

## RECORDS DESTRUCTION DOCUMENT (RM88)

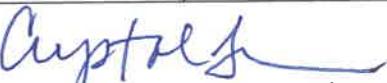
NO. 30

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1. AGENCY NAME AND DIVISION/PROGRAM:  
City of Three Forks2. AGENCY CONTACT:  
NAME: Crystal Turner

PHONE #: 406-285-3431 EMAIL:cturner@threelforksmontana.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: Explain4. 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: 12/15/2025

## 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	1080, page 43	#2 - INFRASTRUCTURE CONSTRUCTION PROJECT... - CTEP Allocation letters	2 years	2005 12/9/2011		
8	1080, page 43	#2 - INFRASTRUCTURE CONSTRUCTION PROJECT... - Front & Montana Streets chipseal overlay; Wastewater Treatment Flow Metering Improvements	Retain 10 years or until superseded	2001 2009		
8	1060, page 17	#3 - INTERGOVERNMENTAL AGREEMENTS - Project development and construction for replacement of sidewalks along Main Street (MT Hw 2)	8 years after project completion	1994		
8	1060, page 17	#2 - GRANT AGREEMENTS - Grant from CTEP Maintenance for sidewalk replacements	8 years after project completion	1995 1997		
8	1110 - page 58	#4a - GENERAL COMMON RECORDS - BIDS/RFPs for Engineering Services; Website Enhancements	8 years	2005 2016		
8	1250, page 122	#1 - CUSTOMER FILES including auto-pay signup sheets	Retain 3 years	2022		
8	1130, page 77	#3 - EMPLOYMENT ELIGIBILITY FORMS - I-9 forms	Retain 3 years after hire or 1 year after termination	Thru 12/2024		

<p><b>6. DISPOSAL AUTHORIZATION:</b> Disposal for the above listed records is authorized. Any deletions or modifications are indicated.</p> <p>Custodian/Records Manager</p> <p>Name: Mayor Randy Johnston Date: 1/13/2026</p> <p>Signature:</p>	<p><b>7. DISPOSAL CERTIFICATE:</b> The above listed records have been disposed of in the manner and on the date shown in column g.</p> <p>Name and Title:</p> <p>Signature:</p>
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<b>5. LIST OF RECORD SERIES-CONTINUED</b>						
<b>NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.</b>						
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	1090, page 47	#4 CREDIT COLLECTION FILES - "to be shut off" lists of past due accounts	3 years	1/2021 thru 4/2022		
8	1130, page 75	#18 - REQUISITIONS FOR HIRING - job announcement, applications, correspondence for Public Works Operator; Police Officers	3 years	3/2022 1978- 1986		
8	1090, PAGE 47	#2 - ACCOUNTS RECEIVABLE TRIAL BALANCE	5 years	1975- 1979		
8	1090, page 51	#3 - 1096 & 1099 FORMS	4 years	2018- 2020		
8	1130, page 74	#11 - PAYROLL: CHECK REGISTERS	50 years	1975		
8	1060, page 16	#5 - PROMISSORY NOTES - loans for vehicles the City no longer owns	3 years after repayment	1996- 2008		