Schedule No. 8

Montana Local Government
Records Committee

Municipal Records Schedules

Prepared and Published by the
Montana Local Government Records Committee

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The Local Government Records Committee wishes to recognize and thank the City of Billings. Through their diligent efforts—led by City Clerk Marita Herold—a records inventory was undertaken and retention schedules were completed in 1997. This work was used as the foundation for the following Montana Local Government Retention and Disposition Schedule for Municipal Records, helping to make it a complete and well-researched document.

The Committee also wishes to recognize and thank the City of Great Falls and City Clerk Peggy J. Bourne for their pioneering work on municipal retention schedules in 1989-1991.

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Administration/City Manager		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ADVISORY BOARDS AND COMMISSIONS: APPLICATIONS Applications/requests to serves as an advisory board or commission member, letters of appointment, and letters of thanks.	Retain length of term + 1 year; destroy NO RM60* REQUIRED	Consider creating a master list of all ap-pointments for histori-cal reference.
2 COMPLAINTS Original complaint and citizen request forms and related correspondence.	Retain 2 years after matter is officially closed; destroy. NO RM60* REQUIRED	For complaints about employees, *see* Personnel Files.
3 CORRESPONDENCE a Permanent Program and Policy Correspondence Incoming and outgoing letters, memoranda, and e-mail pertaining to the formulation, planning, and implementation of the mission, policies, programs, operations, and projects are prime candidates for permanent retention. Records with permanent value include, but are not limited to: records documenting municipal policy; records documenting the policy process; records that document how the municipality is organized and how it functions; its pattern of action and decision-making; its policies, procedures, and achievements; and that serve to substantiate accountability. b Non-Permanent Correspondence: Routine Incoming and outgoing letters, memoranda, and e-mail pertaining to the normal and routine administrative functions. Consists of correspondence providing general information and requests for information, referring inquiries elsewhere, forwarding materials, acknowledging incoming letters, making arrangement for routine meetings or other events, and similar matters of minor administrative character which contain no substantive information. *Continued on next page.*	a Permanent b Retain 3 years; destroy NO RM60* REQUIRED	Recommend keep-ing the most recent 3 years in the office; after that may be transferred to a permanent storage facility.

*RM 60 is a records disposal request form issued by the Local Government Records Committee. “No RM 60 required” means that the records do not need to be submitted to the LGRC disposal subcommittee for approval before being disposed unless the records are over 10 years old.

Administration/City Manager		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
3 CORRESPONDENCE (cont.) c Non-Permanent Correspondence: Transitory Incoming and outgoing letters, memoranda, and e-mail that, while part of municipal business, are purely informational with a very short time-value. Examples include routine correspondece for which a record is needed only for a limited time, such as incoming or outgoing transmittal/cover messages that do not add information to that contained in the smitted material ("enclosed please find…"); routine questions and answers that require no administrative action, no policy decision, and no special compilation or research for reply ("out address is…," "the deadline is…," "please send 10 copies of…"); thank-yous, acknowledgments, congratulations; information copies of correspondence on which no documented administrative action was taken. d Non-Record Correspondence: Destroy at Will The following materials are not records and may be destroyed/deleted at any time, unless they become part of some official record as a result of special circumstances: correspond- ence and memoranda generated by another entity and kept by your office for reference purposes; unofficial employee activities (parties, softball games, etc.); internal office announcements ("Ms. Jones is here to see you," "Joe Smith called," "is this afternoon's meeting still on?") quasi-official notices (Notices of holidays, charity appeals, etc.); junk mail; listserv messages, other than those you post in your official capacity.	c Retain for at least 30 days, then destroy if no longer needed for administrative purposes. NO RM60* REQUIRED d Destroy/delete at will. NO RM60* REQUIRED	
4 GENERAL ADMINISTRATIVE FILES Memoranda, letters from other governments, copies of Commission/Council action memo-randa, and commendations. "Record" copy is in the Municipal Clerk's Office. a Commission/Council Action Support Materials b Correspondence, Memoranda, Related Materials	a Permanent b Retain 5 years; destroy. NO RM60* REQUIRED	
5 LEGISLATIVE FILES Records documenting interest in state legislation/issues. a Copies of Proposed State Legislation b Correspondence Correspondence with state legislators, other governmental units, lobbyists, and organizations; responses to proposed legislation; and staff comments.	a Retain until the legislature takes action and a bill becomes law; then destroy NO RM60* REQUIRED b Retain 5 years; destroy. NO RM60* REQUIRED	

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Administration/City Manager		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
6 PROCLAMATIONS "Record" copy is in the Municipal Clerk's Office.	Retain the "record" copy for 2 years after the end of the mayor's term; destroy. NO RM60* REQUIRED. SEE COMMENTS	Some proclamations may have historical value and should be retained permanently.
7 SUBJECT FILES Files arranged by subject, relating to projects, administrations, and procedures. "Record" copy is in the Municipal Clerk's office. a. Organizational and Project Files May contain administrative directives, policy studies and reports, formal memoranda, reports of special advisory committees and task forces, and similar records documenting the formulation and implementation of projects, policies, programs, and operations of departments. b. Housekeeping Files Administrative announcements, routine correspondence, statements, reports, and other records pertaining to office procedures.	a "Record" copy is permanent. b Retain 5 years or until superseded; destroy NO RM60* REQUIRED	

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Animal Control Department Administration Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 CASH RECEIPTS Cash register receipts and cash receipt summaries for financial transactions at the shelter. Receipts cover license sales, trap rentals, impound and boarding fees, euthanasia fees, and release fees.	Retain for 5 years after the end of the fiscal year to which the records relate; destroy. If the receipt constitutes a "contract," retain for the term of the contract + 8 years; destroy. NO RM60* REQUIRED	
2 DONATION AND FUNDRAISING RECORDS Shelter Donation Receipts Copies of checks, thank-you letters, and lists of donors for financial contributions to the shelter. b Fundraising Records	Retain "record" copy for 5 years after the end of the fiscal year to which the records relate; destroy. If the document constitutes a "contract," retain for the term of the contract + 8 years; destroy. Retain all other copies as needed for reference; destroy. NO RM60* REQUIRED	
3 TRAP RENTAL CONTRACTS Rental loan contracts signed by renter agreeing to notify shelter of any animal caught by trap and to use trap humanely.	Retain 8 years after the contract expires; destroy. NO RM60* REQUIRED	

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Animal Control Department Animal Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ADOPTION CONTRACTS Contracts signed by adopters outlining terms of adoption, spay/neuter requirements, and free veterinary exam.	Retain 8 years after the contract expires; destroy. NO RM60* REQUIRED	
2 ANIMAL CONTROL BOARD FILES Minutes of meetings.	Permanent	
3 ANIMAL IMPOUND REPORTS Reports of all animals received by the shelter. Reports contain descriptions of the animal, source, pet profiles, shot records, releases, and final disposition.	Retain 3 years; destroy. NO RM60* REQUIRED	
4 DEAD ANIMAL PICKUP RECEIPTS Receipts, invoices, and records documenting the collection of dead animals from veteri-narians.	Retain for 5 years after the end of the fiscal year to which the records relate; destroy. If the receipt constitutes a "contract," retain for the term of the contract + 8 years; destroy. NO RM60* REQUIRED	
5 EUTHANASIA RECORDS Reports documenting drug usage for humane animal euthanasia. Lists the bottle number and amount, and identifying characteristics of the animal.	Retain 4 years; destroy. NO RM60* REQUIRED	
6 INCIDENT RECORDS a Cruelty to Animals b First Incident Records relating to the first reported incident of a potentially-dangerous animal.	Retain 5 years after the last activity; destroy. NO RM60* REQUIRED Retain for the life of the animal, if known, or 15 years; destroy. RM60* REQUIRED	45-8-211, MCA
7 LICENSES AND PERMITS Annual report of all dog and cat licenses issued during the year. Report provides owner's name and pet vaccination information.	Retain 3 years; destroy. NO RM60* REQUIRED	
8 LOST AND FOUND CARDS Cards completed by pet owners to help match lost pets with animals in the shelter. Cards include the owner's name and address, and a description of the pet.	Retain 1 year; destroy NO RM60* REQUIRED	

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Animal Control Department Animal Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
9 MONTANA STATE RABIES SUBMISSION NOTIFICATION RECORDS Copy of officer's activity report of animal biting incidents and letter of notification from the State of Montana indicating results of rabies testing of the animal involved in the incident. Also includes any notification to the bite victim.	Retain 6 years after notification; destroy. NO RM60* REQUIRED	
10 OFFICER ACTIVITY RECORDS Reports documenting daily activities of animal control officers. Files include original complaints, investigations, disposition of complaints, animal license numbers, citations issued, photographs, police and medical reports, and a record of the amount of time spent working on the case.	Retain 2 years; destroy. NO RM60* REQUIRED	
11 QUARANTINE RECORDS Forms with quarantine instructions, signed by pet owners, acknowledging receipt after the sighting of a rabid animal or report of biting by unvaccinated animal.	Retain 1 year after quarantine is lifted; destroy. NO RM60* REQUIRED	50-23-103, MCA

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Building Department		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
ABATEMENT RECORDS *Also called: Demolition Notice and Inspection Records.* Legal notices to property owners, photographs, Dangerous Building Code Investigations, Requests for Recovery of Costs of Demolition of Dangerous Buildings, copies of minutes authorizing demolition of buildings, correspondence and memoranda documenting the inspection of buildings unfit for occupancy to determine whether to secure or demolish and notification to property owners regarding the same. a Commission/Council Action 1 Municipal Clerk 2 All other copies b Related documents including correspondence, legal notices, photographs and other documents. 1 Municipal Clerk 2 All other copies	a Commission/Council Action Permanent. Retain 5 years after demolition; destroy. NO RM60* REQUIRED b Related documents including correspondence, legal notices, photographs and other documents. Permanent. Retain 5 years after demolition; destroy. NO RM60* REQUIRED	
BUILDING PERMITS: APPLICATIONS AND PERMITS Applications for and permits granted for building new or temporary structures, altering or demolishing existing structures, house moving, and mobile home park establishment. Records may include permits, permit applications, zoning compliance applications and permits, blueline drawings, site plan checklists, plan review checklists, waivers of protest,performance bonds, certificates of occupancy, receipts, project specifications, site plan review comments, calculation worksheets,inspection reports, correction notices, staff memoranda, and correspondence. a Applications: City-owned Buildings Applications, background documentation.. b Applications: Not City-owned Buildings, Applications, background documentation. c Permits: Granted d Permits: Denied	a Permanent b Permanent c Permanent d Permanent	a-c Maybe transferred to an archives or local historical society for preservation and better public access.
3 BUILDING PERMITS: FEE RECEIPTS Receipts for payment of permit fee.	Retain 5 years after audit; destroy. NO RM60* REQUIRED	
4 BUILDING, MECHANICAL, ELECTRICAL, PLUMBING, AND LOW VOLTAGE PERMITS: LEDGERS Master ledgers, journals and/or lists of building, mechanical, electric, plumbing, and low voltage permits issued.	Permanent	This record series could be a good candidate for PDF/A, COM or microfilm

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Building Department		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
5 BUILDING PERMITS: LOGS a Applications StatusRecords indicating the status of applications for permits; may include date received, legal description, owner, address, and status of permit. b Log Sheets Checklist sheets pertaining to applications for building permits which have been completed. Logs provide date the application was received, legal description, owner, and address.	a Retain 1 year after the permit is granted or denied; destroy. NO RM60* REQUIRED b Retain 1 year after the permit is granted or denied; destroy. NO RM60* REQUIRED	
6 BUILDING PERMITS: SITE PLANS Copies of site plans for current buildingprojects used for reference and review until projects are completed.	Permanent	
7 BUILDING PLANS a Government or Public BuildingsIncluding public schools or colleges, federal or state-owned buildings, parking facilities, and city hall building or remodeling projects. b Large Commercial BuildingsIncluding hospitals, large office buildings, hotels, large retail stores, churches, malls, and significant historic buildings. c Smaller Commercial BuildingsIncluding small businesses, single-owner or small retail stores, restaurants. d Residential Structures	Permanent Retain for life of structure;destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS Retain 1 year after file is closed; destroy. NO RM60* REQUIRED Retain 1 year after file is closed; destroy. NO RM60* REQUIRED	NOTE: This record series may be transferred to an archives or local historical society for preservation and better public access. Cities/ towns are encouraged to preserve in accordance with ARM 44-14-202 that will be retained long term or permanently..
8 BUILDING REPORTS a Annual Reports b Monthly Reports	a Permanent b Retain until annual report is compiled; destroy. NO RM60* REQUIRED	
9 MECHANICAL, ELECTRICAL, PLUMBING AND LOW VOLTAGE PERMITS Applications for and permits granted for mechanical, electrical and plumbing permits. Records may include permits. Record series may include applications, drawings, checklists, receipts, project specifications, inspection reports, correction notices, staff memoranda, and correspondence. a. Completed permits b. Expired permits	a. 15 years after the permit is finalized. RM60* REQUIRED b. 6 months after application is filed. NO RM60* REQUIRED	27-2-208 MCA

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Building Department		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
10 VARIANCES Records documenting requests by citizens for variances from setback, side-yard, lot coverage, and sign provisions. The original application ("record" copy) must be forwarded to the Municipal Clerk's Office. a Original application 1 Municipal Clerk 2 All other copies b All other records	a Original application 1 Permanent. Retain 10 years after issuance of variance; destroy. NO RM60* REQUIRED b Retain 10 years after issuance of variance; destroy. NO RM60* REQUIRED	

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Cemetery Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 CONTRACTS FOR PLOT PURCHASE BY INSTALLMENT Series contains contracts relating to the purchase of cemetery plots by installment.	Retain for the term of the contract + 8 years; destroy. NO RM60* REQUIRED	
2 DISINTERMENT PERMITS The "record" copy is located either in a county office and/or in a state agency.	Cemetery's copy is retained permanently.	May be transferred to an archives
3 GRAVE BUY-BACK RECORDS Series documents the buy-back of cemetery plots by the municipal cemetery from original plot owners. Includes deed books or copies of deeds of plot ownership, including comparable records relating to deed transfers.	Permanent	May be transferred to an archives
4 INTERMENT RECORDS a Books, Ledgers, and DatabasesContaining interment information for individuals, such as name of the deceased, plot purchase documentation, date of interment, and section and plot location. b Interment SheetsCompleted work orders detailing location, type of interment, name of deceased, and other information necessary to complete interment.	a Permanent b Permanent	7-35-4109, MCA This is a vital record; may be transferred to an archives. b May be transferred to an archives.
5 PERMISSION FOR GRAVE USE Letters of permission from plot owners granting use of the plot to a particular individual.	Permanent	May be transferred to an archives.
6 PLOT AND SECTION LISTS a Listings of Grave Sites Listings of all grave sites in the cemetery with section and plot information. b Listings of Lots Listings of lots which have been sold but are not currently being used.	Permanent Permanent	May be transferred to an archives. Revise as necessary; may be transferred to an archives.
7 SECTION MAPS Maps, each showing a particular section of the cemetery.	Permanent	May be transferred to an archives.

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City Court Records
See **Courts of Limited Jurisdiction Records Retention Schedule #10**

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Clerk's Office Administration Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 AFFIDAVITS OF MAILING Affidavits and mailing lists certifying that certain material was distributed to a particular group of citizens.	File with related project file and dispose of accordingly.	
2 LEGAL NOTICES Legal notices include notices of public hearings, invitations to bid, requests for proposal, and affidavits of publication. Contains notarized certificates and newspaper clippings attesting to the publication of legal notices.	Publication of Ordinances: Permanent. All Other Legal Notices: File with related project files and dispose of accordingly.	
3 OATHS OF OFFICE Oaths of office of elected and appointed officials.	Permanent	
4 PETITIONS From Citizens Petitions from citizens to the Commission/Council that are not part of supporting documentation in a matter of litigation, or the passage of ordinances and resolutions. Relating to Ordinances Zoning	Retain 5 years after the subject of the petition has been decided; destroy. NO RM60* REQUIRED Retain 25 years after the ordinance is passed; destroy. RM60* REQUIRED Retain 10 years after the subject of the petition has been decided; destroy. NO RM60* REQUIRED	
5 PROMISSORY NOTES Signed notes agreeing to the repayment of money borrowed from or by the city. a Industrial Revenue Notes Promissory notes pertaining to industrial revenue, tax increment, and Community Development Block Grant (CDBG) loans. b All Other Notes	a Permanent b Retain 3 years after repayment of the loan; destroy. NO RM60* REQUIRED	This is a vital record until the loan is paid
RECORDS RETENTION AND DISPOSITION SCHEDULES Records retention and disposition schedules of the city.	Permanent (1 copy of the original, plus 1 copy of each revision)	
7 SURVEYS OF CITIZENS Periodic surveys conducted to gather information from city/town residents about municipal services. a Results b Survey forms/responses	a Permanent b Dispose on the results are tallied. NO RM60* REQUIRED	

Clerk's Office Agreements		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**

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Clerk's Office Agreements		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 FRANCHISE AGREEMENTS Agreements with private utility companies, including electric, gas, and cable television.	Retain 8 years after expiration, termination, or cancellation of the agreement; destroy. NO RM60* REQUIRED	This is a vital record while the agreement is active.
2 GRANT AGREEMENTS Agreements for grant monies from federal agencies. This series may include Airport Improvement Projects (AIP) and Community Development Block Grant (CDBG) agree-ments.	Retain 3 years after the close-out of funds; destroy; If any litigation, claim, negotiation, audit, or other action has started before the expiration of the 3-year period after close-out, however, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the 3-year period, whichever is later. NO RM 60 REQUIRED	This is a vital record while the agreement is active. 24 CFR 570.490 Part 92.508 Sec. (c)(1)-(2) [HUD citation]; 49 CFR 18.42 and7 CFR 3016.42 [Transit citation]
3 INTERGOVERNMENTAL AGREEMENTS Agreements with other government agencies, such as signal light maintenance, street and traffic control maintenance, state route maintenance, construction, railroad grade crossing signal agreements, landfill use, or agreements or contracts with other government agencies for services and mutual aid.	Retain 8 years after expiration, termination, or cancellation of the agreement; destroy. NO RM60* REQUIRED	This is a vital record while the agreement is active.
PUBLIC DEFENDER AGREEMENTS	Retain 8 years after expiration, termination, or cancellation of the agreement; destroy. NO RM60* REQUIRED	This is a vital record while the agreement is active.
5 SERVICE AGENCY AGREEMENTS Agreements with service agencies for services such as cleaning, snow removal, and litter pickup.	Retain 8 years after expiration, termination, or cancellation of the agreement; destroy. NO RM60* REQUIRED	This is a vital record while the agreement is active.
6 SISTER CITY AGREEMENTS Agreements with other cities/towns to exchange cultural and economic resources and ideas.	Retain 8 years after expiration, termination, or cancellation of the agreement; destroy. NO RM60* REQUIRED	
7 UNION CONTRACTS Labor contracts negotiated with police, fire, and teamsters unions.	Retain 8 years after expiration, termination, or cancellation of the agreement; destroy. NO RM60* REQUIRED	This is a vital record while the agreement is active.

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Clerk's Office Boards, Commissions, Task Forces Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 AD HOC COMMITTEE/TASK FORCE RECORDS Minutes and reports of ad hoc special committees and task forces.	Permanent	2-3-212, MCA
2 ADVISORY BOARD/COMMISSION RECORDS Commission/Council memoranda recom-mending persons for appointment to boards and commissions.	Retain length of term + 1 year; destroy. NO RM60* REQUIRED	NOTE: Consider creating a master list of all appointments for historical reference.
3 BOARD/COMMISSION RECORDS Minutes, agendas, and reports of boards and commissions not affiliated with a department for which the Municipal Clerk is the office of record. May also include Commission/Council recommendations for appointments. a Minutes and Reports b Agenda and Affidavits of Publication c Appointment Recommendations	a Permanent. b Retain 2 years; destroy. NO RM60* REQUIRED c Retain 5 years; destroy. NO RM60* REQUIRED	
4 LOCAL GOVERNMENT REVIEW COMMISSION RECORDS Statutorily-created commission, authorized by the Montana State Constitution. May contain meeting agendas and minutes, affidavits of publication, interim findings, final and supplemental reports, and audiotapes of meetings. a Minutes and Reports b Agenda and Affidavits of Publication c Sound Recordings	a Permanent. b Retain 2 years after dissolution of commission; destroy. NO RM60* REQUIRED c Retain until minutes are transcribed and approved; then may be destroyed or recorded over. NO RM60* REQUIRED	NOTE: Municipalities must have the capability of producing copies of all records, including sound and video tapes, if that is the record medium chosen for the "record" copy 7-1-4141, MCA.

