.	Filed	Permanent
83.	NOTARY COMMISSIONS: Certificate of Commission issued by Secretary of State	Filed See MCA 1-5-405	Permanent
84.	NOTARY JOURNALS: Tracks the activity of each notary act as performed by certified notary. Includes: correspondence, reports, applications, financial documents	MCA 1-5-419	Permanent
85.	OBSOLETE RECORDS: See last page of this schedule		

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ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
86.	OATHS OF OFFICE: Oath of all elected or appointed officials.	Filed	Permanent MCA 7-4-101
87.	OPINIONS: See GENERAL SCHEDULES Correspondence -Official		Permanent
88.	ORDERS AND DECREES: Instrument or judgment affecting the title to or possession of real or personal property.	Recorded	Permanent
89.	PAYROLL DATA: See ACCOUNTING / FINANCIAL RETENTION SCHEDULE- Payroll Records		
90.	PERMITS: a. Geophysical b. Surface	Filed	a. Permanent b. Permanent See MCA 82-1-105
91.	PEST CONTROL: Documents pertaining to creation of control districts or programs: a. Mosquito MCA 7-22-24 b. Rodent MCA 7-22-22 c. Agricultural Insect Pests MCA 80-7-503 d. Vertebrate pests MCA 7-22-25 e. Insect pests MCA 7-22-23	Filed. May microfilm for security and research.	Permanent
92.	PETITIONS: a. Maintenance b. Miscellaneous c. Road viewers reports. d. School district-annexation, boundary e. Special Districts f. Streets/roads/alleys - See Roads/ Streets/ Alleys g. Zoning	Filed. May microfilm for security and research.	a. Per term of subject b. Per term of subject c. Permanent d. Permanent e. Permanent f. Permanent g. Permanent
93.	PHYSICIANS/ DENTISTS CERTIFICATES:	Filed	Permanent
94.	PLANS: COUNTY- May include: a. Airport Master plan b. Civil Defense Emergency plan c. Industrial Park. d. Planning Board/ Interlocal agreement	Filed. May microfilm for security and reference.	a. Permanent b. Until superseded c. Permanent d. Permanent

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ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
	e. Project Management. f. Schools g. Urban Growth h. Utilities: sewer, lights, water		e. Permanent f. Until superseded g. Until superseded h. Permanent
95.	PLATS/RELATED DOCUMENTS: Maps of platted subdivisions. Shows block and lots, parcels, streets, alleys, dedications, dimensions, original landowners, dates. Includes. Plat approval records (SPA); Plat checklist records (SAC)	Recorded May microfilm for security and reference.	Permanent
96.	POLICY STATEMENTS: See GENERAL SCHEDULES RETENTION SCHEDULE- Correspondence: Official	Filed	
97.	POWER OF ATTORNEY REGISTER /INDEX: Alphabetical listing of persons executing power of attorney and to whom powers are given.	Recorded	Permanent MCA 7-4-2619 (6)
98.	RANCH CLAIMS AND DITCH RECORDS:	Recorded	Permanent
99.	RECEIPTS: a. A101-Duplicate b. Certified Copy c. Counter d. Document e. Disbursement f. Miscellaneous		a. Audit +1* b. Audit +1* c. Audit +1* d. Audit +1* e. Audit +1* f. Audit +1*
100.	RECEPTION AND FEE RECORD/INDEX: May be called Year Book, Reception Book: Register and index of all documents recorded. Shows names, type of document, legal description, fee charged, document number, if returned, who returned to.	May microfilm for security and research. If on computer, may be put on COM	Permanent
101.	REDEMPTION NOTICES / RECORDS: Notice that delinquent taxes owing have been paid by a party with a recorded interest in the property.	Filed-Duplicates	Audit +1*
102.	RESOLUTIONS: a. City b. County c. School d. Miscellaneous	Filed. May microfilm for security and reference.	a. Permanent b. Permanent c. Permanent d. Permanent

