

Missoula County Records Retention Policy

Purpose

The purpose of this policy is to ensure that Missoula County's records are maintained in accordance with Montana Code Annotated, Montana Administrative Rules and the Montana Records Retention Schedules.

Scope

This policy is applicable to all County departments and entities.

Administration

Department heads are responsible for the implementation of this policy within their departments.

Policy

Missoula County's Record Center is designated as the location for the secure and long term storage of the records of Missoula County. The Missoula County Records Manager is responsible for the development of a Records Plan for the retention of records that comply with the Montana Code Annotated, Montana Administrative Rules and the Montana Records Retention Schedules.

The Missoula County Records Manager shall develop, review and distribute the Records Plan to Department Heads to assist them in maintaining compliance with records retention.

The current Records Management may be found at:

<https://www.missoulacounty.us/government/administration/auditor-s-office/references-forms-links>