

---

**Schedule No. 5**

---

**Local Government  
Accounting/Financial  
Records Schedule**

**Adopted by the Local Government  
Records Committee, 1996  
Last Revised – May 2014**

---

---

## MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT:      **COUNTY ACCOUNTING/FINANCIAL**

ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
1.	1099 Form: Statement of earnings over \$600.00 of earnings for services for Federal Tax purposes		4 years
2.	ANNUAL FINANCIAL REPORT: Report to Dept. of Administration and Board of County Commissioners		Permanent
3.	AUDIT REPORTS		3 years
4.	BANK STATEMENTS and CANCELED CHECKS	If only a list of checks cashed is returned, attach the list to the bank statement	*Audit + 7 years
5.	BUDGET: APPROVED FISCAL YEAR COUNTY Shows what is approved for each department for the fiscal year.	May be microfilmed.	Permanent: 1 copy in Clerk and Recorder office.
6.	CASH RECEIPTS: Shows amount received, from who, and what fund it went to.		*Audit + 1 year
7.	CHART OF ACCOUNTS	Original is kept in Helena.	Until superseded or no longer used.
8.	CLAIMS <ul style="list-style-type: none"> <li>a. Invoice Schedules-used by auditors to show that invoices have been approved, paid, and entered into the accounting system.</li> <li>b. Payments to vendors for services and goods.</li> </ul>		a. Audit plus 1 year b. *Audit + 7 years
9.	CLAIMS LIST/ REGISTER: May be kept by auditor if county has one. Report of all warrants paid to vendors.	If on computer, may be put on COM**	Permanent
10.	DETAIL POSTING BY ACCOUNT OR DEPT: Monthly listing of all transactions for each line item.	If on computer, may be put on COM.**	*Audit + 7 years
11.	DISBURSEMENT / EXPENDITURE REPORT: Monthly listing of expenses paid per line item.	If on computer, may be put on COM**	*Audit + 7 years
12.	FIXED ASSET INVENTORY: Inventory of county property, such as machinery, office equipment, etc.		*Audit + 1 year
13.	GENERAL JOURNAL: Monthly list of each journal entry created.	If on computer, may be put on COM**	*Audit + 7 years

# MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

**DEPARTMENT: COUNTY ACCOUNTING/FINANCIAL**

ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
14.	GENERAL LEDGER/TRIAL BALANCE: Shows balance at month end of all line items.	If on computer, may be put on COM **	Permanent
15.	GRANT INFORMATION: a. Includes Budgets, financial information, financial report. b. Federal grants: such as: FEMA; fire, etc.		a. *Audit + 3 years b. Maintain as required by contract
16.	INDEMNITY BOND FILE: Form completed by vendors when checks are lost so new check can be issued.		*Audit + 7 years
17.	INTERFACE REPORTS- Reports used by auditors about all funds.		Audit + 7 years
18.	JOURNAL VOUCHERS: Transfer of funds between two departments.	If on computer, may be put on COM**	*Audit + 7 years
19.	MISCELLANEOUS BILLS- bills not generated on a regular basis, may include: board of pardons, solid waste, fees collected on site, etc.		Audit + 7 years
20.	MONTH END RECONCILIATIONS: Balancing of cash, expense, and revenue month to month.		*Audit + 1 year
21.	MONTHLY STATUS REPORT: Expense/ revenue comparison, budgeted amount vs. actual.		*Audit + 1 year
22.	OUTSTANDING ENCUMBRANCE REPORT: Shows listing of purchase orders encumbered that have not cleared the accounts payable system.		*Audit + 1 year
23.	OUTSTANDING PURCHASE ORDERS: Listing of purchase orders still in unpaid status.		*Audit + 1 year
24.	PAYROLL RECORDS: a. Accruals, deductions, year and quarter to date registers, cost distributions, b. Employee history cards c. Overtime authorization and records d. Register e. Retirement Reports f. Time record/sheets g. W-2 form h. W-4 form i. Wage attachments j. Payroll personnel name and address list	If on computer, may be put on COM * *  Permanent records may be microfilmed	a. 8 years b. Permanent c. *Audit + 1 year d. Permanent e. 8 years f. *Audit + 3 years g. 4 years h. 2 years after superseded or terminated. i. Length of attachment + 1 year j. until superseded or no

