

[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.

<p style="text-align: center;">STATE OF MONTANA SECRETARY OF STATE RECORDS MANAGEMENT BUREAU</p> <p style="text-align: center;">GENERAL RECORDS RETENTION SCHEDULE</p>		Records Category NON-RECORD MATERIAL				
		General Schedule Number 9				
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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
	DISPOSAL REQUEST NOT NECESSARY FOR THESE RECORDS					
1	Catalogs, Journals & Other Published Materials	Agency				Destroy when they have served their purpose
2	Photo Copies of Bulletins & Correspondence prepared for reference or information	Agency				Same as item 1
3	Notices & Memoranda that do not relate to the Agency's functions or responsibilities (employee meetings, community notices, holiday, etc.)	Agency				Same as item 1
4	Preliminary drafts of any report, letter, memoranda or worksheet	Agency				Same as item 1
5	Reproduction material: Stencils, Hectographs, Offset Plates	Agency				Same as item 1
6	Routing Slips	Agency				Same as item 1
7	Shorthand notes, Steno-tapes & Recordings which have been transcribed	Agency				Same as item 1
8	Telephone messages, "while you were away" slips, or other forms used to convey non-policy messages	Agency				Same as item 1
9	Stocks of Agency publications & printed documents which are superseded or updated	Agency				four copies to State Library