

[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.

GENERAL RECORDS RETENTION SCHEDULE STATE OF MONTANA RECORDS AND INFORMATION MANAGEMENT (RIM) SECRETARY OF STATE	Records Category Licensing
	General Schedule Number 8
	Page 2 of 2 Revision Date: Dec. 2015

Item	Records Series Title	Distribution	Office (in years)	Records Center (in years)	Total (in years)	Disposition T/S/D/ TOSS/SHRED/DELETE
11	License Files-Hard Copy/Microfilm	Agency	2 after lapse	1 after lapse	3 after lapse	- RM5 Required Shred
12	License Files – Imaged	Agency	2 after lapse	1	3 after lapse	Delete No RM5 Required
13	License Files-Imaged Hardcopy (secondary-see Item 12)	Agency	30 days after QA	0	30 days after QA	Shred No RM5 Required
14	Licensing Board Minutes (reference GS3-9)	Agency	4	0	4	Microfilm & Offer to State Archives RM5 Required
15	Screening and Executive Minutes	Agency	4	0	4	Microfilm & Offer to State Archives RM5 Required
16	Examination Results - National	Agency	2	0	2	Shred

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.