

Schedule No. **29**

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**Local Government  
Public Works Department  
Records Schedule**

**Adopted by the Local Government**

**Records Committee, June 2017**

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: PUBLIC WORKS DEPARTMENT

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
1.	ACCOUNTS RECEIVABLE ACTIVITY REPORT (LEDGER)	Retain 5 years after the end of the official year to which records relate.	NO RM60* REQUIRED
2.	ACCOUNTS RECEIVABLE DAILY UPDATES (LEDGER)	Retain 5 years after the end of the official year to which records relate.	NO RM60* REQUIRED
3.	AGREEMENTS, INTERGOVERNMENTAL Agreements with other governments. Agreements can include street/traffic control maintenance, construction, railroad, gravel, etc. a. Clerk & Recorder: "Record" Copy  b. All other copies	a. Retain 8 years after the expiration or termination of the agreement; destroy  b. Retain until expiration/termination of the agreement; destroy	Current agreements are vital records.
4.	AGREEMENTS, STATE ROUTE MAINTENANCE a. Clerk & Recorder: "Record" copy & any supporting documentation.  b. All other copies	a. Retain 8 years after the expiration or termination of the agreement; destroy  b. Retain until expiration/termination of the agreement; destroy	Current agreements are vital records.
5.	AUDIOVISUAL MATERIALS a. Videotapes/audio tapes of meeting.  b. Promotional & public relations tapes.  c. Motivational & training audiotapes purchased for use by personnel.	a. Permanent, if no minutes are prepared for the meeting, 1 year if official minutes are prepared and approved.  b. Permanent.  c. Retain as long as administratively needed.	
6.	BID AWARDS, CONTRACTS, AND AGREEMENTS "Record copy of routine procurement records including legal notices, bid awards, affidavits of publication, signed contracts or agreements, certificates of insurance, surety bonds, requests for proposals, proposals, technical specifications, reports, correspondence, and similar records relating to the negotiation, administration, renewal, and termination of awards, contracts and agreements to which the county is a party. a. Bid awards and contracts under \$25,000.	a. "Record" Copy is in the department that lets the contract. Retain 8 years after termination or completion and final payment; all other copies destroy upon termination or completion and final payment.  b. "Record" Copy remains in Clerk & Recorders' office for 8 years after termination or	

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	<p>b. Bid awards and contracts over \$25,000.</p> <p>c. Utility and other major construction or restoration/renovation contracts.</p>	<p>completion &amp; final payment</p> <p>c. "Record" Copy remains in the Clerk &amp; Recorders' office and is permanent; all other copies may be destroyed upon termination or completion &amp; final payment.</p>	
7.	<p><b>BIDS AND PROPOSALS</b></p> <p>a. Successful awards under \$25,000</p> <p>b. Unsuccessful awards under \$25,000</p> <p>c. Successful awards over \$25,000</p> <p>d. Unsuccessful awards over \$25,000</p> <p>e. Unopened Bids</p> <p>f. Contractor Warranties</p>	<p>a. Retain 8 years after termination or complete and final payment; destroy.</p> <p>b. Retain 1 year after date of award; destroy.</p> <p>c. "Record" Copy is retained 8 years after termination or completion and final payment; destroy. All other copies are retained with related bid award or contract file and disposed of accordingly.</p> <p>d. Retain until contract is completed.</p> <p>e. Return to bidder after award.</p> <p>f. Destroy 7 years after end of official year which records relate.</p>	<p>Kept in BCC</p> <p>b. NO RM60* REQUIRED</p> <p>d. NO RM60* REQUIRED</p> <p>f. NO RM60* REQUIRED</p>
8.	<p><b>BUDGET WORKING PAPERS</b></p> <p>Records created &amp; used in the preparation of the annual budget, including departmental requests, estimates, ledgers, handwritten notes, and related correspondence.</p> <p>a. "Record" Copy in the finance/treasurer's office</p> <p>b. all other copies</p>	<p>a. Retained 5 years after the fiscal year to which the records relate (then destroyed).</p> <p>b. Retain 2 years; destroy.</p>	<p>b. NO RM60* REQUIRED</p>
9.	<p><b>CLAIMS</b></p> <p>Copies of memoranda pertaining to claims for payment, damages, or other redress presented to the Commissioners</p>	<p>Originals retained at the Accounting Office. Retain copies for 1 year for Public Works use.</p>	<p>NO RM60* REQUIRED</p>
10.	<p><b>COMPLAINTS</b></p> <p>Original citizen complaint form listing name, address, phone number, location of complaint, nature of complaint, responsible department,</p>	<p>Retain 2 years after the complaint has been resolved; destroy</p>	<p>NO RM60* REQUIRED</p>

