

RESOLUTION NO. 16-10537

A RESOLUTION ADOPTING MONTANA MUNICIPAL RECORDS SCHEDULE 8 AND SCHEDULE 10 FOR MUNICIPAL COURT, PREPARED AND PUBLISHED BY THE MONTANA LOCAL GOVERNMENT RECORDS COMMITTEE, 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 codified as Article 2-1000 of the Billings Montana City Code; and

WHEREAS, the City initially adopted records retention schedules for its records 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 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 the entire Montana Courts of Limited Jurisdiction Schedule 10 as the Municipal Court retention schedule, and the entire Montana Municipal Records Schedule 8 retention schedule as the retention schedule for all other City departments, inclusive of the citation/comments sections referring to compliance with state and federal requirements, 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, Billings Montana City Code.

APPROVED AND ADOPTED this 11th day of April, 2016.

THE CITY OF BILLINGS:



By: Thomas W. Hanel
Thomas W. Hanel, Mayor

ATTEST:

BY: Billie Guenther
Billie Guenther, City Clerk