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ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
103.	ROAD / STREET / ALLEY / BRIDGE RECORDS: Includes petitions/orders to create, open, close or vacate any/all county roads; road viewers reports, and field notes.	Filed May microfilm for security and research	Permanent
104.	SEWER / SEPTIC PERMITS: a. Application b. Maps c. Permits d. Plans	Filed May microfilm for security and research	a. Permanent b. Permanent c. Permanent d. Permanent
105.	SHERIFF CERTIFICATE OF SALE / REDEMPTIONS: Notice to public that property has been sold at auction by County Sheriff. May be redeemed within 1 year.	Filed	10 years MCA 25-13-7&8
106.	STATE BOARD OF EQUALIZATION REPORTS: Statement sent to each county in which state has real property in excess of 6% of the total land area of one county and from which the state derives grazing, agricultural, or forest income. Contains total acreage owned by state and lists acres separately by use type.	Filed	25 years See MCA 77-1-501
107.	STUDY COMMISSION: See General Schedules Task Force a. Minutes b. Reports	Filed	Permanent
108.	TAX DEED: a. Books b. Notices c. Records d. Sales Certificate-Sheriff	Recorded	a. Permanent b. Permanent c. Permanent d. 10 years
109.	TAX RECEIPT- REAL ESTATE -PAID See TREASURER RETENTION SCHEDULE		
110.	TAX SALES: a. Certificates and List - — A certificate/list offering for sale by County Treasurer of property tax lien representing delinquent taxes including penalties, interests, and costs. b. Register - See: Tax Deed- Book	Filed	a. Primary copy 10 years Duplicate copy Audit + 1 year* b. Permanent
111.	TOWNSITES / TOWN PLATS / TOWN LOTS: May show: Applications for deeds for towns, property owners, land descriptions, plats with lots & blocks.	May microfilm for security and research.	Permanent

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ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
112.	TREASURERS CASH COUNT REPORT- Monthly report		Audit +1 year
113.	URBAN TRANSPORTATION RECORDS: See Contract and Agreements	Filed	Permanent or life of contract or agreement
114.	VACATING STREETS/ ROADS/ ALLEYS- See ROADS		
115.	WATER RIGHT RECORDS / INDEXES: All water right records, including: surface, well, irrigation, ditches.	Recorded and/or filed. May microfilm for security and research	Permanent MCA 7-4-2613 (11) MCA 7-4-2615
116.	ZONING /ZONING DISTRICT RECORDS:	Filed	Permanent

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DISCONTINUED, INACTIVE, OR OBSOLETE RECORDS WHICH ARE NOT ON AN OFFICE SCHEDULE OR COVERED BY A STATUTE

Many of these have historical value, and should be retained for research. Consult with the State Archivist before transferring to local historical society, museum, library, or genealogy society. Examples of titles and types of records include:

1. Bargain & Sale Record
2. Beer Act- 1933- lifting Prohibition. Licenses issued
3. Bounty records- Affidavits for killing of livestock destroying animals. Shows Name, date, type and number animals killed
4. Cattle/Horse Brand Inspections
5. CCC- Civilian Conservation Files
6. Communicable Diseases Record
7. Dental/Medical License Register
8. Farm/ Ranch name register
9. Indictment Record Books-Gives name of defended, charge, warrant.
10. Jail Book of Boarders- not inmates
11. Military registration rolls/Conscription
12. Montana Relief Commission Project Register
13. Mothers Pensions
14. Motions Picture/ Film/Photos
15. Newspapers
16. NYA Files - National Youth Administration (1935-1943)
17. Old Age Pensions
18. Pest Control Records
19. Photographs
20. Poll tax
21. Poor Farm/House /Hospital records
22. Register of Stallions
23. Resignations
24. Scrapbooks- May have elections returns, public notice, newspaper clippings, etc.
25. Trade Stimulator Tax Receipts
26. Unfinished business Receipts
27. War Risk Insurance
28. Widows and Orphans
29. WPA files- Works Progress Administration

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ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
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Revisions to COUNTY CLERK AND RECORDER Retention Schedule 8-1997

Changed title from TAX SALE CERTIFICATE to TAX SALES; sub titles Certificates and List and added REGISTER under title.

