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STATE OF MONTANA SECRETARY OF STATE RECORDS AND INFORMATION MANAGEMENT (RIM) GENERAL RECORDS RETENTION SCHEDULE				Records Category ADMINSTRATIVE AND LEGAL		
				General Schedule Number 3		
				Pages 1 of 8		Revised DEC. 2015
Item	Record Series Title	Distribution	Office (in years)	Storage (In years)	Total (in years)	Disposition Toss/Shred/Delete (TSD)
1	Appointments					
	a. Official – Governor	Agency	5 years	0 years	5 years	T/S/D No RM5 Required
	b. Appointments – Official – Agency	Agency	5 years	0 years	5 years	T/S/D No RM5 Required
	c. Appointments – Official – Secretary of State (SOS)	SOS	Permanent	Permanent	Permanent	NONE
2	Audit Reports					
	a. Agency (Internal)	Agency	2 years	4 years	6 years	Offer to State Archives RM5 Required
	b. Legislative (Financial, Technology, Performance)	Legislative Auditor	4 years	Permanent	Permanent	None
3	Bills of Sale (capitol equipment, excluding real property)	Agency	4 years	4 years	8 years	T/S/D No RM5 Required
4	Complaints – Written	Agency	3 years	0 years	3 years	RM5 Required
5	Correspondence					
	a. Permanent: Program and Policy	Agency	Permanent	0 years	Permanent	None
	b. Routine: Non-Permanent	Agency	3 years	0 years	3 years	RM5 Required
	c. Transitory: Short Term – when no longer needed for official transactions	Agency	30 days – 1 year	0 years	30 days – 1 year	No RM5 required
	d. Reading Files: Non-Permanent	Agency	2 years	0 years	2 years	No RM5 required unless 30 years or Older. Offer to State Archives T/S/D

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				Pages 2 of 8		Revised DEC. 2015
Item	Record Series Title	Distribution	Office (in years)	Storage (In years)	Total (In years)	Disposition Toss/Shred/Delete
5 cont.	e. Suspense/Tickler/Follow-up: Non-Permanent – when no longer needed for official transactions	Agency	1 year	0 years	1 years	No RM5 required unless 30 years or older. Offer to State Archives; other T/S/D
	f. Non-Record: Junk, Spam	Agency	0 years	0 years	0 years	Toss/Delete at will
6	Deeds and Titles	Agency	Permanent	0 years	Permanent	None
7	Insurance Policies (other than Workers’ Comp)	Agency	3 years after expiration	0 years	3 years after	T/S/D No RM5 Required
8	Leases	Agency	2 years	3 years	5 years after expiration	T/S/D No RM5 Required
9	Minutes					
	a. Commission, Executive, Cabinet, Management, Councils, Boards (non-licensing), Legislative, etc.	Agency	Permanent	Permanent	Permanent	Offer to State Archives If declined agency must retain.
	b. Minutes – Routine	Agency	2 years	2 years	4 years	RM5 Required
10	Notices/Affidavits of Publication	Agency	2 years	0 years	2 years	Shred No RM5 Required
11	Ordinances, Codes, Regulations, Directives, Policies	Agency	4 years	0 years	4 years after superseded	Offer to State Archives RM5 Required
	a. Standards and Procedures	Agency	4 years	0 years	4 years after superseded	Offer to State Archives RM5 Required

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				Pages 3 of 8		Revised DEC. 2015
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12	Financial Reports	Agency	6 years	0 years	6 years	Offer to State Archives RM5 Required
	a. Financial Reports Routine/Daily	Agency	6 years	0 years	6 years	T/S/D No RM5 Required
	b. Financial Reports Cumulative/Executive/Legislative	Agency	6 years	0 years	6 years	Offer to State Archives RM5 Required
13	Operation Reports	Agency	4 years	0 years	4 years	Offer to State Archives RM5 Required
	a. Operation Reports Routine/Daily	Agency	4 years	0 years	4 years	T/S/D No RM5 Required
	b. Operation Reports Cumulative/Executive/Legislative	Agency	4 years	0 years	4 years	Offer to State Archives RM5 Required
14	Grants & Supporting Documentation	Agency	3 years	2 years	5 years after expiration	RM5 Required
15	Application for Licenses or Permits and Registration a. Denied	Agency	3 years	0 years	3 years	T/S/D No RM5 Required
			2 years	0 years	2 years	T/S/D No RM5 Required
16	Licenses, Permits – Originals, Renewals	Agency	3 years	0 years	3 years after expiration	Offer to State Archives RM5 Required
17	Test Reports, Certification of Accuracy or Validity	Agency	3 years	0 years	3 years	T/S/D No RM5 Required
18	Monthly Reports	Agency	4 years	0 years	4 years	Offer to State Archives RM5 Required
19	Reading or Day Files	Agency	2 years	0 years	2 years	Offer to State Archives RM5 Required

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				Pages 4 of 8		Revised DEC. 2015
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20	Subject Files (Files arranged by subject, may contain correspondence, memoranda, minutes, reports, etc., concerning policy, procedures, Organization, programs, projects, etc.) This type of file cannot be listed elsewhere in the General or Agency Retention Schedules. Agency must list the type of file.	Agency	2 years	3 years	5 years	Retain documents of continuing administrative, fiscal, Legal or research value OR offer to State Archives. RM5 Required
21	Drafts/Working Papers					
	<ul style="list-style-type: none"> a. Drafts/Working Papers (permanent) b. Drafts/Working Papers (Non-permanent) 	Agency	Varies	Varies	Permanent	Offer to State Archives If declined agency must retain.
22	Forms Order	DOA-General Services Agency	4 year	0 years	4 year	Shred No RM5 Required
		Agency	1 year	0 years	1 year	Shred No RM5 Required
23	Inter-Agency Service Agreement	Agency (Office of Origin)	1 year	2 years	3 years after termination	T/S/D No RM5 Required

