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, 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

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Item	Record Series Title	Distribution	Office (in years)	Records Center (in years)	Total (in years)	Disposition T/S/D TOSS/SHRED/DELETE
1	Inspections/Audit Reports - License/Facility	Agency	3	0	3	No RM5 Required Shred
2	Requests for Information (reference GS3–5c)	Agency	90 days	0	90 days	No RM5 Required Shred
3	License Renewals (MCA 37-1-141)	Agency	2	2	4	No RM5 Required Shred
4	Complaints – Noticed and Closed	Agency	3	0	3	No RM5 Required Shred
5	Final Order Books	Agency/FileNet	P	0	P	Image/Offer to State Archives RM5 Required
6	Continuing Education	Agency	3	0	3	No RM5 Required T/S/D
7	Licensing Examination Records (State, Board)	Agency	2	0	2	No RM5 Required Shred
8	Incomplete or Examination Failure Applications	Agency	2	1	3	No RM5 Required T/S/D
9	Deceased Licensee Files–Hard Copy/Electronic (MCA 37-1-141)	Agency	2	1	3	No RM5 Required T/S/D
10	Lapsed Licensed Files–Hard Copy/Electronic (MCA 37-1-141)	Agency	2	0	2	No RM5 Required 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.

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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