

**RESOLUTION NO. R20-26**

**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 over ten years old (RM60) 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.

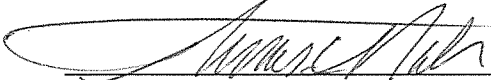
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, that the City Council of the City of Laurel has reviewed the attached listing of records for disposal, and hereby directs the Clerk/Treasurer to proceed with the disposal of said records.

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

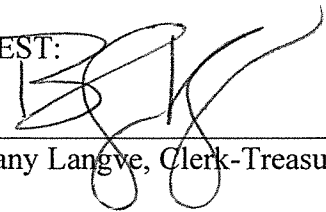
PASSED and ADOPTED by the City Council of the City of Laurel, Montana, this 12<sup>th</sup> day of May 2020.

APPROVED by the Mayor this 12<sup>th</sup> day of May 2020.

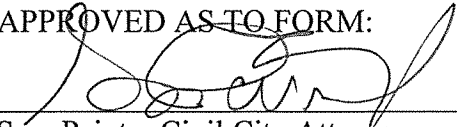
CITY OF LAUREL

  
\_\_\_\_\_  
Thomas C. Nelson, Mayor

ATTEST:


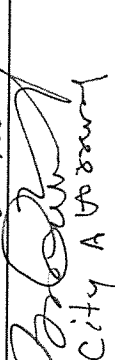
  
\_\_\_\_\_  
Bethany Langve, Clerk-Treasurer

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Sam Painter Civil City Attorney



In accordance with 2-6-1202, 7-5-2132, 7-5-4124 and 20-1-212 and upon the order of the governing body, we the undersigned affirm the records listed on this disposal request are not subject to any litigation, legal or regulatory hold, and any financial records listed have been audited. See Notification on Central Registry (Ten Year Rule) below. Typed name below is acceptable as the signature.

<b>Authorized Local Government Representative:</b> Name: THOMAS C NELSON Title: MAYOR 	Date: 05/12/2020	Phone: 406-628-8456 EXT 1
<b>Records Custodian:</b> Name: BETHANY LANGVE Title: CLERK/TREASURER  City A to B to C	Date: 05/12/2020	Phone: 406-628-7431 EXT 2

**LOCAL GOVERNMENT SUBCOMMITTEE SIGNATURES REQUIRED FOR DISPOSAL APPROVAL**

<b>Department of Administration Committee Member:</b> Name: Signature: Date:
<b>Montana Historical Society Committee Member:</b> Name: Signature: Date:
<b>Local Government Committee Member:</b> Name: Signature: Date:

**NOTIFICATION ON CENTRAL REGISTRY**

Per MCA 2-6-1205, public records listed on this form that more than ten (10) years old and are approved for disposal may not be destroyed until they have been listed on a central registry and offered to various agencies and the public for 60 days.

Request for Records Disposal or Transfer Authorization have been listed on the central registry.

Completed by \_\_\_\_\_ Unclaimed records may be disposed 60 days after this date:

<b>TEN YEAR RULE:</b> Public records more than ten (10) years old approved for destruction may not be destroyed for 60 days after the date listed on the central registry. _____ Certificate of Transfer/Destruction/Disposition Comments
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I hereby attest that I have destroyed, transferred or retained records as designated by the Local Government Subcommittee. If transferred, I have noted in the "Comments" field above, the entity to which the records have been relocated.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_