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Item	Record Series Title	Distribution	Office (in years)	Storage (In years)	Total (in Years)	Disposition Toss/Shred/Delete
24	Training Records (not employee’s training record. See General Schedule 5 – Personnel) a. Instructor - schedules, presentation, rosters, course materials etc. b. Attendees – Course Material c. Tests	Agency Agency Agency	4 years Agency Until superseded or no longer applicable 2 years	0 years 0 years 2 years	4 years Until Superseded or no Longer applicable 4 years	No RM5 Required unless 30 years or older. Offer to the State Archives No RM5 Required 4 years or until superseded by Updated records No RM5 Required
25	Communication Equipment or Service Requests	DOA- Communication Division Agency	3 years 1 year	0 years 0 years	3 years 1 year	T/S/D No RM5 Required T/S/D No RM5 Required
26	Inventory Reports (Property Listings)	Agency	1 year	2 years	3 years after superseded	T/S/D No RM5 Required
27	Personal Vehicle Use Authorization	Motor Pool Agency	1 year 1 year	2 years 2 years	3 years 3 years	T/S/D No RM5 Required T/S/D No RM5 Required
28	Actual and Necessary Travel Expense Voucher	DOA- Accounting Agency	1 year 3 years	3 years 0 years	4 years 3 years	T/S/D No RM5 Required T/S/D No RM5 Required
29	Transportation Purchase Order	DOA- Accounting Agency	1 year 3 years	3 years 0 years	4 years 3 years	T/S/D No RM5 Required T/S/D No RM5 Required

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30	Travel Expense Voucher	DOA-Accounting	1 year	3 years	4 years	T/S/D No RM5 Required
31	Vehicle Requisition and Trip Form	Agency	3 years	0 years	3 years	T/S/D No RM5 Required
		Motor Pool	1 year	0 years	1 year	T/S/D No RM5 Required
		Agency	1 year	0 years	1 year	T/S/D No RM5 Required
		MDT Accounting	4 years	0 years	4 years	T/S/D No RM5 Required
32	Request and Justification for Out-of-State Travel	DOA-Accounting	1 year	4 years	5 years	T/S/D No RM5 Required
		Agency	3 years	0 years	3 years	T/S/D No RM5 Required
33	Contracts a. Individual Contracts (Upon Term)	Agency	2 years	6 years	8 years after expiration	T/S/D No RM5 Required
		Agency	3 years	5 years	8 years after expiration	T/S/D No RM5 Required
34	Legal Opinions	Attorney General	Permanent	0 years	Permanent	None
		Agency	Permanent	0 years	Permanent	None
35	Legal Case Files: CIVIL	Agency	2 years	3 years	5 years after closure	Offer to State Archives RM 5 Required
36	Patient Medical Files	Agency	2 years	8 years	10 years after patient discharge or death or minor reaches age of majority	Shred No RM5 Required Confidential records

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37	Administrative Rules of Montana (ARM)	SOS	Permanent	Permanent	Permanent	None
	a. ARM Support Documentation	Agency Agency	Until Superseded 5 years	0 years 10 years	Until Superseded 15 years	T/S/D No RM5 Required RM5 Required
38	Program Files					
	a. Administration/Oversight	Agency	2 years	3 years	5 years after completion	Offer to State Archives RM 5 Required
	b. Granted	Agency	2 years	3 years	5 years after expiration	T/S/D No RM5 Required
	c. Contracted	Agency	2 years	6 years	8 years after expiration	T/S/D No RM5 Required
39	Project Files					
	a. Administration/Oversight	Agency	2 years	3 years	5 years after completion	Offer to State Archives RM 5 Required
	b. Granted	Agency	2 years	3 years	5 years after expiration	T/S/D No RM5 Required
	c. Contracted	Agency	2 years	6 years	8 years after expiration	T/S/D No RM5 Required
40	Emergency Response Plans (Emergency Action, Continuity Plans)	Agency	3 years after Superseded	0 years	3 years after Superseded	Overwritten No RM5 Required
	a. Continuity Plans Data (LDRPS)	DOA-Continuity Services	Until Superseded	0 years	Until Superseded	Overwritten No RM5 Required

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				Pages 8 of 8		Revised DEC. 2015
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41	Disposition of Record of Surplus Property	Agency	3 years	0 years	3 years	T/S/D No RM5 Required
42	News Releases/Public Service Announcements (PSA)	Agency	2 years	2 years	4 years	Offer to State Archives RM5 Required
43	Environmental Assessments, Impact Statements, Quality Statements	Agency	Permanent	Permanent	Permanent	Offer to State Archives RM5 Required
	a. With Agency Comments	Agency	Permanent	Permanent	Permanent	Offer to State Archives RM5 Required
	b. Without Agency Comments	Agency	4 years	4 years	8 years after Project Life	T/S/D No RM5 Required
44	Organizational Charts	SOS	Permanent	Permanent	Permanent	Offer to State Archives RM5 Required
		Agency	4 years	0 years	4 years after superseded	No RM5 Required
45	Criminal Case Files	Agency	Permanent	Permanent	Permanent	Offer to State Archives RM5 Required

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