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Clerk's Office Charter Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 City Charter and Amendments	Permanent	This is a vital record.
2 City Code a Codified City Ordinances b Supplements Most current version of the ordinances	a Permanent b Retain until superseded; detroy NO RM60* REQUIRED	
3 City Ordinances and Index Original, unsupplemented city ordinances and index to same.	Permanent	

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Clerk's Office Commission/Council Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 COMMISSION/COUNCIL MEETINGS: AGENDAS Agendas and notices for meetings of the Commission/ Council and advisory boards. a Meeting Agendas Agendas for regularly scheduled meetings. b Marked Meeting Agendas Agendas marked with summary actions; used for reference purposes.	Retain 2 years; destroy. NO RM60* REQUIRED Retain 10 years; destroy. NO RM60* REQUIRED	2-3-212, MCA
COMMISSION/COUNCIL MEETINGS: MINUTES Written minutes of Commission/Council meetings and Commission/Council committee meetings.	Permanent	2-3-212, MCA This is a vital record.
3 COMMISSION/COUNCIL MEETINGS: PACKETS Material assembled and distributed to Commission/Council members containing documents pertaining to a Commission/Council meeting, as well as informational/background materials.	Retain 25 years; destroy. RM60* REQUIRED	
4 COMMISSION/COUNCIL MEETINGS: SOUND RECORDINGS AND/OR VIDEO RECORDINGS Sound recordings and videotape recordings of Commission/Council meetings or Commission/ Council committee meetings; meetings of municipal boards, commissions, and advisory bodies; or speeches by municipal officials. Proceedings of Meetings Speeches and Any Other Recordings	Retain 1 year after written minutes are completed and approved or the proceedings are completely transcribed, whichever is appropriate. NO RM60* REQUIRED Retain as long as administratively valuable. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	NOTE: Municipalities must have the capability of producing copies of all records, including sound and video tapes, if that is the record medium chosen for the "record" copy 7-1-4141, MCA
REPORTS AND STUDIES: ADMINISTRATIVE Reports and studies outlining issues to be covered during each Commission/Council meeting.	Retain 25 years; destroy. RM60* REQUIRED	
6 REPORTS AND STUDIES: COMMISSIONED Record copy of reports and studies commissioned by the municipality and funded with public monies, pertaining to publicfacilities, operations, and services.	Permanent (one copy).	

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Clerk's Office Commission/Council Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
7 REPORTS AND STUDIES: MASTER/COMPREHENSIVE PLANS Master plans and comprehensive plans developed by departments.	Permanent	
8 VARIANCES Applications for variances from code provisions. May contain original applications, both granted and denied, reports, maps and plans, staff memoranda, and variance analysis. a Application Packet and Action Memoranda b Photographs, Drawings, Background Information	a Retain the "record" copy permanently; retain departmental copy 10 years after issuance of the variance; destroy. NO RM60* REQUIRED b Retain 10 years after issuance of the variance; destroy. NO RM60* REQUIRED	

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Clerk's Office Election Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 CERTIFIED ELECTION RESULTS Official record of returns in municipal elections including precinct breakdowns, for each candidate, issue, or proposition.	Permanent	
2 REDISTRICTING FILES OF WARDS Files documenting redistricting of city wards.	Retain 10 years. NO RM60* REQUIRED	NOTE: Before disposing of files, review for continuing administrative and historical value. Documents pertaining to significant decisions and actions should be retained permanently.

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Clerk's Office Financial Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ANNUAL CITY AUDIT Record copy	Permanent (1 copy)	
2 ANNUAL CITY BUDGET Record copy	Permanent	Current budget is a vital record.
3 ANNUAL FINANCIAL REPORT "Record" copy of annual financial report sent to the Montana Department of Administration. Some cities/towns may use the CAFR (Comprehensive Annual Finance Report) to satisfy the requirements of the annual audit and the annual financial report.	Permanent	
4 BOND ADMINISTRATION FILE Documents relating to the financing of capital improvement projects, including closing documents, correspondence, legal opinions, and prospectuses.	Permanent	
5 CLAIMS Copies of memoranda pertaining to claims for payment, damages, or other redress presented to the Commission/Council.	"Record" copy: retain for 5 years after the end of the fiscal year to which the records relate; if the claim constitutes a contract, retain for the term of the contract plus 8 years; clerk's copy retain 1 year, destroy. NO RM60* REQUIRED	
6 INDUSTRIAL DEVELOPMENT REVENUE BONDS Bond issues administered by a trustee for a private corporation. Files contain transcripts of bond sale proceedings, closing documents, and correspondence. Includes bond purchase agreement, indemnity letter, loan agreement, official statement, certification of action, corporate documents, deeds of trust, and financing statements.	Retain 2 years after the retirement of the issue as a whole; destroy. RM60* REQUIRED IF RECORDS ARE OVER 10 YEARS OLD	Records are vital during the issuance of the bond.

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Clerk's Office Financial Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
7 TAX INCREMENT REDEVELOPMENT PROJECTS "Record" copy of start-up documents for redevelopment projects funded by tax increment monies.		Records are vital during term of the loan.
a Correspondence, staff memoranda, contracts, bid awards, legal notices, maps, agreements, proposals, project status reports, and other related documents.	a Permanent	
b Tax Increment Loans. Records documenting loans for small businesses funded by tax increment funds for capital improvement projects and rehabilitation and replacement projects. Contains deeds of trust, promissory notes, reconveyance, business plans, agreements, liens, insurance certificates, declarations, staff memoranda, contracts, specifications, and bankruptcy notices.	b Permanent	

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Clerk's Office Planning And Development Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ANNEXATIONS: ANNEXATION RECORDS Records of annexations of parcels of land into the municipality, including plats, studies, resolutions, correspondence, legal notices, staff memoranda, applications/petitions, title reports, ownership reports, consent letters, and protests.	Clerk's copy: Permanent Other copies: Retain 10 years, then transfer to the Municipal Clerk for Incorporation into permanent file. NO RM60* REQUIRED	This is a vital record
2 ANNEXATIONS: WAIVERS Waivers granted.	Permanent	This is a vital record
3 PLANNED UNIT DEVELOPMENT (PUD) RECORDS "Record" copy of documentation regarding each Planned Unit Development project that has been completed. a Agreements, staff memoranda, correspondence, reports, studies, plats, site plans, conceptual plans, original petitions, easements, Commission/Council action memoranda, and description of the type, quantity, and time schedule of the development. b Copies of affidavits of publication, proposals, deeds, site analysis, and working materials regarding annual review of Planned Unit Development projects.	a Permanent b Copies of affidavits... Clerk's copy: Permanent. 2. Other copies: Retain 5 years; destroy. NO RM60* REQUIRED	
4 SPECIAL REVIEWS Copies of application forms, maps, site plans, memoranda, minutes of the Zoning Commission, petitions, photographs, etc., submitted by members of the public at the Commission/Council meeting.	Clerk's copy: Permanent. Other copies: Retain 5 years; destroy. NO RM60* REQUIRED	
5 SUBDIVISION RECORDS a Subdivision Improvement Agreements b Plats for Subdivisions	a Clerk's copy: Permanent. Other copies: Retain for life of the subdivision or as long as needed for reference, whichever is longer; destroy. NO RM60* REQUIRED b Preliminary plat: Permanent. Final plat: Permanent.	

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Clerk's Office Planning And Development Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
6 URBAN PLANNING AREA EXPANSIONS a Commission/Council Action Memoranda and Final Study b Copies of affidavits of publications, site analysis, agendas of planning and zoning meetings, and other materials regarding expansion of urban planning areas	a Clerk's copy: Permanent. b Retain 10 years or as needed for reference, whichever is sooner; destroy. NO RM60* REQUIRED	
7 URBAN PLANNING AND ZONING STUDIES Documentation of urban planning studies, zoning studies, corridor studies, and neighborhood plans.	Permanent	
8 ZONE CHANGES Records concerning areas annexed for specific uses. Contains documentation pertaining to zoning in the newly annexed area, with correspondence and final decisions. Also includes applications for zone changes on areas already in municipal boundaries, with supporting documentation.	Permanent	

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Clerk's Office Policy And Procedure Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ADMINISTRATIVE ORDERS a Master Set b Copies of operating policies and procedures used for reference.	a Permanent b Retain until superseded; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	This is a vital record.
2 OFFICE PROCEDURES FILES Documents internal office procedures.	Retain until superseded; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	

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Clerk's Office Procurement Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 BID BONDS Bonds filed at the time of the bid protecting the municipality in the event the bidder refuses to enter into a contract after award or withdraws before award.	Return to bidder after award of bid or contract and upon receiving payment and performance bonds or delivery of equipment. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	
2 CONDOMINIUM OWNERSHIP AGREEMENTS Agreements documenting ownership of a condominium filed for record in the city and the county.	Retain 5 years; destroy. NO RM60* REQUIRED	
3 CONTRACTOR BONDS Surety bonds required of contractors applying for licenses and permits to perform various types of work. The types of work include electrical, excavation, demolition, relocation, landscaping, plumbing and heating, auctioneering, temporary use of sites, and roofing	Retain 4 years after bond expiration, termination, or cancellation; destroy. NO RM60* REQUIRED	
4 DEEDS Warranty deeds, quit-claim deeds, deeds of bargain and sale, deeds transferring property and interests, partial and whole.	Permanent	This is a vital record.
5 EASEMENTS AND ENCROACHMENT OF RIGHT-OF-WAY FILES Documentation relating to the granting of access and right-of-way to and by the city.	Permanent	This is a vital record.
6 LAND ACQUISITION RECORDS Closing documents, deeds, certificates of title, trust indentures, insurance papers, maps, and similar records evidencing municipal ownership of real property.	Permanent	Records are vital as long as the city holds title to the land.
7 LEASES Leases and agreements pertaining to real property and equipment leased.	Retain 8 years after expiration or termination of the lease; destroy. NO RM60* REQUIRED	

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Clerk's Office Procurement Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
8 SPECIAL IMPROVEMENT DISTRICT (SID) RECORDS Special Improvement Districts (SIDs) are groups of properties that become a legal entity in order to construct public improvements, such as street paving, curb and gutter, water main, sewer main, and storm drain, in a designated area. Improvement costs are borne by the property owners with the SID. The Municipal Clerk is the office of record for documentation pertaining to the creation of a SID. Files should contain petitions, resolutions of intent to create, staff memoranda, public hearing notices, ownership lists, the resolution creating the district, and other related documents.	Permanent	Records are vital during the term of assessment.
9 SPECIAL IMPROVEMENT LIGHTING MAINTENANCE DISTRICT (SILMD) RECORDS Special Improvement Lighting Maintenance Districts (SILMDs) are groups of properties that become a legal entity in order to install street lighting in a designated area. Improvement costs are borne by the property owners with the SILMD. The Municipal Clerk is the office of record for documentation pertaining to the creation of a SILMD. Files should contain petitions, resolutions of intent to create, staff memoranda, public hearing notices, ownership lists, the resolution creating the district, and other related documents.	Permanent	Vital records during the term of assessment.
10 VACATIONS OF LAND Records documenting vacations of municipal-owned land to private ownership. Records include requests to vacate, land appraisals, correspondence, staff memoranda, deeds, maps, petitions, plats, title reports, public hearing notices, and Commission/Council resolutions.	Permanent	
11 VEHICLE TITLES AND REGISTRATIONS Title papers and registrations for vehicles currently owned by the municipality	"Record" copy retained as long as the vehicle remains in City ownership; NO RM 60 REQUIRED	Current records are a vital record.

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Clerk's Office Obsolete Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ABSTRACTS OF TITLE Title abstracts from local mortgage companies for various private property in the municipality and the county.	Permanent	May offer to local historical society, etc.
2 ANNUAL FINANCIAL STATEMENTS OF THE MUNICIPAL CLERK	Permanent	
3 CANDIDATE EXPENSE STATEMENTS	Retain 2 years after term of office expires; destroy. NO RM60* REQUIRED	
4 TALLY SHEETS: BALLOT COPIES	Retain 60 days from the date of the election; destroy. NO RM60* REQUIRED	
5 WARRANT LISTS Lists of obligations to the municipality to fund improvements.	Retain 5 years; destroy. NO RM60* REQUIRED	

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Community Development/Housing Authority Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECT FILES Records document the administration of Community Development Block Grant Program funds received from the U.S. Department of Housing and Urban Development (HUD).		Active project files are vital records.
a Start-up files Records contain start-up files for each year's administration of the program which include citizen complaints, budget amendments and other records documenting citizen participation, pre-planning activities, and general administration of the program.	a Retain 3 years after closeout of the funds; however, if any litigation, claim, negotiation, audit, or other action has started before the expiration of the three-year period after closeout, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the three year period, whichever is later; destroy. NO RM60* REQUIRED	24 Code of Federal Regulations (CFR) Part 92.508 Sec. (c)(1)-(2); 24CFR 570.490)
b CDBG Project Files Purchase orders for funds, request for payment, project progress reports, requests for reimbursement from grantee, copies of grantee receipts, memoranda, correspondence, block grant agreement, copies of grantee unemployment registration, and a summary sheet for each program. Records also contain CDBG drawdown and federal cash transaction reports.	b Retain 3 years after closeout of the funds; however, if any litigation, claim, negotiation, audit, or other action has started before the expiration of the three-year period after closeout, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the three year period, whichever is later; destroy. NO RM60* REQUIRED	24 Code of Federal Regulations (CFR) Part 92.508 Sec. (c)(1)-(2); 24 CFR 570.490)
c CDBG Ledgers CDBG drawdown and federal cash transaction reports and accounting ledgers.	c Retain 3 years after closeout of the funds; however, if any litigation, claim, negotiation, audit, or other action has started before the expiration of the three-year period after closeout, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the three year period, whichever is later; destroy. NO RM60* REQUIRED	24 Code of Federal Regulations (CFR) Part 92.508 Sec. (c)(1)-(2); 24 CFR 570.490)

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Community Development/Housing Authority Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
2 CONSOLIDATED PLAN A 5-year strategic plan and application required by HUD to obtain federal funds. The plan serves as the application and long term plan for the use of CDBG and HOME resources. a Five-Year Consolidated Plan and supporting documentation b Annual Action Plan and Supporting Documentation	a Retain 10 years after submission; destroy. NO RM60* REQUIRED b Retain 5 years after submission; destroy. NO RM60* REQUIRED	
3 COMMUNITY HOUSING AFFORDABILITY STRATEGY (CHAS) Records satisfy HUD requirements to provide a strategic plan for the use of CDBG federal resources from 1992 through 1995. Records include annual performance reports, updates, annual plans, background information, correspondence and memoranda.	Retain 3 years after closeout of the funds; destroy. NO RM60* REQUIRED	24 Code of Federal Regulations (CFR) 570.490
4 COMMUNITY HOUSING DEVELOPMENT ORGANIZATION PROGRAM RECORDS Records document grants from Community Development Block Grant Funds to private, nonprofit organizations in community. Contains program guidelines, applications, correspondence, minutes, recipient agreements, request for proposals and proposals submitted by applicants.	Retain 3 years after closeout of the funds, however, if any litigation, claim, negotiation, audit, or other action has started before the expiration of the three-year period after closeout, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the three year period, whichever is later; destroy. NO RM60* REQUIRED	Active project files are vital records 24 Code of Federal Regulations (CFR) Part 92.508 Sec. (c)(1)-(2); CFR 570.490
5 FIRST TIME HOME BUYER PROGRAM RECORDS Applications, eligibility statements of applicants, statements of work, and original closing documents, which document loans from grant funds provided by HUD to support activities pertaining to housing for low income households. a Approved Loans b Denied Application	a Retain 3 years after the settlement of the loan; destroy. NO RM60* REQUIRED b Retain 3 years after application denied; destroy. NO RM60* REQUIRED	Vital record until loan is settled.

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Community Development/Housing Authority Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
6 GRANTEE PERFORMANCE REPORTS Annual report to HUD which provide statistics on grantee performance programs, and dispensing of funds. Also contains background documentation for report, correspondence, and memoranda.	Permanent	
7 HISTORIC PRESERVATION RECORDS Records document projects and programs foster historic preservation. Projects and programs include administering regulations for the Historic District and overseeing nominations to the National Register of Historic Places. a National Register nomination and supporting material. 1 National Park Service 2 State Historic Preservation Office 3 Municipality 4 Other entities (if the municipality has not kept the records, e.g. local library, local historical society, etc.) b All other records including surveys of historic sites, historic district status reports, historic district review applications, maps, photographs, copies of building permits, and correspondence. 1 Municipality 2 Other entities	a National Register nomination and supporting material. 1 Permanent 2 Permanent 3 Permanent 4 Permanent b All Other Records. 1 Permanent 2 Permanent	
8 HOUSING REHABILITATION RECORDS Records document loans from CDBG fund for housing rehabilitation loans to low income families.	Retain 3 years after settlement of the loan; destroy. NO RM60* REQUIRED	Vital record until loan is settled.
9 HOPE III PROJECT RECORDS Records document a defunct loan program to low income city residents to purchase homes. Includes loan applications, eligibility statements, applicant checks, deeds of trust, promissory notes, and closing documents.	Retain 3 years after settlement of the loan; destroy. NO RM60* REQUIRED	Vital record until loan is settled.
10 MINOR HOME REPAIR RECORDS Records document grants from CDBG funds for minor home repairs to low income families.	Retain 3 years after approval of grant. NO RM60* REQUIRED	

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Community Development/Housing Authority Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
11 NEIGHBORHOOD PROJECT APPLICATION RECORDS Applications for monies from CDBG funds for painting, tree removal, and waterline replacement projects. Records consist of program guidelines, correspondence, grant applications, and letters approving or denying grant request.	Retain 3 years after closeout of the funds; however, if any litigation, claim, negotiation, audit, or other action has started before the expiration of the three-year period after closeout, the records must be retained until completion of the option and resolution of all issues which arise from it, or until the end of the three year period, whichever is later; destroy. NO RM60* REQUIRED	24 CFR Part 92.508 Sec. (c)(1)-(2); 24 CFR 570.490
12 RENTAL REHABILITATION RECORDS Records document grant program from CDBG funds for rehabilitation of low income rental housing.	Retain 3 years after closeout of the grant funds; destroy. NO RM60* REQUIRED	24 CFR 51 1
13 SIGN PERMITS Records document the application and granting of sign permits a Approved Applications Applications approved for sign installation by commercial property owners. Also includes diagrams, blueprints, and maps as backup documentation. b Denied Applications c Permits. Disposition	a Retain 1 year after completion of work; destroy. NO RM60* REQUIRED b Retain 2 years; destroy. NO RM60* REQUIRED c Retain 10 years after completion of work or 6 months after original issuance if sign is not installed. NO RM60* REQUIRED	
14 TAX INCREMENT LOAN RECORDS Records document the use of tax increment monies to acquire land, provide loans for purchase and development of property demolition and removal of structures, historic revolving loans, and relocation of occupants to promote development in the downtown Urban Renewal/Tax increment area Land Acquisition Records Records include original deeds of trust, insurance certificates, trust indentures, reports, photographs, correspondence, and memoranda.	*Transfer originals to Municipal Clerk's Office who maintains the "record" copy.*	Vital record during term of loan.

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Community Development/Housing Authority Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
14 TAX INCREMENT LOAN RECORDS-cont. "Record" copy is in the Municipal Clerk's Office. a Land Acquisition Records b Loan Records Records include loan application, loan closing documents, report of payment schedule, correspondence, and memoranda.	a "Record" copy is permanent, all other copies retain 5 years after acquisition of land, or as needed for reference. NO RM60* REQUIRED b Retain 8 years after settlement of loan; destroy. NO RM60* REQUIRED	
15 URBAN HOMESTEAD RECORDS Records document a defunct program for low income households to purchase a house for $1; city holds title on property for 5-year period until resident owner improves house and obtains mortgage financing.	Retain 8 years after title is no longer held by the municipality; destroy. NO RM60* REQUIRED	This is a vital record while title is held by the municipality.

