

RESOLUTION NO. R14-09

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

WHEREAS, Schedule 10 of the Montana State Local Government Records Committee, Court of Limited Jurisdiction Records Schedule sets the retention schedules for city court records; and

WHEREAS, certain city court records have been identified as ready for disposal as per the aforementioned retention schedule; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana,

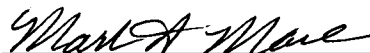
That the City Council of the City of Laurel has reviewed the attached listing of records for disposal, and hereby directs the City Judge to proceed with the disposal of said records.

Introduced at a regular meeting of the City Council on February 18, 2014, by Council Member McGee.

PASSED and APPROVED by the City Council of the City of Laurel this 18th day of February, 2014.


APPROVED by the Mayor this 18th day of February, 2014.

CITY OF LAUREL



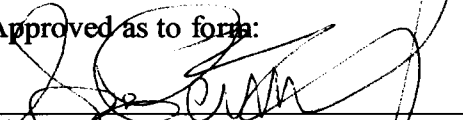
Mark A. Mace, Mayor

ATTEST:



Shirley Ewan, Clerk/Treasurer

Approved as to form:



Sam S. Painter, Civil City Attorney

Request for Records Disposal or Transfer Authorization

RECEIVED

FROM: Laurel City Court/Court of Limited Jurisdiction
PHONE: (406)628-1964 ext1

FEB 24 2014

ADDRESS: PO Box 10, Laurel, MT 59044

DOA LOCAL GOVERNMENT SERVICES BUREAU DISPOSAL NUMBER:

Send Completed Form To: Montana Local Government Records and Information Management Division, Montana Department of Administration, *c/o Local Government Services Bureau, * P.O. Box 200547 * Helena MT 59620-0547

| Schedule # | Item # | Description of Records (include case # or other identifying info) | Inclusive Dates | | Confidential | 10 Year Rule | Dispose | | Comments |
|------------|--------|--|-----------------|-----------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--|
| | | | From | To | | | Yes | No | |
| 6 | 123 | Example: Sealed Civil Files #23-234 | 1/2/1907 | 12/30/1922 | X | X | X | | Microfilmed |
| 8 | 456 | Example: Cemetery Records - Full | 6/1/1911 | 11/1/1937 | | | | X | Permanent Record |
| 10 | 789 | Example: Commission Minutes | 1/1/1919 | 1/30/1929 | | X | X | | Transfer to (insert entity name here) |
| 10 | 1.2 | Court Calendar | 7/1/2001 | 12/31/2011 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | X | <input type="checkbox"/> | To Be Shredded 2 yrs Retain until superseded |
| 10 | 1.3A | Jury Lists | 9/1/1997 | 8/30/2013 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | X | <input type="checkbox"/> | To Be Shredded |
| 10 | 1.3B | Jury Questionnaires | 9/1/1997 | 8/30/2013 | X | <input checked="" type="checkbox"/> | X | <input type="checkbox"/> | To Be Shredded |
| 10 | 1.3C | List of Jury Trials ** | 9/1/1997 | 8/30/2013 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | X | <input checked="" type="checkbox"/> | To Be Shredded Retain till jury year |
| 10 | 1.3D | List of Individual Jurors Called ** | 9/1/1997 | 8/30/2013 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | X | <input checked="" type="checkbox"/> | To Be Shredded |
| 10 | 2.1B | Bank Statements, Cancelled Checks | 1/1/2002 | 6/30/12/31/2006 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | X | <input type="checkbox"/> | To Be Shredded Audit + Tyres |
| 10 | 2.1C | Bank Deposit Slips, Bank Receipts | 1/1/2002 | 6/30/12/31/2006 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | X | <input type="checkbox"/> | To Be Shredded " " |
| 10 | 2.1D | Checkbook, used | 1/1/2002 | 6/30/12/31/2006 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | X | <input type="checkbox"/> | To Be Shredded " " |
| 10 | 2.1F | Cash Receipts- Record/Journal | 1/1/2002 | 6/30/12/31/2006 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | X | <input type="checkbox"/> | To Be Shredded " " |
| 10 | 2.1G | Cash Register Tape, Daily Cash Balance Record | 1/1/2002 | 6/30/12/31/2012 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | X | <input type="checkbox"/> | To Be Shredded " + 1 yr |
| 10 | 2.1J | Reconciliation Reports, Monthly | 1/1/2002 | 6/30/12/31/2006 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | X | <input type="checkbox"/> | To Be Shredded " + Tyres |
| 10 | 2.1L | Time Pay Ledger & Files | 1/1/2002 | 6/30/12/31/2006 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | X | <input type="checkbox"/> | To Be Shredded " " |
| 10 | 2.1M | Pre-Printed Receipt Books | 1/1/2002 | 6/30/12/31/2006 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | X | <input type="checkbox"/> | To Be Shredded " " |
| 10 | 3.1J | Criminal Cases- Parking Offenses | 1/1/2001 | 12/31/2008 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | X | <input type="checkbox"/> | To Be Shredded 5 yrs |
| 10 | 3.1K | All Misdemeanors Not Listed in 3.1A-3.1I | 1/1/2001 | 2003 12/31/2008 | <input type="checkbox"/> | X | X | <input type="checkbox"/> | To Be Shredded 10 yrs |
| 10 | 3.3 | Search Warrants | 1/1/1997 | 2003 12/31/2004 | <input type="checkbox"/> | X | X | <input type="checkbox"/> | To Be Shredded *10 yrs |
| 10 | 4.1A | Closed Civil Cases | 1/1/2001 | 2003 12/31/2004 | <input type="checkbox"/> | X | X | <input type="checkbox"/> | To Be Shredded 10 yrs |
| 10 | 4.1B | Orders of Protection | 1/1/1984 | 2003 12/31/2004 | <input type="checkbox"/> | X | X | <input type="checkbox"/> | To Be Shredded " |
| 10 | 4.1C | Civil Infractions- City Ordinances | 1/1/1984 | 2003 12/31/2004 | <input type="checkbox"/> | X | X | <input type="checkbox"/> | To Be Shredded " |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

* sooner with approval of judge or prosecutor (need a statement)
BV

** Jury term = Sep - Aug (Court 1) 2000

LOCAL GOVERNMENT ENTITY SIGNATURES ARE REQUIRED BEFORE MAILING FOR APPROVAL

CONFIDENTIAL: The local entity must determine if records are confidential or sensitive and be marked accordingly.

Authorized Local Government Representative: Heidi Jensen Date: 2/18/14 Phone: (406) 628-8456

Records Custodian: Jean M. Kern Date: 2/30/14 Phone: (406) 628-1964 ext 1

Records Custodian: _____ Date: _____ Phone: ()

LOCAL GOVERNMENT SUBCOMMITTEE SIGNATURES REQUIRED FOR DISPOSAL APPROVAL

Department of Administration Committee Member Bob Kirtano Date 3/4/14

Montana Historical Society Committee Member John L. Johnson Date 3/17/14

Destruction/Transfer/Exceptions or Comments (Subcommittee Use Only)

Please use most current form for your next disposal request, located at sos.mt.gov/records/local/index.asp by

Local Government Audit History (DOA Use Only)

| Audit Period | Audit Received | Comments |
|----------------|----------------|--|
| <u>FY 2006</u> | <u>3/24/07</u> | <u>7/1 - 12/31/06 is part of FY 2007</u> |
| <u>FY 2007</u> | <u>3/17/08</u> | |
| <u>FY 2012</u> | <u>1/17/13</u> | <u>7/1 - 12/31/12 is part of FY 2013</u> |
| <u>FY 2013</u> | <u>2/6/14</u> | |

TEN YEAR RULE: Public Records more than ten (10) years old approved for destruction may not be destroyed for at least 180 days after this date: Apr 2, 2014

I certify that the notification of all more than ten years old public Records authorized on this Request for Records Disposal or Transfer Authorization report have been listed on the central registry per MCA 2-6-405.

Secretary of State Committee Member: K. Johnson Date: 4/2/14

Certificate Of Destruction Comments (requesting Agency Use Only)

Transfer to:
Comments: