

Butte-Silver Bow Public Archives
Board of Directors
February 13, 2023
12:00 p.m.
Minutes

1. Call to Order
2. Roll Call: Brian Holland, Lee Whitney, Sara Sparks, Abby Peltomaa, Laurel Egan, Marissa Newman Also in attendance: Aubrey Jaap, Clark Grant, Lindsay Mulcahy Excused: Bill McKenzie
3. Sara made a motion to approve the corrected January 2023 Minutes, Lee seconded the motion, all were in favor.
4. Aubrey presented the Directors Report for February 2023 (please see attached).
 - a. Sara inquired about the types of records that are at the Pay Office. Aubrey explained the records varied from cost sheets to employment pay records, most dating back to the teens.
 - b. Aubrey informed the board that the exterior banners do not fit the poles. She is contacting a local seamstress to rectify the issue.
 - c. Tyler Trudnowski has been hired as the MLIA Road Attribution Project transcriptionist.
 - i. JD Holland and Tyler are working together on the city minutes, as the county minutes have been completed.
 - d. KXLF recently did a story on the Chateau. Lindsay will send a link to it.
 - i. Morgan is settling in nicely with her work at the Chateau.
 - e. Laurel inquired about the specifics of the Carrie Johnson Fellowship. Aubrey explained the details of it. Lindsay will send a link to it.
5. Old Business
 - a. The Archives will be getting a new security system. Approval for it will be presented to the Council of Commissioners, Wednesday, February 15th. The system will be through Pine Cove Consulting which uses Verkada equipment.
 - i. Aubrey noted there has been minimal communication within the government about this change. She will reach out to others involved to learn more information.
 - ii. The board questioned how the cost will be handled relative to the Archives budget. Aubrey did not know at the time, due to the lack of communication, but will inquire.
 - iii. Aubrey will send the proposed contract with the specification sheet to the board.
6. New Business

- a.* A discussion was held concerning the Assistant Director employment requisition, and the process and timing for hiring. Marissa, Laurel, Lee and Sara agreed to serve as the Board committee for this.

7. Adjournment

In accordance with 2-6-1202, 7-5-2132, 7-5-4124 and 20-1-212 and upon the order of the governing body, we the undersigned affirm the records listed on this disposal request are not subject to any litigation, legal or regulatory hold, and any financial records listed have been audited. See Notification on Central Registry (Ten Year Rule) below. Typed name below is acceptable as the signature.



Authorized Local Government Representative:	Name:	Phone:
Title:	Date:	
Records Custodian:	Name:	Phone:
Title:	Date:	
LOCAL GOVERNMENT SUBCOMMITTEE SIGNATURES REQUIRED FOR DISPOSAL APPROVAL		
Department of Administration Committee Member:	Name:	Date:
Signature:	Montana Historical Society Committee Member:	Date:
Name:	Signature:	Date:
Local Government Committee Member:	Name:	Date:
Signature:	Local Government Committee Member:	Date:
Name:	Signature:	Date:
Signature:		

NOTIFICATION ON CENTRAL REGISTRY

Per MCA 2-6-1205, public records listed on this form that more than ten (10) years old and are approved for disposal may not be destroyed until they have been listed on a central registry and offered to various agencies and the public for 60 days.

Request for Records Disposal or Transfer Authorization have been listed on the central registry.

Completed by _____ Unclaimed records may be disposed 60 days after this date:

Name: _____ Signature: _____

TEN YEAR RULE: Public records more than ten (10) years old approved for destruction may not be destroyed for 60 days after the date listed on the central registry.

Certificate of Transfer/ Destruction/ Disposition Comments

I hereby attest that I have destroyed, transferred or retained records as designated by the Local Government Subcommittee. If transferred, I have noted in the "Comments" field above, the entity to which the records have been relocated.

Name: _____ Title: _____ Date: _____

Signature: _____

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first written below.

CITY-COUNTY

J.P. GALLAGHER
CHIEF EXECUTIVE

Date

APPROVED AS TO FORM:

EILEEN JOYCE
COUNTY ATTORNEY

Date

ATTEST:

LINDA SAJOR-JOYCE
CLERK AND RECORDER

RECORDS DESTRUCTION DOCUMENT (RM88)

NO. 28

PAGE 1 OF 1 PAGES

1. AGENCY NAME AND DIVISION/PROGRAM:
Butte-Silver Bow Clerk and Recorder


2. AGENCY CONTACT:
NAME: Linda Sajor

PHONE #: EMAIL:lsajor@bsb.mt.gov

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: Aubrey Jaap, Assistant Director, Butte-Silver Bow Public Archives
 DATE: 1/25/2022

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
5	11	Weekly Disbursement / Expenditure Report	Audit +7	1993-2014	30	

6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Manager

Name: Brian Holland Date: 2/14/2022

Signature:

7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.

Name and Title:

Signature:

Accession

Accession # 2021.061 Date received 05/05/2021
Source Butte-Silver Bow Clerk and Recorder Received by Archives Board
Address 155 W. Granite Received as Transfer
Butte MT 59701 Accessioned by Aubrey Jaap
Phone/Fax _____ Date accessioned 05/05/2021
Acknowledged by Registrar Yes No
Purchase price or value \$ _____

Description Expenditure approval lists (1994-2015); Check registers (1993-2004). See attached detailed inventory.

Remarks Expenditure Approval Lists (1994-2014) were disposed of per retention schedule 2, item 11 (disposal 28). 2015 expenditure approval lists to be disposed in 2023.

RECORDS DESTRUCTION DOCUMENT (RM88)

NO. 29

PAGE 1 OF 1 PAGES

1. AGENCY NAME AND DIVISION/PROGRAM:
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PHONE #:

EMAIL:lsajor@bsb.mt.gov

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Delete

Incinerate

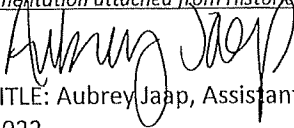
Shred as Classified

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: Aubrey Jaap, Assistant Director, Butte-Silver Bow Public Archives

DATE: 1/25/2022

5. LIST OF RECORD SERIES

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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
3	11	Canvass Books / Results	1 year	1976-2000	.5	
3	11	Certification of Tabulation Equipment	1 year	1976-2000	.5	
3	20	Petitions - Local	2 years	1976-2000	.5	

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Custodian/Records Manager

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Signature:

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Name and Title:

Signature: