Schedule 8A

Function Based Local Government Record Retention Schedule

Last revised: June 8, 2023

This record retention schedule is based on Municipal Schedule 8. It organizes record series by function rather than organizational structure and groups records series in that function by similar retention periods. It is available as optional alternative for local governments in Montana to adopt to manage their records.

Government Functions	Function Description
Governance & Strategic Initiatives (G&SI)	Information assets in this function are organization-wide. They establish the rights of the government and its citizens. They document the actions of its public meeting bodies, the establishment of organization-wide strategic initiatives, decision-making frameworks and systems, and administrative rules. It includes assets relating to officially commissioned reports, studies, plans, and surveys relating to organization of local government. Intergovernmental cooperation, Assets demonstrating compliance with laws and regulations in this function. Major historical public announcements and pronouncements in support of this asset category.
Land Governance & Public Infrastructure Development	This function includes information assets that govern the use of land and the development of public infrastructure. It includes assets that document development patterns of the city and its built environment including the development of permanent public infrastructure. It includes assets that preserve the public's rights to access and maintain public infrastructure and private rights of usage.
Civil Regulatory	Permitting and licensing, inspections, compliance and related enforcement actions
Case Management	Criminal justice and public safety incident management and Liability Management
City Asset Management & Maintenance (City Asset)	Management and maintenance of local government assets - local government-owned buildings, parks, trails, open spaces, sidewalks, water and wastewater facilities, utilities, transportation infrastructure (all modes), signals, cemetery, vehicles and equipment, stormwater facilities, compost facility, urban forest, GIS, IT infrastructure, information asset, etc.
Finance and Accounting (F&A)	Transactional finance and accounting, receipts, donations & fundraising, audit, budget, debt issuance, insurance
Human Resources & Payroll (HR)	City employee files, performance management, grievance, safety, training, testing, certification and licensure, collective bargaining, investigations, discipline, exposure, medical, benefits, compensation, worker's compensation, hiring, termination, timekeeping, retirement, payroll, taxes and reporting
Department, Administration, and Operations (Dept Admin)	Routine administrative and operational functions and recurring or cyclical programs and events routine request management that is not part of city asset function, includes subgroups of departments (offices, divisions etc.) and other cross functional workgroups, info assets required to demonstrate compliance with permits, requirements and regulations, risk and safety info assets, Information systems documentation and operation, work orders and support tickets, working files associated with routine operations, data and information gathering used to compile official info assets, routine progress reports, departmental and work unit staff meetings

		Retention Category	Retention	Record Series Reference Number	Information Asset Description (Record Series)
		G&SI Permanent	Permanent	10	Public meeting minutes including supporting documents presented in the public record
		G&SI Permanent	Permanent	20	Administrative Rules
		G&SI Permanent	Permanent	30	City Council or Mayoral officially commissioned reports, studies, plans, and surveys
		G&SI Permanent	Permanent	40	Intergovernmental cooperation contracts - interlocal agreements, contracts that establish decision-making frameworks (i.e. memorandums of understanding,) sister city agreements
		G&SI Permanent	Permanent	50	Legal notices/Affidavits of mailing, etc. relating to information assets in G&SI function
		G&SI Permanent	Permanent	60	Landmark press releases, proclamations, and speeches about information assets in this group
		G&SI Permanent	Permanent	70	City Charter and amendments
		G&SI Permanent	Permanent	80	Oaths of Office
		G&SI Permanent	Permanent	90	Bylaws (One master set of all versions)
		G&SI Permanent	Permanent	100	Strategic plans
		G&SI Permanent	Permanent	110	Local Government Review reports/certificates/plan of government
		G&SI Permanent	Permanent	120	Legal opinions - City attorney and requests to state attorney general for opinions
		G&SI Permanent	Permanent	130	Ordinances, affidavits of publication (legal notices), and related index
		G&SI Permanent	Permanent	140	Resolutions, affidavits of publication (legal notices), and related index
		G&SI Permanent	Permanent	150	Capstone Official Email
		G&SI Permanent	Permanent	160	Improvement Districts, Special Districts, and other legal tax entities creation and governance structure
		G&SI Permanent	Permanent	170	Jurisdictional boundaries and service areas (utility service areas, ward maps, annexation areas, growth policy, neighborhood councils)
		G&SI Permanent	Permanent	180	Bond/Debt issuance and related promissory notes
		G&SI Permanent	Permanent	190	Record Retention Schedule
		G&SI Permanent	Permanent	200	Certified election results
		G&SI Permanent	Permanent	210	Master plans
		G&SI Permanent	Permanent	220	City Council Rules
		G&SI Permanent	Permanent	230	Press releases, speeches, major announcements and pronouncements - Major historical public announcements and pronouncements in support of this asset category.
		G&SI Permanent	Permanent	240	City budget
		G&SI Permanent	Permanent	250	Master set of organization-wide and department-wide policy and procedures (does not include position and office related procedures)

		Retention Category	Retention	Record Series Reference Number	Information Asset Description (Record Series)
		G&SI Permanent	Permanent	260	City official participation in external organizations in their official capacity (CAO leads Local Government Special District, Mayor serves on MEP, etc.)
		G&SI Medium	25 years	270	Petitions pertaining to ordinances and resolutions
		G&SI Schmedium	10 years	280	City Council Agendas
		G&SI Schmedium	10 years	290	Redistricting of Wards
		G&SI Schmedium	10 years	300	Proclamations
		G&SI Schmedium	10 years	310	Department/Organization unit commissioned internal reports, studies, plans and surveys relating to this function
		G&SI Short	5 years	320	Working files and background information associated with governance and strategic initiatives functions that are not necessary for future decision-making and have no enduring value
		G&SI Short	5 years	330	Advisory Board applications and appointment memos
		G&SI Short	5 years	340	State Legislature bill tracking, interim committees, formal positions, reports, compliance activities
		G&SI Short	5 years	350	Report, studies, plans and surveys - working papers and data used to compile these assets
		G&SI Short	5 years	360	Agendas for public meetings (except City Council)
		G&SI Short	5 years	370	Audio-video recordings of transcribed public meetings
		G&SI	5 years	380	Financial interest disclosures
		G&SI Short	5 years	390	Membership in professional associations, societies and committees - non-official City
		G&SI Short	5 years	400	Routine press releases, speeches, statements
		Land Governance Permanent	Permanent	410	Plans - including but not limited to infrastructure, land use, neighborhood, etc.
		Land Governance Permanent	Permanent	430	Growth policies and comprehensive plans
		Land Governance Permanent	Permanent	440	Annexation and De-annexation - documents proposals, reviews, decisions and compliance activities
		Land Governance Permanent	Permanent	450	Planned unit development - documents proposals, reviews, decisions and compliance activities - includes files necessary for future management and maintenance
		Land Governance Permanent	Permanent	460	Subdivisions - documents plat proposals, reviews, decisions and compliance activities related to the final constructed development - includes files necessary for future management and maintenance of public infrastructure and land use.
		Land Governance Permanent	Permanent	470	Special reviews - documents proposals, reviews, decisions and compliance activities
		Land Governance Permanent	Permanent	480	Urban planning and zoning studies, urban renewal plans and studies
		Land Governance Permanent	Permanent	490	Easements
		Land Governance Permanent	Permanent	500	Right-of-way and park encroachments
		Land Governance Permanent	Permanent	510	Zoning-documents proposals, reviews and decisions - includes working files necessary for future management and maintenance
		Land Governance Permanent	Permanent	520	Vacation of streets, alleys, rights-of-way and easements
		Land Governance Permanent	Permanent	530	Historic preservation - includes projects and programs include administering regulations for the Historic District and overseeing nominations to the National Register of Historic Places, municipal projects and programs designed to foster historic preservation.
		Land Governance Permanent	Permanent	540	Tax increment financed projects, programs, loans, reports and studies
		Land Governance Permanent	Permanent	550	Floodplain-regulations, plans, studies, historical flood information, maps, and technical reports concerning floodplain areas
		Land Governance Permanent	Permanent	560	Aerial photography
		Land Governance Permanent	Permanent	570	Street classifications and statistics - annual statistics submitted to the Department of Transportation on area and infrastructure, such as total miles of streets, alleys, highways and interstates, street footage added within the past year; and statistics on miles of street by street type, i.e. gravel, concrete, asphalt, residential, collector, arterial)
		Land Governance Permanent	Permanent	580	Public infrastructure development - includes assets that document the acquisition, construction and final as-built improvements whether construction by the public or private sector necessary for future management and maintenance. Includes all public infrastructure including but not limited to utilities, facilities, transportation, telecommunications, green, etc.
