

# Madison County Records Retention Policy

January 2019

*This policy does not supersede State or Federal laws and acceptable use policies.*

## SCOPE:

This policy applies to All County departments, boards, committees, employees and non-County persons or entities using County IT resources.

## PURPOSE:

Madison County's IT Department is responsible for establishing policy guidelines for electronic records, data and email retention and assist County Departments with implementing the retention schedules as well as disposal/deletions of records.

## REQUIREMENTS:

All County departments, boards, committees, employees and non-County persons or entities working on behalf of the County (collectively, County Entities) using County IT resources to either receive or send electronic documents in some form are required to retain them by Federal, State or County law, ordinance or policy. This policy is to assist in determining the retention for the various forms of documents. For the purpose of this policy "documents" refers to all forms of media printed or electronic and can include but is not limited to social media, email, electronic documents or images (e.g. pdf, doc, docx, xls, xlsx, jpg, tiff, etc.).

## GUIDELINES:

Through the Montana Secretary of State, the [Local Government Records Committee](#) (LGRC), has established records retention schedules for local government units. If you have questions or comments about the schedules, procedures or want to request a change to a retention schedule, please contact them:

**Local Government Records Committee**

Local Government Services Bureau

P.O. Box 200547

Helena MT 59620-0547

[SOSLocalGovtRecCom@mt.gov](mailto:SOSLocalGovtRecCom@mt.gov)

Please include the County IT Department in any correspondence with LGRC in case the IT Department needs to assist you with the request.

The Records Retention Schedules can be accessed at <https://sosmt.gov/records/local/>. The Madison County Commissioners can set additional retention requirements but these requirements cannot supersede State or Federal Records Retention Requirements.

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- E-mail:
  - E-mail is classified as but not limited to Microsoft Outlook or Outlook on the Web including attachments.
- Social Media:
  - Social Media is classified as but not limited to Facebook, Twitter, Instagram, etc.
- Electronic Documents:
  - Electronic Document is classified as but not limited to Microsoft Office (Word, Excel, Publisher, Visio, PowerPoint or Access), PDF, BMP, JPG, TIFF, etc.

## Disposal:

If you are needing to dispose of your records, please fill out the [Disposal Form – RM60](#) (see [Instructions](#)) and email/mail to the subcommittee.

If you are needing to dispose of your records, but do not need permission from the Local Government Records Committee you may use this [Disposal Form – RM88](#) (see [Instructions](#)) for internal purposes and be sure to retain for 30 years.

## DEPARTMENT/ENTITY RESPONSIBILITY:

All County departments, boards, committees, employees and non-County persons or entities working on behalf of the County (collectively, County Entities) using County IT resources are responsible for implementing an appropriate retention and disposal schedule.

## BACKGROUND/HISTORY:

Date	Purpose of Revision
01/08/2019	Adopted by County Commission