



RECORDS RETENTION: To Keep or Not To Keep

**Updates on the requirements for records disposal for
Conservation Districts**



What is RIM? (Records and Information Management)

And why do we care?

What is Records and Information Management?

The practice of controlling and governing the most important records of an organization, through the records life-cycle. It includes identifying, classifying, prioritizing, storing, securing, archiving, preserving, retrieving, tracking and destruction of records



...and why do we care?

1. Because the Law says we have to
2. Because overall it will
 - reduce the cost of storage
 - mitigate risk of litigation
 - ensure data quality
 - increase efficiency
 - improve access
 - preserve history
3. Because of public access requirements





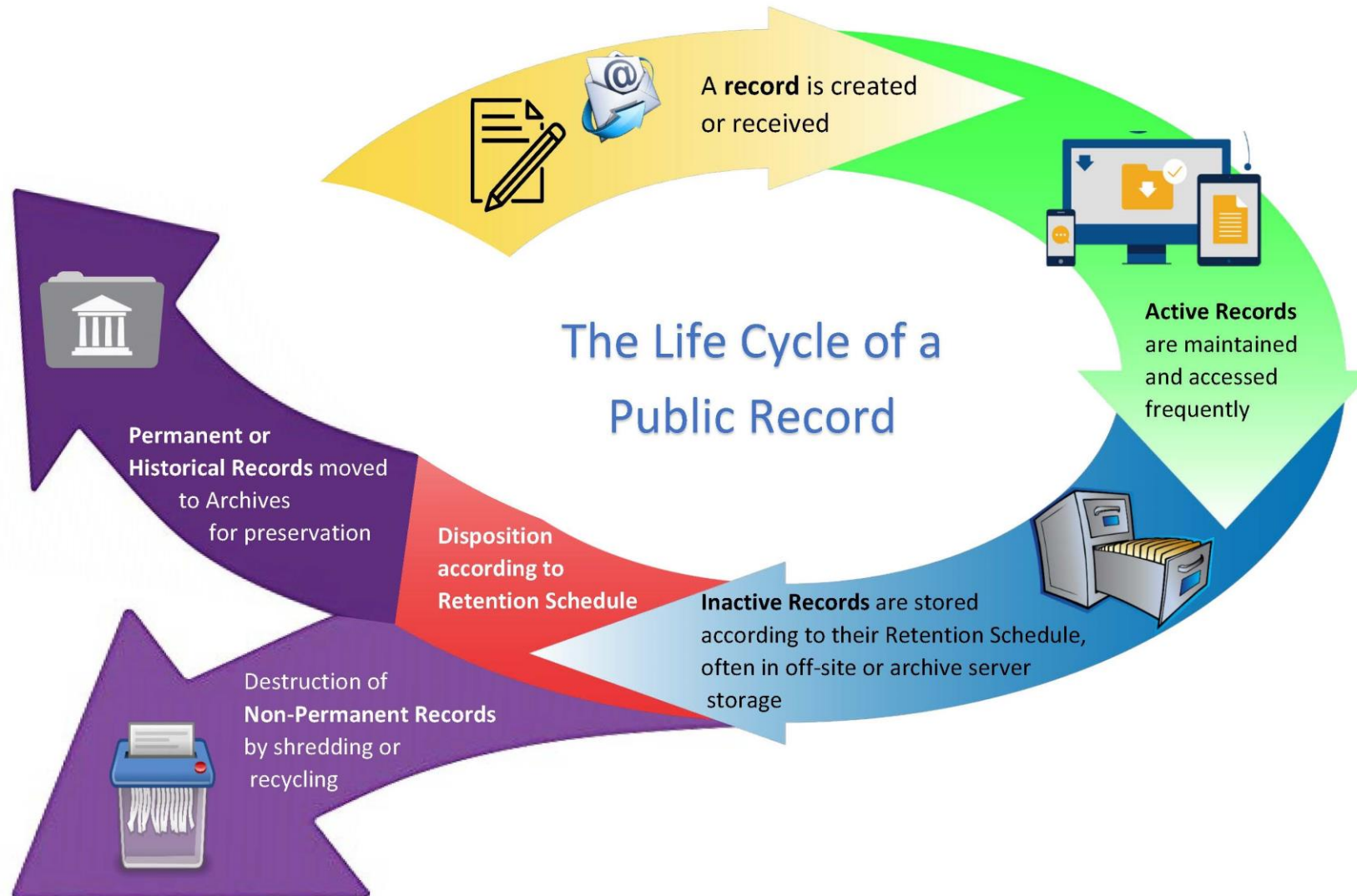
So, What IS a record?

MCA 2-6-1002. Public record.

(13) “Public record” means public information that is:

(a) fixed in any medium and is retrievable in usable form for future reference; and
(b) designated for retention by the state records committee, judicial branch, legislative branch, or local government records committee.

Every Record has a Life Cycle



Paper Records Management

- Starts with good organization
- Filing system could mirror the schedules for disposal
- Local Government Services-Schedules for Disposal and other forms

All Records require some sort of RIM application:

- **toss immediately**
- **retain for “x” years**
- **keep permanently/preserve**





Who is Local Government Services?

- <https://sfsd.mt.gov/LGSB/index>
- Local Government Services works to “provide structure and guidance necessary to ensure reliable, timely and compliant financial report for Montanans”
- They work with local governments, including Conservation Districts, to assist them in complying with financial and budgetary reporting requirements
- They have Department of Administration Report resources
- They also hold and update the Schedules for Records retention

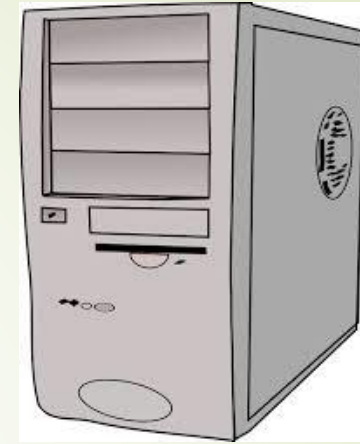
What Does DNRC Permanently Store?