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	and any documentation concerning the resolution of the complaint. (Does not include complaints received from other municipal agencies). a. Original Correspondence  b. Copy ( Re: County roads only)		
11.	CONFINED SPACE ENTRY Authorizations for workers to enter confined spaces.	Retain until separation or transfer of employee; destroy	
12.	CONTRACTOR LIABILITY INSURANCE VERIFICATION RECORDS: Letters or certificates of coverage provided by insurance companies declaring that specific contractors are covered by appropriate liability insurance. Information usually includes insurance company name and address, issue date, expiration date, amount of coverage, type of coverage, special provisions, signature of company representative, and related data.	(Minimum retention: (a) If related to county or special district improvement project; 10 years after substantial completion, (b) Other records; 6 years after expiration)	Major contract kept in BCC
13.	CONTRACTOR PERFORMANCE BOND RECORDS: Records documenting the posting of performance guarantees or surety bonds by contractors performing work for the agency. May include letters, certificates, copies of bonds, and similar records. Information usually includes name of individual or company covered, amount of coverage, effective and expiration dates, name of bonding agent, authorized signatures, and related data.	(Minimum retention: (a) If related to county or special district improvement project; 10 years after substantial completion, (b) Other records; 6 years after expiration)	Kept in BCC
14.	CORRESPONDENCE a. Permanent Program and Policy Correspondence: Incoming & outgoing letters, memos and email pertaining to the formulation, planning and implementation of the mission, policies, programs, operations and projects. Records with permanent value include, but are not limited to: records documenting departmental policy and the policy process; records that document how the department is organized & how it functions- its pattern of action & decision-making; policies, procedures & accomplishments; and that service to substantiate accountability.	a. Permanent	

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	<p>b. Non-Permanent Correspondence: Routine incoming &amp; outgoing letters, memos&amp; e-mail pertaining to the normal and routine administration functions. Consists of correspondence providing general information and requests for information, referring inquires elsewhere, forwarding materials, acknowledging incoming letters, making arrangement for routine meetings or other events, and similar matters of minor administrative character which contain no substantive information.</p> <p>c. Non-Permanent Correspondence: Transitory: Incoming &amp; outgoing letters, memos &amp; e-mails that, while part of the department business, are purely informational with a very short time-value. Examples include, routine correspondence for which a record is needed only for a limited time, such as incoming or outgoing transmittal/cover messages that do not add information to that contained in the transmitted material; routine questions &amp; answers that require no administrative action, no policy decision and no special compilation or research for reply, thank you's, acknowledgements, congratulations; information copies of correspondence on which no documented action was taken.</p> <p>d. Non-Record Correspondence: The following materials are not records and may be destroyed/deleted at any time, unless they become part of some official record as a result of special circumstances: correspondence and memoranda generated by another entity and kept by your office for reference purposes; unofficial employee activities (parties, etc.); internal office announcements (i.e. "Mrs. Citizen is here to see you"); quasi-official notices (notice of holidays, etc.); junk mail, etc.</p>	<p>b. Retain for 3 years; destroy</p> <p>c. Retain in office for 30 days; destroy</p> <p>d. Destroy or delete at will.</p>	<p>b. NO RM60* REQUIRED</p> <p>c. NO RM60* REQUIRED</p> <p>d. NO RM60* REQUIRED</p>
15.	DAILY CASH RECEIPT AND EDIT REPORTS	Originals retained at the Accounting Office. Retain copies for 1 year for Public Works use.	NO RM60* REQUIRED

