

Upon the order of the governing body and with written approval of the Local Government Records Subcommittee a public officer may destroy records...(see MCA, 7-5-2132 & 7-5-4124). Also see 10 Year Rule below.		
Authorized Local Government Representative: Name: Signature:	Date:	Phone: ()
Records Custodian: Name: Signature:	Date:	Phone: ()
LOCAL GOVERNMENT SUBCOMMITTEE SIGNATURES REQUIRED FOR DISPOSAL APPROVAL		
Department of Administration Committee Member: Name: Signature:	Date:	
Montana Historical Society Committee Member: Name: Signature:	Date:	
Local Government Committee Member: Name: Signature:	Date:	
NOTIFICATION ON CENTRAL REGISTRY		
Request for Records Disposal or Transfer Authorizaton have been listed on the central registry per MCA 2-6-1205.		CENTRAL REGISTRY DATE:
Completed by: Name:	Signature:	
TEN YEAR RULE: Public records more than ten (10) years old approved for destruction may not be destroyed for 60 days after the date listed on the central registry.		
Certificate of Transfer/Destruction/Disposition Comments		
I hereby attest that I have destroyed, transferred or retained records as designated by the Local Government Subcommittee. If transferred, I have noted in the "Comments" field above, the entity to which the records have been relocated.		
Name: Signature:	Title:	Date: