



Records Retention: To Keep or Not to Keep

Updates on the requirements for records disposal for Conservation Districts

Provided by Chris Evans, Lewis & Clark Conservation District 2019

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 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, and preserve history
3. Because of public access requirements

So, what is a record?

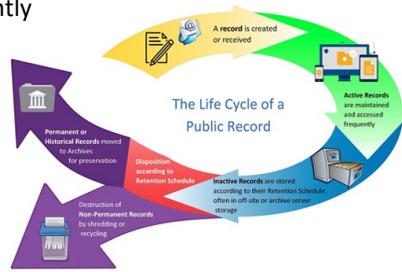
MCA 2-6-1002. Public Record

(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, or local government records committee

Every Record has a Life Cycle

- Creation or Receipt
- Active Record
Maintained and accessed frequently
- Inactive Records
Stored to retention schedules
- Disposition
- Permanent Record
- Destruction of non-permanent records



Paper Records Management

Good organization
Filing system could mirror the schedule 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

What does DNRC permanently store for us?



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 you more than one

Changes are coming, use the most up to date version (see reference). Use 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!!

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/>

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

Request for Records Disposal or Transfer Authorization RM60										
ENTITY:				PHONE:			E-MAIL:			
CONTACT:							DISPOSAL NUMBER:			
ADDRESS:										
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		+ Confidential	Disposal Approval (Committee only)		Agency Comments	Audit History or Committee Comments
				From	To		10 Year Rule	Yes		
4	4		Example: Bank Statements	10/2001	10/2002		X	X		
8	32	AM33	Example: Commission Records-Minutes	01/1950	10/1990		X	X	Microfilm	
12	41a		Example: Marriage Licenses	08/1907	09/1972		X	X		

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

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

RECORDS DESTRUCTION DOCUMENT (RM88)						NO. _____
1. AGENCY NAME AND DIVISION/PROGRAM: _____						PAGE _____ OF _____ PAGES
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. Documentation attached from Historical Society.						
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.	b.	c.	d.	e.	f.	g.
Retention Schedule Number	Item number listed on Retention Schedule	Record Series Title	Retention in months/years	Inclusive Dates	Volume in Cubic Feet	Disposition Action and Date completed after Authorization