				NO. 2	NO. 29				
<b>RECORDS DESTRUCTION DOCUMENT (RM88)</b>									
		PAGE 1 OF 2 PAGES 2. AGENCY CONTACT:							
1. AGENCY NAME AND DIVISION/PROGRAM: City of Three Forks			NAME: Crystal Turner						
PHONE #: 406-285-3431 EMAIL:cturner@threeforksmontana.us									
3. NOTICE OF	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: Exp	blain								
4. SUBMITTE	D BY: I hereby certify	that the records to be o	disposed of are corre	ectly represent	ted below, that a	any audit requir	ements or <b>Offer</b>		
	-	rchives has been fully	justified, and that f	urther retentio	on is not require	d for any litigat	ion pending or		
imminent. <u>Docur</u>	mentation attached fro	<u>m Historical Society</u> .							
SIGNATURE:									
	TLE: Crystal Turne	r, City Clerk							
DATE: 12/10/	2024								
		_	IST OF RECORD S	-					
a.	E: Attach any inve	entories or Excel sp	readsheets to th	d.	e.	records dest	-		
a. Retention Schedule Number	Item number listed on Retention Schedule	Record Series Title		u. Retention in months/yeau	Inclusive	Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization		
8	1200, page 97	#1 - Accident Investig (These reports are mo of calls for service fro Department, and sam Office have tally recor cases were handled. actual case files.)	onthly report logs m the Police le for the Court's rds of how many	3 years	12/1977 - 12/1980, 12/1981 - 8/1991, and 2002- 2004				
		#16 - POSITION CLASS Substitute Judge lists		Retain until	2000 -				
8	1130, page 75	waiver of trainings.	•	superseded	2003				
8	1130, page 74	#9 - LABOR UNION NE RECORDS	GOTIATION	8 years after agreement expires	all thru 2013				
8	1110, page 60	#12 - GENERAL ADMII Police Commission Bo board only met to hea Forks dissolved its Pol 2013. The last time th correspondence was 2	aard notes. This ar disputes. Three lice Department in nis board had any	2 years or sonner is purpose was served.	all thru 2008				
8	1090, page 44	#1 ACCOUNT RECONC RECORDS - Police Trai Financial Reports		5 years	1999 - 2/23/201 7				
10	M, page 7	Pre-printed receipt bo	poks	Audit + 7 years	1996 - 2010				
				August 17	1/1000				
10	B, page 7	Bank statements		August + 7 years	1/1983 - 12/1989,				

					7/1999 - 7/2002,			
					2011			
10	B, page 6	Jury Questionnaires		Until superseded	2012 - 2017			
6. <b>DISPOSAL AUTHORIZATION</b> : Disposal for the above listed records is authorized. Any deletions or modifications are indicated.			<b>7. DISPOSAL CERTIFICATE:</b> The above listed records have been disposed of in the manner and on the date shown in column g.					
Custodian/Records Manager			Name and Title:					
Name: Crystal Turner Date: 12/5/2024			Signature:					
Signature:								

	5. LIST OF RECORD SERIES-CONTINUED NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.						
				Ĩ.			
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	
10	C, page 7	Deposit Slips	Audit + 7 years	12/2004- 3/2006			
10	G, page 7	Daily Cash Balance Records	Audit + 1 year	1/1983 - 12/1989, 6/2010 - 6/2011			
10	F, page 7	Cash Receipts	Audit + 7 years	7/1999 - 7/2002			
10	J, page 7	Reconciliation Reports	Audit + 7 years	7/2003 - 12/2009			
10	D & E, page 7	Checkbooks, used and unused	Audit + 7 year, and Audit + 1 year respectively	6/2001 - 10/2002			
8	1090, page 44	#1 - ACCOUNT RECONCILATION RECORDS - bank statements	Audit + 7 years	7/2015 - 6/2016			
8	1130, page 78	#9 EMPLOYER PROIVDED HEALTH INSURANCE COVERAGE	4 years	7/2015 - 6/2016			