		Land Governance Permanent	Permanent	590	Department and City-wide annual reports related to this function
		Land Governance Permanent	Permanent	600	Development Agreements
		Land Governance Permanent	Permanent	610	Utility service agreements
		Land Governance Permanent	Permanent	620	Variances
		Land Governance Permanent	Permanent	630	Storm drain and other utility connection permits
		Land Governance Permanent	Permanent	640	Condominium Declaration filed in the City Clerk office (70-23-305 MCA)
		Land Governance Permanent	Permanent	650	Federal and state transportation infrastructure projects - documentation and reports required by the federal and state government to demonstrate compliance with federal and state regulations for transportation infrastructure projects. Retention starts upon project completion)
		Land Governance Permanent	Permanent	660	Maps - planning maps, zoning area maps, historical maps related to this function (consult historic preservation officer), historic districts
		Land Governance Schmedium	12 years	670	Variances - photos, drawings, background information and working files
		Land Governance Schmedium	12 years	680	Street classifications and statistics - working files and other information used to compile annual statistics submitted to the Department of Transportation on area and infrastructure, such as total miles of streets, alleys, highways and interstates, street footage added within the past year; and statistics on miles of street by street type, i.e. gravel, concrete, asphalt, residential, collector, arterial)
		Land Governance Schmedium	12 years	690	Permits - excavation and concrete
		Land Governance Schmedium	12 years	700	Public infrastructure development working files
		Land Governance Schmedium	12 years	710	Subdivision proposals - Denied
		Land Governance Short	5 years	720	Working files and background information associated with land use governance functions not related to public infrastructure development that are not necessary for future management, maintenance or decision-making.
		Land Governance Short	5 years	730	Permits - not authorized

		Retention Category	Retention	Record Series Reference Number	Information Asset Description (Record Series)
		Land Governance Short	5 years	740	Agency reviews of development proposals
		Land Governance Short	5 years	750	Floodplain administrative files
		Civil Regulatory Permanent	Permanent	760	Demolition Notice and Abatement of Dangerous or abandoned buildings - Legal notices to property owners, photographs, Dangerous Building Code Investigations, Requests for Recovery of Costs of Demolition of Dangerous Buildings, correspondence and memoranda documenting the inspection of buildings unfit for occupancy to determine whether to secure or demolish and notification to property owners regarding the same.
		Civil Regulatory Permanent	Permanent	770	Building Permits - Applications and the building permits - approved and denied
		Civil Regulatory Permanent	Permanent	780	Mechanical, Electrical, Plumbing and Low Voltage ledger-master list of permits issued - not the actual permits
		Civil Regulatory Permanent	Permanent	790	Building permit site plans - used for review
		Civil Regulatory Permanent	Permanent	800	Building plans - government, public buildings including public schools or colleges, federal or state-owned buildings, parking facilities, and city hall building or remodeling projects: large commercial buildings including hospitals, large office buildings, hotels, large retail stores, churches, malls: significant historic buildings especially those listed on the national list of historic places or those that have other historic designations.
		Civil Regulatory Permanent	Permanent	810	Building annual report
		Civil Regulatory Permanent	Permanent	820	Business licensing annual report - list of all businesses licensed during the year
		Civil Regulatory Permanent	Permanent	830	Fire investigations
		Civil Regulatory Medium	20 years	840	Permits - Mechanical, Electrical, Plumbing and Low voltage
		Civil Regulatory Medium	20 years	850	Fire life safety code compliance inspections and reviews
		Civil Regulatory Schmedium	10 years	860	Contractor bonds required as part of licensing and/or permitting
		Civil Regulatory Schmedium	10 years	870	Business licensing applications and renewals
		Civil Regulatory Schmedium	10 years	880	Civil regulatory complaint and hazard management - management of complaints relating to non-compliance with codes and regulations, nuisance and hazard abatement
		Civil Regulatory Schmedium	10 years	890	Permits - use permits - public right of way, sign permits, parks and recreation facilities, pyrotechnic displays, alarm systems, vending, etc.
		Civil Regulatory Short	3 years	900	Working files and background information associated with civil regulatory activities that are not necessary for future operations.
		Civil Regulatory Short	3 years	910	Building plans - residential and small commercial buildings
		Civil Regulatory Short	3 years	920	Monthly reports of civil regulatory activities
		Civil Regulatory Short	3 years	930	Logs, checklists, inspection reports, associated with civil regulatory activities
		Civil Regulatory Short	3 years	940	Permits - expired or denied
		Civil Regulatory Short	3 years	950	Parking citations
		Civil Regulatory Short	3 years	960	Permits - repair utility lines
		Case Management Permanent	Permanent	970	City Attorney-Civil case formal judgement
		Case Management Permanent	Permanent	980	Police - Homicide and sexual felony cases
		Case Management Medium	50 years after last activity	990	Police and Attorney - Criminal felony and misdemeanor cases involving stacking offenses (i.e. DUI, violation of protective orders, domestic violence, juvenile DUI and sexual offenses)
		Case Management Schmedium	22 years	1000	Police - Traffic crashes
		Case Management Schmedium	22 years	1010	Fire and Dispatch incidents
		Case Management Schmedium	22 years	1020	Police - Juvenile cases approved for disposal by court
		Case Management Short	10 years	1030	Police - Non-criminal and other cases not referenced elsewhere
		Case Management Short	10 years	1040	Working files and background information associated with case management activities that are not necessary for future operations.
		Case Management Event driven long	X + 10 years	1050	Police - Criminal misdemeanor adult closed cases (Retention begins when case closes or when criminal appeals are exhausted)
		Case Management Event driven long	X + 10 years	1060	Attorney - Civil and criminal appeal closed cases (Retention begins when case closes or when criminal appeals are exhausted)
		Case Management - Event driven medium	Case close + 5 years	1070	Police - Internal investigations found sustained resulting in demotion, suspension, removal or similar action
		Case Management - Event driven schmedium	Case close + 3 years	1080	Police - Internal investigations found sustained resulting in written or verbal reprimand
		Case Management - Event driven short	Case close + 90 days	1090	Police - Missing persons - non-criminal cases are eligible for disposal once person is located.
		Case Management - Event driven short	X + 1 year	1100	Police - internal investigations not sustained (Retention starts on case close)
		Case Management - Event driven short	X + 1 year	1110	Attorney - Criminal closed non-appeal cases (Retention starts on case close)
		Case Management - Event driven short	X + 1 year	1120	Police - Criminal cases with no conviction & ordered by court to be disposed (Retention starts on court order)
		Case Management - Event driven short	X + 1 year	1130	Police - Evidence not attached to a case, retention starts upon disposition of evidence
		Case Management Event driven short	X + 1 year	1140	Police - Other felony cases not listed above - Does not include stacking offenses, sexual offenses and homicides; Eligible for disposal when all appeals are exhausted (Retention starts on case close)
		City Asset Permanent	Permanent	1150	Bond and Debt issuance transcripts used to finance city assets
		City Asset Permanent	Permanent	1160	Deeds, title reports, closing statements, bills of sale, appraisals, abstracts of title

		Retention Category	Retention	Record Series Reference Number	Information Asset Description (Record Series)
		City Asset Permanent	Permanent	1170	Traffic accident reports
		City Asset Permanent	Permanent	1180	Utility line inspection and cleaning
		City Asset Permanent	Permanent	1190	Facility operation and maintenance manuals and procedures
		City Asset Permanent	Permanent	1200	Utility reports - Utility annual operation, monitoring, and special reports not included in a utility's report, monthly and annual state and federal permit compliance reports, laboratory testing and monitoring reports
		City Asset Permanent	Permanent	1210	Street and traffic reports of work completed sent to the state
		City Asset Permanent	Permanent	1220	Urban forestry - Annual tree inspection report
		City Asset Permanent	Permanent	1230	Traffic engineering reports, complaints and studies
