

RESOLUTION NO. 99- 17525

A RESOLUTION ADOPTING THE INITIAL RECORDS RETENTION SCHEDULES DATED SEPTEMBER 15, 1999 FOR ELECTRONIC RECORDS AND REVISED RECORDS RETENTION SCHEDULES DATED SEPTEMBER 15, 1999 FOR HARDCOPY RECORDS AND IDENTIFYING THE RETENTION PERIODS FOR ALL RECORDS SERIES CREATED, USED, MAINTAINED AND STORED BY THE CITY OF BILLINGS.

WHEREAS, it is in the best interest of the City and its citizens to maintain a systematic program of creating, using, maintaining, storing and eventually disposing of its records; and

WHEREAS, the City Council established a records management program via Ordinance No. 97-5034, which is now codified as Article 2-1000 of the Billings Montana City Code (BMCC); and

WHEREAS, the City initially adopted records retention schedules for its hardcopy records holdings via Resolution 97-17257, with said schedules dated July 28, 1997; and

WHEREAS, the records management program set forth in Article 2-1000 of Billings Montana City Code (BMCC) requires that the retention schedules be regularly reviewed and updated to reflect changes in local, state and federal regulations, as they pertain to recordkeeping requirements.

IT IS HEREBY DECLARED TO BE THE INTENT of the City Council of the City of Billings to adopt these records retention schedules in their entirety and the designated records manager is hereby directed to carry out the implementation of the records retention schedules according to the guidelines established by Article 2-1000 BMCC.

APPROVED AND ADOPTED this 25th day of October, 1999.



THE CITY OF BILLINGS:

BY: Charles F. Tooley
Charles F. Tooley MAYOR

ATTEST:

BY: Marita Herold
Marita Herold, CMC/AEE City Clerk