

RESOLUTION NO. 97-17257

A RESOLUTION ADOPTING THE INITIAL RECORDS RETENTION SCHEDULES DATED JULY 28, 1997 AND IDENTIFYING THE RETENTION PERIODS FOR ALL RECORDS SERIES CREATED, USED, MAINTAINED AND STORED BY THE CITY OF BILLINGS.

WHEREAS, it is in the best interest of the City and its citizens to develop a systematic program of creating, using, maintaining, storing and eventually disposing of its records; and

WHEREAS, it is the intention of the City of Billings to identify its records holdings through a comprehensive inventory of all of its records; and

WHEREAS, upon completion of the inventory, the identified records were appraised for their legal, fiscal, administrative and historical value; and retention periods determined for each series of records; and

WHEREAS, the proposed records retention schedules were reviewed and accepted by the Montana State Local Government Records Committee; and

WHEREAS, the formulation and adoption of records retention schedules is the first step in a systematic program of records management.

NOW, THEREFORE, BE IT RESOLVED, that the records retention schedules dated July 28, 1997 are the first, comprehensive set of records retention schedules for the City of Billings and are referred to as the "initial" records retention schedules.

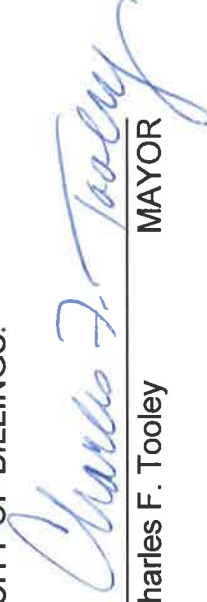
It is hereby declared to be the intention of the City Council of the City of Billings to adopt these records retention schedules in their entirety and the designated records manager is hereby directed to carry out the implementation of the records retention schedules according to the guidelines established via Ordinance No. 97-5034, the ordinance: providing for the establishment of records management as an administrative function, stating the intent of the program, designating a records manager, establishing the program and reporting relationships, and creating an internal records advisory committee.

APPROVED AND ADOPTED by the Billings City Council this 11th day of August, 1997.



THE CITY OF BILLINGS:

BY:


Charles F. Tooley
MAYOR

ATTEST:

BY: 
Marita Herold, CMC CITY CLERK

Amended by 99-17525,
00-17552,
01-17674

DESIGNATION OF APPLICANT'S AGENT RESOLUTION

BE IT RESOLVED BY THE City Council OF THE
(Governing Body)

City of Billings, Montana
(Name of Organization)

THAT Mark S. Watson City Administrator
(Name of Designated Agent) (Title)

OR

William McGill Assistant City Administrator
(Name of Designated Agent) (Title)

P.O. Box 1178, Billings, MT 59103 PHONE: (406) 657-8433
(Mailing Address and Phone Number)

is hereby authorized to execute for and in behalf of the above named organization, a public entity established under the laws of the State of Montana, this application and to file it with the Montana Disaster & Emergency Services for the purpose of obtaining federal financial assistance under the Disaster Relief Act (Public Law 93-288 as Amended) or otherwise available from the President's Disaster Relief Fund.

THAT the above named organization, a public entity established under the laws of the State of Montana, hereby authorizes its agent to provide to the State of Montana and to the Federal Emergency Management Agency for all matters pertaining to such federal disaster assistance the assurances attached to the project application.

Passed and approved this 11th day of August, 1997

CHARLES F. TOOLEY, MAYOR
(Name and Title of Approving Board or Council Member)

ATTEST: Marita Herold CITY CLERK
(Name and Title of Approving Board or Council Member)

Charles F. Tooley MAYOR
(Name and Title of Approving Board or Council Member)

CERTIFICATION

I, Marita Herold, duly appointed and City Clerk
(Name) (Title of Clerk or Certifying Official)

of the above named organization, do hereby certify the above is a true and correct copy of a resolution