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16.	<p><b>DAILY WORK REPORTS</b> Daily tabulations of the amount of time individual workers spend on specific projects. These reports duplicate the information found on time cards.</p>	<p>Retain 2 years; destroy Effective 2015, can be retained electronically.</p>	<p><b>NO RM60* REQUIRED</b></p>
17.	<p><b>EMPLOYEE EXPOSURE RECORDS</b> An employee exposure record records any of the following information: environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent; biological monitoring results; material safety data sheets indicating that the material may pose a hazard to human health; or, in the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent.</p> <p>a. Background Data to Environmental Monitoring – Data, such as laboratory reports and worksheets, from environmental (workplace) monitoring or measuring</p> <p>b. Material Safety Data Sheets (MSDS) ( See MSDS Sheets in this schedule)</p> <p>c. Chemical inventory or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent.</p> <p>d. Biological Monitoring Results. Results designated as exposure records by specific occupational safety and health standards.</p>	<p>a. 1 year, as long as the sampling results, the collection methodology, a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, are retained for at least 30 years; destroy</p> <p>b. Need not be retained for any specified period as long as some record of the identity of the substance or agent where it was used, and when it was used is retained for at least 30 years; destroy</p> <p>c. Need not be retained for any specified period as long as some record of the identity of substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy</p> <p>d. Retain as required by the specific standard.</p>	<p>a. <b>NO RM60* REQUIRED</b></p>
18.	<p><b>EMPLOYEE INFORMATION AND TRAINING RECORDS</b></p> <p>a. Information – Employees shall be informed of: the requirements of this section; any operations in their work area where hazardous chemicals are present; and the location and availability of the written hazard community program including the required list(s) of hazardous chemicals and MSDS’s</p> <p>b. Training – Employee training shall include at least: methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area; the physical and health hazards of the chemicals in the work area; the measures employees can take to protect themselves from these hazards; and the details of the hazard community</p>	<p>a. Retain until superseded; destroy</p> <p>b. Employee training records shall be placed in the employee’s personnel file.</p>	

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	program developed by the department; the department shall keep a record of the dates of training sessions given to employees and the names of the employees attending.		
19.	<b>ENGINEERING STAFF WORKING FILES</b> Working files consisting of drafts, notes, transitory reference materials, and other records of short-range value which have been accumulated by staff members to assist with a particular project. Records in this series are not part of the official project files and are not listed elsewhere in this schedule.	Purge annually. Retain until 5 years old or at the end of the project to which <b>they pertain, whichever is sooner</b> ; destroy	<b>NO RM60* REQUIRED</b>
20.	<b>EQUIPMENT LISTS</b> Lists of equipment owned, radio call numbers and equipment rental lists providing rates for services used to charge other entities for special services.	Retain until superseded; destroy	<b>NO RM60* REQUIRED</b>
21.	<b>EQUIPMENT RECORDS</b> Original operating instruction booklets, service agreements, warranty information, replacement part information, technical reference booklets, purchasing information, and owner's manuals which document the use and maintenance of equipment purchased.	Life of the equipment, as needed for reference; destroy	If equipment is sold to a third party, the manuals, etc., may be given to that party. <b>NO RM60* REQUIRED</b>
22.	<b>FINANCIAL FILES</b> Files relating to the expenditure of funds, such as cost estimates, receipts and receipt stubs, purchase orders, invoices. a. Accounting: "Record" Copy  b. All other copies	a. Accounting retains per their retention schedule (8 years) then destroys.  b. Retain 3 years; destroy	<b>b. NO RM60* REQUIRED</b>
23.	<b>GENERAL ADMINISTRATIVE FILES</b> Records relating to the internal management or general administration of the Department rather than the functions for which the office exists. In general, these records relate to the office organization, staffing procedures, and communications; the expenditure of funds, including training and gravel; supplies and office services & equipment requests and receipts; and the use of office space and utilities. They may also include copies of reports and correspondence officially filed elsewhere, copies of internal activity and workload reports.	Retain after 2 years old or sooner if purpose is served; destroy	<b>NO RM60* REQUIRED</b>

