
Schedule No. 23

County Sanitarian Schedule

**Adopted by the Local Government
Records Committee, November 2013**

Revised April 2017

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 directed to the Local Government Services Bureau, [Beth Riitano](#), (406) 841-2912.

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: COUNTY SANITARIAN

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
1.	A101 Receipts –receipts for payment of invoices or other monies due to the county.	2 years	Duplicate copies- original in Treasurer’s office NO RM60* REQUIRED
2.	Certified Installer Information	5 years	NO RM60* REQUIRED
3.	Concert Files	5 years	NO RM60* REQUIRED
4.	Dept of Environmental Quality (DEQ) Enforcement Letters	5 years	NO RM60* REQUIRED
5.	Dog Bites/Incident Records	5 years	NO RM60* REQUIRED
6.	Floodplain a. permits b. Studies and amendments c. Maps d. Other documentation	a. Permanent b. Permanent c. Permanent d. Permanent	Original documents
7.	Health Board Minutes	2 years	Duplicate copies- Original with County Health Board NO RM60* REQUIRED
8.	Public Establishments a. Inspections b. Plan reviews	a. 10 years b. 10 years	
9.	Junk Vehicles a. Hauled	5 years	NO RM60* REQUIRED
10.	Phone Log	2 years	NO RM60* REQUIRED
11.	Public Water and Wastewater Systems a. Letters from Dept. of Environmental Quality (DEQ)	5 years	NO RM60* REQUIRED
12.	Sanitation Violation Letters	5 years	NO RM60* REQUIRED
13.	Septic Permits a. Permit b. Inspection Document (may include as-builts, letters)	a.-b. Permanent	Original documents
14.	Soil Displacement Application and Permits a. Application b. Permits	May include address, jobsite, Person performing work and questionnaire	a. Permanent b. Permanent
15.	Subdivision Files	Permanent	Original documents
16.	Truck Wreck Spills/Non-chemical	5 years	NO RM60* REQUIRED
17.	Contracts a. Licensed Establishment Inspection Contract b. Subdivision Review Contract	a. Term + 8 years b. Term + 8 years	Duplicate copies- Originals at DPHHS and DEQ NO RM60* REQUIRED

*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.

Rev. 4-2017 added "NO RM 60 REQUIRED" to comments as appropriate.