- Minutes
- Annual Plans
- Annual Reports
- Documentation on the Formation of the Conservation District

So if you aren't sending these in already, you probably should...

Electronic Records



- ▶ Records may be kept on a digital medium if a records retention schedule and a digital migration plan has been completed and approved for the agency's records
- ▶ The RIM Training has recommendations on electronic file management (see references)
- ▶ This is an area that we are still working on



Schedules for Records Retention: **...yes, you need to use more than one**

- **Use the most up to date version (see references)**
- **Use the schedules that apply to your records**
 - **Schedule 1-General**
 - **Schedule 5-Accounting and Financial**
 - **Schedule 9-Conservation Districts**
 - **Schedule 24-Human Resources**
 - **There may be more!!!**

Use the Appropriate Disposal Form

Request for Records Disposal or Transfer Authorization RM60

ENTITY:	PHONE:	E-MAIL:
CONTACT:		
ADDRESS:		DISPOSAL NUMBER:

E-MAIL COMPLETED FORM TO: SOSLocalGovtRecCom@mt.gov OR Mail to the Local Government Records Committee, c/o Department of Administration-Local Government Services, P.O. Box 200547, Helena, MT 59620-0547

***Confidential:** The local government entity must determine if records are confidential or sensitive and mark accordingly.

Schedule #	Item #	Page #	Description of Records (Include description from schedule along with the case # or other identifying information pertinent to your office)	Inclusive Dates MONTH AND YEAR		* Confidential	10 Year Rule	Disposal Approval (Committee only)		Agency Comments	Audit History or Committee Comments
				From	To			Yes	No		
4	4		Example: Bank Statements	10/2001	10/2002		X	X			
8	32	MR13	Example: Commission Records-Minutes	01/1950	10/1990		X	X		Microfilmed	
12	41e		Example: Marriage Licenses	08/1907	09/1972		X		X		
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The RM60

For Records that don't need review prior to disposal...

The RM88

RECORDS DESTRUCTION DOCUMENT (RM88)			NO. [REDACTED]			
			PAGE [REDACTED] OF [REDACTED] PAGES			
1. AGENCY NAME AND DIVISION/PROGRAM: [REDACTED]			2. AGENCY CONTACT: NAME: [REDACTED] PHONE #: [REDACTED] EMAIL: [REDACTED]			
3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).						
<input type="checkbox"/> Delete <input type="checkbox"/> Incinerate <input type="checkbox"/> Shred as Classified <input type="checkbox"/> Toss without Restriction <input type="checkbox"/> Other: Explain [REDACTED]						
4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or Offer to the State Historical Society Archives has been fully justified, and that further retention is not required for any litigation pending or imminent. <i>Documentation attached from Historical Society.</i>						
SIGNATURE: [REDACTED]						
NAME AND TITLE: [REDACTED]						
DATE: [REDACTED]						
5. LIST OF RECORD SERIES						
NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.						
a.	b.	c.	d.	e.	f.	g.
Retention	Item number listed	Record Series Title	Retention in	Inclusive	Volume in	Disposition Action

And Follow the Instructions for each Form...

Key things to remember for RM60:

- **Confidential forms that are approved for disposal must be shredded**
- **For records 10 years old or older, LGS will forward the request to the SOS RIM division and they will post a 60 day public notice**
- **When you get the form back from LGS, dispose of records as approved on the form**

For Form RM88:

- **Form must still be completed**
- **Records that can be destroyed without LGS review must still be listed**
- **Once records are destroyed, the form must be held for 30 years**

Submit the RM60 form to the Local Government Records Committee

Scan and email it to
SOSLocalGovtRecCom@mt.gov

OR

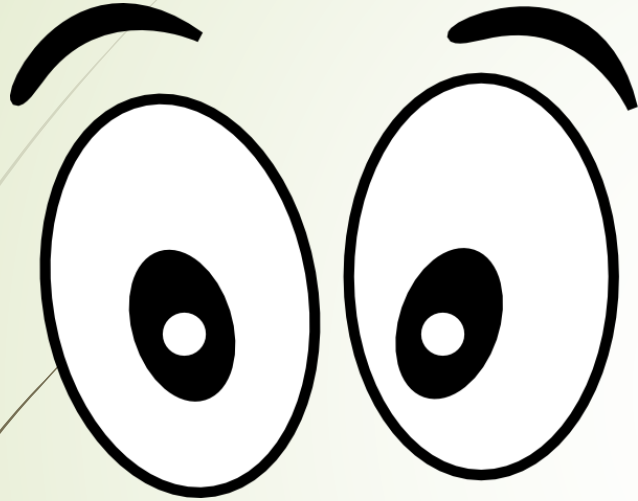
Mail to:
Local Government Records Committee
c/o Department of Administration-Local
Government Services
PO Box 200547
Helena MT 59620-0547

*Don't forget to
Keep a Copy
whichever
form you use!!!*





Things to Consider:



Once upon a time, a pair of DHS agents wandered into my office...

The moral of that story is: “just because the schedule says that you CAN destroy something, doesn’t necessarily mean you should”



#241688316



References:

**For more in-depth RIM training topics:
<https://sosmt.gov/records/>**

**RIM Basic Training:
<https://sosmt.gov/records/toolkit/rim-training/>**

**For the Local Government Services CURRENT
SCHEDULES:
<https://sosmt.gov/records/local/>**