
Schedule No. 5

**Local Government
Accounting/Financial
Records Schedule**

**Adopted by the Local Government
Records Committee, 1996
Last Revised – April 2017**

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 ACCOUNTING/FINANCIAL**

ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
1.	1099 Form: Statement of earnings over \$600.00 of earnings for services for Federal Tax purposes		4 years NO RM60* REQUIRED
2.	ANNUAL FINANCIAL REPORT: Report to Dept. of Administration and Board of County Commissioners		Permanent
3.	AUDIT REPORTS		3 years NO RM60* REQUIRED
4.	BANK STATEMENTS and CANCELED CHECKS	If only a list of checks cashed is returned, attach the list to the bank statement	*Audit + 7 years NO RM60* REQUIRED
5.	BUDGET: APPROVED FISCAL YEAR COUNTY Shows what is approved for each department for the fiscal year.	May be microfilmed.	Permanent: 1 copy in Clerk and Recorder office.
6.	CASH RECEIPTS: Shows amount received, from who, and what fund it went to.		*Audit + 1 year NO RM60* REQUIRED
7.	CHART OF ACCOUNTS	Original is kept in Helena.	Until superseded or no longer used. NO RM60* REQUIRED
8.	CLAIMS a. Invoice Schedules-used by auditors to show that invoices have been approved, paid, and entered into the accounting system. b. Payments to vendors for services and goods.		a. Audit plus 1 year b. *Audit + 7 years NO RM60* REQUIRED
9.	CLAIMS LIST/ REGISTER: May be kept by auditor if county has one. Report of all warrants paid to vendors.	If on computer, may be put on COM**	Permanent
10.	DETAIL POSTING BY ACCOUNT OR DEPT: Monthly listing of all transactions for each line item.	If on computer, may be put on COM.**	*Audit + 7 years NO RM60* REQUIRED
11.	DISBURSEMENT / EXPENDITURE REPORT: Monthly listing of expenses paid per line item.	If on computer, may be put on COM**	*Audit + 7 years NO RM60* REQUIRED

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*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.

** **COM IS COMPUTER OUTPUT MICROFILM
FOR RECORD DISPOSAL SEE MCA 2-6-403**

*Final report received by County Commissioners

Last revision: 04-2017

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

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: **COUNTY ACCOUNTING/FINANCIAL**

ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
12.	FIXED ASSET INVENTORY: Inventory of county property, such as machinery, office equipment, etc.		*Audit + 1 year NO RM60* REQUIRED
13.	GENERAL JOURNAL: Monthly list of each journal entry created.	If on computer, may be put on COM**	*Audit + 7 years NO RM60* REQUIRED
14.	GENERAL LEDGER/TRIAL BALANCE: Shows balance at month end of all line items.	If on computer, may be put on COM **	Permanent
15.	GRANT INFORMATION: a. Includes Budgets, financial information, financial report. b. Federal grants: such as: FEMA; fire, etc.		a. *Audit + 3 years b. Maintain as required by contract NO RM60* REQUIRED
16.	INDEMNITY BOND FILE: Form completed by vendors when checks are lost so new check can be issued.		*Audit + 7 years NO RM60* REQUIRED
17.	INTERFACE REPORTS- Reports used by auditors about all funds.		Audit + 7 years NO RM60* REQUIRED
18.	JOURNAL VOUCHERS: Transfer of funds between two departments.	If on computer, may be put on COM**	*Audit + 7 years NO RM60* REQUIRED
19.	MISCELLANEOUS BILLS- bills not generated on a regular basis, may include: board of pardons, solid waste, fees collected on site, etc.		Audit + 7 years NO RM60* REQUIRED
20.	MONTH END RECONCILIATIONS: Balancing of cash, expense, and revenue month to month.		*Audit + 1 year NO RM60* REQUIRED
21.	MONTHLY STATUS REPORT: Expense/ revenue comparison, budgeted amount vs. actual.		*Audit + 1 year NO RM60* REQUIRED

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DEPARTMENT: COUNTY ACCOUNTING/FINANCIAL

ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
22.	OUTSTANDING ENCUMBRANCE REPORT: Shows listing of purchase orders encumbered that have not cleared the accounts payable system.		*Audit + 1 year NO RM60* REQUIRED
23.	OUTSTANDING PURCHASE ORDERS: Listing of purchase orders still in unpaid status.		*Audit + 1 year NO RM60* REQUIRED
24.	PAYROLL RECORDS:		
	a. Accruals, deductions, year and quarter to date registers, cost distributions,	If on computer, may be put on COM * *	a. 8 years NO RM60* REQUIRED
	b. Employee history cards	Permanent records may be microfilmed	b. Permanent
	c. Overtime authorization and records		c. *Audit + 1 year NO RM60* REQUIRED
	d. Register		d. Permanent
	e. Retirement Reports		e. 8 years NO RM60* REQUIRED
	f. Time record/sheets		f. *Audit + 3 years NO RM60* REQUIRED
	g. W-2 form		g. 4 years NO RM60* REQUIRED
	h. W-4 form		h. 2 years after superseded or terminated. NO RM60* REQUIRED
	i. Wage attachments		i. Length of attachment + 1 year NO RM60* REQUIRED
	j. Payroll personnel name and address list		j. until superseded or no longer used NO RM60* REQUIRED
25.	RECEIPTS: Duplicate A101 - Receipt for payment of account receivable invoices and other monies due the county. Reimbursement, etc.		

