

RECORDS DESTRUCTION DOCUMENT (RM88)

NO. 29

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1. AGENCY NAME AND DIVISION/PROGRAM:

City of Three Forks

2. AGENCY CONTACT:

NAME: Crystal Turner

PHONE #: 406-285-3431 EMAIL:cturner@threeforksmontana.us

3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

- Delete
 Incinerate
 Shred as Classified
 Toss without Restriction
 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: Crystal Turner, City Clerk

DATE: 12/10/2024

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
8	1200, page 97	#1 - Accident Investigator's Reports (These reports are monthly report logs of calls for service from the Police Department, and same for the Court's Office have tally records of how many cases were handled. They are not the actual case files.)	3 years	12/1977 - 12/1980, 12/1981 - 8/1991, and 2002-2004		
8	1130, page 75	#16 - POSITION CLASSIFICATION - Substitute Judge lists and requests for waiver of trainings.	Retain until superseded	2000 - 2003		
8	1130, page 74	#9 - LABOR UNION NEGOTIATION RECORDS	8 years after agreement expires	all thru 2013		
8	1110, page 60	#12 - GENERAL ADMINISTRATIVE FILES - Police Commission Board notes. This board only met to hear disputes. Three Forks dissolved its Police Department in 2013. The last time this board had any correspondence was 2008.	2 years or sonner is purpose was served.	all thru 2008		
8	1090, page 44	#1 ACCOUNT RECONCILIATION RECORDS - Police Training Annual Financial Reports	5 years	1999 - 2/23/2017		
10	M, page 7	Pre-printed receipt books	Audit + 7 years	1996 - 2010		
10	B, page 7	Bank statements	August + 7 years	1/1983 - 12/1989,		

