
Schedule No. **18**

**Local Government
Weed Department
Records Schedule**

**Adopted by the Local Government
Records Committee, Oct. 2007
Revision 1.5 Adopted Oct. 2009
Last Revised Sept. 2016**

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

Before You Shred, Think Ahead

Introduction to Public Records Management

All public records have a specific value—whether administrative, fiscal, legal, historical, transitory (short-term) and whether created internally or received from an outside source. Some of them are so vital to government operation, that they must be preserved for perpetuity or protected to ensure continuity. Every local government entity is legally required to manage its public records in an orderly and systematic way.

Disposition & Destruction of Public Records

There are two different legal procedures that must be followed before it disposes of its public records. The first relates to records under ten years old. The second process relates to documents exceeding the ten-year retention limit.

- **Records Under Ten Years:** *Montana Local Government General Schedules* dictate how long a record must be kept before destruction or transfer. Before any action is taken, the agency must complete the *Request for Records Disposal or Transfer Authorization* form and submit it to the Montana Department of Administration, Local Government Services Bureau, P.O. Box 200547, Helena, MT 59620-0547. A template disposal form is located at [Request for Records Disposal](#). [Instructions](#) for completing the form are also available.

Once approved by the Local Government Services Bureau and the Montana Historical Society, the form will be returned to you. You may then dispose of approved items ***that are not ten years old or older***. Complete and file the form after adding destruction completion signature and date.

- **Records Over Ten Years:** If there are records older than 10 years the process changes because by [Law 2-6-1205, MCA](#) non-confidential records must be held for 60 days before they are destroyed. The 60-day notice alerts entities like Montana Historical Society-State Archives, colleges/universities, historical museums, genealogy societies, and the general public who may want to obtain those documents.

To activate the 60 day notice complete the *Request for Records Disposal or Transfer Authorization* [form](#) and submit it to the Local Government Services Bureau. The Bureau then sends it to the Montana Historical Society who will forward the Request to the Secretary of State Records & Information Management (RIM) Division. The items will be posted on the Local Government Records list-serve for the 60-day notice period.

If you are contacted during the 60-day period, it must transfer the record(s) to the requesting party in the priority order shown in MCA 2-6-1205. The requesting party is required to pay all costs associated with the transfer. If no one has requested the records after the 60-day period, they can be destroyed or deleted and the Request should be signed off by the person conducting final removal.

The Local Government Records Committee recommends that each local government agency adopt a policy to manage multiple requests for the same record(s).

Technical Assistance

All requests for technical assistance should be emailed to
SOSLocalGovtRecCom@mt.gov

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: **COUNTY WEED DEPARTMENT**

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
1.	APPLICATION RECORD Description: has landowner name, location of property, product used, rate/acre, gallons/carrier, total acres treated, weed species, equipment used, wind direction and speed, temperature at time of spraying	2 years	NO RM60* REQUIRED
2.	ASSISTANCE AGREEMENTS a. BLM (Bureau of Land Management) b. Forest Service c. Fish, Wildlife and Parks	8 years	NO RM60* REQUIRED
3.	BIOLOGICAL CONTROL RECORD Description: area where releases of bugs were made	5 years	NO RM60* REQUIRED
4.	CLAIMS-see: SCHEDULE #5 ACCT/ FINANCIAL RECORDS	See: Schedule #5 Acct/ Financial Records	
5.	COMPLAINTS: against Weed District	5 years after resolution of the complaint	NO RM60* REQUIRED
6.	CONTRACTS a. Weed spraying	8 years	NO RM60* REQUIRED
7.	CORRESPONDENCE-see: SCHEDULE #1- GENERAL RECORDS	See: Schedule #1 General Records	
8.	FINANCIAL/BUDGET REPORTS-see: SCHEDULE #5 ACCT/ FINANCIAL RECORDS	See: Schedule #5 Acct/ Financial Records	
9.	GRANTS a. Noxious Weed Trust Fund b. Block Grant c. Dept of Transportation d. Other e. Federal Grants	a.-d. Audit + 2 years e. determined by grant	a.-d. NO RM60* REQUIRED
10.	HERBICIDE SUPPLIER PRICE LIST	0	This is not a Record
11.	INVENTORY RECORDS OF CHEMICALS	Audit + 3 years	NO RM60* REQUIRED
12.	LABELS – HERBICIDE/CHEMICAL Describes the herbicide/chemical ingredients in a container and how to apply, conditions under which it can be applied to specific plants, and crops to which it can be applied, and recommended rate of application.	0	This is not a Record Maintained by EPA (Environmental Protection Agency) in perpetuity. No advantage in maintaining something that changes as frequently as a pesticide

*RM60 is a records disposal request form issued by the Local Government Records Committee. "No RM60 required" means that the records do not need to be submitted to the LGRC disposal subcommittee for approval before being disposed unless the records are over 10 years old.

To access other County Retention Schedules, go to the Secretary of State website at <http://sos.mt.gov/records/local> , Records Management
Rev. 4-2017

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: **COUNTY WEED DEPARTMENT**

ITEM RECORD TITLE AND DESCRIPTION RETENTION TIME COMMENTS

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
13.	LANDOWNER RECORDKEEPING RECORD-For private pesticide applications (not kept by office-blank manual provided to landowner).	0	label. This is not a Record No reason to maintain Private applicator record forms; education and licensing is the responsibility of the Montana Dept. of Agriculture.
14.	MAPS-Weed District Maps a. District Boundary Maps b. Weed Infiltration Maps. These maps show the infiltration of weeds and the types of weeds.	5 years after superseded	NO RM60* REQUIRED
15.	MATERIAL SAFETY DATA SHEETS-see: SCHEDULE #1 GENERAL RECORDS		
16.	MINUTES	Permanent	Offer copy to Archives
17.	NONCOMPLIANCE NOTICES- Weed Control	5 years from notification	NO RM60* REQUIRED
18.	SALES RECORDS OF COST SHARE PROGRAM.	Audit + 7 years	NO RM60* REQUIRED
19.	WEED CONTROL MANAGEMENT POLICY	Permanent	Offer copy to Archives
20.	WEED MANAGEMENT PLAN-includes map, list of noxious weeds on property, list of water courses, roads, easements on property a. subdivision b. general landowners c. state owned property	a. 3 years after expiration b. 10 years c. 8 years after expiration of contract	Offer to Archives
21.	WEED SPRAYING BILLS/INVOICES.	Audit + 7 years	NO RM60* REQUIRED

Revision 1 4-2009

- Item 2 Changed retention time to 8 years.
- Item 6 Changed retention time to 8 years
- Item 12 Changed record title to Labels-Herbicide/ Chemical
- Item 14b Capitalized letter I in infiltration
- Items 14 & 16 added Offer copy to Archives

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DEPARTMENT: COUNTY WEED DEPARTMENT

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
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Item 17 Added Weed Control

Item 20 a) added "after expiration" , c) changed from "until superseded or plan expires" to "after superseded or plan expires"

Item 21 changed title from WEED SPRAYING BILLS to "WEED SPRAYING/BILLS/INVOICES"

Revision 1.5 Date 10-2009

Items 10, 12, 13 Retention time 0; changed "This is a Non- Record: to "This is not a record" and moved that to Comments.

Item 20 c.) Changed retention time from 3 years to 8 years. Removed "superseded or plan"; changed "expires" to "expiration of Contract" Removed "Offer to archives" from comments.

Item 21 added a space after "SPRAYING", and removed / after "SPRAYING"

Revision 4-2017

"NO RM 60 REQUIRED" added to comments as appropriate.

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