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24.	<p><b>HAZARDOUS ELIMINATION SAFETY PROGRAM</b>                      This series contains records analyzing hazard levels at various locations. Records provide supporting information for annual submission to the MT Department of Transportation to obtain funding for improvement for these locations under the Federal Hazard Elimination Safety Program.                      a. The original document is submitted to the MT Department of Transportation                       b. County</p>	<p>a. Retain 20 years; destroy                       b. Retain information concerning a particular location until information is superseded or when information is no longer needed for follow-up studies; whichever is later; destroy</p>	<p>Considered vital records.</p>
25.	<p><b>LABELS AND OTHER FORMS OF WARNING</b>                      Employers shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged, or marked with the following information; identity of the hazardous chemicals contained therein, and appropriate hazard warnings. The department may use signs, placards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers.</p>	<p>Retain until superseded; destroy</p>	<p><b>NO RM60* REQUIRED</b></p>
26.	<p><b>LEASES</b>                      Legal instruments, signed leases, correspondence, memos and other records pertaining to the negotiation, administration, renewal, and termination of a lease to which the Department (County) is a party.                      a. Clerk &amp; Recorder: "Record" Copy                       b. All other copies</p>	<p>a. Clerk &amp; Recorder retains per their record schedule.                       b. Retain until lease expires or is terminated; destroy</p>	<p>Copies may be retained in the files for historical purposes.   <b>b. NO RM60* REQUIRED</b></p>
27.	<p><b>LEGAL NOTICES</b>                      Notarized certificates &amp; newspaper clippings attesting to the publication of legal notices.</p>	<p>Place with the related project file &amp; dispose of accordingly. If no project file exists, retain 3 years; destroy</p>	<p><b>NO RM60* REQUIRED</b></p>
28.	<p><b>LEGISLATIVE FILES</b>                      Records documenting interest in state legislation and issues.                      a. Copies of Proposed State Legislation                       b. Correspondence with state legislators, other governmental units, lobbyists, and organizations; responses to proposed legislation; and staff comments</p>	<p>a. Retain until the legislature takes action and a bill becomes law; destroy                       b. Retain 5 years; destroy</p>	<p><b>NO RM60* REQUIRED</b></p>

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29.	<p>MASTER PLANS Master plans and comprehensive plans developed by the Department. Forward one copy to the Clerk &amp; Recorder who maintains the “record” copy.</p> <p>a. Clerk &amp; Recorder</p> <p>b. All other copies</p>	<p>a. Permanent.</p> <p>b. Retain until superseded; destroy</p>	<p>b. NO RM60* REQUIRED</p>
30.	<p>MATERIAL SAFETY DATA SHEETS (MSDS) The Department shall have a material safety data sheet in the workplace for each hazardous chemical which is used. It shall contain at least the following information: the identity used on the label; physical and chemical characteristics; the primary route(s) of entry; any exposure limits; whether the hazardous chemical is a carcinogen or potential carcinogen; any generally applicable precautions and control measures; emergency and first aid procedures; date of preparation or update of the MSDS and the name, address and telephone number of the responsible party who can provide additional information. The department shall maintain a copy of any correspondence sent or received by the department in an effort to obtain a material safety data sheet when none was provided by the chemical manufacturer or distributor.</p>	<p>Current sheets must be readily accessible’ when no longer current the sheets themselves need not be retained for any specified period as long as some record of the identity of the substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy. The correspondence, once the material safety data sheets are provided, may be retained per the correspondence series for the Public Works Department.</p>	<p>May be kept in electronic form, microfiche, or other alternatives as long as no barriers to immediate employee access are created by such options.</p>