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Engineering Administration Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 TECHNICAL ADVISORY COMMITTEE RECORDS Meeting minutes and background materials pertaining to the Technical Advisory Committee.	Permanent	
2 ENGINEERING STAFF WORKING FILES Working files consisting of drafts, notes, transitory reference materials, and other records of short-range value which have been accumulated by staff members to assist with a particular project. Records in this series are not part of the official project files and are not listed elsewhere in this schedule.	Purge annually. Retain until 5 years old or at the end of the project to which they pertain, whichever is sooner; destroy. NO RM60* REQUIRED	

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Engineering Flood Control/Stormwater Management Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 FLOOD CONTROL RECORDS Documentation concerning the involvement with flood control regulations. a Historical flood information, maps, and technical reports concerning floodplain areas. b Working files, including correspondence, flood control policies and regulations.	a Permanent b Retain until superseded or obsolete or when no longer needed for reference, whichever is sooner; purge annually and destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	

Engineering Maps, Plats, Photographs, Survey Data		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 AERIAL PHOTOGRAPHS	Permanent	
2 STATISTICS AND STREET CLASSIFICATIONS Annual statistics on area and infrastructure, such as total miles of streets, alleys, highways and interstates, street footage added within the past year; and statistics on miles of street by street type, i.e. gravel, concrete, asphalt. This information is currently submitted to the State of Montana and used in calculating the allocation of State Gas Taxes. a Summary information and supporting documentation (spreadsheets) which is submitted to the State of Montana. b All other information.	a Permanent b Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, retain 7 years after the end of the official year to which the records relates; destroy. NO RM60* REQUIRED	Current information is a vital record.

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Engineering Reviews		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 PERMITS Applications for permits and correspondence concerning permits for encroachments on right-of-way and construction involving excavation, concrete placement, and stormwater connections. Records created document infrastructure improvements made in public right-of-way and involve plans, inspection reports, and other background information. a Permits authorized for construction 1 Storm drain connections 2 Excavation and concrete. b Encroachment permits c Permits that have not been authorized	a Permits authorized for construction Permanent. 2 Retain 7 years after work is completed. NO RM60* REQUIRED b Permanent, or until 8 years after the permit is revoked. c Retain 3 years after denial; destroy. NO RM60* REQUIRED	
2 PLANNED UNIT DEVELOPMENT (PUD) REVIEWS Records created in the review of the plans for Planned Unit Development (PUDS) projects submitted by land developers. Documents often included are environmental impact assessments, correspondence, and notes containing comments from staff pertaining to traffic and other impact evaluations.	Retain review working files 5 years after completion of the review; destroy. NO RM60* REQUIRED	
3 PRIVATE CONTRACTS Records in this series relate to the review of contracts proposed and entirely funded by private developers for installing improvements in the public right-of-way. Records in this series include general correspondence, designs, plans, and specifications. a As-builts and correspondence documenting the final product. b Working files of all other pertinent information.	a Permanent b Retain 7 years, or when information is no longer needed; destroy. NO RM60* REQUIRED	This is a vital record.

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Engineering Reviews		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
4 SITE PLAN REVIEWS FOR BUILDING PERMITS Series documents the review of plans and other information for building permits a Departmental copy of the review and approved site plan documents b Working files and background information not yet approved for construction	a Permanent b Review annually, retain 3 years; destroy. NO RM60* REQUIRED	
5 SUBDIVISION STUDIES AND REVIEWS Records created in review of preliminary and final subdivision plats submitted for land development. Documents in this record series could include: subdivision improvement agreements, correspondence, closure calculations, and notes containing comments from staff pertaining to traffic and other impact evaluations. a Review working files for preliminary plats b Review documentation concerning final plan and copy of improvement agreements	a Retain working files 3 years after completion of the review; destroy. NO RM60* REQUIRED b Permanent	
6 VACATIONS OF LAND Records in this series document the transfer of rights-of-way on public property to private ownership. Original documents should be transferred to Municipal Clerk for incorporation into permanent file. a Commission/Council Approval of Vacation 1 Municipal Clerk. 2 All other copies. b Supporting documents, including maps, diagrams, ownership reports, and other supporting documentation. 1 Municipal Clerk 2 All other copies	a Commission/Council Approval 1 Permanent. 2 Retain 5 years; destroy. NO RM60* REQUIRED b Supporting documents 1 Permanent. 2 Retain 5 years; destroy. NO RM60* REQUIRED	

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Engineering Street And Traffic Management Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 HAZARD ELIMINATION SAFETY PROGRAM This series contains records analyzing hazard levels at various locations. Records provide supporting information for annual submission to the Montana Department of Transportation to obtain funding for improvement of these locations under the Federal Hazard Elimination Safety Program. a The original document is submitted to the Montana Department of Transportation. b Municipality	a Retain 20 years; destroy. RM60* REQUIRED b Retain information concerning a particular location until information is superseded or when information is no longer needed for follow-up studies, whichever is later; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	
2 STREET AND INTERSECTION LOCATION FILES These files document studies, problems, repairs and improvements of public works structures and streets and intersections. Record types can include correspondence and citizen petitions, land acquisition documentation, traffic and pedestrian studies, school crossing studies, vehicle volume summaries, accident data, boundary maps, and speed surveys. a Records documenting problems and citizen complaints, and their resolution; records documenting projects or improvements requiring future action, and records containing background information which will support these activities. b Land acquisition documents. Transfer originals to Municipal Clerk, who maintains record copy. "Record" copy is in the Municipal Clerk's Office.	a Retain for life of the structure, or when information become obsolete. RM60* REQUIRED b "Record" copy is permanent; all other copies retain 5 years, or as needed for reference; destroy. NO RM60* REQUIRED	
3 TRAFFIC ACCIDENT DIAGRAMS Series documents the occurrence of accidents at various locations. Information is annually summarized into collision diagrams.	Permanent	
4 TRAFFIC ENGINEERING PLANS Plans for a variety of traffic engineering projects. Plans pertain to completed, current, and proposed projects. Subjects include intersections, signalization, street lighting, and plans of proposed projects. a Plans of completed projects b Plans of proposed projects	a Permanent b Retain until completion of the project or discard when project is abandoned. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	

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Engineering Street And Traffic Management Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
5 TRAFFIC ENGINEERING STUDIES AND SURVEYS This series consists of traffic surveys, accessibility studies, and analyses. a Traffic Counts b Surveys c Traffic Studies and Analyses d Accident Report	a Retain 15 years; destroy. RM60* REQUIRED b Final report is a permanent record; all backup data not included in the final report retain 2 years after completion of the survey; destroy. NO RM60* REQUIRED c Final report is a permanent record; all backup documentation discard 2 years after completion of study or analysis. NO RM60* REQUIRED d Final report is a permanent record; all other summaries retain 7 years; destroy. NO RM60* REQUIRED	

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Engineering Street Lighting Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 STREET LIGHTING PROJECT RECORDS Documentation of projects concerning existing lighting districts within public rights-of-way, along with projects of new district construction. Included are correspondence, general district information, product specifications, and working records concerning street light conversions, and lighting design.		
a Project Administration. Progress reports and certified payroll records submitted by the contractor, and general corres-pondence created in the course of the project and used by the administration of the contract.	a Contractors' payroll files: Retain 8 years after date of completion of the contract; destroy. General correspondence: Retain 3 years after date of completion of contract; destroy. Progress reports: Retain 3 years after final payment; destroy. NO RM60* REQUIRED	
b Project Plans, Correspondence, and Drawings. As-built and shop drawings, and correspondence that document and define important decision-making processes.	b Retain for the life of the lighting structure; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	

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Engineering Work Orders And Contract Administration Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 CONTRACT STANDARDS AND TEMPLATES This series consists of reference materials concerning standards for preparing contracts, and includes boiler-plate templates for contracts.	Discard when superseded or obsolete. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	
2 WORK ORDER AND SPECIAL IMPROVEMENT DISTRICT PROJECTS Documentation of activities in improving public rights-of-way and infrastructures within its jurisdiction. The series documents the entire process for constructing a public improvement project. Records can include general correspondence with departments, other individuals and organizations, and records documenting the process of selecting consultants and contractors. In addition, this series documents the design and construction phase of a project. Records may document aspects of the project, such as inspection reports, consultant studies and analyses, shop drawings, and as builts. Also includes project construction, administrative records include monitoring of the contractor's work, progress reports, and billings records submitted by the contractors. Proposed Projects. a Bids and Proposals b Bid awards, contracts and agreements c Correspondence d Contractor financial documentation e Other projects f Project accepted for implementation g Project Administration 1 Contractor's payroll files 2 General correspondence 3 Progress reports 4 Substantive correspondence critical to decision making process of project. h Project plans and drawings i Tax documentation	a *See General (Common) Records* b *See General (Common) Records* c Retain 2 years; destroy. NO RM60* REQUIRED d Discard 8 years after final payment. NO RM60* REQUIRED e Discard records when project has not been initiated within 10 years of the date of first proposal, or when proposed project is superseded or obsolete, whichever is sooner. NO RM60* REQUIRED f *See General (Common) Records* g 1– Discard 8 years after date of completion of the contract. 2– Permanent. 3– Retain 2 years; destroy NO RM60* REQUIRED 4– Discard 3 years after final payment. NO RM60* REQUIRED h As-builts, shop drawings, and correspondence documenting the final product are a permanent record, all others discard when no longer needed for reference or when project is completed. NO RM60* REQUIRED i Discard records 7 years after completion of project or 7 years after final assessment payment was made by the property owner, whichever is later. NO RM60* REQUIRED	h This is a vital record.

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Finance Account Activity Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ACCOUNT RECONCILIATION RECORDS Monthly bank statements used to balance and reconcile accounts.	Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	
2 BID DEPOSIT REPORT	Retain 5 years after end of official year to which records relate if city/town if audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate NO RM60* REQUIRED	
3 CASH ADVANCE REPORT	Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	
4 DAILY CASH RECEIPT AND EDIT REPORTS	Retain 5 years after end of official year to which records related if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	

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Finance Accounts Payable Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ACCOUNTS PAYABLE a Accounts Payable List (Check Disbursement) b Canceled Insurance Checks c Daily Purchasing, Inventory and Voucher Edits d Expenditure Approval List e Monthly Encumbrance Report	a Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED b Same as above c Same as above d Same as above e Same as above NO RM60* REQUIRED b,c,d, and e	
2 CANCELED VENDOR CHECKS Canceled checks of payments made to vendors.	Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	
3 CHECK REGISTER Listing of payments made to vendors, includes vendor number, name, check number and amount, information pertaining to a particular purchase, and the amount paid to the vendor to date for the current fiscal year.	Permanent	Consider COM or microfilm.
4 CLAIMS Copies of memoranda pertaining to claims for payment, damages, or other redress presented to the Commission/Council.	"Record" copy: retain for 5 years after the end of the fiscal year to which the records relate; if the claim constitutes a contract, retain for the term of the contract plus 8 years; clerk's copy retain 1 year, destroy. NO RM60* REQUIRED	
5 PURCHASE ORDERS (PAID CLAIMS) Series consists of purchase orders, information on vendors, and documentation of paid invoices.	Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate NO RM60* REQUIRED	

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Finance Accounts Payable Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
6 VENDORS a. List b. Inactive Vendor W-9	a. Until superseded or no longer used. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS b. 5 years after last payment NO RM60* REQUIRED	

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Financial Accounts Receivable Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ACCOUNTS RECEIVABLE ACTIVITY REPORT	Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	
2 ACCOUNTS RECEIVABLE DAILY UPDATES	Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	
3 ACCOUNTS RECEIVABLE TRIAL BALANCE MONTHLY REPORT This report provides detail transaction information on the Accounts Receivable Ledger. Includes both monthly reports and year-end (June 30) reports.	Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	
4 CREDIT COLLECTION FILES Working files documenting delinquent debtors and actions taken against them.	Retain 3 years after debt has been paid, or when records are 7 years old for uncollected debt; destroy. NO RM60* REQUIRED	
5 RECEIPTS Copies of receipts or receipt stubs issued evidencing receipt of money owed except those relating to special assessments.	Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	

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Financial Bond Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 BOND CALL REPORT Reports contain information on the status of debt of each SID and are used for analysis of all outstanding bonds.	Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	
2 BOND PAYMENT SLIPS Copies of payment slips sent to bond holders along with payment for interest on bond or redemption.	Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	
3 BOND REGISTER (BEARER AND REGISTERED OWNER) Official record of ownership of all bonds issued by the City.	Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	This is a vital record.
4 BOND WORKFILES This series documents the activities on each bond from its initial issue through it's life until it is called or fund is closed out.	Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	
5 CANCELED BOND CHECKS	Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	
6 REVENUE AND GENERAL OBLIGATION BOND CERTIFICATES Bonds issued to finance capital improvement projects.	Retain 2 years after the retirement of the issue as a whole. NO RM60* REQUIRED	

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Financial Business License Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 APPLICATION FOR BUSINESS LICENSE	Retain 2 years after expiration of license and all renewals (life of business); destroy. NO RM60* REQUIRED	
2 BUSINESS LICENSE COPIES	Retain 3 years after expiration of license; destroy. NO RM60* REQUIRED	
3 BUSINESS LICENSE REPORT	Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate; destroy. NO RM60* REQUIRED	Note: Consider transferring to a local historical society for preservation and better public access to historical business data.

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Financial Miscellaneous Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 GENERAL LEDGER a Monthly reports other than FY end report. b Year end monthly report (June 30 report).	a Retain 30 years after end of fiscal year to which the report pertains. RM60* REQUIRED b Permanent	Candidate for microfilming via Computer Output Microfilm
2 JOURNALS This series can be comprised of the Check Disbursement Journal, Appropriations and Expenditure Journal, Revenue and Receipts Journal, the General Journal, and the Encumbrance Liquidation Journal	Retain 5 years after fiscal year to which the journals relate; destroy. NO RM60* REQUIRED	
3 JOURNAL ADJUSTMENT RECORDS Records documenting additions and modifications to journals, including vouchers, edit reports, adjusting journal entries and daily batch update reports. a Journal Adjustments b Journal Edits	a Retain 5 years after end of fiscal year to which the records relate. NO RM60* REQUIRED b Retain 2 years after end of fiscal year to which the records relate. NO RM60* REQUIRED	
4 PARKING TICKETS a Parking Citations. Original tickets issued b Paid Citations. Parking tickets for which the fine was paid. Maintained as reference to document payment.	a Retain 3 years; destroy. NO RM60* REQUIRED b Retain 3 years; destroy. NO RM60* REQUIRED	
5 PRINCIPAL MONTHLY REPORTS Year-to-end monthly reports which document the financial information and activities. These reports could include a detail budget report; project expenditure transactions; project activity report; fund trial balance, project trial balance report; revenue report; and/or balance sheet. a Monthly reports other than fiscal year-end report. b Year end monthly report (June 30 report).	a Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED b Retain 15 years after end of the fiscal year to which the report pertains. RM60* REQUIRED	

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Financial Payroll Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 CANCELLED PAYROLL CHECKS	Destroy 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	
2 PAYROLL DISTRIBUTION REPORT Report documenting all expenditures of payroll activity.	Destroy 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	
3 1096 & 1099 Forms: Statement of earnings over $600 of earnings for services for Federal Tax purposes.	4 years NO RM60* REQUIRED	

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Financial Revenue Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ACCRUED/ACTUAL INTEREST BALANCE	Destroy 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	
2 FUND BALANCE REPORT	Retain 5 years after end of the fiscal year to which these records relate. NO RM60* REQUIRED	
3 MONTHLY REPORTS OF ACCRUED INTEREST Information used to calculate the monthly interest earned from investments.	Destroy 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	

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Financial Tax And Other Financial Assessment Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ANNUAL TAX BILLING SUMMARY Summary information concerning all assessments billed for the year. Includes individual recap sheets for each type of assessment, as well as a recap sheet for all assessments.	Destroy 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	
2 ANNUAL TAX LEDGER	Permanent	NOTE: Consider COM or microfilm
3 ASSESSMENT WORKING FILES a Assessment schedules for Special Improvement Districts (SIDs). b Spreadsheet work files Working paper used to create and modify a spread.	a Destroy at end of the fiscal year following the cancellation or call of the bond and collection of all delinquency. NO RM60* REQUIRED b Destroy at end of the fiscal year following the cancellation or call of the bond. NO RM60* REQUIRED	
4 MONTHLY TAX DISTRIBUTION Spreadsheet which documents the distribution of taxes, interest and penalties collected.	Destroy 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	
5 MONTHLY TAX RECEIVABLE REPORTS Report detailing the month-end tax and SID balance of every property owner. Report's primary purpose is to balance the tax information. a Monthly reports excluding June 30 report. b June 30 report.	a Retain 2 years after end of the fiscal year to which these records relate; destroy. NO RM60* REQUIRED b Destroy 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, *(Cont. to next page)* *(Cont. from previous page)* destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	

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Financial Tax And Other Financial Assessment Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
6 SPECIAL IMPROVEMENT DISTRICT (SID) CONTROLS Records used to balance outstanding principal assessments against the general ledger and to document the principal paid on a property.	Destroy at end of the fiscal year following the cancellation or call of the bond. NO RM60* REQUIRED	
7 SPECIAL IMPROVEMENT DISTRICT (SID) PAYOFFF RECEIPTS	Destroy 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	
8 TAX AND SID MONTHLY MAINTENANCE RECORDS Series documents the payment of activity of taxes and assessments.	Destroy 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	

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Fire And Dispatch Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 COMPLAINT RECORDS Complaints received from citizens or other departments concerning emergency response	Retain 10 years; destroy. NO RM60* REQUIRED	
2 EMPLOYMENT ENTRANCE TESTS Series consist of the tests administered to job applicants. Tests are held biannually for firefighters, and as needed for other positions.	Discard when test is re-administered. NO RM60* REQUIRED	
3 EXPOSURE REPORTS Reports completed prior to 1995 by employees following exposure to substances which are potentially hazardous to their health, such as bodily fluids, smoke, chemicals. Also included is medical treatment information, such as hospital reports.	Discard 30 years after injury or illness was reported, unless specified otherwise by a particular OSI-L4 standard. RM60* REQUIRED	29 CFR 1910.20
4 FACILITY PLANS Original blueprints, site plans, mechanical drawings, and site and building plans of the 911 Center, all fire stations and other buildings owned by the fire department.	Retain for life of building. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	These are vital records NOTE: Consider transferring to a local historical society for permanent preservation.
5 FIRE INVESTIGATION RECORDS Documentation of investigations conducted by the Fire Prevention Division of the fire department.	Permanent	
6 FIRE DETECTION AND SUPPRESION SYSTEM INSPECTION RECORDS Fire Marshal inspection of alarm and extinguishing systems and plans for new installations submitted by alarm companies for Department review.	Retain for 3 years; destroy. NO RM60* REQUIRED	1994 Uniform Fire Code, 103.3.4
7 INCIDENT REPORTS Reports of all incidents responded to by the Fire Department, including fire incidents and emergency medical incidents. Record series includes 911 dispatch reports and other information pertaining to incidents.	Retain for 22 years; destroy RM60* REQUIRED	EMS records—37.104.212 ARM Reported to DPHHS quarterly.

