

RESOLUTION NO. R20-25

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING
THE DISPOSAL OF CITY RECORDS.**

WHEREAS, the City of Laurel City Council previously set the retention schedules for city records, as per Schedule 8 of the Montana State Local Government Records Committee, Municipal Records Schedule; and

WHEREAS, certain city records constitute records that can be destroyed that are less than ten years old (RM88) and such records have been identified as ready for disposal as provided on the attached retention schedules; and

WHEREAS, the adopted procedure to dispose of said records requires Council approval.

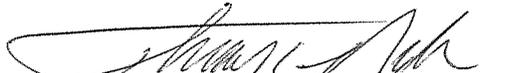
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, that the City Council of the City of Laurel has reviewed the attached listing of records for disposal, and hereby directs the Clerk/Treasurer to proceed with the disposal of said records.

Introduced at a regular meeting of the City Council on May 12, 2020, by Council Member Sparks.

PASSED and ADOPTED by the City Council of the City of Laurel, Montana, this 12th day of May 2020.

APPROVED by the Mayor this 12th day of May 2020.

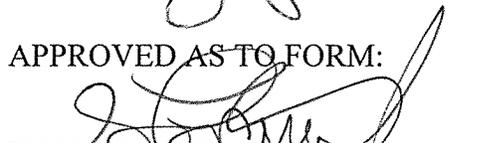
CITY OF LAUREL


Thomas C. Nelson, Mayor

ATTEST:


Bethany Langve, Clerk-Treasurer

APPROVED AS TO FORM:


Sam Painter Civil City Attorney

RECORDS DESTRUCTION DOCUMENT (RM88)

NO. 1

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1. AGENCY NAME AND DIVISION/PROGRAM:
CITY OF LAUREL

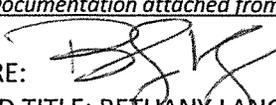
2. AGENCY CONTACT:
NAME: BETHANY LANGVE

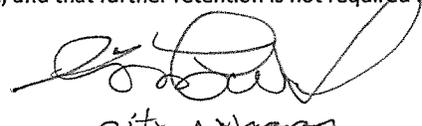
PHONE #: 406-628-7431 EXT2 EMAIL: CITYCLERK@LAUREL.MT.GOV

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: BETHANY LANGVE, CLERK/TREASURER
 DATE: 05/12/2020


 City Clerk

5. LIST OF RECORD SERIES

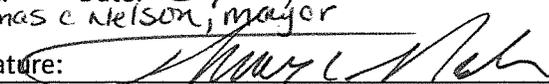
NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.

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
RM8	3 PG 52	RM-8 ITEM 3: 1099'S	4 YEARS	2009-2014	0.25	
RM8	1 PG 45	RM-8 ITEM 1: BANK STATEMENTS	5 YEARS	2011-2012	1	
RM8	4 PG 54	RM-8 ITEM 4: MONTHLY TAX DISTRIBUTIONS	5 YEARS	2010	1	
RM8	13 PG 77	RM-8 ITEM 13: PAYROLL QUARTERLY REPORTS (CONFIDENTIAL)	4 YEARS	2010-2015	1	
RM8	4 PG 54	RM-8 ITEM 4: MONTHLY TAX DISTRIBUTIONS	5 YEARS	2011-2013	1	
RM8	4 PG 45	RM-8 ITEM 4: DAILY CASH RECONCILIATION WATER OFFICE	5 YEARS	2011-2012	1	
RM8	7 PG 10	RM-8 ITEM 7: DOG LICENSES	3 YEARS	2015-2017	0.25	
RM8	4 PG 45	RM-8 ITEM 4: DAILY CASH RECONCILIATION WATER OFFICE	5 YEARS	2013-2015		

6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Manager

Name: Thomas C. Nelson, Mayor Date: 5/12/2020

Signature: 

7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.

Name and Title:

Signature:

