

[MCA 2-6-1002](#) defines a public record as being “public information that is fixed in any medium and is retrievable in usable form for future reference”. This includes both physical records and electronic records, because a record is a record, no matter what medium it resides on or within.

| STATE OF MONTANA SECRETARY OF STATE RECORDS AND INFORMATION MANAGEMENT (RIM) GENERAL RECORDS RETENTION SCHEDULE | | | Records Category PAYROLL/PERSONNEL | | | |
|--|--|---------------|---|-----------------------|-------------------------------|--|
| | | | General Schedule Number 5 | | | |
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| Item | Record Series Title | Distribution | Office (in years) | Storage (in years) | Total (in years) | Disposition Toss/Shred/Delete (T/S/D) |
| | Payroll | | | | | |
| 1 | Calculated Detail Listing (Payroll Register) | Agency | 4 | 0 | 4 | T/S/D No RM5 Required |
| | | State Payroll | 1 | 49 | 50 | T/S/D No RM5 Required |
| 2 | Cross Reference Listing – Biweekly | Agency | 4 | 0 | 4 | T/S/D No RM5 Required |
| | | State Payroll | 1 | 9 | 10 | T/S/D No RM5 Required |
| 3 | Cross Reference Listing – Yearly | Agency | 4 | 0 | 4 | T/S/D No RM5 Required |
| | | State Payroll | 1 | 19 | 20 | T/S/D No RM5 Required |
| 4 | Decedent’s Warrants | Agency | 3 years after termination | 7 | Work years plus 10 | T/S/D No RM5 Required |
| 5 | Employee Master Record – Bimonthly | Agency | 4 | 0 | 4 | T/S/D No RM5 Required |
| | | State Payroll | 1 | 3 | 4 | T/S/D No RM5 Required |
| 6 | Employee Master Record – Yearly | Agency | 4 | 0 | 4 | T/S/D No RM5 Required |
| | | State Payroll | 1 | 49 | 50 | T/S/D RM5 REQUIRED |
| 7 | Enrollment Forms | Agency | 3 years after termination | 7 | Work years plus 10 | T/S/D RM5 REQUIRED |
| 8 | Garnishments | State Payroll | 3 years after satisfaction | 0 | 3 years after satisfaction | T/S/D No RM5 Required |
| 9 | Longevity Records | Agency | 3 years after termination | 7 | Work years plus 10 | T/S/D No RM5 Required |
| 10 | Monthly Deduction Reports | Agency | 4 | 0 | 4 | T/S/D No RM5 Required |
| | | State Payroll | 1 | 4 | 5 | T/S/D No RM5 Required |

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| Item | Record Series Title | Distribution | Office (in years) | Storage (in years) | Total (in years) | Disposition Toss/Shred/Delete (T/S/D) |
| 11 | Payroll Files – Employee | Agency | 4 | 6 | 10 years after termination | T/S/D No RM5 Required |
| | a. Payroll Vouchers (obsolete) | | 3 | 2 | 5 | T/S/D No RM5 Required |
| 12 | Pre-payroll Listing | Agency | 4 | 0 | 4 | T/S/D No RM5 Required |
| | | State Payroll | 3 months | 3 | 4 | T/S/D No RM5 Required |
| 13 | Quarterly Reports | Agency | 4 | 0 | 4 | T/S/D No RM5 Required |
| | | State Payroll | 1 | 3 | 4 | T/S/D No RM5 Required |
| 14 | Revocations (decedent’s warrant, PERS) | Agency | 3 after termination | 7 | Work plus 10 | T/S/D No RM5 Required |
| 15 | Special Reports (turnaround documents, wage/insurance increases, etc.) | Agency | 4 | 0 | 4 | T/S/D No RM5 Required |
| | | State Payroll | 1 | 4 | 5 | T/S/D No RM5 Required |
| 16 | State Share Reports | Agency | 4 | 0 | 4 | T/S/D No RM5 Required |
| | | State Payroll | 1 | 3 | 4 | T/S/D No RM5 Required |
| 17 | Status Forms | Agency | 4 | 0 | 4 | T/S/D No RM5 Required |
| 18 | Time Sheets (includes leave requests, leave use records, request to work overtime/compensatory time) Payroll, Personnel, Position Control System (P/P/P) for DOA until 1999 | Agency | 3 | 0 | 3 | T/S/D No RM5 Required |
| | | P/P/P | 50 on film | 0 | 50 on film | Incinerate RM5 Required |
| | | SABHRS | 50 | 50 | 50 | Delete RM5 Required |
| 19 | W-2 Wage and Tax Statement (Undistributed) | Agency | 4 | 0 | 4 | T/S/D No RM5 Required |
| | | State Payroll | 25 yrs on Fiche | 0 | 25 years on Fiche | T/S/D RM5 Required |
| 20 | W-4 Employee Withholding | Agency | Work plus 3 | 7 | Work plus 10 | T/S/D RM5 Required |
| 21 | W-5 | Agency State Payroll | 1 | 0 | 1 | T/S/D No RM5 Required |

