
MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: Retention Schedule - **(put your entity title here) - 1st DRAFT**

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
1.	INVENTORY LISTS Inventory of county property, such as machinery, office equipment, etc.	Audit + 1 year	

PRINT THESE INSTRUCTIONS SO YOU CAN FOLLOW THEM AS YOU PROCEED.

This template is created in **WORD XP**, using a **TABLE** to create a Retention Schedule.

1. **DO NOT** CREATE YOUR SCHEDULE IN THIS SAMPLE TEMPLATE. **DO NOT** MAKE ANY CHANGES TO THE ONLINE TEMPLATE.
2. Before proceeding any further, **SAVE** this template to **YOUR WORD** file.
3. **SAVE IT** with whatever **DEPARTMENT/ENTITY** Title you are creating the Retention Schedule for.
Ex: RetScheduleVEHICLES Draft 1
4. **CLOSE THE ON LINE FILE BEFORE PROCEEDING ANY FURTHER.**

INSTRUCTIONS: BLOCK AND DELETE ALL OF THE INSTRUCTIONS BELOW ROW 1 IN THE TABLE ABOVE, DOWN TO PAGE 3 TO INCLUDE “DELETE TO HERE INCLUDING THIS LINE”.

NOTE: There are some sample records titles, etc, for a sample schedule on the last page. You may want to try them before you begin your schedule draft.

Notice that the left and right margins are not the same. DO NOT change the margins, (this is intentional so the Schedules can be 3 hole punched for a binder).

USING THIS TEMPLATE- The HEADER and FOOTER- the information in them will appear on each page of the schedule. The page number will automatically change as a new page is added.

1. There is a “HEADER” at the top of the page, containing “MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE...”. It shows as GREY. Put the Cursor anywhere in the HEADER.
2. DOUBLE CLICK. This will open the header. (The header and footer will be the same on all pages of your schedule.)
3. Notice the words “**RETENTION SCHEDULE - put your dept. title here**” are **RED**.
4. The words “**RETENTION SCHEDULE - put your dept. title here**” is the only information you will change in the header.
5. BLOCK the words “**RETENTION SCHEDULE - put your dept. title here**” and enter your department title here. Do NOT delete “**1st DRAFT**”, or make any changes to any other information in the header.
6. Go to the “FOOTER” at the bottom of the page.
7. Change the information in the footer that is **RED**. Replace “**retention schedule template**” with the Department name of the schedule you are creating. Change the date to the date you are entering the information.
8. If the date moves to cover the page number, do ONE ENTER after the department name.
9. To get out of the footer, put the Cursor anywhere in the middle of the page DOUBLE CLICK

The **Item** column already has the number “1.” in it. **DO NOT CHANGE THE NUMBER**. It will automatically change each time you **TAB** to create a new **ROW**. You are now ready to start entering the information in the **RECORD TITLE AND DESCRIPTION** column in the schedule.

GETTING STARTED: ROWS IN THE SCHEDULE TABLE

1. Put the cursor in the second column (INVENTORY).
2. Delete ALL of the information in that column.
3. TAB to the column under the words Retention Time in the header.
4. Delete ALL of the information in that column.
5. You now have the first row empty to enter information for your first Record Series.

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: **Retention Schedule - (put your entity title here) - 1st DRAFT**

ITEM RECORD TITLE AND DESCRIPTION RETENTION TIME COMMENTS

ENTERING THE RECORD SERIES TITLES. Note: the information you enter in any of the “Columns/ Fields in this Schedule, will “wrap” around within the column. You can use “returns/enters” if needed WITHIN a Column. To get out of a “Column” **TAB** to the next one that has a title in the header. To create another ROW, **TAB** in the COMMENTS column. That will automatically create the next row, with the next ITEM number.

DO NOT change the item number, just **TAB** to get to the **Record Title and Description** column. If you want to use an acronym in the schedule, you **MUST** put the Record Title in also. Example: Department of Transportation (DOT). For us to approve your schedule, we need to know what the acronym stands for; a record series may not be called by the same title in all offices.

