

**STATE OF MONTANA
SECRETARY OF STATE
RECORDS AND INFORMATION MANAGEMENT (RIM)
GENERAL RECORDS RETENTION SCHEDULE**

Records Category < **GENERAL FINANCIAL RECORDS**

General
Schedule Number < **2**

Page 1 of 2 < Revised December 2015

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition T/S/D Toss, Shred, Delete
1	Accounts Receivable/Payable	Agency	3 years	2 years	5 years	T/S/D No RM5 Required
2	Accounts Uncollectible (Including Write-Off Authority)	Agency	3 years	2 years	5 years	T/S/D No RM5 Required
3	Deposits, Reconciliations, Stop Payments	Agency	3 years	2 years	5 years	T/S/D No RM5 Required
4	Ledgers - Books of Final Entry	Agency	5 years		5 years	Offer to State Archives RM5 Required
5	Journals/Registers - Books of Original Entry	Agency	3 years	2 years	5 years	No RM5 Required unless 30 yrs or older RM5 Required. Offer to State Archives; other T/S/D
6	Record of Daily Transactions	Agency	3 years	2 years	5 years	No RM5 Required unless 50 yrs or older RM5 Required. Offer to State Archives; other T/S/D
7	Vouchers	Agency Accounting Division	3 years 1 year	2 years 4 years	5 years 5 years	T/S/D No RM5 Required T/S/D No RM5 Required
8	General Journal (Non-SBAS users only)	Agency	3 years	2 years	5 years	RM5 Required
9	Billing Support Documentation	Agency	2 years	2 years	4 years	T/S/D No RM5 Required
10	Claims (Request for Payments)	Agency	3 years		3 years	T/S/D No RM5 Required
BANK AND LOCAL FUND RECORDS						
11	Cancelled & Voided Checks (Warrants)	Agency Auditor	3 years 3 years	2 years	5 years 3 years	T/S/D No RM5 Required T/S/D No RM5 Required
12	Bank Statements	Agency	3 years	2 years	5 years	RM5 Required
13	Bank Deposit Slips	Agency	3 years	2 years	5 years	T/S/D No RM5 Required
14	Check Registers	Agency	3 years	2 years	5 years	T/S/D No RM5 Required

The State Records Committee (SRC) has designated all records marked as “No RM5 Required” **will not require approval from the SRC prior to destruction.**

If the ‘Disposition’ above lists “**Offer to State Archives**” **you must** contact the Historical Society at 444-7427 or ASparks@mt.gov before disposing.

**STATE OF MONTANA
SECRETARY OF STATE
RECORDS AND INFORMATION MANAGEMENT (RIM)
GENERAL RECORDS RETENTION SCHEDULE**

Records Category < **GENERAL FINANCIAL RECORDS**

General
Schedule Number < **2**

Page 2 of 2 < Revised December 2015

Item	Record Series Title	Distribution	Office	Record Center	Total	Disposition T/S/D Toss, Shred, Delete
15	Local Fund Receipts (Receipts for License fees, service, etc. of state agency routine business)	Agency	3 years	2 years	5 years	No RM5 Required unless 50 yrs or older RM5 Required. Offer to State Archives; other T/S/D
16	Local Fund Correspondence	Agency	3 years		3 years	RM5 Required
BUDGET FORMS						
17	Budget Preparation Forms (Forms B-02, B-7, B-8, A, B, C, B-1000, B-80, B-70)	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	T/S/D No RM5 Required T/S/D No RM5 Required
18	Correspondence Concerning Budgets	Office of Budget & pp Agency	2 years 1 year	3 years	5 years 1 year	T/S/D No RM5 Required T/S/D No RM5 Required
19	Position Control Report	Office of Budget & pp Personnel Agency	2 years 2 years 2 years	3 years	5 years 2 years 2 years	T/S/D No RM5 Required T/S/D No RM5 Required T/S/D No RM5 Required
20	Position Control Adjustment	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	T/S/D No RM5 Required T/S/D No RM5 Required
21	Adjustment Update Report	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	T/S/D No RM5 Required T/S/D No RM5 Required
22	Budget Addition Request (Justifications, Program Analysis, Staffing Pattern)	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	T/S/D No RM5 Required T/S/D No RM5 Required
23	Budgets	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	RM5 Required T/S/D No RM5 Required

The State Records Committee (SRC) has designated all records marked as “No RM5 Required” **will not require approval from the SRC prior to destruction.**

If the ‘Disposition’ above lists “**Offer to State Archives**” **you must contact the Historical Society at 444-7427 or ASparks@mt.gov before disposing.**