## **Quick Guide to Records Retention for Montana Libraries**

Public records associated with the running of the library are retained by the city or county in accordance with state guidelines. This quick guide will help you determine how long certain records are kept by local governments to meet administrative, fiscal, and legal requirements. Ideally, records are kept at the library as long as they are current (needed) and then transferred to the city/county records management officer. Before records can be destroyed -- even records that meet the required retention period -- the city/county needs approval from the Local Government Records Committee (http://sos.mt.gov/Records/committees/local.asp).

Another important consideration for library records is the historic value. Records that document the history of the library should be considered for permanent retention. This could include not only minutes, but selected correspondence, reports, information about programs and services, etc.

Library Districts are responsible for retention of all organization records and should follow the schedules as outlined by the State of Montana Records and Information Management Services: <a href="http://sos.mt.gov/Records/State/index.asp">http://sos.mt.gov/Records/State/index.asp</a>.

General Financial Records	
Invoices, order forms, purchase contracts, contracts in	5 years
general, annual budgets, budget amendments, ledgers	
Library Districts	See Montana General Records Retention Schedule 2:
	http://sos.mt.gov/Records/forms/state/State_Schedule2.pdf
Administrative and Legal Records	
Written complaints, correspondence/policy	3 years
correspondence	
Interlibrary loan paperwork	3 years
Monthly reports, library policies, library standards	4 years
Grants and supporting documentation, Federation	5 years
documents	
Inventory reports	Retain until superseded
Meeting minutes, statistics information	Permanent retention
Library Districts - insurance policies/paperwork, MT DOA	See Montana General Records Retention schedule 3:
paperwork establishing district, IRS paperwork, legal	http://sos.mt.gov/Records/forms/state/State_Schedule3.pdf
opinions, memos from attorneys	
Personnel	
Position descriptions	2 years after superseded
Performance appraisals	2 years after last use in employment decision, 3 years minimum
Recruitment/selection process documentation	3 years after each selection
Application documentation hired/not hired	Work years plus 10/3 years
Library Districts – PERS paperwork, worker's	See Montana General Records Retention Schedule 5:
compensation paperwork, IRS & MT Department of	http://sos.mt.gov/Records/forms/state/State Schedule5.pdf
Revenue payroll paperwork	
Miscellaneous	
Photo release forms	Suggested retention: 3 years after expiration

If you don't see it here, please visit the State of Montana Records and Information Management Services website: <u>http://sos.mt.gov/Records/State/index.asp</u>