

SCHEDULE NO. 28

COUNTY FAIRGROUNDS

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: COUNTY FAIRGROUNDS
CURRENT AND LONG RANGE PLANNING

Note: Not all Counties will have all of the record series listed in this schedule. The listing of a record series does not mean that the records must be created.

ITEM	RECORD TITLE & DESCRIPTION	RETENTION TIME	COMMENTS
1.	Annual Fair Advertising and Promotion Records: Series is used to prepare and produce promotional materials, and to document promotions, advertising campaigns and public relations efforts for the annual County Fair. Series also documents categories of exhibit competitions, entry requirements, and prizes offered for 4-H and Open Class exhibits. Records may include fair programs, exhibitor's handbooks (premium books), schedules of events, passes, newsletters, news clippings, paste-ups, drawings, copies of ads, photographs, slides, videotapes, sound recordings, story scripts, posters, brochures, flyers, and correspondence.	(Minimum retention: (a) Fair programs and exhibitor's handbooks (premium books): Permanent (b) All other records: 2 years)	a) Potential for historical significance—offer to archives
2.	Commercial Vendor Records: Series documents vendor reservations for exhibit booth space at the County Fair. Records may include reservation forms, cash receipts, and exhibitor rosters.	(Minimum retention: 4 years)	NO RM60* REQUIRED
3.	Communications Equipment Licensing Records: Series documents Federal Communications Commission (FCC) authorization for the County Fair to operate a radio station and use radio frequencies. Records include radio station applications and licenses, frequency coordination requests, vendor brochures, radio warranties, and correspondence.	(Minimum retention: 1 year after permit expires)	NO RM60* REQUIRED
4.	Exhibit Entry, Judging and Award Records: Series documents all activities related to judging and awards for adult, 4-H and Future Farmers America (FFA), and open class County Fair exhibits. Records include press releases, entry forms, entrant rosters, judging sheets, award listings, brochures, booth duty schedules, questionnaires, photographs, news clippings, and correspondence. Records may also include receipts for fees received and awards paid.	(Minimum retention: 4 years)	Photographs and press releases, potential for historical significance—offer to archives
5.	Exit Polls and Post-Fair Survey Records: Series is used to research and develop marketing and planning strategies. Records may include polls and surveys, objective statements, methodology documents, sampling variability, summaries, exit poll analysis, tables and graphs.	(Minimum retention: 5 years)	NO RM60* REQUIRED

April 2017

*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.

See adopted LGRC retention schedule at: <http://sos.mt.gov/records/local>

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6.	Fairgrounds Development Records: Series documents the development of the County Fairgrounds and physical facilities. Records may include correspondence, drawings, blueprints, maps, permits, contracts, deeds, real estate appraisals, studies and reports, budget reports, long-range development plans, warranties, photographs, and correspondence.	(Minimum retention: Permanent)	
7.	First Aid Reports: Series documents first aid treatment of fairgoers, employees, exhibitors, vendors or others, and may be used to report to the county or other parties. Series does not cover workers' compensation claims and related records. The reports show report number, patient name, injury or illness, treatment description, date, time, and the name of the doctor, nurse or EMT.	(Minimum retention: 2 years)	NO RM60* REQUIRED
8.	Gambling Winnings Statements: Series is used to report to Internal Revenue Service (IRS) gambling winners and amounts paid by the County Fair on horse racing bets. Records include statements (IRS W-2G) and transmittal forms (IRS 1096).	(Minimum retention: 4 years)	NO RM60* REQUIRED
9.	Miscellaneous Fairgrounds Event Files: Series documents various events at the fairgrounds which are not documented in other record series. Records may include calendars of events, minor repair and construction projects records, security and law enforcement plans, camping regulations, minor personal injury or property damage reports, and correspondence.	(Minimum retention: 6 years after event)	NO RM60* REQUIRED
10.	Non-Fair Event Records: Series documents planning and preparation for non-fair events at county fair facilities. Records include ticket distribution/sales, contracts and agreements, and other related records.	(Minimum retention: 6 years after event occurs or is cancelled)	NO RM60* REQUIRED

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