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Fire And Dispatch Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
8 INSPECTION GUIDELINES FOR FIRE MARSHAL Guidelines for inspecting various types of materials, facilities and businesses, including hotels, high rises, hazardous materials, schools, fireworks.	Retain until superseded or obsolete; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	
9 INSPECTION RECORDS This series documents inspections and life safety checks conducted by the Fire Department at buildings, facilities, and for equipment.	Retain documentation for 3 years; destroy. NO RM60* REQUIRED	1994 Uniform Fire Code, 103.3.4
10 MASTER STREET/ADDRESS GUIDE Master guide containing name, address, and telephone number of every resident.	Retain until next monthly update; destroy. NO RM60* REQUIRED	Current record is a vital record.
11 PENDING CODE VIOLATIONS	*Transfer to series "Inspection Records" immediately after violation has been corrected.*	Current record is a vital record.
12 POLICIES AND PROCEDURES Policies and procedures for fire department personnel. Includes policies and procedures, and updates thereto, as well as staff notices of policy updates. a Master set of current and all superseded policies and procedures. b All other copies	a Permanent. b Discard when superseded or obsolete. NO RM60* REQUIRED	Current record is a vital record.
13 STATISTICAL SUMMARY REPORTS a Quarterly Reports b Annual Reports	a Retain 10 years; destroy . NO RM60* REQUIRED b Permanent.	
14 SUBDIVISION REVIEWS Documentation of the fire department's review of subdivision development plans submitted by land developers.	Retain 3 years after completion of the review; destroy. NO RM60* REQUIRED	

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Fire And Dispatch Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
15 TRAINING RECORDS Documents the fire department's administration of various certification tests developed by the National Fire Protection Association, including course outlines and test results. "Record" copy is a permanent copy. a Certificates b Test questions and course outline c Test results	a "Record" copy retain 25 years after termination or separation of employee. Departmental copy transfer to Human Resources upon termination or separation. RM60* REQUIRED b Update as required. c Retain 5 years after termination or separation of employee. NO RM60* REQUIRED	

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General (Common) Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 AFFIDAVITS OF PUBLICATION OF ORDINANCES AND LEGAL NOTICES Notarized certificates and newspaper clippings attesting to the publication of legal notices. a Publication of Ordinances b All others	a Permanent. b Place with related project file and dispose of accordingly. If no project file exists, retain 3 years; destroy. NO RM60* REQUIRED	
2 AGENDAS Posted agendas and notices for meetings of the Commission/Council and advisory boards, committees, and commissions. Record copy is in Municipal Clerk's Office. a Municipal Clerk b All other copies	a Retain 2 years; destroy. NO RM60* REQUIRED b Retain until after meeting; destroy. NO RM60* REQUIRED	
3 BID AND PROPOSALS a Successful awards under $25,000 b Unsuccessful awards under $25,000 c Successful awards over $25,000 d Unsuccessful awards over $25,000 e Unopened Bids f Contractor warranties	a Retain 8 years after termination or completion and final payment; destroy. NO RM60* REQUIRED b Retain 1 year after date of award; destroy. NO RM60* REQUIRED c "Record" copy retain 8 years after termination or completion and final payment; destroy. All other copies retain with related bid award or contract file and dispose of accordingly. NO RM60* REQUIRED d Retain until contract is completed; destroy. NO RM60* REQUIRED e Return to bidder after award. f Destroy 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	Active record is a Vital record.

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General (Common) Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
4 BID AWARDS, CONTRACTS, AND AGREEMENTS "Record" copy of routine procurement records including legal notices, bid awards, affidavits of publication, signed contracts or agreements, certificates of insurance, surety bonds, requests for proposals, proposals, technical specifications, reports, correspondence, and similar records relating to the negotiation, administration, negotiation, renewal, and termination of awards, contracts and agreements to which the city is a party. a Bid awards and contracts under $25,000. b Bid awards and contracts over $25,000. c Utility and other major construction or restoration/renovation contracts.	a "Record" copy is in the department that lets the contract; retain 8 years after termination or completion and final payment; all other copies destroy upon termination or completion and final payment. NO RM60* REQUIRED b "Record" copy is in the Municipal Clerk's office, retain 8 years after termination or completion and final payment. NO RM60* REQUIRED c "Record" copy is in the Municipal Clerk's office and is permanent; all other copies destroy upon termination or completion and final payment. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	Active records are vital records.
5 BUDGET WORKING PAPERS Records created and used in the preparation of the annual budget, including departmental requests, estimates, ledgers, handwritten notes, and related correspondence and memoranda. a "Record" copy in the finance or treasurer's office b All other copies	a Retain 5 years after the fiscal year to which the records relate; destroy. NO RM60* REQUIRED b Retain 2 years; destroy. NO RM60* REQUIRED	
6 COMPLAINTS Original citizen complaint form listing name, address, phone number, location of complaint, nature of complaint, responsible department, and steps taken.	Retain 2 years; destroy. NO RM60* REQUIRED	

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General (Common) Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
7 CORRESPONDENCE—Cont. b Non-Permanent Correspondence: Routine Incoming and outgoing letters, memoranda, and e-mail pertaining to the normal and routine administrative functions. Consists of correspondence providing general information and requests for information, referring inquiries elsewhere, forwarding materials, acknowledging incoming letters, making arrangement for routine meetings or other events, and similar matters of minor administrative character which contain no substantive information.	b Retain for 3 years; destroy NO RM60* REQUIRED	
c Non-Permanent Correspondence: Transitory Incoming and outgoing letters, memoranda, and e-mail that, while part of municipal business, are purely informational with a very short time-value. Examples include routine correspondence for which a record is needed only for a limited time, such as incoming or outgoing transmittal/cover messages that do not add information to that contained in the transmitted material ("enclosed please find ..."); routine questions and answers that require no administrative action, no policy decision, and no special compilation or research for reply ("our address is ...," "the deadline is ...," "please send 10 copies of ..."); thank-yous, acknowledgments, congratulations; information copies of correspondence on which no documented administrative action was taken.	c Retain in office for 30 days; destroy NO RM60* REQUIRED	
d Non-Record Correspondence: The following materials are not records and may be destroyed/ deleted at any time, unless they become part of some official record as a result of special circumstances: correspondence and memoranda generated by another entity and kept by your office for reference purposes; unofficial employee activities (parties, softball games, etc.); internal office announcements ("Ms. Jones is here to see you," "Joe Smith called," "is this afternoon's meeting still on?"); quasi-official notices (notices of holidays, charity appeals, etc.); junk mail; listserv messages, other than those you post in your official capacity.	d Destroy/delete at will. NO RM60* REQUIRED	

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General (Common) Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
8 COUNCIL/COMMISSION PACKETS Material assembled and distributed to Council/Commission members containing documents pertaining to a Council meeting as well as informational material. "Record" copy is in the Municipal Clerk's Office. a Municipal Clerk b All other copies	a Retain 25 years; destroy. RM60* REQUIRED b Retain until after Council/Commission meeting to which the package pertains; destroy. NO RM60* REQUIRED	
DELIVERY RECEIPTS Receipts created when secured armored express, federal express, etc. picks up funds from the municipality.	Fiscal plus 2 years NO RM60* REQUIRED	
10 EQUIPMENT RECORDS Original operating instruction booklets, service agreements, warranty information, replacement part information, technical reference booklets, purchasing information, and owner's manuals which document the use and maintenance of equipment purchased.	Life of the equipment, as needed for reference; destroy. NO RM60* REQUIRED	
11 FINANCIAL FILES Files relating to the expenditure of funds, such as cost estimates, receipts and receipt stubs, purchase orders, invoices, and vouchers, except those for the payment of taxes, special assessments, utility deposits, and any receipts noted elsewhere in these schedules. a Municipal Clerk: "record" copy b All other copies	a Retain 8 years after end of official year to which the records relate; destroy. NO RM60* REQUIRED b Retain 3 years; destroy. NO RM60* REQUIRED	
12 GENERAL ADMINISTRATIVE FILES Records relating to the internal management or general administration of a department rather than the functions for which the office exists. In general, these records relate to the office organization, staffing procedures, and communications; the expenditure of funds, including training and gravel; supplies and office services and equipment requests and receipts; and the use of office space and utilities.	Retain after 2 years old or sooner if purpose is served; destroy. NO RM60* REQUIRED	

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General (Common) Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
GENERAL ADMINISTRATIVE FILES – CONT. also include copies of reports and correspondence officially filed elsewhere, copies of internal activity and workload reports.		
13 INSURANCE POLICIES Liability, theft, fire, accident, health, life, and other policies for property and personnel, including supporting documentation regarding implementation, modification, or replacement of policies. "Record" copy is in the Municipal Clerk's Office.	"Record" copy retains 5 years after expiration or replacement of policy; all other copies retain until policy expires or is superseded; destroy. NO RM60* REQUIRED	
14 LEASES Legal instruments, signed leases, correspondence, memoranda and other records pertaining to the negotiation, administration, renewal, and termination of a lease to which the City is a party. a Municipal Clerk: "record copy" b All other copies	a Retain 8 years after expiration, termination, or cancellation of lease; destroy. NO RM60* REQUIRED b Retain until lease expires or is terminated; destroy. NO RM60* REQUIRED	
15 MEMBERSHIP IN ASSOCIATIONS, SOCIETIES, AND COMMITTEES a Records documenting participation in external governmental and professional organizations in which are members in their official capacity as city representatives. 1 Official copies of committee records such as meeting minutes, declarations, newsletters, speeches, correspondence. 2 Background information, corres-pondence of minor administrative character, drafts.	a Records documenting participation… 1 Permanent 2 Retain 5 years or when no longer needed for reference, whichever is sooner; destroy. NO RM60* REQUIRED	

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General (Common) Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
16 MEMBERSHIP IN ASSOCIATIONS, SOCIETIES, AND COMMITTEES—cont. b Records documenting membership of staff in professional organizations, however, not in an official capacity as a City representative. Includes corres-pondence, copies of speeches, newsletters, copies of minutes, and miscellaneous materials. These records do not reflect official City positions. If membership is paid for with city funds, then these are city records. If membership is paid for by employee, they are personal papers, not city records.	b Retain 3 years or when no longer needed for reference, whichever is sooner; destroy. NO RM60* REQUIRED	
17 MASTER PLANS Master plans and comprehensive plans developed by departments. Forward one copy to the Municipal Clerk who maintains the "record" copy. a Municipal Clerk b All other copies	a Permanent. b Retain until superseded; destroy. NO RM60* REQUIRED	
18 PERSONNEL FILES Unofficial personnel folders maintained by departments consisting of documents which are duplicates of papers placed in official personnel folders. a Human Resources Department: "record " copy. b Departmental copies	a Retain 25 years after termination or separation of employee; destroy. NO RM60* REQUIRED b After separation, transfer, or termination of employee, transfer to Human Resources for incorp-oration into official personnel file, if necessary.	
19 PERSONNEL RECRUITMENT FILES Position descriptions, resumes of prospective employees, and personnel recruitment material.	Retain 3 years after selection is made; destroy. NO RM60* REQUIRED	

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General (Common) Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
20 POLICY AND PROCEDURE FILES Consists of manuals, directives, administrative rules, handbooks, and other formal policy and procedural issuances. a Formal issuances created by department or division for which the policy or procedure is a program function 1 Master set 2 Used copies and extra copies b Copies of City operating policies and procedures used for reference.	a Formal issuances. 1 Permanent. 2 Retain until superseded; destroy. NO RM60* REQUIRED b Retain until obsolete or superseded; destroy. NO RM60* REQUIRED	
21 PRESS RELEASES, SPEECHES, STATEMENTS Prepared statements, announcements, news conferences and speech transcripts and similar records issued to the news media by the City. a. Policy/Historic—Subjects include adoption of new City programs, termination of old programs, major policy shifts, changes in the status of elected officials or senior administrative personnel, and others. b. Routine—Subjects include announcements of routine events or actions carried out within the scope of existing City policies.	a. Permanent b. Retain 2 years NO RM 60 REQUIRED	

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General (Common) Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
22 PUBLICATION a Official Publications Official publications, including, but not limited to: annual reports, administrative codes, codes of regulatory commissions, and publications. Also included can be research papers created on behalf of or for the use of the city such as urban and regional land use, planning, zoning, air and water pollution, transportation, public utilities, urban geography, surveying, and mapping and semiofficial publications such as city planning reports prepared by surveying and mapping and semiofficial publications such as city planning reports prepared by a commercial firm, or in partnership or consultation with, any city planning agency. Also includes handbooks, manuals, pamphlets, posters, and programs created for or by the city. "Record" copy is in the Municipal Clerk's office. b Reference Publications Copies of internal or external publications maintained for reference.	a Permanent. b Retain until obsolete or no longer needed; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	
23 PURCHASE ORDERS	*See Item 10, MR 57 Common Records, for explanation.*	
24 READING OR CHRONOLOGICAL FILES Copies of correspondence and other papers maintained by the originating department used solely as a reading or reference file for convenience.	Retain 2 years; destroy. NO RM60* REQUIRED	
25 RECORDS RETENTION AND DISPOSITION SCHEDULES a Municipal Clerk: "record" copy b All other copies	a Permanent; retain one copy of the original, plus one copy of each revision. b Retain until superseded; destroy. NO RM60* REQUIRED	

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General (Common) Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
26 REPORTS AND STUDIES a Official Reports and Studies Reports and studies commissioned by or conducted, funded by public monies, pertaining to public facilities, operations, and services. Studies and reports are usually performed by staff and/or consultants. Also includes studies and surveys commissioned, or those which affect the city. 1 Municipal Clerk: "record" copy 2 All other copies b Internal Reports and Studies Reports, studies, surveys, and analyses conducted or commissioned by departments for internal information or planning purposes, and not transferred to the Municipal Clerk. 1 Final report. Record copy maintained by originating department 2 All backup data and documentation necessary to support final report's validity 3 Working files including drafts, notes, and reference materials	a Official Reports and Studies. 1 Permanent 2 Retain until obsolete or no longer needed; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS b Internal Reports and Studies. Retain 10 years, unless listed otherwise elsewhere in the retention schedules; destroy. NO RM60* REQUIRED Retain 2 years after completion of survey document, unless listed otherwise in the retention schedules; destroy. NO RM60* REQUIRED Retain 1 year after completion of survey document, unless listed otherwise elsewhere in the retention schedules; destroy. NO RM60* REQUIRED	
27 STAFF WORKING PAPERS Reference files and duplicate copies of documents accumulated during preparation of a report or work on a project.	Retain 1 year after completion of report or project, or discard sooner if no longer needed for reference; destroy. NO RM60* REQUIRED	

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General (Common) Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
28 SUBJECT FILES Subject files consisting of a mix of administrative and technical material, the value of which varies depending on the organizational level at which they are created and the purpose they serve. a Organizational and Project Files Files containing administrative directives, policy studies and reports, formal memoranda, reports or special advisory committees and task forces, and similar records documenting the formulation and implementation of projects, policies, programs, and operations of any office.. b Administrative Procedural Files Administrative announcements, routine correspondence and memoranda, statements, reports, and other records of offices pertaining to office procedures and distributed within the department or among offices. c Staff Subject Files Documents generated by departments in the course of routine office administrative functions have short-term value. These records include correspondence, general	a Permanent. b Retain 5 years or when superseded; destroy. NO RM60* REQUIRED c Transfer to storage when 1 year old. Destroy when 3 years old. NO RM60* REQUIRED	
29 TIME CARDS/SHEETS a Human Resources office: “record copy” b All other copies	a Retain 3 years; destroy. NO RM60* REQUIRED b Retain 2 years or when no longer needed for reference, whichever is sooner; destroy. NO RM60* REQUIRED	Current time cards are a vital record.
30 TRAINING RECORDS a Correspondence, memoranda, reports, and other records pertaining to the availability of training and employee participation in training programs sponsored by other government or non-government agencies. b Certificates of completion, certificates or passing training requirements, and other documentation of successful training completion. Includes test scores of final tests taken by employee.	a Retain 5 years or when superseded or obsolete, whichever is sooner; destroy. NO RM60* REQUIRED b Transfer to Employee Personnel File in Human Resources office.	

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General (Common) Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
31 TRAVEL EXPENSE RECORDS Files relating to the expenditure of funds, such as cost estimates, receipts and receipt stubs, purchase orders, invoices, and vouchers, except those for the payment of taxes, special assessments, utility deposits, and any receipts noted elsewhere in these schedules. a Record Copy b All other copies.	a Retain 5 years after end of official year to which records relate if city/town is audited annually; if city/town is not audited annually, retain 7 years after the end of the official year to which the records relate; destroy. NO RM60* REQUIRED b Retain 3 years; destroy. NO RM60* REQUIRED	
32 AUDIOVISUAL MATERIALS a Videotapes/audio tapes of meetings. b Promotional and public relations tapes. c Motivational and training audiotapes purchased for use by personnel.	a Permanent, if no minutes are prepared for the meeting, 1 year if official minutes are prepared and approved. b Permanent. c Retain as long as administratively needed. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	NOTE: 7-1-4141, MCA, requires that cities/towns have the capability of producing copies of all records including sound and video tapes if that is record medium chosen.

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Hazard Communication Program Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
HAZARD COMMUNICATION PROGRAM The purpose of a hazard communication program is to ensure that the hazards of all chemicals produced or imported are evaluated, and that information concerning their hazards is transmitted to employers and employees. It applies to any chemical which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency. Employers are not required to evaluate chemicals unless they choose not to rely on the evaluation performed by the chemical manufacturer or importer for the chemical.		
1 EMPLOYEE EXPOSURE RECORDS An employee exposure records a record containing any of the following kinds of information: environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent; biological monitoring results; material safety data sheets indicating that the material may pose a hazard to human health; or, in the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent. a Background Data to Environmental Monitoring Data, such as laboratory reports and worksheets, from environmental (workplace) monitoring or measuring. b Material Safety Data Sheets (MSDS) *See* Hazard Communication Program Records schedule for a full description of MSDSs. c Chemical Inventory Or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent. d Biological Monitoring Results Results designated as exposure records by specific occupational safety and health standards.	a One year, as long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, are retained for at least 30 years; destroy. RM60* REQUIRED b Need not be retained for any specified period *as long as* some record of the identity of the substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy. RM60* REQUIRED c Need not be retained for any specified period *as long as* some record of the identity of the substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy.RM60* REQUIRED d Retain as required by the specific standard. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	

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Hazard Communication Program Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
2 EMPLOYEE INFORMATION AND TRAINING RECORDS a Information Employees shall be informed of: the requirements of this section; any operations in their work area where hazardous chemicals are present; and the location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and material safety data sheets. b Training Employee training shall include at least: methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area; the physical and health hazards of the chemicals in the work area; the measures employees can take to protect themselves from these hazards; and the details of the hazard communication program developed by the employer; the employer shall keep a record of the dates of training sessions given to employees and the names of the employees attending.	a Retain until superseded; destroy NO RM60* REQUIRED b Employee training records shall be placed in the employee's personnel file.	a 29 CFR 1910.1200 (h), and 50-78-204 & 305, MCA b 49 CFR 172.704
3 EMPLOYEE MEDICAL RECORDS/FILES a An employee medical file is a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician, and may include: medical and employment questionnaires or histories; the results of medical examinations; medical opinions, diagnoses, progress notes, and recommendations; first aid records; descriptions of treatments and prescriptions; employee medical complaints; health and dental insurance enrollment records; medical releases; and information from physician and worker's compensation reports. b Insurance Records c First Aid Records Records of one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and the like which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, if made on-site by a non-physician. d Medical Records of Employees Who Have Worked for Less than 1 Year for the Employer. .	a Retain actual medical records for duration of employment + 30 years; destroy. NO RM60* REQUIRED b Health and dental insurance claims need not be retained for any specified period and insurance enrollment records, medical releases, and information from reports should be retained for 10 years after termination of employment or 10 years after the last year enrolled in the plan, *if* they are maintained separately from the employer's medical program and its files NO RM60* REQUIRED c First aid records need not be retained for any specified period if they are maintained separately from the employer's medical program and its files. NO RM 60 REQUIRED d Need not be retained beyond the term of employment if they are offered to the employee upon the termination of employment. NO RM 60 REQUIRED	29 CFR 1910.1020(d) [formerly 1910.20], as adopted by the Montana Department of Labor and Industry This is a vital record. FMLA requires these records to be maintained separately from other personnel records.

