GENERAL RECORDS RETENTION SCHEDULE STATE OF MONTANA RECORDS AND INFORMATION MANAGEMENT (RIM) SECRETARY OF STATE	**Records Category** **Licensing** **General Schedule Number** **8** **Page 1 of 2** **Revision Date: Dec. 2015**

Item	Record Series Title	Distribution	Office (in years)	Records Center (in years)	Total (in years)	Disposition T/S/D TOSS/SHRED/DELETE
1	Inspections/Audit Reports - License/Facility	Agency	3	0	3	No RM5 Required Shred
2	Requests for Information (reference GS3–5c)	Agency	90 days	0	90 days	No RM5 Required Shred
3	License Renewals (MCA 37-1-141)	Agency	2	2	4	No RM5 Required Shred
4	Complaints – Noticed and Closed	Agency	3	0	3	No RM5 Required Shred
5	Final Order Books	Agency/FileNet	P	0	P	Image/Offer to State Archives **RM5 Required**
6	Continuing Education	Agency	3	0	3	No RM5 Required T/S/D
7	Licensing Examination Records (State, Board)	Agency	2	0	2	No RM5 Required Shred
8	Incomplete or Examination Failure Applications	Agency	2	1	3	No RM5 Required T/S/D
9	Deceased Licensee Files–Hard Copy/Electronic (MCA 37-1-141)	Agency	2	1	3	No RM5 Required T/S/D
10	Lapsed Licensed Files–Hard Copy/Electronic (MCA 37-1-141)	Agency	2	0	2	No RM5 Required Shred

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.***

Item	Records Series Title	Distribution	Office (in years)	Records Center (in years)	Total (in years)	Disposition T/S/D/ TOSS/SHRED/DELETE
11	License Files-Hard Copy/Microfilm	Agency	2 after lapse	1 after lapse	3 after lapse	RM5 Required-Shred
12	License Files – Imaged	Agency	2 after lapse	1	3 after lapse	Delete No RM5 Required
13	License Files-Imaged Hardcopy (secondary-see Item 12)	Agency	30 days after QA	0	30 days after QA	Shred No RM5 Required
14	Licensing Board Minutes (reference GS3-9)	Agency	4	0	4	Microfilm & Offer to State Archives **RM5 Required**
15	Screening and Executive Minutes	Agency	4	0	4	Microfilm & Offer to State Archives **RM5 Required**
16	Examination Results - National	Agency	2	0	2	Shred

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