Revision 1.1 5-2001

BIRTHS- Removed "CONFIDENTIAL/RESTRICTED ACCESS". Added "Access-See MCA's" to Record Title. and Description; removed "NEW CODES JAN 1996" from comments.

DEATHS- Removed "CONFIDENTIAL. RESTRICTED ACCESS . Issued from state to counties" from Record Title and Description; removed "NEW CODES JAN 1996" from comments.

Cleaned up punctuation errors.

Revision 1.2 5-2003

FINANCING STATEMENTS-changed Retention Time to comply with new MCA. Added: "5 years to 30 years from date of filing, depending on type of statement. See MCA 30-9A-515".

Removed : "8 years after lapse or termination. See MCA 30-9-403,404,411" (These MCA's were repealed in 1999)

MILITARY DISCHARGES/SERVICE RECORDS AND INDEX- Added to Comments "Confidential per MCA 7-4-1614". Added to Retention Time: "MCA 7-4-1614 (new 2003)

Revision 1.3 11-2003

Item 16. BIRTHS – Retention time a.-d. PERMANENT;

Added e. REQUEST LETTERS/FORMS: Letters or forms requesting copies of birth certificates. Retention time 2 years from date of issuance

Item 38. DEATH CERTIFICATES Made-

a. CERTIFICATES Retention time a. CERTIFICATES – Permanent

b. REQUESTS LETTERS/FORMS: Letters or forms requesting copies of death certificates

Retention time b. REQUEST LETTERS/FORMS 2 years from date of issuance

Item 74. MILITARY DISCHARGE/SERVICE RECORDS AND INDEX: Made –

a. MILITARY DISCHARGE / SERVICE RECORDS AND INDEX Shows name branch of service, years served, rank, date of birth, place of birth, commendations, etc. May also be called DD214. May have related documents recorded. Retention time- Permanent

b. REQUEST LETTERS/FORMS: Letters or forms requesting copies of discharge/service records.

Retention time 2 years from date of issuance

Revision 1.4 10-2004

Item 38. DEATHS- Retention time a. – c. Permanent

Added b. CORRECTIONS: Letters or affidavits showing/requesting corrections in information on certificates. Retention time changed to read a. & b. Permanent

Changed item "b". REQUEST LETTERS/FORMS : Letters or forms requesting copies of death certificates. to "c". changed retention time to "c".

Item 66. JUSTICE OF THE PEACE DOCKETS Retention time- changed to read a. & b. Permanent Revised 10-2004 , to comply with Courts of Limited Jurisdiction schedule.

Deleted b. 10 years. Consult State Archivist before transferring to local museum, historical society, library.

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ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
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Revision 1.5 5-2005

Item 32. CONTRACT NOTES. Retention time- changed time to: 7 years after the expiration or termination of the record.

Item 33. CONTRACTS & AGREEMENTS Retention time changed to: 7 years after the expiration or termination of the record.

Item 34. CONTRACTS AND BONDS / LEASE PURCHASE: 7 years after the expiration or termination of the record.

Revision 2 10-2006

Item 16 BIRTHS

Changed e. REQUEST LETTERS/FORMS Retention time changed to 3 years from date of issuance.

Item 38 DEATH CERTIFICATES

Changed c. REQUEST LETTERS/FORMS Retention time changed to 3 years from date of issuance.

Inserted new item: **Note: all items on schedule after this are renumbered.**

Item 111 TREASURERS CASH COUNT REPORT- Monthly report. Retention time: Audit +1 year

REVISION 2.1 4-2010

Item 51 FIXED ASSET RECORDS- Changed to have separate sub categories: a. Asset record /card, and b. Inventory of all county assets conducted by governing body; with different retention times. From "Life Audit +1 year" to: a. Life of asset + Audit + 1 year, and b. Audit + 1 year.

Inserted new item: **Note: all items after this are re-numbered**

Item 85 NOTARY JOURNALS