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Hazard Communication Program Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
4 LABELS AND OTHER FORMS OF WARNING Employers shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged, or marked with the following information: identity of the hazardous chemical(s) contained therein, and appropriate hazard warnings. The employer may use signs, placards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers.	Retain until superseded; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	29 CFR 1910.1200 (f), and 50-78-206, MCA
5 MATERIAL SAFETY DATA SHEETS (MSDS) Employers shall have a material safety data sheet in the workplace for each hazardous chemical which they use. It shall contain at least the following information: the identity used on the label; physical and chemical characteristics, the physical hazards and the health hazards of the hazardous chemical; the primary route(s) of entry; any exposure limits; whether the hazardous chemical is a carcinogen or potential carcinogen; any generally applicable precautions and control measures; emergency and first aid procedures; date of preparation or update of the MSDS; and the name, address, and telephone number of the responsible party who can provide additional information. Each employer shall maintain a copy of any correspondence sent or received by the employer in an effort to obtain a material safety data sheet when none was provided by the chemical manufacturer or distributor.	Current sheets must be readily accessible; when no longer current the sheets themselves need not be retained for any specified period *as long as* some record of the identity of the substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy. The correspondence, once the material safety data sheets are provided, may be retained per the Correspondence series listed in the General (Common) Records schedule. RM60* REQUIRED	29 CFR 1910.1200 (g) and 29 CFR 1910.1020 (d) [formerly 1910.20], and 50-78-203,MCA May be kept in electronic form, microfiche, or other alternatives as long as no barriers to immediate employee access are created by such options
6 WORKPLACE CHEMICAL LIST Each employer shall compile and maintain a workplace chemical list which must contain the chemical name of each hazardous chemical in the workplace, cross-referenced to any generally used common name; the chemical abstracts service registry number, if available, must accompany all chemical names on the list; and the list must indicate the work area in which each hazardous chemical is normally stored or used.	Must be updated as necessary but not less than annually; destroy when Superseded. NO RM60* REQUIRED	50-78-202, MCA

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Hazard Communication Program Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
7 WRITTEN HAZARD COMMUNICATION PROGRAM Employers shall develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how the criteria for labels and other forms of warning, material safety data sheets, and employee information and training will be met; includes a list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate material safety data sheet; includes the methods the employer will use to inform employees of the hazards of non-routine tasks and the hazards associated with chemicals contained in unlabeled pipes in their work areas.	Retain until superseded; destroy. NO RM60* REQUIRED	29 CFR 1910.1200 (e)

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Human Resources Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 CORRESPONDENCE Correspondence concerning general personnel issues and insurance.	Purge annually and destroy superseded or obsolete records. NO RM60* REQUIRED	
2 DRUG AND ALCOHOL TESTING RECORDS: POST-EMPLOYMENT Records documenting procedures for selecting and testing employees randomly for drug and/or alcohol abuse. Tests are performed in compliance with the 1989 Substance Free Workplace Act and with 1995 regulations of the Federal Highway Administration and the Federal Transit Administration. a Plans, Procedures, Supporting Documentation, pertaining to the development of procedures for drug and other substance abuse testing programs, including the determination of testing incumbents in designated job positions. b Employee Acknowledgment of Notice Forms, completed by employees whose positions are designated sensitive for substance abuse testing purposes, acknowledging that they have received notice that they may be tested. c Test Results	a Retain for 3 years or when superseded or obsolete or no longer needed, whichever is later; destroy. NO RM60* REQUIRED b Retain until employee separates from designated testing position; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS c Positive results: Retain for 10 years after termination of employment; destroy. NO RM60* REQUIRED, Negative results retain 3 years; destroy. NO RM60* REQUIRED	39-2-304, MCA a 49 CFR 40.23
3 DRUG AND ALCOHOL TESTING RECORDS: PRE-EMPLOYMENT Results of substance abuse tests administered to employment applicants.	Applicants hired: Retain until termination of employment; destroy. NO RM60* REQUIRED Applicants not hired: Retain 3 years after decision was made not to hire; destroy. NO RM60* REQUIRED	

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Human Resources Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
4 EMPLOYEE EXPOSURE RECORDS (To Hazardous Materials) An employee exposure records a record containing any of the following kinds of information: environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent; biological monitoring results; material safety data sheets indicating that the material may pose a hazard to human health; or, in the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent. a Background Data to Environmental Monitoring Data, such as laboratory reports and work-sheets, from environmental (workplace) monitoring or measuring. b Material Safety Data Sheets (MSDS) *See* Hazard Communication Program Records schedule for a full description of MSDSs. c Chemical Inventory Or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent. d Biological Monitoring Results Results designated as exposure records by specific occupational safety and health standards.	At least 30 years; destroy. RM60* REQUIRED a 1 year, as long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, are retained for at least 30 years; destroy. RM60* REQUIRED b Need not be retained for any specified period *as long as* some record of the identity of the substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy. RM60* REQUIRED c Need not be retained for any specified period *as long as* some record of the identity of the substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy. RM60* REQUIRED d *Retain as required by the specific standard.* RM60* REQUIRED IF RECORDS KEPT LONGER THAN 10 YEARS.	29 CFR 1910.1020 (d) [formerly 1910.20], as adopted by the Montana Department of Labor and Industry The form, manner, or process by which an employer preserves a record is not mandated *as long as* the information contained in the record is preserved and retrieve-able, except that chest X-ray films shall be preserved in their original state.

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Human Resources Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
5 EMPLOYEE MEDICAL RECORDS/FILES a An employee medical file is a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician, and may include: medical and employment questionnaires or histories; the results of medical examinations; medical opinions, diagnoses, progress notes, and recommendations; first aid records; descriptions of treatments and prescriptions; employee medical complaints; health and dental insurance enrollment records; medical releases; and information from physician and worker's compensation reports. b Insurance Records First Aid Records Records of one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and the like which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, if made on-site by a non-physician. Medical Records of Employees Who Have Worked for Less than 1 Year for the Employer	a Retain actual medical records for duration of employment + 30 years; destroy. NO RM60* REQUIRED, b Health and dental insurance claims need not be retained for any specified period and insurance enrollment records, medical releases, and information from reports should be retained for 10 years after termination of employment or 10 years after the last year enrolled in the plan, if they are maintained separately from the employer's medical program and its files. NO RM60* REQUIRED *c* First aid records need not be retained for any specified period if they are maintained separately from the employer's medical program and its files. NO RM60* REQUIRED d Need not be retained beyond the term of employment if they are offered to the employee upon the termination of employment. NO RM60* REQUIRED	29 CFR 1910.1020(d) [formerly 1910.20], as adopted by the Montana Department of Labor and Industry This is a vital record. FMLA requires these records to be maintained separately from other personnel records.
6 INSURANCE: CLAIMS Documentation used in the payment of employee health and death benefit claims or payments to non-employees under liability policies, including insurance claims forms; copies of hospital, physician, and medication bills; death certificates; correspondence; beneficiary information; and other supporting papers used in processing the claims.	Retain 2 years after final settlement; destroy. NO RM60* REQUIRED	

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Human Resources Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
7 INSURANCE: POLICIES Current insurance policies and background information concerning the policy.	Retain 5 years after expiration, termination, or cancellation; destroy. NO RM60* REQUIRED	This is a vital record while the policy is current. NOTE: May be valuable reference material.
8 LABOR ARBITRATION AND GRIEVANCE RECORDS Records of labor arbitration in general, as well as case files. This series documents grievances filed by employees. Includes original grievance, arbitration and investigation reports, and settlement. a Grievance Form b Investigation and Arbitration Documentation	a Retain 10 years after termination of employment; destroy. NO RM60* REQUIRED b Retain 5 years after final resolution of the case; destroy. NO RM60* REQUIRED	
9 LABOR UNION NEGOTIATION RECORDS May include minutes of negotiation sessions, handwritten notes, and correspondence documenting negotiations with union representatives for labor contracts.	Retain 8 years after expiration of agreement; destroy. NO RM60* REQUIRED	
10 LIABILITY AND PROPERTY CLAIMS Initial report of a citizen's liability or property claim against the city/town. "Record" copy of all follow-up actions, including investigation, arbitration, and settlement.	Retain claims report for 2 years after final settlement; destroy. NO RM60* REQUIRED	
11 PAYROLL: CHECK REGISTERS List containing check number, amount, and employee name of every payroll check issued.	Retain 50 years after the fiscal year to which these records relate; destroy. RM60* REQUIRED	NOTE: The payroll check register is a good candidate for COM or microfilm.
12 PAYROLL: PAYROLL REGISTERS Should include necessary information for retirement purposes	Retain 50 years; destroy. RM60* REQUIRED	NOTE: The payroll register is a good candidate for COM or microfilm.
13 PAYROLL: QUARTERLY PAYROLL REPORTS	Retain 4 years after the end of the fiscal year to which the records relate. NO RM60* REQUIRED	29 CFR 516.5
14 PERFORMANCE APPRAISAL RECORDS	Retain 3 years after appraisal or 2 years after last use in employment decision, whichever is later; destroy. NO RM60* REQUIRED	

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Human Resources Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
15 PERSONNEL RECORDS/FILES Official personnel records of all employees. Files may include resume, employment application, W-4 form, PERS membership cards, deduction information, and other personnel and payroll information.	If the file contains only personnel records, retain 10 years; if payroll information also is included, retain 50 years; destroy. NO RM60* REQUIRED	This is a vital record.
16 POSITION CLASSIFICATION Study and survey records and background information documenting decisions leading to position classification.	Retain until superseded; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	
17 PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) REPORTS Reports submitted to the State Public Employees Retirement Division (PERD).	Municipality: Retain 10 years after termination of the employee; destroy. NO RM60* REQUIRED	This is a vital record.
18 REQUISITION FOR HIRING Formal request to hire; may include vacancy announcement and other information concerning the position opening.	Retain 2 years after the end of the fiscal year to which the records relate; destroy. NO RM60* REQUIRED	
19 TIME RECORDS May be cards or sheets or electronic records.	Retain 3 years; destroy. NO RM60* REQUIRED	29 CFR 516.6 This is a vital record.

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Human Resources Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
20 WORKERS COMPENSATION a Initial Report Report submitted by the employer and claim form completed by the employee. Summary information is available in quarterly reports submitted to MMIA. b Log and Summary Information Information of all recordable occupational injuries and illnesses, as well as supplementary records of each occupational injury or illness reported. May include summary reports on accidents and incidents and ensuing workers compensation claims sent quarterly to MMIA. c Employee Exposure and Medical Records *See* Employee Exposure Records and Employee Medical Records/Files earlier in this schedule. d Claims Settlement Records Documentation concerning investigations of claims and their settlement.	a Retain 2 years after claim has been settled; destroy. NO RM60* REQUIRED b Retain 5 years after injury or illness was reported; destroy. NO RM60* REQUIRED c Retain 30 years after injury or illness was reported, unless specified otherwise by a specific occupational safety and health standard; destroy. NO RM60* REQUIRED d Retain 5 years after claim has been settled; destroy. NO RM60* REQUIRED	29 CFR 1904.4 Records may be maintained for and on behalf of the municipality by their insurance carrier.

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Human Resources Records Federally Required Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 COBRA RECORDS/RETIRED EMPLOYEE INSURANCE APPLICATIONS Enrollment and waiver forms documenting acceptance or rejection of health and dental insurance offered to retired employees and to terminated employees eligible for insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA).	Retain 3 years after termination of employment; destroy. NO RM60* REQUIRED	
2 EMPLOYMENT APPLICANT INFORMATION RECORDS Records documenting minority status information concerning all job applicants. The information is collected in response to federal requirements for tracking the type and number of minority applicants.	Retain 3 years after filing EEO-4 or any other federally-required report to which these records relate; destroy. NO RM60* REQUIRED	29 CFR 1602.30
3 EMPLOYMENT ELIGIBILITY FORMS (I-9) Mandatory federal form (1-9) to be completed by every job applicant to document employ-ment eligibility. Forms are supplemented by supporting documentation such as photocopies of driver licenses, birth certificates, green cards, and Social Security cards.	Retain 3 years after hire or 1 year after termination of employment, whichever is later; destroy. NO RM60* REQUIRED	8 CFR 274a.2
4 FICA QUARTERLY REPORTS Reports to the Social Security Administration showing employee earnings on which payroll deductions for Social Security are based.	Retain 4 years; destroy. NO RM60* REQUIRED	
5 FLEXTIME PROGRAM RECORDS Includes enrollment form, payment document-tation, and administrative records document-ing compliance with and administration of the flextime program (Flex 125) required under the Internal Revenue Code 1986, Section 125, as amended. The federal Employee Benefits Management Services (EBMS) maintains the "Record" copy. a Annual Report Submitted to the Internal Revenue Service. b Enrollment and Waiver Forms	a Retain 15 years; destroy. RM60* REQUIRED b Retain 2 years after expiration or superseded; destroy.. NO RM60* REQUIRED	

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Human Resources Records Federally Required Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
6 MEDICARE QUARTERLY REPORTS Reports submitted to the U.S. Department of Health and Human Services showing employee earnings on which payroll deductions for medicare are based.	Retain 4 years; destroy. NO RM60* REQUIRED	
7 TAX DEDUCTION REPORTS Reports listing payroll deductions taken for state and federal taxes.	Retain 2 years after end of official year to which these records relate; destroy. NO RM60* REQUIRED	
8 W-2 FORMS Copies of W-2 forms provided to employees for income tax and other reporting purposes. Includes distributed and undistributed W-2s.	Retain 4 years after end of the fiscal year to which the records relate, or after tax is paid, whichever is later; destroy. NO RM60* REQUIRED	26 CFR 31.6001-1

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Information Resources (Computer) Services Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 COPIES OF RECORDS Records relating to system security, including records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans.	Destroy or delete when superseded or obsolete. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	
2 DATA SYSTEMS SPECIFICATIONS a Codebooks b Final reports (regardless of medium) relating to master file or data base. c File specifications d Output specifications e Record layouts f User guides	Destroy when superseded or obsolete, or upon authorized deletion of the related master file or database or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	

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Legal Counsel/Municipal Attorney Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 CASE FILES: CIVIL a Formal Judgment Copy b Case Papers and all associated records.	a Permanent (reference copy). b Retain 10 years after final judgment; destroy. NO RM60* REQUIRED	
2 CASE FILES: CRIMINAL a Active and Pending Criminal Files Case files for individuals tried in court for misdemeanors occurring within the court's jurisdiction. Record copy is in the court. b Court Appeals Files	a Retain 45 days after final judgment; destroy. NO RM60* REQUIRED b Retain 10 years after final disposition; destroy. NO RM60* REQUIRED	Confidential
3 COURT REPORTER RECORDS Full stenographer notes of all proceedings.	Retain 10 years. NO RM60* REQUIRED	3-5-603, MCA
4 OPINIONS FILES: MUNICIPAL ATTORNEY Legal opinions issued by the municipality's attorney as requested on legal matters. Files may contain requests for opinions from departments, the legal opinions themselves, memoranda, correspondence, reports, photographs, pleadings, ordinances, bonds, and billing statements.	Permanent	
5 OPINIONS FILES: STATE ATTORNEY GENERAL Legal opinions issued by the state Attorney General at the request of the municipality's attorney. Files may contain requests for opinions from departments and from the municipal attorney, the legal opinions issued by the Attorney General, memoranda, correspondence, reports, ordinances, and other support documents.	Permanent	

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Library Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ADMINISTRATIVE WORKING AND REF-ERENCE FILES a Files used for reports and statistics which appear in the annual report or minutes of the Library Board. b Minutes of the Library's Board. c Monthly budget reports d Long-range plans e Daily financial overview reports (List the collar amount collected by in fees and penalties during the previous day.	a Retain 1 year after completion of final project; destroy. NO RM60* REQUIRED b Permanent c Destroy at the end of the fiscal year to which the records relate. NO RM60* REQUIRED d Permanent; update annually as needed. e Retain 1 year after end of the fiscal year to which these records relate; destroy. NO RM60* REQUIRED	
2 CIRCULATION RECORDS Any document, record, or other method of storing information retained, received, or generated by a library that identifies a person as having requested, used, or borrowed library material.	Retain until book is returned; destroy. NO RM60* REQUIRED	These records are confidential, 22-1-1103, MCA.
3 EMPLOYEE RECORDS Enrollment and wavier forms documenting acceptance or rejection of health and dental insurance offered to retired employees and terminated employees eligible for insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA).	Retain 3 years after termination of employment; destroy. NO RM60* REQUIRED	
4 INTERLIBRARY LOAN (ILL) RECORDS	Retain 3 years; destroy. NO RM60* REQUIRED	
5 LIBRARY PUBLICATIONS These are records created by the Library. Series may include brochures, clippings, fliers, newsletters, posters and other printed material.	Master set is permanent; all other copies discard when superseded or obsolete. NO RM60* REQUIRED	
6 LIBRARY GRANTS "Record" copy is in the Municipal Clerk's office. Series may include grant agreements, grant proposals, and fund expenditure records.	Retain 5 years after expiration of grant; destroy. NO RM60* REQUIRED	34 CFR 76.730 and 732
7 OUTREACH RECORDS Documentation of library outreach activities such as the bookmobile project, statistical information and time schedules.	Retain 2 years destroy. NO RM60* REQUIRED	

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Library Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
8 PATRON FILES a Applications of patrons with no outstanding dues or unreturned materials. b Applications of inactive patrons with no outstanding dues or unreturned materials.	a Purge annually NO RM60* REQUIRED b Retain 1 year after outstanding dues have been paid and/or borrowed materials returned; destroy NO RM60* REQUIRED	Any records containing names or other personal identifying information of library users are confidential. 22-1-1103, MCA.

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Motor Pool Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 EQUIPMENT FILES Purchase and maintenance records for equipment and vehicles, including work orders, purchase orders, and copies of vehicle registrations.	Retain as long as equipment is owned by the city; destroy. NO RM60* REQUIRED	
2 MONTHLY FLEET EXPENSE REPORTS Reports detailing parts and labor costs for repairs for each vehicle/piece of equipment serviced the transfer of funds from responsible departments.	Retain 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	

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Parks And Recreation Administration Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 AQUATICS AND POOL PROGRAM a Daily sales and deposit slips b Equipment and operator manuals c Fee wavier applications d First Aid requests e Job Applications f Lifeguard certifications g Pool injury reports for citizens h Pool injury reports regarding employees i Pool log j Pool inspection reports k Swimming attendance rosters l Statistical report m Time sheets 1 Human Resources 2 All other copies.	a Destroy 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate b Retain for life of equipment, or as needed for reference. c Retain 2 years; destroy. d Retain 2 years; destroy. e Retain 25 years after separation, termination of employee f Retain 2 years; destroy. g Retain 3 years after injury occurs; destroy h Retain 5 years after injury occurs; destroy. i Retain 3 years; destroy. j Retain for life of structure. RM60* REQUIRED k Retain 2 years; destroy. l Permanent. m Timesheets 1 "Record" copy retain 3 years; destroy 2 Retain 1 year; destroy. ALL ITEMS EXCEPT J AND L NO RM60* REQUIRED	29 (CFR) 1904.4 27-2-209, MCA 24.30.107, ARM
2 MAPS AND PLANS a Blue line drawings b Building and facilities original maps and plans c Site plans	Permanent	
3 PARK FILES Documents pertaining to the acquisition, development, maintenance, and improvement of city owned park land. a Appraisal reports b Bills of sale c Council/commission resolutions d Correspondence and memoranda e Leases f Master Plans g Minutes of park board h Park maintenance assessment data i Real estate contracts *Continued on next page.*	a-d Permanent e Leases: 1 Retain 8 years after expiration of lease; destroy. NO RM60* REQUIRED 2 Retain until expiration, termination of lease or when superseded; destroy. NO RM60* REQUIRED f-i Permanent	MCA 7-16-4103 and MCA 7-16-4209(2)

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Parks And Recreation Administration Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
3 PARK FILES—CONT. j Resolutions and Deeds k Right of way and utility easements l Subdivision files m Studies n Surveys o Annual facility inspection reports – report on the annual condition of facilities in the park and recreation system	j-n Permanent o Life of facility + 25 years RM60* REQUIRED	
4 RECREATIONAL ACTIVITIES a Award forms b Attendance reports, sign in sheets c Class plans, class lists d Clippings, photographs e Memorandums and correspondence f Promotional flyers g Program participant recruitment letters h Schedules i Score sheets j Staff and program evaluations k Registration forms	a Retain as long as needed for administrative purposes. b Retain 2 years; destroy. c Retain 5 years; destroy. d Retain 5 years; SEE NOTE e Retain 5 years; destroy. f Permanent g Retain 3 years; destroy. h Retain 5 years; destroy. i Retain as long as needed for administrative purposes. j Retain 5 years; destroy. k Retain 5 years after end of fiscal year in which records relate if city/town is audited annually; 7 years after end of fiscal year in which records relate if not audited annually; destroy. ALL ABOVE EXCEPT f. ARE NO RM60* REQUIRED	Note: Some photographs may have historical value and should be retained permanently.
5 PERMITS Records pertaining to permits issued by the department. Series includes applications, insurance certificates, review and approval records and receipts.	Retain 5 years after end of fiscal year in which records relate if city/town is audited annually; 7 years after end of fiscal year in which records relate if not audited annually; destroy. NO RM60* REQUIRED	