---

**MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE**

**DEPARTMENT: COUNTY ACCOUNTING/FINANCIAL**

<b>ITEM</b>	<b>RECORD TITLE AND DESCRIPTION</b>	<b>COMMENTS</b>	<b>RETENTION TIME</b>
			longer used
25.	RECEIPTS: Duplicate A101 - Receipt for payment of account receivable invoices and other monies due the county. Reimbursement, etc.		*Audit + 1 year
26.	REVENUE REPORT: Monthly list of income per line item	If on computer, may be put on COM**	*Audit + 7 years
27.	SCHOOL DISTRICT BONDS AND COUPONS		Redeemed + 5 years
28.	SPECIAL IMPROVEMENT DISTRICT- (SID) RECORDS: Created by local governments for whatever reason necessary, May include roads, street lights, sewers, etc. Includes RSID, Rural Special Improvement Districts a. Bond Register/ Redemption reports b. Bonds and Redeemed coupons d. Payoff book e. Payoff slips f. Summary Delinquent	If on computer, may be put on COM**	a. Permanent b. Redeemed + 5 years c. 5 years after bonds are paid off. d. Permanent e. 10 years f. 10 years
29.	TAX DISTRIBUTION: (Accounting's copy) Shows how each tax dollar was disbursed among accounts.	superseded	*Audit + 1 year
30.	VENDORS a. List b. Inactive Vendor W-9		a. Until superseded or no longer used. b. 5 years after last payment
31.	WARRANTS: a. Approval list and pre warrant approval list b. Warrants- paid. If paid by the bank this may include the original, an image, or any list or other version of the warrant.* c. Canceled warrant list d. Outstanding List e. Payroll f. Register	If any of the items are on computer, may be put on COM**	a. through e: *Audit + 7 years  * b. If only a list is returned, attach the list to the bank statement f. permanent
32.	WORK PAPERS AND CLOSING FILES		*Audit + 1 year

**MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE**

DEPARTMENT: **COUNTY ACCOUNTING/FINANCIAL**

**ITEM      RECORD TITLE AND DESCRIPTION      COMMENTS      RETENTION TIME**

<i>Revisions to Schedule</i>			
Date	Revision	Change	
08-1997	1	<p><b>Added:</b> Item 2: <u>ANNUAL FINANCIAL REPORT</u> Retention Time - <u>Permanent</u></p> <p><b>Removed:</b> <u>CANCELED WARRANT LIST</u> - is already under WARRANTS: item "d." Retention Time - <u>Audit + 7 years</u></p> <p><b>Changed:</b> APPROVED FISCAL YEAR COUNTY BUDGET title to: <u>BUDGET: APPROVED FISCAL YEAR COUNTY</u></p>	
05-2001	2	<p><b>Removed:</b> <u>OASI Report</u> from 24. PAYROLL RECORDS</p> <p><b>Added:</b> Item <b>15b.</b> <u>FEDERAL GRANTS</u> under 15. GRANT INFORMATION</p>	
08-2004	3 (2.1)	<p><u>Item 2. ANNUAL FINANCIAL REPORT</u> <b>Changed</b> "Commerce" to "Administration"</p> <p><u>Item 4. BANK STATEMENTS</u> <b>Added</b> "and CANCELED CHECKS" in COMMENTS column <b>Added</b> "If only a list of checks cashed is returned, attach the list to the bank statement"</p> <p><u>Item 7. CHART OF ACCOUNTS-- NEW</u> <b>Comments:</b> "Original is kept in Helena." <b>Retention:</b> "Until superseded or no longer used"</p> <p><u>Item 8. CLAIMS</u> <b>Added:</b> a. Invoice Schedules-used by auditors to show that invoices have been approved, paid, and entered into the accounting system. <b>Retention:</b> Audit + 1 year</p> <p><u>Item 17. INTERFACE REPORTS-- NEW</u> Reports used by auditors about all funds. <b>Retention:</b> Audit + 7 years</p> <p><u>Item 19. MISCELLANEOUS BILLS-- NEW</u></p>	

**MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE**

DEPARTMENT: **COUNTY ACCOUNTING/FINANCIAL**

ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
<i>Revisions to Schedule</i>			
Date	Revision	Change	
		<p>bills not generated on a regular basis, may include: board of pardons, solid waste, fees collected on site etc.  <b>Retention:</b> Audit + 7 years</p> <p><u>Item 24. PAYROLL RECORDS</u>  <b>Added:</b> j. Payroll personnel name and address list  <b>Retention:</b> Until superseded or no longer used.</p> <p><u>Item 30. VENDOR LIST-- NEW</u>  <b>Retention:</b> Until superseded or no longer used.</p> <p><u>Item 31. WARRANTS</u>  <b>Updated:</b>  <b>a.</b> after <u>Approval list</u> added “and pre warrant approval list”  <b>b.</b> after <u>Warrants-paid</u> added “If paid by the bank this may include the original, an image, or any list or other version of the warrant”  <b>RETENTION TIME</b> comment: <u>added</u> “<b>b.</b> If only a list is returned, attach the list to the bank statement.”</p>	
04-2010	4 (2.2)	<p><b>Added</b> <u>Face Page</u> with dates adopted.</p> <p><u>Item 12. EMPLOYEE FILE FOLDER / PERSONNEL FILE -- NEW</u>  <b>Note: all items starting with # 12 are renumbered.</b></p>	
05-2013	5	<p><b>Deleted</b> <u>Item 12. EMPLOYEE FILE FOLDER / PERSONNEL FILE</u>  This record can be found in Schedule 1, General, item no. 17.  <b>Note: all items starting with # 12 are renumbered.</b></p>	
05-2014	6	<p><b>Changed</b> <u>Item 30. VENDOR LIST</u> to <u>VENDORS</u>.  <b>Added to Item 30:</b>  a. List – retention: Until superseded or no longer used  b. Inactive Vendor W-9 – retention: 5 years after last payment</p>	