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DEPARTMENT: **COUNTY ACCOUNTING/FINANCIAL**

ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
26.	REVENUE REPORT: Monthly list of income per line item	If on computer, may be put on COM**	*Audit + 7 years NO RM60* REQUIRED
27.	SCHOOL DISTRICT BONDS AND COUPONS		Redeemed + 5 years NO RM60* REQUIRED
28.	SPECIAL IMPROVEMENT DISTRICT- (SID) RECORDS: Created by local governments for whatever reason necessary, May include roads, street lights, sewers, etc. Includes RSID, Rural Special Improvement Districts a. Bond Register/ Redemption reports b. Bonds and Redeemed coupons c. Payoff book d. Payoff slips e. Summary Delinquent	If on computer, may be put on COM**	a. Permanent b. Redeemed + 5 years and/or 5 years after bonds are paid off. c. Permanent d. 10 years e. 10 years
29.	TAX DISTRIBUTION: (Accounting's copy) Shows how each tax dollar was disbursed among accounts.	superseded	*Audit + 1 year NO RM60* REQUIRED
30.	VENDORS a. List b. Inactive Vendor W-9		a. Until superseded or no longer used. b. 5 years after last payment NO RM60* REQUIRED
31.	WARRANTS: a. Approval list and pre warrant approval list b. Warrants- paid. If paid by the bank this may include the original, an image, or any list or other version of the warrant.* c. Canceled warrant list d. Outstanding List e. Payroll f. Register	If any of the items are on computer, may be put on COM**	a. through e: *Audit + 7 years NO RM60* REQUIRED * b. If only a list is returned, attach the list to the bank statement f. permanent
32.	WORK PAPERS AND CLOSING FILES		*Audit + 1 year NO RM60* REQUIRED

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DEPARTMENT: **COUNTY ACCOUNTING/FINANCIAL**

ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
<i>Revisions to Schedule</i>			
Date	Revision	Change	
08-1997	1	<p>Added: Item 2: <u>ANNUAL FINANCIAL REPORT</u> Retention Time - <u>Permanent</u></p> <p>Removed: <u>CANCELED WARRANT LIST</u> - is already under WARRANTS: item "d." Retention Time - <u>Audit + 7 years</u></p> <p>Changed: APPROVED FISCAL YEAR COUNTY BUDGET title to: <u>BUDGET: APPROVED FISCAL YEAR COUNTY</u></p>	
05-2001	2	<p>Removed: <u>OASI Report</u> from 24. PAYROLL RECORDS</p> <p>Added: Item 15b. <u>FEDERAL GRANTS</u> under 15. GRANT INFORMATION</p>	
08-2004	3 (2.1)	<p><u>Item 2. ANNUAL FINANCIAL REPORT</u> Changed "Commerce" to "Administration"</p> <p><u>Item 4. BANK STATEMENTS</u> Added "and CANCELED CHECKS" in COMMENTS column Added "If only a list of checks cashed is returned, attach the list to the bank statement"</p> <p><u>Item 7. CHART OF ACCOUNTS-- NEW</u> Comments: "Original is kept in Helena." Retention: "Until superseded or no longer used"</p> <p><u>Item 8. CLAIMS</u> Added: a. Invoice Schedules-used by auditors to show that invoices have been approved, paid, and entered into the accounting system. Retention: Audit + 1 year</p> <p><u>Item 17. INTERFACE REPORTS-- NEW</u> Reports used by auditors about all funds. Retention: Audit + 7 years</p> <p><u>Item 19. MISCELLANEOUS BILLS-- NEW</u> bills not generated on a regular basis, may include: board of pardons, solid waste, fees collected on site etc.</p>	

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ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
<i>Revisions to Schedule</i>			
Date	Revision	Change	
		<p>Retention: Audit + 7 years</p> <p><u>Item 24. PAYROLL RECORDS</u> Added: j. Payroll personnel name and address list Retention: Until superseded or no longer used.</p> <p><u>Item 30. VENDOR LIST-- NEW</u> Retention: Until superseded or no longer used.</p> <p><u>Item 31. WARRANTS</u> Updated: a. after <u>Approval list</u> added “and pre warrant approval list” b. after <u>Warrants-paid</u> added “If paid by the bank this may include the original, an image, or any list or other version of the warrant” RETENTION TIME comment: <u>added</u> “b. If only a list is returned, attach the list to the bank statement.”</p>	
04-2010	4 (2.2)	<p>Added <u>Face Page</u> with dates adopted.</p> <p><u>Item 12. EMPLOYEE FILE FOLDER / PERSONNEL FILE -- NEW</u> Note: all items starting with # 12 are renumbered.</p>	
05-2013	5	<p>Deleted <u>Item 12. EMPLOYEE FILE FOLDER / PERSONNEL FILE</u> This record can be found in Schedule 1, General, item no. 17. Note: all items starting with # 12 are renumbered.</p>	
05-2014	6	<p>Changed <u>Item 30. VENDOR LIST</u> to <u>VENDORS</u>. Added to Item 30: a. List – retention: Until superseded or no longer used b. Inactive Vendor W-9 – retention: 5 years after last payment</p>	
04-2017	various	Added “NO RM 60 REQUIRED” to comments as appropriate.	

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