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Parks And Recreation Forestry And Conservation Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 DAILY PESTICIDE REPORTS Handwritten record of pesticide application reports maintained to document application of pesticides to trees.	Retain 1 year after incorporated into annual report; destroy. NO RM60* REQUIRED	
2 FORESTRY RECORDS a Daily weed control reports and correspondence. b Inspections by State c Pesticide inventory d Tree removal reports e Correspondence and studies concerning Forestry programs and policies. f Diagrams	a Retain 2 years; destroy. b Retain 10 years; destroy. c Retain 3 years; destroy. d Retain until incorporated into tree inspector annual report. e Permanent. f Retain 2 years or as long as needed for reference, whichever is longer; destroy. ALL ABOVE EXCEPT e are: NO RM60* REQUIRED	
3 PESTICIDE LICENSE License with Department of Agriculture indicating certification of training to apply pesticides.	Maintain 1 year after expiration; destroy. NO RM60* REQUIRED	
4 TREE INSPECTOR ANNUAL REPORT Annual report by tree inspector which Compiles annual statistics on Dutch elm disease and tree trimming notices and removals.	Permanent	
5 TREE INVENTORIES Inventory of trees in parks and list of trees to be destroyed.	Permanent	
6 TREE NUISANCE NOTICES Records document notices to property owners regarding violation of city ordinances to trim trees or cut dutch elm infected trees. a Notices to abate b Affidavit of mailing c Tree crew work orders	a Retain 2 years after costs for trimming have been satisfied by property owner; destroy. b Retain 2 years after tree trimming completed; destroy. c Retain 2 years after work is completed; destroy. a,b,c NO RM60* REQUIRED	

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Planning Department Boards, Commissions, Committees Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 APPLICATION FOR SPECIAL REVIEW Documentation of application process, including application form, maps, site plans, correspondence, and list of surrounding property owners.	Permanent	
2 BOARD OF ADJUSTMENT a This series consists of documentation of appeals to the Board of Adjustment concerning rules made by building and zoning coordinators. b Minutes	Permanent	
3 PLANNING BOARD a Minutes b Resolutions	a Permanent b Permanent	
4 TECHNICAL ADVISORY COMMITTEE (TAC) RECORDS Record copies of minutes, bylaws, background materials. a Record copy b Informational copies	a Permanent b Discard when no longer need for reference. NO RM60* REQUIRED	
5 VARIANCE APPLICATION Documentation of application process, including application form, maps, site, plans, correspondence, list of surrounding property owners. Series includes documentation of a variance to the airport influence zone.	Permanent	
6 ZONING DECISIONS ON NEWLY ANNEXED AREAS Records concerning areas annexed for specific uses containing documentation pertaining to zoning in the newly annexed areas with correspondence, maps and final decision.	Permanent	

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Planning Department Enforcement Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ADMINISTRATIVE RECORDS Includes correspondence, appointments to various boards, budget information and de-artmental policies and procedures for hiring and consultants.	Retain for 2 years or until superseded or obsolete, whichever is later; destroy. NO RM60* REQUIRED	
2 AFFIDAVITS OF PUBLICATION Standard affidavits from newspapers confirming that they published notices of public hearings for the various commissions and boards associated with the planning.	Place with related project file and dispose of accordingly or retain 3 years after publication of notice; destroy. NO RM60* REQUIRED	
3 ANNEXATIONS Series contains plats, studies, resolutions, correspondence, legal notices, memoranda, applications/petitions, title reports, ownership reports, consent letters and protests. a "Record" copy is with the Municipal Clerk. b Clerk and Recorder copy. c All other copies	a Permanent b Permanent c Retain until no longer needed for reference; destroy. NO RM60* REQUIRED	This is a vital record.
4 FLOODPLAIN ADMINISTRATION Administrative records and reference materials documenting the administration of floodplains. Records including photographs of flood events, floodplain determinations, floodplain regulations, and correspondence. a Administrative records b Regulations and determinations c Reference materials	a Retain NO RM60* REQUIRED 2 years; destroy. b Master set is a permanent record; all other copies retain until superseded; destroy. c Discard when superseded or obsolete. NO RM60* REQUIRED	

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Planning Department Land Development Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 DEVELOPMENT AGREEMENTS Agreements with developers detailing specific provisions for services, facilities, or structures provided by the developer in developing an area of land. a County Clerk and Recorder: "record" copy b Planning Department .	a Permanent. b Retain until expiration of agreement, life of ownership, or when no longer needed for reference and enforcement purposes whichever is later; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	
2 PLANNED UNIT DEVELOPMENT (PUD) RECORDS Documentation regarding each Planned Unit Development project which has been completed. Record types include agreements, site plans, correspondence, conceptual plans, and description of the type, quantity, and time schedule of the development.	Permanent	

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Planning Department Maps		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 HISTORICAL MAPS	Permanent	May be transferred to an archive; 76-1-601(2b), MCA
2 MAPS CREATED BY OTHER ENTITIES such as the U.S. Geological Survey, and used for reference purposes	Retain as long as needed for reference; destroy. NO RM60* REQUIRED	
3 MAPS CREATED FOR SPECIFIC PLANS	Permanent	76-1-601(2b), MCA
4 URBAN PLANNING AREA MAPS	Permanent	76-1-601(2b), MCA
5 ZONING MAPS	Permanent	This is a vital record; 76-1-601(2b), MCA

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Planning Department Permits		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 CONDITIONAL USE PERMITS Permits granted by Board of Adjustment. This is a closed series.	Retain 1 year after expiration of permit; destroy. NO RM60* REQUIRED	
2 SIGN PERMITS Applications for permits and registration of signs under the municipal code.	Retain 1 year after expiration of permit; destroy. NO RM60* REQUIRED	

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Planning Department Plans And Studies		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 COMPREHENSIVE PLAN Series documents creation and modification of the comprehensive plan, a long term planning document for development. Records concern each element of the plan, which includes public facilities, agriculture, land use, environment, etc. The series includes working records and drafts of each element a Municipal Clerk: "record" copy b All other copies.	a Permanent b Retain 25 years; destroy. RM60* REQUIRED	
2 GENERAL TRANSPORTATION PLANNING ADMINISTRATION Working and reference files concerning a number of transportation issues including air quality, bicycle path planning, federal guidelines, and correspondence from the planner.	Retain until no longer needed for reference; destroy. NO RM60* REQUIRED	
3 REPORTS TO THE MONTANA DEPARTMENT OF TRANSPORTATION Reports concerning the expenditures and activities of the Planning Department. a Quarterly Reports b Annual Reports	a Retain 3 years from the day the grantee submits its expenditure report for the last quarter of the federal fiscal year if grant support is continued or renewed quarterly; or on the day the report would have been due if expenditure report is waived however, if any litigation claim, negotiation, audit, or other action has started before the expiration of the three-year period, after closeout, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the three year period, whichever is later. NO RM60* REQUIRED b Permanent.	49Code of Federal Regulations (CFR) 18.42; 7 CFR 3016.42
4 TRANSPORTATION IMPROVEMENT PROGRAMS (TIP) FOR THE METROPOLITAN PLANNING ORGANIZATION Series documents scheduled improvements to the transportation network.	Retain 2 years after improvement project has been completed; destroy. NO RM60* REQUIRED	

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Planning Department Plans And Studies		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
5 TRANSPORTATION STUDIES AND PLANNING PROJECTS a Records documenting studies and projects conducted in agreement with the Montana Department of Transportation (MDOT) under the Community Transportation Enhancement Program (CTEP) b All other studies and projects.	a Retain 3 years from the day the grantee or sub grantee submits its single or last expenditure report for the period if renewed at an annual or other interval or from the day the grantee submits its expenditure report for the last quarter of the federal fiscal year if grant support is continued or renewed quarterly; or on the day the grantee submits its final expenditure report, in all other cases; or on the day the report would have been due, if expenditure report is waived, however if any litigation, claim, negotiation, audit, or other action has started before the expiration of the three-year period, after closeout, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the three year period, whichever is later. NO RM60* REQUIRED b Retain 2 years after completion of the study; destroy. NO RM60* REQUIRED	49 CFR 18.42 7 CFR 3016.42
6 URBAN PLANNING AND ZONING STUDIES Documentation of urban planning, zoning, corridor studies and neighborhood plans. a Drafts and working records b Final document retained in the Municipal Clerk's office.	a Retain 2 years after completion of the study; destroy. NO RM60* REQUIRED b Permanent	

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Planning Department Plans And Studies		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
7 UNIFIED PLANNING WORK PROGRAM Records concerning the department's submission of an annual plan for activities funded through the UPWP and explanation of how the funds will be used. Also contains reference materials used in developing the plans, including traffic count data, Federal Title Review and Guidelines.	Retain 3 years from the day the grantee or sub grantee submits its single or last expenditure report for the period if renewed at an annual or other interval or from the day the grantee submits its expenditure report for the last quarter of the federal fiscal year if grant support is continued or renewed quarterly; or on the date the grantee submits its final expenditure report in all other cases; or on the day the report would have been due, if expenditure report is waived, however, if any litigation, claim, negotiation, audit, or other action has started before the expiration of the three-year period, after closeout, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the three year period, whichever is later. NO RM60* REQUIRED	49 CFR 18.42 7 CFR 3016.42

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Planning Department Subdivision Creation And Review Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 SUBDIVISION RECORDS a Working Files Records developed during the creation and review of subdivisions. Record types can include correspondence, city departmental review notes and evaluations, various drafts of plats from conceptual to preliminary to final plat stages. b Preliminary Files 1 Approved Subdivisions 2 Unapproved Subdivisions c Subdivision Improvement Agreements 1 "Record" copy retained in the Municipal Clerk's office. 2 Departmental copy.	a Retain for the life of subdivision RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS b Preliminary Files 1 Retain for the life of the subdivision. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS 2 Retain 10 years; destroy. NO RM60* REQUIRED c Subdivision Improvement Agreements 1 Permanent 2 Retain for the life of the subdivision. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	

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Police Department Criminal Justice Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ARREST WARRANTS Warrants issued for arrest of individuals suspected of crimes committed. a Original arrest warrant b All other copies	a Retain in office until warrant is executed by Police Department or canceled by court of jurisdiction, whichever is sooner, then transfer to court. NO RM 60 REQUIRED b Destroy after warrant is issued or canceled. NO RM60* REQUIRED	
2 BENCH WARRANTS Warrants for non-appearance in court of defendant in case.	Return to court after warrant is served, if not served, destroy 2 years after issuance. NO RM60* REQUIRED	
3 NATIONAL CRIME INFORMATION CENTER (NCIS) RECORDS Documentation of criminal justice information entered into the National Crime Information Center's database. a Daily log sheets b Entry sheets providing record of information by criminal classification for data entered on wanted persons, stolen vehicles, missing persons, stolen guns, and stolen license plates. c Validation Reports	Retain 3 years after state or federal audit. NO RM60* REQUIRED c Once validated retain for 1 year. NO RM60* REQUIRED	NCIC policy and regulations, Section II, Audit c NCIC Policy NC1-65-82-4;NCI-65-87-114; NCI-6-76-1; NCI-65-87-11

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Police Department Investigation Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ACCIDENT INVESTIGATORS REPORT State of Montana accident report form completed by officers reporting on motor vehicle accidents.	Retain 3 years after last activity; destroy. NO RM60* REQUIRED	
2 CASE FILES a Files for persons arrested and convicted, includes fingerprint lifts, photographs, state and federal arrest records. b Files for persons arrested but not convicted.	a Retain 50 years after clearance. NO RM60* REQUIRED b Retain until court of jurisdiction orders destruction of records or return upon request to individual arrested but not convicted. NO RM60* REQUIRED	This is a vital record for current investigations. ARM 23.12.105 MCA 44-5-02(8)(a)(b)
3 EVIDENCE RECORDS Includes index to and all documentation of evidence kept in evidence storage and its disposition. Includes a description of the property, number assigned to evidence, date received, person delivering evidence, who received it, arrest number and description of property. Receipts of all incoming and outgoing property. Records showing authorization of dispostion of evidence, date and method of disposal, receipts, if sold	Retain 60 days after disposition of property, unless the record becomes part of a case file. NO RM60* REQUIRED	
4 CRIMINAL INTELLIGENCE INFORMATION General intelligence gathered by the department for police investigations. Documents include crime analysis, crime statistics and mapping, handwritten notes, and correspondence.	Retain in office as long as needed for investigative purposes.	

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Police Department Investigation Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
5 CRIMINAL INVESTIGATIVE RECORDS Records document all official police investigations for crimes committed. Sample records in a file include an arrest report, transcript of suspect interrogation, suspect statements, evidence release forms, fingerprint cards, laboratory reports, evidence tags, copy of Montana Highway Patrol accident investigation report, case worksheet and other documents relating to specific criminal cases.	a Unsolved homicides—permanent b Solved homicides—75 years c Sexual felonies—75 years d Other felonies (no warrant issued)—6 years e Missing persons—until cleared f Felonies—if a warrant is issued—keep until case is disposed of 90 days after decision g Non-criminal cases—3 years h Other cases 3 years i Felony or misdemeanor charges involving domestic violence, driving under the influence, and violations of protective orders--50 years after last activity j Adults arrested for all misdemeanor charges not included in (i) above.--3 years after clearance k Juveniles arrested for driving under the influence or sexual offenses --50 years after clearance. l Juveniles arrested except those listed in (k) above--Upon consent of the court judge or county attorney, destroy after records remain sealed for 10 years. m Impounded vehicles and seized evidence--5 years after the fiscal year to which the records relate. NO RM 60 REQUIRED FOR ITEMS A-M ABOVE.	This is a vital record for current investigations. (Administrative rules of Montana (ARM) 23.12.105) (MCA 41-5604 and MCA 45-5-624 (7) MCA 41-5-216 e 61-12-401 through 408
6 FINGERPRINT CARDS Records containing fingerprints, palm prints, toe prints, and other personal identifiers of arrested individuals, and may also include fingerprints of private security personnel working in an area. Includes personal descriptive information on individuals. a. Investigations b. Employees c. Applicants d. Civilian	a Unsolved homicides -permanent Homicides - 75 years Sexual felonies - 75 years Other felonies (no warrant issued) - 6 years Missing persons - until cleared Felonies - if a warrant is issued keep until case is disposed of Misdemeanors- 3 years Non-criminal cases 1 year. Other cases 3 years b Retain as long as personnel file. c 1 year d Give to customer. Do not retain. NO RM 60 REQUIRED FOR ITEMS A – D ABOVE	MCA 44-202(8)(a)(b)

*RM 60 is a records disposal request form issued by the Local Government Records Committee. “No RM 60 required” means that the records do not need to be submitted to the LGRC disposal subcommittee for approval before being disposed unless the records are over 10 years old.

Police Department Investigation Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
7 FINGERPRINT LIFTS Fingerprints taken by police officers at the scene of crime.	Retain 50 years after clearance; destroy. NO RM60* REQUIRED	This is a vital record for current investigations
8 MASTER NAME CARDS Records provide data pertaining to individuals charged with criminal violations. Data includes criminal charge, citation number, date charged, FBI number, fingerprint classification, physical description, and suspect's date of birth. a Records for all individuals charged in traffic crashes or with driving under the influence. b Records for all individuals (excluding minors) charged with misdemeanors not included in (a) above. c Records involving juveniles arrested. d Records for all individuals charged with domestic violence and violation of protective orders.	a Retain 16 years after date of occurrence. NO RM60* REQUIRED b Retain 10 years after clearance; destroy. NO RM60* REQUIRED c Upon consent of the court judge, upon 18th birthday or when supervision ends if it extends beyond the party's 18th birthday. NO RM60* REQUIRED, d Retain 50 years after occurrence. NO RM60* REQUIRED	a 61-11-102(6), MCA 23.12.105, ARM c 41-5-216, MCA Note: 41-5-604 is repealed.
9 PAWN SLIPS Copies of pawn slips, slips indicate the items being pawned or sold, and the name, address, and physical description of customer. a Slips for stolen items used in criminal investigations. b Slips not used in criminal investigations.	a Transfer to case file. b Retain one year; destroy. NO RM60* REQUIRED	
10 REPORT DISSEMINATION / BACKGROUND CHECK LOGS	Retain 3 years NO RM60* REQUIRED	MCA 44-5-305

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Police Department Operational Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 EQUIPMENT MAINTENANCE AND CALIBRATION REPORT – reports, forms and certificates.	Retain 2 years after equipment is disposed of. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	
2 RIDE ALONGS / LIABILITY WAIVER	Retain 1 year NO RM60* REQUIRED	
3 USE OF FORCE REPORT	Retain 2 years after officer's retirement or termination NO RM60* REQUIRED	

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Police Department Personnel Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 DEPARTMENTAL DIRECTIVES AND PROCEDURES a Master set of current and superseded policies and procedures.	a 25 years after superceded NO RM60* REQUIRED, UNLESS RECORD IS 50 YEARS OR OLDER	Current record is a vital record.
2 INTERNAL INVESTIGATION CASE FILES Records documenting investigations of department personnel for violation of laws, rules, or policies and may include findings and dispositions of investigations. May contain complaints, correspondence, investigatory reports, interviews, hearing summaries and testimony, and related documents. Usually includes name of employee investigated, reason, location of violation, date, accomplices' names and addresses, witnesses' names and addresses, action taken, and related data. Final action summary file Found not sustained or unfounded Found sustained –formal resulting in demotion, suspension, removal or similar action Found sustained informal- written or verbal reprimands, memoranda or similar action.	Retain as long as personnel file NO RM 60 REQUIRED 1 year after investigation is closed. NO RM60* REQUIRED 5 years after final disposition NO RM60* REQUIRED 3 years after final disposition NO RM60* REQUIRED	
3 OFFICER TRAINING PROGRAM FILES Records documenting training programs for officers.	Retain 5 years after termination or separation of employee; destroy. NO RM60* REQUIRED	

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Public Works Agreements		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 INTERGOVERNMENTAL AGREEMENTS Agreements with other governments. Agreements can include signal light maintenance, street and traffic control maintenance, construction, railroad grade crossing signal agreements. a Municipal Clerk: "Record" copy b All other copies	a Retain 8 years after the expiration or termination of the agreement; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS b Retain until expiration or termination of the agreement; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	Current agreements are a vital record.
2 STATE ROUTE MAINTENANCE AGREEMENTS a Municipal Clerk: "Record" copy and any supporting documentation. b All other copies.	a Retain 8 years after the expiration or termination of the agreement; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS b Retain until expiration or termination of the agreement; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	Current agreements are a vital record.