31.	<p>MEMBERSHIP IN ASSOCIATIONS, SOCIETIES, AND COMMITTEES</p> <p>a. Records documenting participation in external governmental and professional organizations in which our members in their official capacity as County representatives</p> <p>1. Official copies of committee records such as meeting minutes, declarations, newsletters, speeches, correspondence.</p>	<p>a. Records documenting participation in...</p> <p>1 Permanent.</p> <p>2. Retain 5 years or when no longer needed for reference, whichever is sooner; destroy</p>	<p>a.2. NO RM60* REQUIRED</p>
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	<p>2. Background information, correspondence of minor administrative character, drafts</p> <p>b. Records documenting membership of staff in professional organizations; however, not in an official capacity as a County representative. Includes correspondence, copies of speeches, newsletters, copies of minutes, and miscellaneous materials. These records do not reflect official County positions. If membership is paid for with County funds, then these are County records. If membership is paid for by the employee, they are personal papers, not County records.</p>	<p>b. Retain 3 years or when no longer needed for reference, whichever is sooner; destroy.</p>	<p>b.NO RM60* REQUIRED</p>
32.	<p>PERMITS</p> <p>Applications for permits and correspondence concerning permits for encroachments on right-of-way and construction involving excavation, concrete placement and storm water connections. Records created document infrastructure improvements made in public right-of-way and involve plans, inspection reports and other background information.</p> <p>a. Approach permits.</p> <p>b. Encroachment permits.</p> <p>c. Permits that have not been authorized.</p>	<p>a. Permanent.</p> <p>b. Permanent, or until 8 years after the permit is revoked.</p> <p>c. Retain 2 years after denial; destroy.</p>	<p>c.NO RM60* REQUIRED</p>
33.	<p>PERSONNEL FILES</p> <p>No personnel files are maintained at the Public Works Department. All personnel related issues shall be forwarded to the County Human Resources Department for inclusion into the official files.</p>		
34.	<p>POLICY AND PROCEDURE FILES</p> <p>Consists of manuals, directives, administrative rules, handbooks, and other formal policy and procedural issuances.</p> <p>a. Formal issuances created by the Department for which the policy for procedure is a program function</p> <p>1. Master set.</p> <p>2. Used or extra copies.</p> <p>b. Copies of County operating policies and procedures used for reference.</p>	<p>a. Formal issuances.</p> <p>1. Permanent.</p> <p>2. Retain until superseded; destroy</p> <p>b. Retain until obsolete or superseded; destroy</p>	<p>b. NO RM60* REQUIRED</p>

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35.	<p><b>PRIVATE CONTRACTS</b> Records in this series relate to the review of contracts proposed and entirely funded by private developers for installing improvements in the public right-of-way. Records in this series include general correspondence, designs, plans, and specifications.</p> <p>a. As-builts and correspondence documenting the final product.</p> <p>b. Working files of all other pertinent information.</p>	<p>a. Permanent</p> <p>b. Retain 7 years, or when information is no longer needed; destroy</p>	<p>Considered vital records.</p> <p><b>b. NO RM60* REQUIRED</b></p>
36.	<p><b>PUBLICATION</b></p> <p>a. Official Publications: including, but not limited to: annual reports, administrative codes, codes of regulatory commissions, and publications. Also, included can be research papers, created on behalf of or for the use of the County such as planning, zoning, air and water pollution, transportation, public utilities, geography, surveying and mapping and semiofficial publications such as planning reports prepared by a commercial firm, or in partnership or consultation with any county planning agency. Also includes handbooks, manuals, pamphlets, posters, and programs created for or by the County. "Record" Copy is in the Clerk &amp; Recorder's office.</p> <p>b. Reference Publications – Copies of internal or external publications maintained for reference.</p>	<p>a. Permanent</p> <p>b. Retain until obsolete or no longer needed; destroy</p>	<p><b>b. NO RM60* REQUIRED</b></p>
37.	<p><b>PURCHASE ORDERS</b> Series consists of purchase orders, information on vendors, and documentation of paid invoices.</p>	<p>Retain PO's electronically for 5 years.</p>	<p><b>NO RM60* REQUIRED</b></p>
38.	<p><b>RECEIPTS</b> Copies of receipts or receipt stubs issued evidencing receipt of money owed except those relating to special assessments.</p>	<p>Retain 5 years after the end of the official year to which records relate.</p>	<p><b>NO RM60* REQUIRED</b></p>
39.	<p><b>RECORDS RETENTION &amp; DISPOSITION SCHEDULES</b></p>	<p>Retain one copy of the original, plus one copy of each revision.</p>	<p><b>NO RM60* REQUIRED</b></p>