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| | PERSONNEL | | | | | |
| 22 | Accident Reports | Agency | 10 after termination | 0 | Work plus 10 | T/S/D No RM5 Required |
| 23 | Alternative Schedule Requests | Agency | 3 after termination | 7 | Work plus 10 | T/S/D No RM5 Required |
| 24 | Americans with Disabilities Act Complaint Form | Agency | 3 after resolution or use in litigation | 7 | 10 after use | T/S/D No RM5 Required |
| 25 | Formal Discipline Actions/Documentation (written warning, suspension notice, disciplinary demotion, discharge) | Agency | 3 after termination or according to contract language | 7 | Work plus 10 or according to contract language | T/S/D No RM5 Required |
| 26 | Education and Training Records | Agency | 3 after termination | 7 | Work plus 10 | T/S/D No RM5 Required |
| 27 | EE0/Affirmation Actions Records | Agency State Personnel | Until superseded by updated records | 0 | Until superseded by updated records | T/S/D No RM5 Required |
| 28 | Employee Earnings Records (those prior to 1969 that Central Payroll does not maintain) | Agency | 50 | 0 | 50 | Offer to State Archives RM5 Required |
| 29 | Employee File Folder (Terminated) | Agency | 2 | 8 | 10 | T/S/D No RM5 Required |
| 30 | Exit Interviews | Agency | 3 after termination | 7 | Work plus 10 | T/S/D No RM5 Required |
| 31 | Family and Medical Leave Notice of Rights | Agency | 3 after termination | 7 | Work plus 10 | T/S/D No RM5 Required |

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| 32 | Grievance Form (Note: This does not include investigation documentation that will be retained according to the specific situation.) | Agency | 3 after termination or according to contract language | 7 | Work plus 10 or according to contract language | T/S/D No RM5 Required |
| 33 | Immigration Form (1-9) | Agency | 3 after hire or 1 after termination, whichever is later | 0 | 3 after hire or 1 after termination whichever is later | T/S/D No RM5 Required |
| 34 | Leave Requests (not on Time Sheet, includes annual, sick, sick-leave fund, disability & maternity, disaster & emergency, military, jury duty, witness, holidays, leave-of-absence without pay, compensatory time off) | Agency | 3 after termination | 7 | Work plus 10 | T/S/D No RM5 Required |
| 35 | Licenses and Professional/Technical Certifications | Agency | 3 after termination | 7 | Work plus 10 | T/S/D No RM5 Required |
| 36 | Medical Records (includes disability documentation, medical exams, inquiries about medical conditions, handicap status certifications, etc.) | Agency | 3 after termination | 7 | Work plus 10 | T/S/D No RM5 Required |
| 37 | Moving and Relocation Agreements | Agency | 3 after termination | 7 | Work plus 10 | T/S/D No RM5 Required |
| 38 | Pay Plan Exception-Individual | Agency | 3 after termination | 7 | Work plus 10 | T/S/D No RM5 Required |
| 39 | Pay Plan Exception-Blanket | Agency State Personnel | 3 after superseded | 2 | 5 | T/S/D No RM5 Required |