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Public Works General Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 COMPLAINTS Complaints received from the public, other municipal agencies, or departments, including any documentation concerning the resolution of the complaint	Retain 2 years after the complaint has been resolved; destroy. NO RM60* REQUIRED	
2 MONTANA DEPARTMENT OF HIGHWAY PROJECTS Reports, correspondence and similar records pertaining to contracts and agreements between the Montana Department of Highways and the municipality concerning the location, relocation, construction, reconstruction, maintenance control, supervision. and regulation of designated state highways that run within and through the municipality.	Permanent	
3 MONTHLY REPORTS Monthly reports on public works projects and related budget status.	Retain 4 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the of official year to which the records relate. NO RM60* REQUIRED	

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Solid Waste Collection Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ANNEXATION FILES Records used to track new lands annexed in order to provide garbage. "Record" copy is in the Municipal Clerk's office. a Affidavits and petitions of services b Legal opinions c Mail lists d Resolutions and supporting material regarding annexations.	a Retain 3 years after initiation of service; destroy. NO RM60* REQUIRED b Retain 3 years after initiation of service; destroy. NO RM60* REQUIRED c Retain 3 years after initiation of service; destroy. NO RM60* REQUIRED d "Record" copy is a permanent copy; all other copies retain as needed for reference.	
2 CONTAINER INFORMATION a Brochures about containers b Correspondence with citizens c Vendor information	a Retain until superseded; destroy. NO RM60* REQUIRED b Retain 2 years; destroy. NO RM60* REQUIRED c Retain until superseded; destroy. NO RM60* REQUIRED	
3 MAPS Maps of roads, streets, subdivisions, annexations and other geographical contours.	Retain as needed for reference. NO RM60* REQUIRED	
4 ROUTE AND COLLECTION PICKUP RECORDS Route lists, changes, surveys and handwritten notes	Retain 2 years after superseded; Destroy NO RM60* REQUIRED	
5 ROUTE AND COLLECTION SURVEYS Surveys, questionnaires of property owners regarding services and routes.	Retain 2 years; destroy. NO RM60* REQUIRED	
6 VEHICLE RECORDS a Driver listings b Fleet schedules c Inventory ledgers d Maintenance records e Vehicle cost worksheets f Vehicle registrations	a-f "Record" copy retained as long as the vehicle remains in City ownership; NO RM 60 REQUIRED All other copies retain as long as needed for reference. NO RM60* REQUIRED	

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Solid Waste Financial Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 CASH RECEIPT BOOKS	Retain 3 years; destroy. NO RM60* REQUIRED	
2 COLLECTION ASSESSMENT REFUNDS Request for adjustment to garbage assessment applications and copy of refund slips	Retain 3 years; destroy. NO RM60* REQUIRED	
3 DEPOSIT SLIPS	Retain 3 years; destroy. NO RM60* REQUIRED	
4 MATERIALS SAFETY DATA SHEETS Records document the safe use and storage of hazardous materials maintained onsite.	Retain for 30 years. RM60* REQUIRED	This is a vital record. 2 29 CFR 1910.20; 29 CFR 1910.1200
5 STATEMENT OF ACCOUNT Statement of account sent to customer billing for landfill dumps or drop box rentals at the landfill.	Destroy 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate. NO RM60* REQUIRED	
6 TAX CARDS Ledger cards detailing ownership history, change in service, and other information used to compute individual solid waste tax assessments.	Retain as long as administratively needed. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	

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Solid Waste Landfill Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ACQUISITION RECORDS Legal agreements, copies of resolutions, maps, deeds, title insurance, sales agreements and escrow papers documenting the purchase of land for landfill site. and other documents pertaining to the acquisition of the landfill. 1 Municipal Clerk All other copies	1 Permanent 2 Retain as long as needed for reference. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	This is a vital record.
2 DAILY LOGS Records tabulate the daily number of vehicles entering landfill by user. a Ledgers, worksheets and vehicle usage reports. b Reports of daily usage by non-city vehicles.	a Retain 1 year; destroy. NO RM60* REQUIRED b Retain 1 year; destroy. NO RM60* REQUIRED	
3 INVOICES Invoices prepared for customers making landfill dumps.	Retain 30 years after closure of landfill. RM60* REQUIRED	ARM (AR-W 17.50.531; Fed. Reg. Vol. 56, No. 196 (Oct. 9, 1991) p.51056, 40 CFR 258.29)
4 LEASES "Record" copy in the Municipal Clerk's office.	"Record" copy retained 8 years after expiration or termination; all other copies retain until no longer needed; destroy. NO RM60* REQUIRED	
5 OPERATIONS RECORDS a Citations b Change fund audit c Analytical and technical reports d Solid waste committee records e Hazard waste disposal requests f Correspondence and memoranda	Retain 30 years after closure of landfill. RM60* REQUIRED	ARM (AR-W 17.50.531; Fed. Reg. Vol. 56, No. 196 (Oct. 9, 1991) p.51056, 40 CFR 258.29)
6 RENEWAL APPLICATION RECORDS a License b Montana pollution discharge elimination system permit c Inspections d Training records e Closure plans f Financial memoranda and background documentation g Monitoring, methane, landfill gas, groundwater, refrigeration reports h Montana solid waste regulations and guidelines.	a-g Retain 30 years after closure of land fill. RM60* REQUIRED h Retain as needed for reference. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	Landfill license and permit are vital records.

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Solid Waste Landfill Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
7 STUDIES AND PLANNING RECORDS Technical studies and reports completed by staff or consultants concerning landfill operations and management.	Permanent	
8 TONNAGE REPORTS Slips indicating tonnage of solid waste	Retain 3 years; destroy. NO RM60* REQUIRED	
9 USE AGREEMENTS Signed agreement with commercial users of landfill.	Retain 8 years after the expiration or termination of the agreement. NO RM60* REQUIRED	This is a vital record.
10 WASTE DISPOSAL RECORDS Series could include, correspondence, waste disposal forms, asbestos disposal forms, waste shippers manifest and non-hazardous waste manifests.	Retain 30 years after closure of landfill. RM60* REQUIRED	This is a vital record. ARM 17.50.531; Fed. Reg. Vol. 56, No. 196 (Oct. 9, 1991) p. 51056, 40 CFR 258.29)

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Street and Traffic Records Administration		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 CONFINED SPACE AUTHORIZATIONS Authorizations for workers to enter confined spaces such as manholes.	Retain until separation or transfer of employee; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	
2 DAILY WORK REPORTS Daily tabulations of the amount of time individual workers spend on specific projects. These reports duplicate the information found on time cards	Retain until monthly report is completed; destroy. NO RM60* REQUIRED	
3 EQUIPMENT LISTS Lists of equipment owned radio call numbers, and equipment rental lists providing rates for services used to charge other city offices and/or private citizens for special services.	Retain until superseded; destroy. NO RM60* REQUIRED	
4 MONTHLY REPORTS a Summaries of employees daily work used for scheduling and rotating workers b Summaries of work completed and sent to MDOT.	a Retain 2 years; destroy. NO RM60* REQUIRED b Permanent	
5 SERVICE REQUESTS Memoranda and requests received concerning work that needs to be done, may include notes on completion of the work.	Retain 2 years; destroy. NO RM60* REQUIRED	

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Street And Traffic Records Street Maintenance		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 SIGNALS a Intersection Maps (as builts) Copies of all maps for all of the intersections with traffic signals. b Maintenance manuals c Signal complaint reports d Signal maintenance records e Traffic signal schematics	a Permanent. b Retain as long as equipment is in use; destroy. RM60* REQUIRED ONLY IF RECORDS ARE OLDER THAN TEN YEARS c Retain 5 years; destroy. NO RM60* REQUIRED d Retain 5 years; destroy. NO RM60* REQUIRED e Retain for life of signal. RM60* REQUIRED ONLY IF RECORDS ARE OLDER THAN TEN YEARS	
2 SIGNING Records pertaining to the maintenance of road signs and lane stripping. a Road signs and lane striping b Work orders and activity reports	a Retain 2 years; destroy. NO RM60* REQUIRED b Retain 2 years; destroy. NO RM60* REQUIRED	
3 SNOW REMOVAL Files containing information on snow removal contractors including copies of insurance certificates and licenses, drug testing information and similar records regarding contractors who assist the City with snow removal.	Retain 8 years after contract expires; destroy. NO RM60* REQUIRED	
4 STREET MAINTENANCE a Work order b Weed complaints to property owners and charges for completion of work. c Informational memoranda	a Retain 2 years after work is completed; destroy. NO RM60* REQUIRED b "Record" copy retain 2 years after assessment for weed cutting occurs; all other copies retain 1 year after weed cutting occurs. NO RM60* REQUIRED c Retain until superseded; destroy. NO RM60* REQUIRED	
5 STREET SWEEPING a Chip seal records. b Daily Reports. c Flush valve location list. d Hazardous Waste Manifests documenting shipment to disposal contractor. e Maps of sweeping and leaf pickup. f Signed manifest from recipient facility.	a Retain 2 years; destroy. b Retain 1 year ;destroy. c Retain until superseded; destroy. d Retain 3 years or until receipt of a signed manifest from facility receiving the waste; destroy. e Retain until superseded; destroy. f Retain 3 years; destroy. Items a-f NO RM60* REQUIRED	40 Code of Federal Regulations (CFR) 262.40
6 STORMWATER AND SEWER a Sewer cleaning and inspection records b Sewer district maps of sewers maintained.	a Retain for life of structure. RM60* REQUIRED	This is a vital record.

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Street And Traffic Records Street Maintenance		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
	b Permanent.	

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Transit Administrative Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ACCIDENT AND INCIDENT REPORTS Reports filed when a transit employee or vehicle is involved in an accident or incident. a Incident and accident reports entailing liability or other involvement. b Incident and accident reports not entailing liability or other involvement. c Accident and incident background and supporting documentation.	a Retain 2 years after claim has been settled; destroy. NO RM60* REQUIRED b Retain 1 year; destroy. NO RM60* REQUIRED c Destroy when no longer needed to settle claims, or 1 year after claim has been settled, whichever is sooner. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	
2 AUDIT WORKING FILES Original and duplicate audit records.	Retain 1 year after completion of audit; destroy. NO RM60* REQUIRED	
3 CASH EDIT RECORDS Daily printouts of cash edit list with cash receipts attached documenting the sum of fees collected.	Destroy 5 years after end of official year to which records relate if city/town is audited annually. If city/town is not audited annually, destroy 7 years after the end of the official year to which the records relate NO RM60* REQUIRED	Records serve to reconcile deposits
4 CHARTER/SPECIAL SERVICES RECORDS Series may contain correspondence, route maps, regulations concerning charter services and schedules.	Retain 1 year after discontinuation of services; destroy. NO RM60* REQUIRED	Series does not include any documentation needed to document Department's compliance with state and federal requirements for particular types of services, such as those for Americans with disabilities
5 EMPLOYEE SAFETY TRAINING a Employee training history b Certifications and test results ("Record" copy in Human Resources Department)	a Retain as long as employee is employed as a "hazmat" employee and 90 days thereafter; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS b Retain 6 years after termination of employee. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	49 CFR 172.704

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Transit Administrative Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
6 HAZARDOUS WASTE DISPOSAL Documents the shipment of hazardous materials to a disposal contractor. Includes shipping receipts, type of material shipped, container type, volume, and destination. a Records documenting shipment to disposal contractor. b Signed receipts from recipient facility.	a Retain for the contract term plus eight years. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS b Retain until lease expires or is terminated; destroy. RM60* REQUIRED	Active records are vital record.
7 LEASES Legal instruments, signed leases, correspondence and memoranda, and other records pertaining to the negotiation, administration, renewal and termination of a lease to which the city is a party. 1 Municipal Clerk 2 All other copies.	1 Retain for the term plus eight years; destroy. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS 2 Retain until lease has expired or is terminated; destroy. RM60* REQUIRED	
8 MONTHLY OPERATION REPORTS Reports summarizing activities and operations.	Retain 5 years; destroy. NO RM60* REQUIRED	
9 STAFF MEETING MINUTES Record copy of minutes of the meeting of operations staff.	Retain 1 year old; destroy. NO RM60* REQUIRED	
10 PASSENGER COMPLAINTS Documentation of complaints made by riders against employees, also includes responses. a Complaints not resulting in disciplinary action against employee. Record copy is located in the department b Complaints resulting in disciplinary action against employee. 1 "Record" copy in Human Resources 2 Departmental copy	a Destroy when 2 years old if no repeat complaints have been received. NO RM60* REQUIRED b Retain record copy with remainder of Personnel File until 25 years after termination. NO RM60* REQUIRED Departmental copy—destroy at transfer or termination of employee or when no longer needed for reference, whichever is sooner. NO RM60* REQUIRED	
11 PLANNING CERTIFICATION Notes and correspondence concerning efforts to obtain the Planning Certification from the Montana Department of Transportation, verifying that the department complied with federal requirements.	Retain 1 year after final expiration of certification; destroy. NO RM60* REQUIRED	

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Transit Administrative Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
12 PRE-EMPLOYMENT TEST SCORES a Test questions and course outline b Test results: 1 Successful applicants 2 Unsuccessful applicants	a Update as required NO RM60* REQUIRED b Test results 1 Retain 5 years after termination of employee; destroy. NO RM60* REQUIRED Retain 2 years old; destroy. NO RM60* REQUIRED	
13 PROPERTY DOCUMENTATION AND AGREEMENTS a Agreements and Easements 1 Municipal Clerk 2 All Other Copies b Correspondence and other working records.	a Agreements and Easements 1 Permanent. 2 Retain until expiration of agreement or when no longer needed for reference, whichever is sooner; destroy. NO RM60* REQUIRED b Retain 3 years after initiation of agreement or easement; destroy NO RM60* REQUIRED	
14 SAFETY POLICIES AND PROCEDURES a Master set of current and superseded versions b All other copies	a Permanent b Retain until superseded or obsolete; destroy. NO RM60* REQUIRED	

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Transit Boards, Committees, And Associations Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 MONTANA TRANSIT ASSOCIATION Series may include by-laws, handouts from meeting and conferences.	These are not municipal records; recommend keeping for reference only; destroy when no longer useful. NO RM60* REQUIRED	
2 SAFETY COMMITTEE Series my include correspondence and memoranda, meeting minutes and notes kept for reference purposes.	"Record" copy of minutes is permanent. All other copies and supporting materials destroy when no longer needed for reference. NO RM60* REQUIRED	

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Transit Federal Grants And Requirements Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 AMERICANS WITH DISABILITIES ACT (ADA) CERTIFICATION AND PROGRAM DOCUMENTATION Records documenting efforts to comply with requirements of the Americans with Disabilities Act (ADA). Records include studies, compliance plans, notes, correspondence and data. Also included are computer-generated reports of riders eligible under the ADA, used to manage certifications of eligibility. a Department plans for meeting ADA requirements. b Documentation of good faith effort. c ADA Certifications d Compliance reports to FTA	a Retain 3 years after plan has been superseded or becomes obsolete; destroy. NO RM60* REQUIRED b Retain 3 years after date of purchase; destroy. NO RM60* REQUIRED c Retain 3 years after certification has been terminated or expired; destroy. NO RM60* REQUIRED d Retain until 10 years old; destroy. NO RM60* REQUIRED	49 CFR 18.42; 7 CFR 3016.42
2 DISADVANTAGED BUSINESS ENTER-PRISE (DBE) CERTIFICATION AND PROGRAM DOCUMENTATION This series documents the compliance with FTE requirements for supporting disadvantaged business enterprises. Included are current and past departmental plans for meeting the requirements, DBE certification of eligibility and the department's quarterly reports to the FTA detailing compliance with the regulations. a Departmental plans for meeting DBE requirements. b DBE Certifications c Quarterly Reports	a Destroy 3 years after plan has been superseded or become obsolete; destroy. NO RM60* REQUIRED b Destroy 3 years after certification has been terminated or expired; destroy. NO RM60* REQUIRED c Retain until 10 years old; destroy. NO RM60* REQUIRED	a 49 CFR 18.42; 49 CFR 23.45 b 49 CRF 18.42; 49 CRF 23.51 c 49 CFR 23.45
3 FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT ADMINISTRATION Records document the administration and expenditure of FTA grant monies. Included are working files such as correspondence and instructions for use of the automated grants management system, GMIS, and procedures and instructions for processing grant payments made directly from the FTA. *Continued on next page.*	Retain 3 years from the day the grantee or sub grantee submits its single or last expenditure report for the period if renewed at an annual or other interval; or from the day the grantee submits its expenditure report for the last quarter of the federal fiscal year if grantee support is continued or renewed quarterly; or on the day the grantee submits its final expenditure report in all other cases; or on the day (cont.)	

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Transit Federal Grants And Requirements Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
3 FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT ADMINISTRATION—cont.	the report would have been due, if the expenditure report is waived; however, if any litigation, claim, negotiation, audit, or other action has started before the expiration of the three year period, after closeout the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the three year period, whichever is later; destroy. NO RM60* REQUIRED	
4 FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT AGREEMENTS Records documenting the relationship between the city/town and the Federal Transit Administration. "Record" copy is in the Municipal Clerk's office.	"Record" copy retain 3 years from the day the grantee or sub grantee submits its single or last expenditure report for the period if renewed at an annual or other interval; or from the day the grantee submits its expenditure report for the last quarter of the federal fiscal year if grant support is continued or renewed quarterly; or on the day the grantee submits its final expenditure report, in all other cases; or on the day the report would have been due, if expenditure report is waived; however, if any litigation, claim, negotiation, audit, or other action has started before the expiration of the three-year period, after closeout, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the three-year period, whichever is later. NO RM60* REQUIRED	Transfer record copy of grant to Municipal Clerk. Active records are vital records.

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Transit Federal Grants And Requirements Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
4 FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT AGREEMENTS—cont. Departmental Copy	Retain 3 years from the day the grantee or sub grantee submits its single or last expenditure report for the period if renewed at an annual or other interval; or from the day the grantee submits its expenditure report for the last quarter of the federal fiscal year is grant support is continued or renewed quarterly; or on the day the grantee submits its final expenditure report, in all cases; or on the day the report would have been due, if expenditure report is waived; however, if any litigation, claim, negotiation, audit, or other action has started before the expiration of the three-year period, after closeout, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the three-year period, whichever is later; destroy. NO RM60* REQUIRED	49 CFR 18.42; 7 CFR 3016.42
5 FEDERAL TRANSIT ADMINISTRATION (FTA) AND MONTANA DEPARTMENT OF TRANSPORTATION (MDOT) RE-PORTS Federal mandated reports documenting the expenditure of federal grants authorized under 49 CFR 53. Includes reports of monies spent for planning (Section 8 reports) and operations (Section 9 reports). Also includes “Section 15 reports”, the Department’s annual report to the FTA. Series also contains quarterly subsidy reports submitted to MDOT, which is responsible for disbursing Section 8 federal funds to local entities. a Annual and all other reports submitted to FTA. *Continued on next page.*	a Retain 3 years from the day the grantee or sub grantee submits its single or last expenditure report for the period if renewed at an annual or other interval; or from the day the grantee submits its expenditure report for the last quarter of the federal fiscal year if grant support is continued or renewed quarterly; or on the day the grantee submits its final expenditure report, in all cases; or on the day the report would have been due, if expenditure report is waived; however, if any litigation, claim, negotiation audit or other action has started before the expiration of the three-period, after closeout, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the three year period, whichever is later. NO RM60* REQUIRED	49 CFR 18.42; 7 CFR 3016.42

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Transit Federal Grants And Requirements Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
5 FEDERAL TRANSIT ADMINISTRATION (FTA) AND MONTANA DEPARTMENT OF TRANSPORTATION (MDOT) RE-PORTS cont. b Quarterly reports to the MDOT c All supporting documentation	b Retain 3 years from the day the grantee or sub grantee submits its single or last expenditure report for the period if renewed at an annual or other interval; or from the day the grantee submits its expenditure report for the last quarter of the federal fiscal year if grant support is continued or renewed quarterly; or on the day the grantee submits its final expenditure report, in all cases; or on the day the report would have been due, if expenditure report is waived; however, if any litigation, claim, negotiation audit or other action has started before the expiration of the three-period, after closeout, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the three year period, whichever is later; destroy. NO RM60* REQUIRED c Retain 1 year; destroy. NO RM60* REQUIRED	49 CFR 18.42; 7 CFR 3016.42
6 TRIENNIAL REVIEWS This series documents the triennial reviews conducted by the Federal Transit Administration (FTA). a Working papers b Findings report	a Retain 2 years after review; destroy. NO RM60* REQUIRED b Retain 20 years; destroy. RM60* REQUIRED	

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Transit Operations Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 BUILDING RECORDS a Building blueprints and architect's specs. b Building and equipment preventive maintenance records.	a Retain for the life of the building or structure. RM60* REQUIRED b Retain for the life of the equipment. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	a This is a vital record.
2 BUILDING INSPECTIONS This series documents inspections by fire marshal and other safety agents of buildings used and operated by the aviation/transit personnel.	Retain for the life of the building; destroy. RM60* REQUIRED	
3 BUS RESALE RECORDS Records documenting the sale of used bus coaches which were originally purchased with federal funds. a Bid forms b Correspondence c Invoices d Technical specifications	Retain 3 years after FTA audit; destroy. NO RM60* REQUIRED	49 CFR 1842; 49 CFR Part 90, Appendix A
4 EQUIPMENT RECORDS a Inventories of materials and tools b Bids and purchases c Maintenance and repair records d Product information and warranties e Product warranties f Owner's manuals	a Revise as needed. NO RM60* REQUIRED b Retain for life of equipment. c Retain for life of equipment. d Retain for life of equipment. e Retain for life of equipment. f Retain for life of equipment. b-f RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS	
5 FARE DOCUMENTATION Records document changes in transit fares. Includes reference copies of public hearing notices and agendas, as well as correspondence. a Public hearing notices 1 Municipal Clerk 2 All other copies b Commission/Council Agendas 1 Municipal Clerk 2 All other copies	a Public hearing notices 1 Permanent 2 Retain 3 years; destroy. NO RM60* REQUIRED b Commission/council Agendas 1 Retain 2 years; destroy. NO RM60* REQUIRED 2 Retain 3 months; destroy. NO RM60* REQUIRED	