		City Asset Permanent	Permanent	1240	As builts, site plans, and other documents needed for long term management, maintenance and decision-making
		City Asset Permanent	Permanent	1250	Facility plans
		City Asset Permanent	Permanent	1260	Contracts - acquisition and construction related to city assets (includes major capital asset acquisition and construction) and state and federal assets where the city has had a major role or has ongoing responsibility to maintain and manage, leases of city assets
		City Asset Permanent	Permanent	1270	Maps and aerial photography documenting the existence and location of city assets
		City Asset Permanent	Permanent	1280	Annual asset inventories and studies
		City Asset Permanent	Permanent	1290	Annual facility inspection report - documents the condition of a class of city assets as a whole and used for capital asset planning and strategic decision-making
		City Asset Medium	15 years	1300	Intergovernmental maintenance agreements
		City Asset Medium	15 years	1310	Traffic counts
		City Asset Medium	15 years	1320	Asset projects and plans that are formally abandoned
		City Asset Medium	15 years	1330	Property insurance policy
		City Asset Medium	15 years	1340	Successful proposals and bids selected for contracts relating to the city asset function
		City Asset Medium	15 years	1350	City asset procurement and contract administration - successful bid or proposals, requisitions and purchase authorizations, transactional information , payments, progress reports, certified payrolls, gross receipts, warranties, performance and payment bonds and other information assets not required for long term decision-making, maintenance or management of the asset
		City Asset Schmedium	7 years	1360	Traffic signal maintenance repair orders and accounting
		City Asset Schmedium	7 years	1370	Utility operations - Cost estimates for utility repair work billed to customers
		City Asset Schmedium	7 years	1380	Utility operations - Monthly operational reports on tests, repairs, and maintenance of water meters
		City Asset Event Driven	Life of asset	1390	Vehicle and capital equipment acquisition, titles, registration, maintenance, and operation - eligible for disposal when asset is sold or disposed
		City Asset Event Driven	Life of asset	1400	City asset maintenance and operations - information assets that have administrative, operational, legal or regulatory compliance value as long as the asset is in service but have no enduring, historical value once the facility or equipment has been taken out of service
		City Asset Event Driven	Life of asset	1410	City asset depreciation - documentation used to calculate value and depreciation of fixed assets for the city's audit.
		City Asset Short	3 years	1420	City asset routine maintenance, repairs, service requests, helpdesk tickets, records requests/searches, and work orders not required for long term decision-making (excluding traffic maintenance)
		City Asset Short	3 years	1430	Working files and background information associated with city asset functions that are not necessary for future operations.
		City Asset Short	3 years	1440	Operational and administrative reports relating to the city asset function not required for long term decision-making
		F&A Permanent	Permanent	1450	Annual Comprehensive Financial Report and other component unit audits (i.e. MRA, Parking Commission, special audits, etc.)
		F&A Permanent	Permanent	1460	General Ledger
		F&A Permanent	Permanent	1470	Check Register
		F&A Permanent	Permanent	1480	Bond proceedings
		F&A Permanent	Permanent	1490	Annual Tax Ledger
		F&A Medium	57 years	1500	Year end General Ledger Reports (Budget report, Revenue and Treasurer Report)
		F&A Medium	57 years	1510	Payroll Check Register - Report listing employee name, check number, and amount
		F&A Medium	57 years	1520	Payroll Register - Report listing employee name, gross/net pay, and deductions (private record)
		F&A Event driven - debt/collection	Retirement of issue or collection of debt + FYE	1530	Assessment controls - used to balance outstanding principal assessments against the general ledger
		F&A Event driven - debt/collection	Retirement of issue or collection of debt + FYE	1540	Assessment schedule for debt issuance - establishes total assessment and payment frequency, working files associated with levying and collecting taxes
