

# Memorandum

**REPORT TO:** City Commission

**FROM:** Alex Newby, Deputy City Clerk  
Mike Maas, City Clerk

**SUBJECT:** Authorize the Destruction of Municipal Records in Accordance with MCA, 7-5-4124 as Authorized by the Local Records Committee per MCA 2-6-1202

**MEETING DATE:** May 20, 2025

**AGENDA ITEM TYPE:** Administration

**RECOMMENDATION:** Authorize the Destruction of Municipal Records as submitted

**STRATEGIC PLAN:** 7.3 Best Practices, Creativity & Foresight: Utilize best practices, innovative approaches, and constantly anticipate new directions and changes relevant to the governance of the City. Be also adaptable and flexible with an outward focus on the customer and an external understanding of the issues as others may see them.

**BACKGROUND:** **Disposition & Destruction of Public Records**  
By state law ([7-5-4124 MCA](#)) All requests to dispose municipal records must be approved by the governing body.  
Cities and towns may dispose of records that have met their retention requirements provided they are:

- not subject to a legal or regulatory hold
- the disposal is carried out in accordance with federal/state/local laws and a retention schedule approved by the LGRC ([2-6-1202 MCA](#)), and/or
- a court order

The attached disposition forms have met the requirements and disposal is authorized by the State of Montana.

**UNRESOLVED ISSUES:** City staff are formalizing a records disposal process and policy and will be presenting a future ordinance for review by the City Commission.

**ALTERNATIVES:** Disallow the destruction of records and require continued storage of the same.

**FISCAL EFFECTS:** None

Attachments:

[RM88 HR Destruction Police.pdf](#)

RM88 HR Destruction 2021.pdf  
02102025134745.pdf

Report compiled on: May 13, 2025