

RECORDS DESTRUCTION DOCUMENT (RM88)

NO. 31

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1. AGENCY NAME AND DIVISION/PROGRAM:

City of Three Forks

2. AGENCY CONTACT:

NAME: Crystal Turner

PHONE #: 406-285-3431 EMAIL:cturner@threeforksmontana.us

3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

- Delete
 Incinerate
 Shred as Classified
 Toss without Restriction
 Other: Explain

4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or **Offer to the State Historical Society Archives** has been fully justified, and that further retention is not required for any litigation pending or imminent. *Documentation attached from Historical Society.*

SIGNATURE:

NAME AND TITLE: Crystal Turner, City Clerk

DATE: 04/21/2026

5. LIST OF RECORD SERIES

NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
8	1130, page 71 & 1240, page 110	#1 for Section 1130 - Employee Training Records & #5 for Section 1240 - Employee Safety Training -both are just monthly Safety training attendance/topic/tests	1 year, or every 90 days, respectively	11/2017-08/2024		
8	1060, page 17	#3 Grant Agreements for other government agencies (not federal)	8 years after expiration/termination	2001-2009		
8	1100, page 57	#3 Bid and Proposals - c) Successful awards over \$25,000 - this is a binder of executed contract documents for the City's Wastewater System Improvements project of 2/2015	8 years after project completion	2015		
8	1100, page 57	#3 Bid and Proposals - c) Successful awards over \$25,000 - this is a binder of executed contract documents for the City's Steel Water Tank Recoating project of 3/2017	8 years after project completion	2017		
8	1100, page 57	#3 Bid and Proposals - c) Successful awards over \$25,000 - this is a binder of executed contract documents for the City's Water System Improvements Distribution and Tanks project of 6/2014	8 years	2014		
8	1060, page 17	#5 - Service Agreement - Spruce Tree Spraying quotes awarded and not awarded from 2/2018	8 years	2018		

