

RESOLUTION NO. 10344

**A RESOLUTION OF THE GREAT FALLS CITY COMMISSION ADOPTING
A RECORDS AND INFORMATION MANAGEMENT PROGRAM**

WHEREAS, the City of Great Falls relies heavily on its records to conduct business. Official public records management supports the immediate needs of municipal government and ensures its continuity; and

WHEREAS, in general, official public records should be retained as long as they serve the administrative, fiscal or legal purposes for which they were created, or deemed as having historical value, and meet minimum legal requirements. When official public records no longer serve these purposes, they should be disposed of in accordance with an approved records retention schedule; and

WHEREAS, local governments are required to manage public records according to Montana Code Annotated (MCA) Title 2, Chapter 6. The Records and Information Management (RIM) program establishes the duties and responsibilities of City personnel with respect to the management of City records from their creation to their ultimate disposition, and incorporates the Local Government Records Committee's established retention and disposition schedules for local government records consistent with those requirements; and

WHEREAS, a process for the ongoing disposition of obsolete City records will assist City departments in the effective management of records, as well as provide for the efficient review of records presented for destruction; and

WHEREAS, technology and the creation of electronic records, as well as amendments to state laws, administrative rules, and state and local records retention schedules, deem outdated Resolution 8418 (A Resolution for Adoption of Records Retention and Disposition Schedule for the City of Great Falls) adopted by the City Commission on June 18, 1991, and Resolution 9356 (A Resolution Establishing Priority for Dispersal of Public Records) adopted by the City Commission on January 6, 2004.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that the Records and Information Management Program is adopted as set forth in Exhibit "A" attached hereto.

BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that Resolutions No. 8418 and 9356 are hereby repealed.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,
May 5, 2020.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

Sara Sexe, City Attorney