

**RESOLUTION NO. Res2017-002**

**A RESOLUTION TO AUTHORIZE THE DISPOSAL  
OF PUBLIC RECORDS**

**WHEREAS**, the City Commission of the City of Polson, has previously adopted the retention and disposal of public records schedule promulgated by the State of Montana;

**WHEREAS**, such schedule required that all requests for disposal would be made through the State of Montana Local Government Record Committee/ Local Government Record Disposal Subcommittee (LGRC) prior to disposing of any records;

**WHEREAS**, issues arose over the expeditious and timely response to records disposal requests by the Committee from local governments;

**WHEREAS**, the State of Montana has adopted new administrative rules for local governments that allow the governing body to dispose of certain records in the retention and disposal schedule by appropriate resolution without the approval of the LGRC;

**WHEREAS**, it appears in the best interests of the public to establish a means by which this Commission will dispose of records that are not subject to legal or regulatory hold or further subject to Montana law.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF POLSON, MONTANA:**

1. The City shall periodically, through the offices of the City Clerk and City Manager, review, recommend to the Commission for disposal, and carry out the disposal of public records in accordance with Montana statutory and administrative law
2. A review of records shall be conducted annually and a recommendation made to the Commission for disposal. Following that recommendation, a resolution shall be prepared and approved by the City Commission. Upon approval, the records shall be destroyed.
3. All records that are currently over 10 years old that the City Clerk recommends for destruction shall continue to follow the process outlined by the Administrative Rules of Montana.
4. Resolutions or part of resolutions in conflict herewith are hereby amended to the extent of any such conflict.

Ayes: 7 Nays \_\_\_\_\_ Abstentions \_\_\_\_\_

PASSED AND APPROVED this 6th day of February, 2017.

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Heather Knutson, Mayor

ATTEST:

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Cora E. Pritt, City Clerk