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40.	<p><b>REPORTS AND STUDIES</b></p> <p>a. Official Reports and Studies – Reports and studies commissioned by or conducted, funded by public monies, pertaining to public facilities, operations, and services. Studies and reports are usually performed by stand and/or consultants. Also includes studies and surveys commissioned, or those which affect the County.</p> <p>1. Clerk &amp; Recorder: “Record” Copy</p> <p>2. All other copies</p> <p>b. Internal Reports and Studies – Reports, studies, surveys and analyses conducted or commissioned by departments for internal information or planning purposes, and not transferred to the Clerk &amp; Recorder.</p> <p>1. Final Report- Record copy maintained by the Department</p> <p>2. Backup data &amp; docs to support the final report’s validity.</p> <p>3. Working files including drafts, notes, and reference materials.</p>	<p>a. Official Reports and Studies</p> <p>1. Permanent</p> <p>2. Retain until obsolete or no longer needed; destroy.</p> <p>b. Internal Reports and Studies.</p> <p>1. Retain 10 years, unless listed otherwise elsewhere in the retention schedules; destroy.</p> <p>2. Retain 2 years after completion of survey document, unless listed otherwise in the retention schedule; destroy.</p> <p>3. Retain 1 year after completion of survey document, unless listed elsewhere in the retention schedules; destroy.</p>	<p>a.2. NO RM60* REQUIRED</p> <p>b.2. NO RM60* REQUIRED</p> <p>b.3. NO RM60* REQUIRED</p>
41.	<p><b>SERVICE REQUESTS</b></p> <p>Memoranda and requests received concerning work that needs to be done may include notes on complete of the work.</p>	Retain 2 years; destroy	NO RM60* REQUIRED
42.	<p><b>SIGNALS</b></p> <p>a. Intersection Maps (as-builts). Copies of all maps for all of the intersections with traffic signals.</p> <p>b. Maintenance manuals.</p> <p>c. Signal complaint records.</p> <p>d. Signal maintenance records.</p> <p>e. Traffic signal schematics.</p>	<p>a. Permanent</p> <p>b. Retain for life of equipment; destroy</p> <p>c. Retain 5 years; destroy</p> <p>d. Retain 5 years; destroy</p> <p>e. Retain for life of signal.</p>	<p>c.. NO RM60* REQUIRED</p> <p>d. NO RM60* REQUIRED</p>
43.	<p><b>SIGNING</b></p> <p>Records pertaining to the maintenance of road signs and lane striping.</p> <p>a. Road signs and lane striping.</p> <p>b. Work orders and activity reports</p>	<p>a. Retain 2 years; destroy</p> <p>b. Retain 2 years; destroy</p>	<p>a. NO RM60* REQUIRED</p> <p>b. NO RM60* REQUIRED</p>

