

[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 TECHNOLOGY SERVICES			
			General Schedule Number 6			
			Page 1 of 2		Revised Dec. 2015	
Item	Record Series Title	Distribution	Office (In years)	Storage (In years)	Total (In years)	Disposition Toss/Shred/Delete
1	Service Agreement	DOA –SITSD Agency	1 year 1 year	2 years 2 years	Termination +3 Termination +3	T/S/D No RM5 Required T/S/D No RM5 Required
2	Service Orders	DOA – SITSD Agency	1 year 1 year	2 years 0 years	3 years 1 year	T/S/D No RM5 Required T/S/D No RM5 Required
3	Information Technology Proposal Requests (ITPR)	DOA – SITSD Agency	1 year 1 year	2 years 3 years	Project completion +2 Project completion +3	T/S/D No RM5 Required T/S/D No RM5 Required
4	Employee Network and Application Authorization	Agency	Work years	Work years +3	Work years +3	T/S/D RM5 Required
5	Project Files - Technology/Systems a. Internal/InterAgency b. Contracted	Agency/DOA Agency	1 years 2 years	2 years 6 years	3 after completion 8 years after termination	T/S/D No RM5 Required T/S/D No RM5 Required
6	Technology Response and Recovery Plans (i.e., Incident, Disaster Recovery, Information Systems/Resources, Emergency Action).	Agency	Current version	Current version +1 superseded	Current version +1 superseded	T/S/D No RM5 Required
7	Network Audit Logs	Agency	2 years	3 years	5 years	T/S/D No RM5 Required

The State Records Committee (SRC) has designated all records marked as “No RM5 Required” **will not require approval from the SRC prior to destruction.** If the ‘Disposition’ above lists “**Offer to State Archives**” **you must** contact the Historical Society at 444-7427 or ASparks@mt.gov before disposing.

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Item	Record Series Title	Distribution	Office (In years)	Storage (In years)	Total (In years)	Disposition Toss/Shred/Delete
8	Software Licensing	Agency	2 years	0 years	2 years after expired	T/S/D No RM5 Required
9	Security Plans & Reports	Agency	Work plus 3	0 years	Work plus 3	T/S/D No RM5 Required
10	Service Orders-non project related, helpdesk, Telecoms	Agency	2 years	2 years	4 years	T/S/D No RM5 Required
11	Network Performance Reports	Agency	2 years	0 years	2 years	T/S/D No RM5 Required
12	Web Analytics	Agency	2 years	0 years	2 years	T/S/D No RM5 Required
13	MT Interactive Transaction Fund Work Order Reports- See General Schedule 3 Item 33	Agency				See GS3-33

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