		F&A Event driven - debt/collection	Retirement of issue or collection of debt + FYE	1550	Tax documentation - during project implementation this information is used to determine the final assessment for each property subject to taxation
		F&A Event driven - debt/collection	Retirement of issue or collection of debt + FYE	1560	Loans, debt collection, installment payment contracts, promissory notes (not federal grant funded)
		F&A Event driven debt/collection	Retirement of issue or collection of debt + FYE	1570	Bond and Debt issuance certificates
		F&A Schmedium	7 years	1580	Budget working papers maintained by Finance documenting chief executive budget recommendations and City Council decisions; audit working papers
		F&A Schmedium	7 years	1590	Accounts payable (except payroll and check registers) includes claims, invoices, check requests, purchase orders, accounts payable related reports, and other assets related to the accounts payable function maintained by the finance office as the official office of record
		F&A Schmedium	7 years	1600	Internal billing
		F&A Schmedium	7 years	1610	Statements, account reconciliation, edits
		F&A Schmedium	7 years	1620	Accounts receivable
		F&A Schmedium	7 years	1630	Travel reconciliation
		F&A Schmedium	7 years	1640	June 30 FYE tax maintenance, receivable and distribution reports
		F&A Schmedium	7 years	1650	Special assessment payoffs
		F&A Schmedium	7 years	1660	Monthly tax distribution
		F&A Schmedium	7 years	1670	Annual tax billing summary
		F&A Schmedium	7 years	1680	Accrued Interest
		F&A Schmedium	7 years	1690	Fund balance
		F&A Schmedium	7 years	1700	Payroll Distribution
		F&A Schmedium	7 years	1710	Cancelled checks
		F&A Schmedium	7 years	1720	Bond register, payment slips, call reports, payment slips and other working files

		Retention Category	Retention	Record Series Reference Number	Information Asset Description (Record Series)
		F&A Schmedium	7 years	1730	Tax and special assessment monthly accounting
		F&A Schmedium	7 years	1740	Daily cash receipt and edit reports
		F&A Schmedium	7 years	1750	Cash advance reports
		F&A Schmedium	7 years	1760	Account reconciliation
		F&A Schmedium	7 years	1770	Impounded and abandoned vehicles
		F&A Schmedium	7 years	1780	Quarterly Payroll Reports
		F&A Schmedium	7 years	1790	1096 and 1099 Internal Revenue Service (IRS) forms
		F&A Schmedium	7 years	1800	Inactive vendor files (includes W-9)
		F&A Schmedium	7 years	1810	Journals and journal adjustments
		F&A Schmedium	7 years	1820	Receipts, deposits (except assessment receipts)
		F&A Schmedium	7 years	1830	Retail sales and payments
		F&A Schmedium	7 years	1840	Monthly reports
		F&A Schmedium	7 years	1850	Insurance claims completed
		F&A Short	3 years	1860	Working files and background information associated with finance and administration functions that are not necessary for future operations.
		F&A Short	3 years	1870	Journal edits
		F&A Short	3 years	1880	Time cards, edit slips, timekeeping
		F&A Short	3 years	1890	Customer billing/invoicing and payment
		F&A Short	3 years	1900	Refunds and waivers
		F&A Short	3 years	1910	Cash edits
		F&A Short	3 years	1920	Receipts from armored car transport services (i.e. Wells Fargo, etc.)
		F&A Short	3 years	1930	Monthly tax receivable (except June 30 FYE reports)
		HR Permanent	Permanent	1940	Fire Department employee training records not filed with HR
		HR Medium	30 years	1950	HR - Employee hazardous chemical exposure records
		HR Schmedium	15 years	1960	Flextime program annual report
		HR Short	6 years	1970	Parks and Recreation - Lifeguard certifications
		HR Short	6 years	1980	Payroll - W-2, payroll deductions, tax deductions, federal and state payroll, FICA and Medicare quarterly reports , 1095C forms
		HR Short	6 years	1990	HR - Hazard exposure background data to environmental that feeds into a summary report
		HR Short	6 years	2000	Drug and alcohol testing - unsuccessful applicants, negative tests for employees
		HR Short	6 years	2010	Drug and alcohol testing program information - Plans, Procedures, Supporting Documentation, pertaining to the development of procedures for drug and other substance abuse testing programs, including the determination of testing incumbents in designated job positions
		HR Short	6 years	2020	HR - Federal EEO reporting
		HR Short	6 years	2030	HR - Recruitment files
		HR Short	6 years	2040	HR - Performance appraisals