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44.	<p><b>STAFF WORKING PAPERS</b> Reference files and duplicate copies of documents accumulated during preparation of a report or work on a project.</p>	Retain 1 year after completion of report or project, or discard sooner if no longer needed for reference; destroy	<b>NO RM60* REQUIRED</b>
45.	<p><b>STATISTICS &amp; STREET CLASSIFICATIONS</b> Annual statistics on area and infrastructure, such as total miles of streets, alleys, highways and interstates. Street footage added within the past year; and statistics on miles of street by street type, i.e. gravel, concrete, asphalt. This information is currently submitted to the State of Montana and used in calculating the allocation of State Gas Taxes. a. Summary information and supporting documentation (spreadsheets) which is submitted to the State of Montana.  b. All other information.</p>	<p>a. Permanent  b. Retain 5 years after end of official year; destroy</p>	<b>b. NO RM60* REQUIRED</b>
46.	<p><b>STREET AND INTERSECTION LOCATION FILES</b> These files document studies, problems, repairs and improvements of public works structures and streets and intersections. Record types can include correspondence and citizen petitions, land acquisition documentation, traffic and pedestrian studies, school crossing studies, vehicle volume summaries, accident data, boundary maps, and speed surveys. a. Records documenting problems and citizen complaints, and their resolution; records documenting projects or improvements requiring future action, and records containing background information which will support these activities. b. Land acquisition documents. Transfer originals to the Clerk &amp; Recorder who maintains the record copy. "Record" Copy is in the Clerk and Recorders office.</p>	<p>a. Retain for life of the structure, or when information becomes obsolete.  b. "Record" copy is permanent; all other copies retain 5 years, or as needed for reference; destroy</p>	<b>b. "all other copies" NO RM60* REQUIRED</b>
47.	<p><b>STREET SWEEPING</b> a. Chip seal records.  b. Daily reports.</p>	<p>a. Retain 2 years; destroy  b. Retain 1 year; destroy</p>	<b>a. and b. NO RM60* REQUIRED</b>

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MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: PUBLIC WORKS DEPARTMENT

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
48.	<p><b>SUBDIVISION STUDIES AND REVIEWS</b>  Records created in review of preliminary and final subdivision plats submitted for land development. Documents in this record series could include: subdivision improvement agreements, correspondence, closure calculations, and notes containing comments from staff pertaining to traffic and other impact evaluations.  a. Review working files for preliminary plats.   b. Review documentation concerning final plan and copy of improvement agreements.</p>	<p>a. Retain working files 3 years after completion for the review; destroy   b. Permanent.</p>	<p>a. NO RM60*  <b>REQUIRED</b></p>
49.	<p><b>SUBJECT FILES</b>  Subject files consisting of a mix of administrative &amp; technical material, the value of which varies depending on the organizational level at which they are created and the purpose they serve.  a. Organizational and Project Files - Files containing administrative directives, policy studies &amp; reports, formal memoranda, reports or special advisory committee and task forces, and similar records documenting the formulation and implementation of projects, policies, programs, and operations of any office.   b. Administrative Procedural Files – Administrative announcements, routine correspondence &amp; memoranda, statements, reports and other records pertaining to office procedures and distributed within the department or among offices.   c. Staff Subject Files – Documents generated by departments in the course of routine office administrative functions have short term value. These records include correspondence, general.</p>	<p>a. Permanent   b. Retain 5 years or when superseded; destroy   c Transfer to storage when 1 year old. Destroy when 3 years old.</p>	<p>b. NO RM60*  <b>REQUIRED</b>   c. NO RM60*  <b>REQUIRED</b></p>
50.	<p><b>TECHNICAL ADVISORY COMMITTEE RECORDS</b>  Meeting minutes and background materials pertaining to the Technical Advisory Committee.</p>	<p>Permanent.</p>	
51.	<p><b>TIME CARDS/SHEETS</b>  a. Payroll Office – “Record Copy”   b. All other copies</p>	<p>a. Retain per the retention schedule.   b. Retain 2 years or when no</p>	<p>Current time cards are vital records.   b. NO RM60*</p>

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DEPARTMENT: PUBLIC WORKS DEPARTMENT

