
Schedule No. **27**

Office of Emergency Management

**Adopted by the Local Government
Records Committee, Oct. 2015**

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: COUNTY OFFICE OF EMERGENCY MANAGEMENT

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME (Minimum)	COMMENTS
1.	DISASTER RECOVERY ASSISTANCE FILES Records on programs that provide financial and other tangible assistance to victims of Presidentially-declared disaster within the County.	Three years	
2.	EMERGENCY AND DISASTER RESPONSE PLANS Official planning documents approved by the Board of County Commissioners, including the Emergency Operations Guideline.	Official Copy – permanent, one official copy to be filed with the Montana DES	
3.	FEMA (Federal Emergency Management Agency) Grant Files – including applications, reimbursement requests, and periodic financial, programmatic and monitoring reports for EMPG, HSGP, HMGP, FMAG, and other applicable grant programs.	Three years	
4.	RESOURCE LISTS Lists documenting emergency resources, including manpower, equipment, vendors, outside jurisdictions/agencies and emergency contacts.	Until superseded or obsolete	

OEM-2

RECORD DISPOSAL SEE MCA 2-6-403

8/28/2015 – submitted by Erik Hoover, Ravalli County Office of Emergency Management, Hamilton, MT 59840

For the most current version go to: www.sos.mt.gov

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: COUNTY OFFICE OF EMERGENCY MANAGEMENT**ITEM RECORD TITLE AND DESCRIPTION RETENTION TIME (Minimum) COMMENTS**

<i>Revisions to Schedule</i>		
Date	Revision	Change

OEM-3

RECORD DISPOSAL SEE MCA 2-6-403

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