

RESOLUTION NO. R23-85

**A RESOLUTION OF THE CITY COUNCIL APPROVING AND AUTHORIZING
THE DISPOSAL OF CITY OF LAUREL RECORDS.**

WHEREAS, the City of Laurel (hereinafter “the City”) previously set the retention schedules for City records, pursuant to Schedule 8 of the Montana State Local Government Records Committee, Municipal Records Schedule;

WHEREAS, certain City records constitute records that can be destroyed that are both over ten years old (RM60) and 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 City of Laurel City Council approval.

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

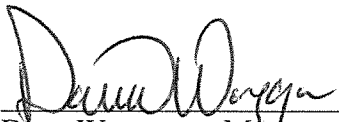
Introduced at a regular meeting of the City Council on the 14th day of November, 2023, by Council Member Mackay.

PASSED and APPROVED by the City Council of the City of Laurel the 14th day of November, 2023.

APPROVED by the Mayor the 14th day of November, 2023.



CITY OF LAUREL



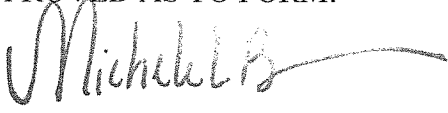
Dave Waggoner, Mayor

ATTEST:



Kelly Streckler, Clerk-Treasurer

APPROVED AS TO FORM:

A handwritten signature in black ink, appearing to read "Michele L. Braukmann", with a long horizontal flourish extending to the right.

Michele L. Braukmann, Civil City Attorney

RECORDS DESTRUCTION DOCUMENT (RM88)

NO.

PAGE OF PAGES

1. **AGENCY NAME AND DIVISION/PROGRAM:**
City of Laurel

2. **AGENCY CONTACT:**
NAME: Kelly Strecker

PHONE #: 406-628-7431 EMAIL:kstrecker@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: *Kelly Strecker*
NAME AND TITLE: *Clerk/Treasurer*
DATE: *11/16/2023*

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	1 Pg50	AR Activity Ambulance	5y	FY 13, 13, 16, 17	1	
8	3 Pg 53	Journal Adjustments Records	5y	FY 08, 09, 10, 11, 12, 13, 14, 15, 16, 17	1	
8	5 Pg 62	Budget Working Papers	5 y	FY 16,17,18	1	
8	6 Pg 78	Insurance: Claims	2y	FY 13, 14	.5	
8	20a Pg 81	Workers Comp.	2y	FY 14, 15	.5	
8	8Pg116	Monthly Operating Reports	5y	FY15	.5	
8	3 Pg50	AR Trial Balance	5y	FY13/14	1	
8	1b Pg 34	CDBG Project File	5y	FY 09, 10	1	

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

Custodian/Records Manager

Name: *Brittney Harakal* Date: *11/14/23*
Signature: *Brittney Harakal*

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:

5. LIST OF RECORD SERIES-CONTINUED

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	9 Pg 79	Labor Union Negotiations Records	8y	2011	1	
8	5 Pg 25	Claims	5y	FY 11, 12, 13, 14, 15, 16, 17, 18	Electronic	
8	5 Pg 90	Permits	5y	FY 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18	1	
8	4 Pg 22	Commission/Council Meetings:Sound/Video Recordings	1y	FY 22	Electronic	
8	3b Pg 20	Commission/Council Meetings: Agendas	2y	FY 92-21	1	
8	3b Pg 22	Boards/Commissions Agendas	2y	FY 99-21	1	
8	3a Pg 62	Bid & Proposal	8y	FY 07-14	1	
8	8 Pg 83	W-2	4y	FY81-00	1	
8	12 Pg 79	Payroll Registers	50y	FY 57-72	.25	
8	1 Pg 47	Bank Statements	5y	FY 16, 17	1	
8	2 Pg 53	Revenue Vouchures	5y	FY16, 17	1	
8	3 Pg 110	Deposits	3y	FY 16, 17	1	
8	3 Pg 50	Balancing	5y	FY 16, 17	1	
8	2 pg 48	Cancelld Vendor Checks	5y	FY 17	1	
8	13 pg 65	Insurance Policies	5y	FY12, 13, 14, 15,16,17	2	
8	18 PG 80	Requisition For Hiring	2y	FY 17, 18, 19, 20, 21	1	