		HR Superseded or As needed	As Needed or Until Superseded	2050	Position classification
		HR Event Driven Medium	X + 30	2060	Personnel files - includes information required for the duration of employment and has value after employee termination (retention starts on termination or permanent separation
		HR Event Driven Medium	X + 30	2070	Worker's Compensation - Reportable occupational injury and illnesses (Retention begins based on date report is filed unless another occupational safety or health regulation requires longer retention)
		HR Event Driven Medium	X + 30	2080	Employee hazard communication training and exposure information
		HR Event Driven Medium	X + 30	2090	HR Medical records - health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician (Retention starts on employee termination)
		HR Event Driven Schmedium	X + 15	2100	HR - Retirement system reports PERS, PROS, FURS, MPERA, etc. (Retention begins on employee termination)
		HR Event Driven Schmedium	X + 15	2110	Labor union collective bargaining contracts and negotiations (Retention begins on termination of labor agreement)
		HR Event Driven Schmedium	X + 15	2120	HR - Grievance forms - completed retention starts at close of grievance
		HR Event Driven Schmedium	X + 15	2130	HR employee insurance records - includes enrollment, medical releases, information from medical status reports (Retention starts on termination of medical coverage)
		HR Event Driven Schmedium	X + 15	2140	Drug and alcohol testing - employee acknowledgements of authority to test, positive test (retention begins on termination of employee)
		HR Event Driven Short	X + 5	2150	Police - use of force reports, internal investigation summary reports (Retention starts on employee termination)
		HR Event Driven Short	X + 5	2160	Flextime program enrollment and waivers (Retentions starts when expired or superseded)
		HR Event Driven Short	X + 5	2170	HR - Consolidated Omnibus Budget Reconciliation Act (COBRA) enrollment (Retention starts on employee termination
		HR Event Driven Short	X + 5	2180	Settled Worker's Compensation claims (Retention begins on settlement)
		HR Event Driven Short	X + 5	2190	HR - W4 forms (Retention begins when form is superseded)
		HR Event Driven Short	X + 5	2200	HR - Labor arbitration and grievance records (Retention starts on case closure)
		HR Event Driven Short	X + 5	2210	HR - I9 forms (Retention starts on employee termination)
		HR Event Driven Short	X + 5	2220	HR - insurance policies (Retention starts on policy termination) enrollments and waivers
		HR Event Driven Short	X + 5	2230	HR - insurance claims (Retention starts on claim resolution)
		HR Event Driven Short	X + 5	2240	Pre-employment testing and background checks - applicant hired (Retention starts on employee termination)
		HR Event Driven Short	X + 5	2250	Operational safety records - Confined space entry authorizations (Retention starts on employee termination)
		HR Event Driven Short	X + 5	2260	(Retention starts on employee termination)
		Dept Admin Permanent	Permanent	2280	Utility - Master set of utility operation and maintenance procedures
		Dept Admin Permanent	Permanent	2290	Parks - Master set of recreation guides promoting seasonal parks and recreation
		Dept Admin Permanent	Permanent	2300	Department annual reports
		Dept Admin Permanent	Permanent	2310	Correspondence (not e-mail) - Incoming and outgoing letters and memos from/to high level city executives and elected officials documenting municipal policy, the policy process, organization-wide procedures, how the municipality is organized and how it functions, rules and patterns of action and decision-making, milestone achievements, or that establish public trust and accountability
		Dept Admin Permanent	Permanent	2320	Water and wastewater laboratory water and wastewater monitoring - monthly, annual and special reports of laboratory bench sheets of tests conducted during the treatment process submitted to federal and state regulators
		Dept Admin Permanent	Permanent	2330	Photographs depicting major milestones and events that have historic, enduring value - ground breakings, grand openings and dedications of major city facilities, elected officials' official photographs, major milestones and achievements
		Dept Admin Permanent	Permanent	2340	Community Development - Annual compliance reports to federal granting agencies (HUD, CDBG, HOME, Brownfields, etc.)