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
		longer needed for reference, whichever is sooner; destroy	REQUIRED
52.	<b>TRAFFIC ACCIDENT DIAGRAMS</b> Series documents the occurrence of accidents at various locations. Information is annually summarized into collision diagrams.	Permanent	
53.	<b>TRAFFIC ENGINEERING PLANS</b> Plans for a variety of traffic engineering projects. Plans pertain to completed, current, and proposed projects. Subjects include intersections, signalization, street lighting and plans of proposed projects. a. Plans of completed projects.  b. Plans of proposed projects	a. Permanent.  b. Retain until completion of the project or discard when project is abandoned.	b. NO RM60* REQUIRED
54.	<b>TRAFFIC ENGINEERING STUDIES AND SURVEYS</b> This series consists of traffic surveys, accessibility studies & analysis. a. Traffic Counts  b. Surveys  c. Traffic Studies and Analyses  d Accident Reports	a. Retain 15 years; destroy  b. Final report is a permanent record; all backup data not included in the final report retain 2 years after completion of the survey; destroy  c. Final report is a permanent record; all backup documentation discard 2 years after completion of study or analysis.  d. Final Report is a permanent record; all other summaries retain 7 years; destroy	
55.	<b>TRAINING RECORDS</b> a. Correspondence, memoranda, reports and other records pertaining to the availability of trainings and employee participation in training programs sponsored by other government or non-government agencies.  b. Certificates of completion, certificates of passing training requirements, and other documentation of successful training completion. Includes test scores of final tests taken by employees.	a. Retain 5 years or when superseded or obsolete; whichever is sooner; destroy  b. Transfer to Employee Personnel Files in Human Resources office.	a. NO RM60* REQUIRED

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DEPARTMENT: PUBLIC WORKS DEPARTMENT

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
56.	<p><b>TRAVEL EXPENSE RECORDS</b> Files relating to the expenditure of funds, such as cost estimates, receipts and receipt stubs, purchase orders, invoices, and vouchers, except those for the payment of taxes, special assessments, utility deposits, and any other receipts</p> <p>a. Record Copy</p> <p>b. All other copies</p>	<p>a. Finance will retain per their established retention schedule.</p> <p>b. Retain 3 years; destroy.</p>	<p>b. NO RM60* REQUIRED</p>
57.	<p><b>VACATIONS OF LAND</b> Records document the transfer of rights-of-way on public property to private ownership. Original documents should be transferred to the Clerk &amp; Recorder for incorporation into permanent file.</p> <p>a. Commission approval of Vacation</p> <p>1. Clerk &amp; Recorder</p> <p>2. All other copies.</p> <p>b. Supporting documents, including maps, diagrams, ownership reports, and other supporting documentation.</p> <p>1. Clerk &amp; Recorder</p> <p>2 All other copies</p>	<p>a. Commission approval</p> <p>1. Permanent</p> <p>2. Retain 5 years; destroy</p> <p>b. Supporting Documents</p> <p>1. Permanent</p> <p>2. Retain 5 years; destroy</p>	<p>a.2. NO RM60* REQUIRED</p> <p>b.2. NO RM60* REQUIRED</p>
58.	<p><b>VARIANCES</b> Records documenting requests by citizens for variances from setback, side-yard, lot coverage, and sign provisions. The original application ("record" copy) must be forwarded to the Clerk and Recorders Office.</p> <p>a. Original application</p> <p>1. Clerk and Recorders Office</p> <p>b. All other records</p> <p>2. All other copies</p>	<p>a. Original</p> <p>1. Permanent</p> <p>b. Retain 10 years after issuance of variance; destroy</p> <p>2. Retain 10 years after issuance of variance; destroy</p>	
59.	<p><b>YEARLY REPORTS</b> Monthly reports on public works projects and related budget status.</p>	<p>Retain 4 years after end of official year to which records relate</p>	<p>NO RM60* REQUIRED</p>
60.	<p><b>YEARLY REPORTS</b> a. Summaries of employees daily work used for scheduling and rotating workers.</p>	<p>Retain 2 years; destroy</p>	<p>NO RM60* REQUIRED</p>

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DEPARTMENT: PUBLIC WORKS DEPARTMENT

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
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MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: PUBLIC WORKS DEPARTMENT

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