Request for Records Disposal or Transfer Authorization RM60

ENTITY	/ :		PHONE:					E-MAIL:				
CONTACT: ADDRESS:				DISPOSAL NUMBER:								
	nistration-	Local Go	D FORM TO: <u>SOSLocalGovtRecCom@</u> overnment Services, P.O. Box 200547, H ne local government entity must determ	Helena, MT 5962	20-0547							Department of
Schedule #	Item #	Page #	Description of Records (Include description from schedule a case # or other identifying informati	•	Inclusive Dates MONTH AND YEAR		Confidential *	10 Year Rule	Disposal Approval (Committee only)		Agency Comments	Audit History or Committee Comments
			to your office)		From	То	Confic	10 Ye	Yes	No		
4	4		Example: Bank Statements		10/2001	10/2002		x	x			
8	32	MR13	Example: Commission Records-Minutes		01/1950	10/1990		x	x		Microfilmed	
12	41e		Example: Marriage Licenses		08/1907	09/1972		х		х		
												ars after improvement been completed; destroy.
												Retain 3 years, or until completion of all issues.
												Retain 3 years, or until completion of all issues.
												Retain 3 years, or until completion of all issues.
												Retain 2 years after completion of
												the study; destroy.

In accordance with 2-6-1202, 7-5-2132, 7-5-4124 and 20-1-212 and upon the order of the governing body, we the undersigned affirm the records listed on this									
disposal request are not subject to any litigation, legal or regulatory hold, and any financial records listed have been audited. See Notification on Central									
Registry (Ten Year Rule) below. Typed name below is acceptable as the signat	ure.								
	1_								
Authorized Local Government Representative:	Date:	Phone:	Phone:						
Name:									
Title:									
Records Custodian:	Date:	Phone:							
Name:									
Title:									
LOCAL GOVERNMENT SUBCOMMITTEE SIGNATURES REQUIRED FOR DISPOSAL APPROVAL									
Department of Administration Committee Member:									
Name: Tami Gunlock	Date:	06/08/2022							
	<i>y</i>								
Montana Historical Society Committee Member:									
Name:	Date:	10/6/2022							
Signature:									
Local Government Committee Member:									
Name: Signatura: Martha L. Rehbein	Date:								
Signature: Marcha L. Rendein		9/6/2022							
NOTIFICATION ON CENTRAL REGISTRY									
Per MCA 2-6-1205, public records listed on this form that more than ten (10) years old and are approved for disposal may not be destroyed until they									
have been listed on a central registry and offered to various agencies and the public for 60 days.									
Request for Records Disposal or Transfer Authorization have been listed		Unclaimed records may be disposed 60							
Completed by Name: Andy Ritter Signature:		days after this date: 12/12/2022							
Name: Signature: (110)			12/12/2022						
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: Title:	Date:								
Signature:									