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Transit Operations Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
6 MANUALS Operation, safety, and other types of manuals outlining policies and procedures for activities and operations. a Master set of current and superseded versions b All other copies	a Permanent b Retain until superseded or obsolete; destroy. NO RM60* REQUIRED	
7 MARKETING RECORDS Document types include publications, correspondence, reports and memoranda. a Drafts and working files b Final study, flyer or promotional product	a Retain 2 years after completion of project; destroy. NO RM60* REQUIRED b Permanent	
8 MONTHLY RIDERSHIP REPORTS Statistical reports and supporting documentation tracking monthly and year-to-date ridership. a Monthly reports b Annual reports c Supporting documentation	a Retain 5 years; destroy. NO RM60* REQUIRED b Permanent c Retain 2 years; destroy. NO RM60* REQUIRED	
9 PARATRANSIT CONTRACTOR MONITORING Service statistics provided by the contractor providing paratransit services under the Americans with Disabilities Act. Includes statistical reports and data, notes, and correspondence regarding contractor's performance under contract. a Administrative and working files b Statistical summary reports and data useful for future paratransit planning.	a Retain 1 year after termination of contract; destroy. NO RM60* REQUIRED b Retain 5 years after termination of contract; destroy. NO RM60* REQUIRED	
10 PROPERTY RECORDS This series documents ownership of plots and land and use agreements for this property made with other entities. a Easements, leases, and other agreements 1 Municipal Clerk 2 All other copies b Master plans and substantive studies. 1 Municipal Clerk 2 All other copies	a Easements, leases, and other agreements 1 Permanent 2 Retain until no longer needed for reference; destroy. NO RM60* REQUIRED b Master plans and substantive studies. 1 Permanent. 2 Retain 25 years; destroy. RM60* REQUIRED	

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Transit Operations Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
11 PUBLICATIONS AND PRINTED MATERIALS Pamphlets, flyers, printed schedules, system maps, route schedules and other printed materials. Series also includes working files for future printing project, including art work. a Copies of artwork and other use files. b Original artwork and design. c Master set of all printed brochures and other materials.	a Destroy when no longer needed for future print jobs. NO RM60* REQUIRED b Permanent c Permanent	
12 TRANSIT PASSES a Payment documentation 1 Record copy 2 Departmental copy b All other documentation	a Payment documentation 1 Retain 8 years after fiscal year to which the records relate; destroy. NO RM60* REQUIRED 2 Retain 4 months; destroy. NO RM60* REQUIRED b Retain 6 months; destroy. NO RM60* REQUIRED	
13 TRANSIT SCHEDULES This series consists of working files documenting changes to the transit systems (including scheduling and routing) as well as any other changes concerning procedures related to schools. Includes reference copies of old schedules used for planning new schedules/routes or changing existing ones.	Retain 5 years old or when no longer needed for reference, whichever is later; destroy. NO RM60* REQUIRED	
14 TRADEMARK APPLICATION Correspondence, Commission/ Council agendas, and application documentation concerning the registration of trademarks. a Trademark registration b Application documentation	a Permanent. b Retain 1 year after registration is completed; destroy. NO RM60* REQUIRED	This is a vital record.

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Utilities Accounting Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 ACCOUNTING a Cash book edits b Depreciation reports	a Retain 3 years after the end of the fiscal year to which the records relate; destroy. NO RM60* REQUIRED b Retain depreciation schedules and any background documentation for the depreciable life of the property as determined by the IRS. Destroy 7 years after final tax return on the depreciation was filed. NO RM60* REQUIRED	

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Utilities Customer Service Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 CUSTOMER FILES Documentation concerning services and billings for each individual customer. Information includes "auto-pay" sign up cards, signature cards, exception reports, correction slips, landlord agreements, transfer of funds, payment/account adjustments, ARB meter reading reports and waste water averages. a General billing records Authorizations for charges under utility service contracts and standard billing sheets or schedules. b Customer's account adjustments Detailed records pertaining to the adjustments of accounts for over charges, undercharges, and other errors, the results of which have been transcribed to other records and high bill complaints.	a Retain 3 years; destroy. NO RM60* REQUIRED b Retain 3 years; destroy. NO RM60* REQUIRED	a NARUC 50c and 50d b NARUC 55a and 55b
2 CUSTOMER LEDGERS Series includes all records used in lieu of customer's ledgers, such as bill summaries, registers, and bill stubs.	Retain 3 years or until no longer required to comply with service rules regarding refunds on fast meters, whichever is later; destroy. NO RM60* REQUIRED	NARUC 52a and b
3 CUSTOMER PAYMENT COUPONS Payment slips stating customer information including name, number, and amount of payment submitted. Slips accompany the actual utility payment.	Retain 1 year after payment has been entered into customers' ledger; destroy. NO RM60* REQUIRED	
4 CUSTOMER WORK ORDERS Records document work performed for customers, such as meter readings and repairs, meter leak repairs, turn-off's for service repairs and all other services and inspections for which customers are charged.	Retain 3 years; destroy. NO RM60* REQUIRED	NARUC 50b
5 SERVICE APPLICATIONS AND CONTRACTS Applications by prospective customers for services.	Retain 1 year after termination of service; destroy. NO RM60* REQUIRED	

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Utilities Operations Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
1 AS-BUILT DRAWINGS Drawings of public utilities facilities and water lines.	Permanent	This is a vital record.
2 CONSTRUCTION FILES This series documents construction activities of the water and waste water facilities, water lines, and extensions of water lines. a Water and sewer line plans and all other plans. b Contracts; "Record" copy is in the Municipal Clerk's Office. c Contract Specifications for structural facilities such as buildings, and basins; equipment. d Materials specifications, shop drawings, financial records, and other documentation used to calculate fixed assets.	a Water and sewer line pans are a permanent record; all other plans retain until no longer needed for reference. NO RM60* REQUIRED b "Record" copy is a permanent copy; Departmental copy retain for 2 years after termination or completion of contract; destroy. NO RM60* REQUIRED c Contract Specifications are a permanent record; equipment discard at the end of its life. RM60* REQUIRED d Retain for the life of the facility or construction. RM60* REQUIRED	
3 EQUIPMENT RECORDS Vehicle maintenance and repair work orders	Retain for life of vehicle; destroy.	
4 INSTRUMENTATION CALIBRATION REPORTS Information maintained in hard copy and electronic format concerning calibration of the flow meters, legal monitors, pressure monitors, and similar equipment. a Calibration reports for operational instrumentation and equipment b Calibration and maintenance records and reports regarding environmental monitoring instrumentation.	a Retain 10 years; destroy. NO RM60* REQUIRED b Retain 3 years; destroy. NO RM60* REQUIRED	40 CRF 122.41, 16.20.1318, ARM
5 LABORATORY BENCH SHEETS FOR DRINKING WATER MONITORING a Bench sheets 1 Bacteriological reports 2 Chemical analyses 3 Laboratory checks and control tests	a Bench sheets 1 Retain 5 years; destroy. 2 Retain 10 years; destroy. 3 Retain 10 years; destroy. Items 1-3 NO RM60* REQUIRED	1-2: 40 CFR 141.33 and 16.20.225, ARM 3: 16.20.224, ARM

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Utilities Operations Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
5 LABORATORY BENCH SHEETS FOR DRINKING WATER MONITORING—cont. b Monthly summary reports submitted to the EPA and the MDEQ 1 "Record" copy 2 Departmental copy	1 Submit to EPA and MDEQ. 2 Permanent	
6 LABORATORY BENCH SHEETS FOR WASTE WATER MONITORING Bench sheets containing the results of tests conducted on waste water at various stages of treatment. a Bench sheets 1 Montana Pollution Discharge Elimination System (MPDES) monitoring 2 National Pollution Discharge Elimination System monitoring 3 Sewage sludge monitoring b Monthly summary reports 1 Record copy 2 Departmental Copy	a Bench sheets 1 Retain 3 years; destroy. 2 Retain 3 years; destroy. 3 Retain 3 years; destroy. Items 1-3-- NO RM60* REQUIRED b Monthly summary reports 1 Submit to EPA and MDEQ. 2 Permanent	1 16.20.1318, ARM 2 40 CFR 122.41 3 40 CFR 503.17
7 MAINTENANCE FILES a Manuals and parts lists b Repair reports c Schematics for the water and waste water treatment facilities and equipment d Work orders	Retain as long as the equipment or facility is in use. RM60* REQUIRED ONLY WHEN RECORDS ARE OLDER THAN TEN YEARS.	This is a vital record
8 METER HISTORY CARDS Cards documenting tests, repairs, and other maintenance conducted on water meters.	Retain for life of equipment; destroy. RM60* REQUIRED	NARUC 23.3f
9 METER SECTION REPORTS Monthly reports summarizing tests, repairs, and other maintenance conducted on water meters.	Retain 6 years; destroy. NO RM60* REQUIRED	NARUC 23.3h
10 MONTHLY REPORTS Monthly summary reports concerning the activities and operations created in response to reporting requirements from the EPA and the Montana Department of Environmental Quality(NOEQ)or for internal administrative purposes. a Montana Pollution Discharge Elimination System Permit Report b Water service leak report	a Permanent b Retain 20 years; destroy. RM60* REQUIRED	EPA– Environmental Protection Agency

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Utilities Operations Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
11 OPERATIONAL FILES—WASTEWATER TREATMENT Series documents the daily activities of the treatment plant's staff. Included are worksheets and daily operator reports. Information in this series is summarized monthly in report to the EPA and MDEQ. a Operators' daily logs and reports of operations. b Records and reports concerning MPDES monitoring. c Records and reports concerning NPDES monitoring. d Sewage sludge monitoring records and reports e Annual operations and monitoring reports f Special reports that are not recapitulated in annual reports.	a Retain 6 years; destroy. NO RM60* REQUIRED b Retain 3 years; destroy. NO RM60* REQUIRED c Retain 3 years; destroy. NO RM60* REQUIRED d Retain 5 years; destroy. NO RM60* REQUIRED e Permanent f Permanent	MDEQ-Montana Department of Environmental Quality MPDES– Montana Pollution Discharge Elimination System NPDES—National Pollutant Discharge Elimination System
12 OPERATIONAL FILES—WATER PRODUCTION Series documents the daily activities of the water production staff including worksheets and daily operator reports. Information in this series is summarized in monthly reports submitted to the EPA and Montana Department of Environmental Quality. a Operator's daily logs b Bacteriological reports c Chemical analyses d Laboratory checks and control tests e Sanitary survey reports f Records of variances and exemptions g Records of violation corrections h Annual operations and monitoring reports i Special reports that are not recapitulated in annual reports.	a Retain 6 years; destroy. b Retain 5 years; destroy. c Retain 10 years; destroy. d Retain 10 years; destroy. e Retain 10 years; destroy. f Retain 5 years; destroy. g Retain 3 years after last action taken for each correction; destroy. Items a-g above: NO RM60* REQUIRED h Permanent i Permanent	a NARUC 23.3a b 40 CFR 141.33 and 16.20.225, ARM c 40 CFR 141.33 and 16.20.225, ARM. d 16.20.224, ARM e 16.20.225, ARM f 16.20.225. ARM g 40 CFR 141.33 and 16.20.225, ARM
13 OPERATIONS AND MAINTENANCE MANUALS Manuals maintained concerning operating and maintenance procedures for operating equipment and facilities. a Master set of current and superseded versions. b All other copies	a Permanent. b Retain until superseded or obsolete; destroy. NO RM60* REQUIRED	This is a vital record.

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Utilities Operations Records		
Record Series Title and Description	**Retention and Disposition**	**Citation/Comments**
14 PERMITS a Permits granted for the installation and repair of water and sewage lines. b Permits granted to others for use of the department's facilities.	Retain 6 months after expiration or cancellation; destroy. NO RM60* REQUIRED	NARUC 6c
15 PROPERTY DOCUMENTATION This series documents ownership of land and use agreements for this land made with other entities. Included are deeds, right-of-way easements, railroad and highway permits, and special water and waste water agreements with developers. a Railroad and highway permits b Special water and waste water agreements c Deeds and right-of-way easements "Record" copy is in the Municipal Clerk's office.	a Retain 8 years after expiration of the permit; destroy. NO RM60* REQUIRED b Retain 8 years after expiration of the agreement; destroy. NO RM60* REQUIRED c "Record" copy is a permanent copy; Retain information copies until no longer needed for reference; destroy. NO RM60* REQUIRED	
16 SUBDIVISION PLATS AND CERTIFICATES OF SURVEYS Information copies of plats and certificates of surveys.	Permanent	
17 SUBDIVISION REVIEWS Working files documenting the review of subdivision development plans submitted by land developers.	Retain review working files 3 years after completion of the review; destroy. NO RM60* REQUIRED	
18 WORK ORDER BILLING RECORDS Records of cost estimates for maintenance work orders and job orders, work order sheets detailing break down of costs for job and summaries of expenditures to operating and other accounts.	Retain 6 years; destroy NO RM60* REQUIRED	

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Revisions to Schedule		
Date	Page	Change
November 2003	MR44	New record schedule 1099's
September 2004	MR53	Added Delivery Receipts
December 2011	MR92	Updated item 2, INTERNAL INVESTIGATION CASE FILES description and retention & disposition.
January 2012	MR38	Removed item 1b of ACCOUNT RECONCILIATION RECORDS which was the same as item 1a.
May 2012	MR53 MR73	Changed item 8a, COUNCIL/COMMISSION PACKETS, Municipal Clerk retention time from 10 years to 25 years. Updated description of item 2a, CASE FILES: CRIMINAL, Active and Pending Criminal Files, changed the retention to "Retain 45 days after final judgment; destroy" and added "Confidential" to the Citation/Comments.
May 2013	MR18 MR44 MR47 MR48 MR48 MR89 MR90 MR90 (cont.)	Deleted Citation/Comments for item 3, ANNUAL FINANCIAL REPORT, which said "The Department of Administration's copy also is kept permanently in the State Archives." Added FORM 1096 to item 3, FORM 1099, under FINANCIAL – PAYROLL RECORDS. Deleted item 2, DISPATCH REPORT, under FIRE AND DISPATCH RECORDS. Dispatch Reports are now included in the description of item 8, INCIDENT REPORT (MR48). Updated FIRE AND DISPATCH RECORDS, item 8, INCIDENT REPORTS: Added "Record series includes 911 dispatch reports and other info. pertaining to incidents." to the description. Deleted 8a-b description. Deleted 8a-b retention and replaced with "Retain for 22 years; destroy" Deleted Citation/Comments and replaced with EMS records—37.104.212 ARM. Reported to DPHHS quarterly. Changed item 13a (previously item 14a), STATISTICAL SUMMARY REPORTS, Monthly Reports to Quarterly Reports. Added item 3c, VALIDATION REPORT to NATIONAL CRIME INFORMATION CENTER (NCIS) RECORDS, with a retention time of 1 year. Changed the retention time for item 2a, CASE FILES, "Files for persons arrested and convicted, includes fingerprint lifts, photographs, state and federal arrest records." from 75 years after last activity to 50 years after clearance. The 75 years retention time conflicted with Criminal Investigative Records, item 5a.
May 2013 (cont.)		

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Revisions to Schedule		
Date	Page	Change
	MR91	Added item 5e under CRIMINAL INVESTIGATIVE RECORDS, "Records involving impounded vehicles & seized evidence" and the retention of "5 years after the fiscal year to which the records relate".
	MR92	Changes made to item 8, MASTER NAME CARDS. Changes to descriptive paragraph, 8a, and 8b; 8c was removed, 8d moved to 8c and some wording changed; new 8d added; retention and Citation updated.
	MR93	Added item 10a-c, INTERNAL AFFAIRS to POLICE DEPARTMENT – INVESTIGATION RECORDS. The retention time for a (Final Summary Report) is 50 years; b1 (Founded /sustained cases, If action is taken, records become part of personnel file) refers you to MR55, item 18; b2 (Founded/sustained cases, If investigation becomes a criminal case, it becomes a regular criminal case file) refers you to MR90, item 2; c (Not sustained or unfounded cases) is 1 year after investigation is closed. Added Item 11, REPORT DISSEMINATION/BACKGROUND CHECK LOGS, with a retention time of 3 years to POLICE DEPARTMENT – INVESTIGATION RECORDS.
	MR94	Added the Record Series POLICE DEPARTMENT – OPERATIONAL RECORDS and the following items: Item 1, EQUIPMENT MAINTENANCE & CALIBRATION REPORT with a retention time of 2 years after equipment is disposed of. Item 2, RIDE ALONGS/LIABILITY WAIVER with a retention time of 1 year. Item 3, USE OF FORCE REPORT with a retention time of 2 years after officer's retirement or termination.
	MR95	Item 2c & 2d, INTERNAL INVESTIGATION CASE FILES – added retention periods of "5" and "3" respectively, in front of "years after final disposition".
May 2014	MR7	Item 4, changed heading from BUILDING PERMITS: LEDGERS to BUILDING, MECHANICAL, ELECTRICAL, PLUMBING, AND LOW VOLTAGE PERMITS: LEDGERS. Changed description to Master ledgers, journals and/or lists of building, mechanical, electrical, plumbing and low voltage permits issued.
	MR8	Item 9, NEW – MECHANICAL, ELECTRICAL, PLUMBING, AND LOW VOLTAGE PERMITS – a. Completed permits – retention: 15 years after the permit is finalized (27-2-208 MCA); b. Expired permits – retention: 6 mos. After application is filed.
May 2014 (cont.)	MR8 (cont.)	
	MR40	Item 6, NEW – VENDORS – a. List (retention: Until superseded or no longer used.); b. Inactive Vendor W-9 (retention: 5 years after

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Revisions to Schedule		
Date	Page	Change
		last payment).
Sept 2015	MR 93	Item 3, changed title from “Evidence Tags” to “Evidence Records” and record series description and retention period. Retention changed to 60 days after disposition of property, unless the record becomes part of a case file.
	MR 94	Item 5, CRIMINAL INVESTIGATIVE RECORDS removed a-e in records series description and amended retention and disposition
		Item 6, FINGERPRINT RECORDS~~CARDS~~ amended record series title and description and retention.
	MR 95	Item 8, Deleted references to paper records in the record series and updated statutory citations
	MR 96	Item 10, Deleted “INTERNAL AFFAIRS” record series because it duplicated “Internal Investigation Records” and renumbered the remaining items
	MR 98	Item 1, Amended record series title to read, “DEPARTMENTAL DIRECTIVES, POLICIES AND PROCEDURES” and delete a and c in the description; Retention period changed from “permanent” to “25 years after superceded”
	MR 98	Item 2, INTERNAL INVESTIGATION CASE FILES clarified retention requirement for “Found not sustained or unfounded” to 1 year after investigation is closed.
	MR 92 – 98	All items—Added NO RM 60 REQUIRED to disposition for all items.
May 2016	all pages	Clarified when local governments do not need to submit disposal request form RM60* to the LGRC subcommittee for approval; changed page numbering throughout the schedule and dropped the MR in front of the page number; updated the table of contents
	MR 59	Add new record series “PRESS RELEASES, , SPEECHES, STATEMENTS Prepared statements, announcements, news conferences and speech transcripts and similar records issued to the news media by the City. a. Policy/Historic—Subjects include adoption of new City programs, termination of old programs, major policy shifts, changes in the status of elected officials or senior administrative personnel, and others. Retain: Permanent b. Routine—Subjects include announcements of routine events or actions carried out within the scope of existing City policies. Retain 2 years NO RM 60 REQUIRED Deleted references to “press releases in Library and Parks schedules. Renumbered remaining items
	MR 79	Item 1--Clarified retention of “EQUIPMENT FILES” Retain as long as~~for life of~~ equipment is owned by the city~~, as needed for reference; destroy~~ NO RM 60 REQUIRED.
	MR 82	Item 2e--FORESTRY RECORDS Clarified record series

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Revisions to Schedule		
Date	Page	Change
		description "~~Correspondence and s~~Studies concerning Forestry programs and policies."
	MR101	Item 6 VEHICLE RECORDS—Clarified retention "Record" copy retained as long as the vehicle remains in City ownership; NO RM 60 REQUIRED All other copies retain as long as needed for reference. NO RM60* REQUIRED

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