

Records Retention: To Keep or Not to Keep

WHAT IS RIM?

RIM or Records and Information Management is the practice of controlling and governing the most important records of an organization, through the record's life cycle. It includes identifying, classifying, prioritizing, storing, securing, archiving, preserving, retrieving, tracking, and destruction of records.

All records require some sort of RIM application:

1. Toss immediately
2. Retain for "X" years
3. Keep permanently/preserve

...and why is it important?

- Because it is a legal requirement
- Because overall it will reduce the cost of storage, mitigate risk of litigation, ensure data quality, increase efficiency, improve access, and preserve history
- Because of public requests

So, what is a record?

2-6-1002. Definitions. As used in this chapter, the following definitions apply:

(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.

(14) "Records manager" means an individual designated by a public agency to be responsible for coordinating the efficient and effective management of the agency's public records and information.

(15) "State records committee" means the state records committee provided for in 2-6-1107, MCA.

Paper Records Management

- Good organization
- Filing system could mirror the schedule for disposal
- Local Government Services-Schedules for Disposal and other forms



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Electronic Records

Records may be kept on a digital medium if a records retention schedule and a digital migration plan have been completed and approved for the agency's records.

Every Record has a Life Cycle

1. Create/received
2. Use/modify
3. Maintain/protect
4. Dispose/destroy
5. Archive/preserve



What is DNRC required to store for CDs?

- Minutes:https://mtdnrc.formstack.com/forms/conservation_district_meeting_minutes_submission_form
- Annual plans
- Annual reports
- CD formation documents
- Boundary change documents
- Ordinances

Resources:

- 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/>
- Local Government Services: Scan & email docs to: SOSLocalGovtRecCom@mt.gov or mail Local Government Records Committee c/o Dept of Administration-Local Government Services, PO Box 200547, Helena MT 59620-0547

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Schedules for Records Retention. . . yes, you need more than one.

Changes are coming, use the most up-to-date version (see reference below). Use schedules that apply to your records.

- Schedule 1—General
- Schedule 5—Accounting and Financial
- Schedule 9—Conservation Districts
- Schedule 24—Human Resources

Request for Records Disposal or Transfer Authorization RM60										
ENTITY:			PHONE:			E-MAIL:				
CONTACT:						DISPOSAL NUMBER:				
ADDRESS:										
E-MAIL COMPLETED FORM TO: SOSLocalGovRecCom@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		* 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	41a		Example: Marriage Licenses	08/1907	09/1972	X	X			
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Submit Form RM60 to the Local Government Records Committee and don't forget to keep a copy.

RECORDS DESTRUCTION DOCUMENT (RM88)						NO. _____
						PAGE _____ OF _____ PAGES
1. AGENCY NAME AND DIVISION/PROGRAM: _____			2. AGENCY CONTACT: NAME: _____ PHONE #: _____ EMAIL: _____			
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 _____						
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: _____						
NAME AND TITLE: _____						
DATE: _____						
5. LIST OF RECORD SERIES						
NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.						
a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Form RM88: For records that don't need review prior to disposal

Disclaimer: This information is provided for general information purposes only and does not constitute legal advice. The information provided should not be used as a substitute for a legal opinion from your county attorney or otherwise retained and qualified legal counsel. If you need advice regarding a specific legal situation, contact your legal counsel.