1. Put the cursor back in the column under the words “Record Title and Description”
2. Using **CAPITAL LETTERS**, enter the Record Series Title (in this example it is INVENTORY LISTS). This is the name the record is commonly referred to in your office/department. If there is more than one name for the record, enter each of them, with a “/” between them such as: WARRANTS/CHECKS etc.
3. Using **small letters**, enter a brief description of the Record Series telling what the record function is, and what is contained in the Record Series. (You can refer to any of the Retention Schedules on the website listed in the footer of this page, (www.sos.mt.us) for examples.)
4. If your description has sub-categories, as shown below, a.; b.; etc.

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
1.	INVENTORY LISTS -Lists that show the inventory of a department’s tools, vehicles, etc. a. Vehicles, other Fixed Asset Items b. Parts, equipment , tools	a. 3 years after disposal b. 3 years after end of fiscal year inventory was taken.	

You will need to first enter the Record Title. Ex. INVENTORY LISTS. At the end of that sentence, do an ENTER, and go to FORMAT in the tool bar. Select BULLETS & NUMBERING; Select NUMBERED, and SELECT the a,b,c,d frame. Click OK. This will automatically add an a. for the sub-categories. Enter the sub category (Vehicles, other Fixed Asset Items, in this sample

a.

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
1.	INVENTORY LISTS Lists that show the inventory of a department’s tools, vehicles, etc. a.		

Do a **RETURN OR ENTER**, to automatically move the sub category- “a.” and create sub category “b.”

1.	INVENTORY LISTS a. Vehicles, other Fixed Asset Items b. Parts, equipment, tools.	a.	
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5. When you are finished entering all of the **description** sub categories for the Record Series, you will tab to the next column to ADD the Retention Time/s.

DETERMINING THE RETENTION TIME Here are a few guidelines that may help when determining a Retention Time.

1. The **RETENTION TIME** is the **MINIMUM** amount of time a Record Series must be kept.
2. The four (4) criteria used to determine the Retention Time for records are: **Legal, Fiscal, Administrative, and Historical.**
3. Remember: Permanent means Forever, and Forever means permanent!!
4. Unless there are State, Federal, or other regulations, requiring Permanent retention, it is recommended these terms not be used.
5. If there are no State, Federal, or other regulations that apply to the retention time, and you are in doubt as to how long the records must be kept, you can refer to any of the Retention Schedules on the website listed in the footer of this page and do a word search for the item you are adding. You **MAY** find the record already listed on another Retention Schedule.
6. For instance, if your Record Series Title is CLAIM, Schedule #5 ACCOUNTING/FINANCIAL has the same Record, and a Retention Time.

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ITEM RECORD TITLE AND DESCRIPTION RETENTION TIME COMMENTS

7. If there are multiple records listed under one Record Title- use the example shown in Schedule #4
 TREASURERS, item # (29) TAX: REAL ESTATE. This is a good example of many records relating to one Record Series, but having different Retention Times.

ENTERING THE RETENTION TIME

1. Put the cursor at the top of the Retention Time Column for the row you are working on, do an ENTER, and go to FORMAT in the tool bar.
2. Select BULLETS & NUMBERING; Select NUMBERED, and SELECT the a,b,c,d frame. Click OK. This will automatically add an a. for the sub-categories. Enter the sub category (Vehicles, other Fixed Asset Items, in this sample
3. Add the Retention time
4. Do a return or enter, and it will automatically create the sub category "b.". Continue until all of the sub category comments are entered.

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
1.	INVENTORY LISTS a. Vehicles, other Fixed Asset Items b. Parts, equipment, tools	a. 3 yrs after disposal b.	

4. When you have finished entering all of the sub category retention times, you can TAB to the Comments column.

COMMENTS

Use this space to note any State, Federal, or other, regulations that apply to the length of time the Record Series must be kept; or any other comments such as: Confidential per MCA..., etc. . There may not be any comments for a Record title.

THE NEXT ITEM

When you have finished entering all of the information for an item, put the cursor in the COMMENTS column if it isn't already there. **TAB TO CREATE A NEW ROW**. DO NOT change the new Item #; it will automatically change as you tab to create a new row.

