
Schedule No. **19**

**Local Government
County Superintendent
of Schools
Records Schedule**

**Adopted by the Local Government
Records Committee, Oct. 2008
Revision 1 Adopted Oct. 2009**

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: **MACSS- Montana Association of County School Superintendents**

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
1.	ACCREDITATION REPORTS	2 years	
2.	CORRESPONDENCE a. Official b. Routine c. Transitory	a. 5 years b. 3 years c. Until no longer needed	Offer to Archives
3.	DISTRICT BOUNDARIES a. Abandonment/Consolidation Records b. District Boundary Records c. Territory Transfer Records	a. Permanent b. Permanent c. Permanent	See a. MCA 20-6-421 to 20-6-424 b. MCA 20-6-215 c. MCA 20-6-105
4.	ELECTIONS a. School Election Summaries/Returns b. Trustees Election/Appointment Certificates/Oaths c. Trustee/Board Reorganization	a. Permanent b. Permanent c. Permanent	See MCA 20-20-416 MCA 20-3-307
5.	FINANCE a. Annual Published Report b. Audit Reports c. Budget Annual Report d. Claims e. County-wide Levy Distribution/ Annual equalization reports f. Medicaid records –Some special ed students g. Office Budget h. Office Receipts/P.O.s i. School Budgets j. School Budget Worksheets k. Trustee Financial Summary l. Warrants m. Warrants Register	a. 5 years b. 3 years ** (see last page) c. Permanent d. Audit + 7 years e. Permanent f. 8 years g. 1 year h. 1 year i. 8 years j. 8 years k. 5 years l. 7 years after audit m. 7 years after audit	See a. MCA 20-3-205 (1)(x) c. & e. May microfilm and destroy. m. This is based on the requirements for school districts
6.	LEGAL CASE FILES a. Hearing Officer Cases	a. 10 years after resolution	See MCA 20-3-210
7.	MINUTES	Permanent	Offer copy to State archives
8.	PERSONNEL a. Annual Data Collection/ADC/Fall Report b. Applications (Teaching, Unsuccessful) c. Personnel Files d. Teacher Certification Lists/Cards e. Teacher Contracts	a. 5 years b. 3 years c. 10 years after retirement or termination d. Permanent e. 7 years after expiration f. 5 years	d. MCA 20-4-202

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