		Retention Category	Retention	Record Series Reference Number	Information Asset Description (Record Series)
		Dept Admin Permanent	Permanent	2350	Cemetery - master copy of plats, section and grave location maps, interment information, burial rights, unused plot buy back, disinterment
		Dept Admin Permanent	Permanent	2360	Hazard exposure - biological monitoring results including sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained
		Dept Admin Permanent	Permanent	2370	Tax increment development projects, development agreements, loans, debt Issuance, annual reports, audits - information assets document urban renewal activities and their impact on the built environment of the city
		Dept Admin Medium	30 years	2380	Water - Water service leak monthly report
		Dept Admin Medium	30 years	2390	Citizen injury reports
		Dept Admin Medium	30 years	2400	Master list of workplace hazardous chemical usage documentation - if a master list of chemicals is not maintained retain material safety data sheet and related information documenting the chemical used, location used, and dates used
		Dept Admin Medium	30 years	2410	Transportation Hazard Elimination Safety Program reports to State of Montana
		Dept Admin Schmedium	15 years	2420	Water production and drinking water monitoring - variances and exceptions, operators daily logs, sanitary survey reports, lab checks and control tests, instrument calibration tests and results, chemical analyses, bacteriological reports
		Dept Admin Schmedium	15 years	2430	Wastewater monitoring - sewer sludge monitoring, daily NPDES and MPDES monitoring records and reports, daily logs and reports of operations, instrument calibration tests and results
		Dept Admin Schmedium	15 years	2440	Contracts not related to other functions (i.e. professional services, leases (excluding leases of city owned assets,) duration and total of renewals cannot exceed 5 years)
		Dept Admin Schmedium	15 years	2450	Department quarterly statistical reports
		Dept Admin Schmedium	15 years	2460	Fire department complaints about emergency response
		Dept Admin Schmedium	15 years	2470	Community Development - Consolidated Plan (Five Year) and Annual Action Plan and supporting documents
		Dept Admin Event Driven	X + 5	2480	Federal grant administration, compliance and reporting (non-transportation) - federal grant compliance information (Retention starts upon final payment and formal closeout of grant)
		Dept Admin Event Driven	X + 5	2490	Federal grant based loans and promissory notes (Retention starts upon final payment and formal closeout of the loan)
		Dept Admin Event Driven	X + 5	2500	Water production violation corrections (Retention starts after last activity taken for each correction)
		Dept Admin Event Driven	X + 5	2510	Police department equipment calibration and maintenance (Retention starts after equipment is disposed of)
		Dept Admin Event Driven	X + 5	2520	Liability, human resources and property claims (Retention starts on claim settlement)
		Dept Admin Short	5 years	2530	Tax Increment working files, routine program and project administration, and background information that is not necessary for future operations or decision-making and do not have historic value
		Dept Admin Short	5 years	2540	Working files and background information associated with Department Admin functions that are not necessary for future operations or have been incorporated into standard operations
		Dept Admin Short	5 years	2550	Routine department, administrative and operational information, and general correspondence not specified elsewhere in this schedule that are not necessary for long term operations or decision-making and do not have historic value.
		Dept Admin Short	5 years	2560	Staff meeting agendas/minutes
		Dept Admin Short	5 years	2570	Hazardous waste manifests documenting proper disposal
		Dept Admin Short	5 years	2580	Budget working papers for departments and organizational units
		Dept Admin Short	5 years	2590	Complaints and requests for service (except Fire emergency response)
		Dept Admin Short	5 years	2600	Ride along liability waiver
		Dept Admin Short	5 years	2610	Police department-Background check dissemination and logs, NCIS database entry recordkeeping required for NCIS compliance
		Dept Admin Short	5 years	2620	Affidavits of publication and mailing not relating to ordinances or resolutions
		Dept Admin Short	5 years	2630	Pesticide applicator compliance recordkeeping
		Dept Admin Superseded or As Needed	As needed or until superseded	2640	Department or administrative information that has transitory, limited operational or administrative value
		Dept Admin Superseded or As Needed	As needed or until superseded	2650	Training opportunities, department level training curriculum, department onboarding
		Dept Admin Superseded or As Needed	As needed or until superseded	2660	Pesticide applicator license, lifeguard certification
		Dept Admin Superseded or As Needed	As needed or until superseded	2670	Work or job site hazard communication information
		Dept Admin Superseded or As Needed	As needed or until superseded	2680	Audio and/or video related to Department Administration unless the footage is or becomes part of another record series