1.	INVENTORY LISTS a. Vehicles other Fixed Asset Items b. Parts, equipment, tools	a. 3 years after disposal b. 3 years after end of fiscal year inventory was taken	
2.			

Repeat this process until you have finished the Retention Schedule draft.

SAVE YOUR WORK EACH TIME YOU LOG OFF YOUR COMPUTER!!

SORT THE RETENTION SCHEDULE SO THAT THE RECORD TITLES ARE IN ALPHABETICAL ORDER.

To sort the schedule, place the cursor any place in the RECORD TITLE field for Item #1.

At the top of the menu bar, Click on **TABLE**. There will be a drop down bar, click on **SELECT**, then click on **TABLE**. The entire table will be selected, regardless of how many items or pages it contains.

While the table is selected, go back to the menu and click on **TABLE** again. This time select **SORT**. This opens a SORT by box. It should show COLUMN 1 is selected to sort ASCENDING. . (if not, use the arrow beside each of those fields to select them.) CLICK on OK. This will sort all RECORD TITLE AND DESCRIPTIONS, with the correct RETENTION TIME and COMMENTS for each item.

DELETE TO HERE, INCLUDING THIS LINE.

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ITEM RECORD TITLE AND DESCRIPTION RETENTION TIME COMMENTS

The APPROVAL information on the next page will be the last page of your schedule draft. It MUST be attached to the draft to be submitted to the Local Government Records Committee . Change any information that is “RED”.

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: **Retention Schedule - (put your entity title here) - 1st DRAFT**

<u>ITEM</u>	<u>RECORD TITLE AND DESCRIPTION</u>	<u>RETENTION TIME</u>	<u>COMMENTS</u>
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DELETE ALL INFORMATION ON THIS PAGE BEFORE YOU EMAIL OR SEND IT TO THE LOCAL GOVERNMENT RECORDS COMMITTEE

BELOW ARE SOME SAMPLE RECORDS / RETENTION TIMES, AND SOME HAVE COMMENTS. YOU MAY WANT TO TEST THIS TEMPLATE BY ENTERING THESE SAMPLES, AND THEN SORTING THEM SAMPLE SCHEDULE TO SEE HOW THE SAMPLE WILL PLACE THE RECORDS IN ALPHABETICAL ORDER.

Records for a sample **VEHICLE MANAGEMENT** office. The CAPITALIZED words are the Record Title. Some of these have COMMENTS, some don't. Enter the retention time and comments in the correct columns.

WARRANTIES: For vehicles and equipment. 1 year after warranty expires

EQUIPMENT AND VEHICLE PART ORDERS 3 years

BIDS AND BID DOCUMENTATION: Working copy see Purchasing Records schedule Keep 1 year after completion of contract or project. Official record is recorded in the Clerk and Recorders office

VEHICLE REGISTRATION CERTIFICATES Until vehicle is transferred or sold. Registration. Certificate is transferred with vehicle.

BILLING RECORDS to other agencies for use of vehicles and equipment Audit +1 if this is a copy. See comments. If there is a centralized accounting dept. that is the primary record.

EQUIPMENT AND VEHICLE SALE RECORD. Records that document the sale of county equipment and vehicles. Audit + 7 years

USAGE REPORTS : a. Vehicles. Any type of usage report e.g. mileage , fuel, etc. if the report is the basis for allocating costs, determining payment under rental or lease agreements etc. b. Usage reports compiled for purposes other than those noted above a. 3 years b. 1 year exempt for destruction request

MILEAGE CERTIFICATES: Certificates issued by vendor/dealer verifying accurate mileage on each vehicle purchased. 3 years

VEHICLE ASSIGNMENT RECORDS: Assignment logs, authorizations, and similar records relating to the assignment and use of county-owned vehicles by employees. 2 years after superseded

VEHICLE MAINTENANCE, REPAIR AND INSPECTION RECORDS: This item applies to records of maintenance and repair to general-purpose vehicles. a. Routine inspection records b. Maintenance and repair records c. Service requests/work orders d. Vehicle junked as the result of an accident, etc. a. 3 years after disposal of vehicle b. Life of vehicle c. 2 years, unless the work order is the only documentation of repairs. If so, keep for life of vehicle. d. 3 years after being junked