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| 40 | Performance Appraisal | Agency | 3 minimum and 2 after last use in an employment decision | 0 | 3 minimum and 2 after last use in an employment decision | T/S/D No RM5 Required |
| 41 | Agency Classification Requests | Agency | 2 | 0 | 2 | T/S/D No RM5 Required |
| | | OBPP | 4 | 0 | 4 | T/S/D No RM5 Required |
| | | State Personnel | 2 | 0 | 2 | T/S/D No RM5 Required |
| 42 | Classification/W age Appeal | Agency | 2 | 0 | 2 | T/S/D No RM5 Required |
| | | State Personnel | 4 | 0 | 4 | T/S/D No RM5 Required |
| 43 | Position Descriptions | Agency State Personnel | 2 after superseded | 0 | 2 after superseded | T/S/D No RM5 Required |
| 44 | Position Detail Form | Agency | 5 superseded | 0 | 5 after superseded | T/S/D No RM5 Required |
| | | OBPP | 4 | 0 | 4 | T/S/D No RM5 Required |
| 45 | Position Review Form | Agency State Personnel | 2 after superseded | 0 | 2 after superseded | T/S/D No RM5 Required |
| 46 | Probation Extension | Agency | 3 after termination | 7 | Work plus 10 | T/S/D RM5 Required |
| 47 | Promotion | Agency | 3 after termination | 7 | Work plus 10 | T/S/D No RM5 Required |
| 48 | Public Employee Retirement System (PERS) Application for Withdrawal | Agency | 3 after termination | 7 | Work plus 10 | T/S/D RM5 Required |
| | | MPERA | Permanent | 0 | Permanent | None |

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| 49 | Recruitment/Selection Process Documentation (may include position description, vacancy announcement, advertisements, list of recruitment sources, applications, supplemental questionnaires, other application materials, selection procedures & criteria used to evaluate performance, written evaluations, names & titles of individuals participating in the design or administration of selection procedures, records documenting applicant flow, and correspondence with applicants). | Agency | 3 years after each selection | 0 | 3 after each selection | T/S/D No RM5 Required |
| 49a | Recruitment/Screening/Selection (MINE) | DOA-SHRD | 0 | 3 after closing date | 3 after closing date | Delete No RM5 Required |
| 50 | Application Documentation, Hired Employees (including resumes, supplements, etc.) | Agency | 3 after termination | 7 | Work plus 10 | T/S/D RM5 Required |
| 51 | Application Documentation, Not Hired (including resumes, supplements etc.) | Agency | 3 | 0 | 3 | T/S/D No RM5 Required |
| 52 | Reduction-in-Force Notice (layoff notice) | Agency | 3 after termination | 7 | Work plus 10 | T/S/D RM5 Required |
| 53 | Reduction-in-Force Reinstatement Offer | Agency | 3 after termination | 7 | Work plus 10 | T/S/D RM5 Required |
| 54 | Reduction-in-Force Roster and Preference Documentation | Agency DLI | 3 or according to contract language | 0 | 3 or according to contract language | T/S/D No RM5 Required |
| 55 | Resignation | Agency | 3 after termination | 7 | Work plus 10 | T/S/D RM5 Required |
| 56 | Sexual Harassment Complaint | Agency | 3 after termination | 7 | 3 yrs after termination | T/S/D No RM5 Required |

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| 57 | Sexual Harassment Investigation Report & Documentation | Agency | 3 after termination | 7 | Work plus 10 | T/S/D No RM5 Required |
| 58 | Transfer | Agency | 3 after termination | 7 | Work plus 10 | T/S/D No RM5 Required |
| 59 | Wage and Hour Claims | Agency | 3 after termination | 7 | Work plus 10 | T/S/D No RM5 Required |
| 60 | Collective Bargaining Agreements | DOA-SHRD | Permanent | 0 | Permanent | None |
| | | Agency | 2 | 6 | 8 after expired | T/S/D No RM5 Required |

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