

Agenda
Board of Directors
Butte-Silver Bow Public Archives
February 11, 2019
Noon
Archives Building

Roll Call

Minutes of the January Meeting

Directors Report

Old Business

Confidential Records Policy

New Business

Disposals of Justice Court Record

Disposal of Election Records

Disposal of Walkerville City Records

Adjournment

**Archives Board of Directors
Minutes of the February 11, 2019
Board of Directors Meeting**

Roll Call: Marissa Newman, Lee Whitney, Brian Holland, Sara Sparks
Also in attendance Ellen Crain, Archives Director
Excused: Bill McKenzie, Laurel Egan, Abby Peltomaa,

A quorum was present

Call to Order 12:00 p.m.

The **Minutes** of the January meeting were previously circulated and approved via e-mail and the approval was ratified by a motion, which was seconded and passed unanimously

The **Directors Report** was presented. The report is attached.

The Director expressed some concern about receiving poor guidance from the Budget office regarding the unanticipated revenue process. The Director stated that she is concerned there may be repercussions from that office after the director had a discussion with Danette Gleason, the Director of that office.

The Board asked that the request for Chateau information be resent to the Budget office and the Board be copied on the request.

A motion was made to have the Director copy the Board on significant communications with the Budget Office. The Motion was seconded and passed unanimously.

The Director asked the Board members to go to Butte-Silver Bow website and take the survey on the Growth Policy. (public meeting schedule is attached)

Old Business

Confidential Records Policy

The Archives Director met with legal counsel Megan Morris and Molly Maffei on the development of a confidential records policy. Megan and Molly reviewed the collection and discussed the process, and will prepare a draft policy.

New Business

Goals & Objectives for 2019 were discussed

The 2019 Goals and Objectives were discussed and some edits and clean up provided by the Board. A motion was made to approve the 2019 Goals and Objectives as edited, which was seconded and passed unanimously.

Disposal requests are attached. The Director advised that all had gone through the appropriate process and the disposal requests comply with applicable law and policies.

Disposal request for Clerk and Recorder Office undeliverable voter address confirmation cards (RM 88,)

Disposal Request for Justice Court Records Invoice schedules, vendor payments, bank statements (RM88)

Disposal Request for Justice Court invoice schedules, and vendor payments (RM88)

Disposal Request for Justice Court deposit slips, bank receipts. (RM60)

A Motion was made to dispose of the above items. The motion was seconded and passed unanimously.

Adjournment at 1:00 p.m.

January 2019 Archives Directors Report
Prepared for the
Board of Directors Meeting February 11, 2019

Patron activity

Patrons (in house)	139
Research	181
e-mail	31
Government	9
Photo requests	49
Phone requests	46
Facebook	06
Auditorium	989
<u>WEB views of collections</u>	<u>534</u>
Total	1,843

Facebook 13,765 down from 40,935

The daily photo'd ended with Smithers and this is the outcome. The staff and volunteers are pulling photographs to be posted every day.

Volunteer hours 531

Auditorium Events 26

Collections Received 17

The Brown Bag events in Janelle Olberding, the Flu of 1918-1919 and Donna Driver, spoke about Holy Cross Cemetery.

We are continuing with the interviews for the NEH Grant with KBMF.

We will be working with the Planning department to apply for a grant to build a road database.

We hosted the Headframe spirits Christmas party here and the chateau. Both were great a better contribution was made to the Chateau.

We have been awarded a common Heritage grant through the NEH. This grant calls for collecting oral histories and ephemera of three nationalities: the Finns, the Mexicans, and the Jews. The grant is for \$12,000. To maximize that grant we applied for a Cultural Trust Grant and have been awarded \$5,000.00.

Humanities College issue.

Meeting with Megan Morris.

Chateau is going well and has a full schedule for the next few months. The Writers in residence program is beginning this month. Bill Lambrecht, Investigative Reporter, was here the first week of February

2019. The focus of the writers in residence will be the fourth estate. Our component is to find housing. Toni Shaw has agreed to offer her studio for Mr. Lambrecht.

RECORDS DESTRUCTION DOCUMENT (RM88)

NO. 3

PAGE OF PAGES

1. AGENCY NAME AND DIVISION/PROGRAM:
Butte-Silver Bow Public Archives/Justice Court

2. AGENCY CONTACT:
NAME: BSB Justice Court

PHONE #: 406-497-6390 EMAIL:

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: Nikole Evankovich, Assistant Director, BSB Archives

DATE: 1/28/2019

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	8a	Justice Court Invoice Schedules	2	01/2007-12/2010	1 foot	
5	8b	Justice Court Payments to Vendors for Services & Goods	8	01/2007-12/2010	1 foot	

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

Custodian/Records Manager

Name: Nikole Evankovich Date: 1/28/2019

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:

RECORDS DESTRUCTION DOCUMENT (RM88)

NO. 5

PAGE OF PAGES

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

2. AGENCY CONTACT:
NAME: Linda Sajor

PHONE #: 406-497-6209 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: Nikole Evankovich, Assistant Director, BSB Archives
DATE: 1/30/2019

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
3	3	Address Confirmation Cards; Undeliverable	2 years	01/2002-12/2014	10 ft	

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

Custodian/Records Manager

Name: Nikole Evankovich Date: 1/30/2019

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:

RECORDS DESTRUCTION DOCUMENT (RM88)

NO. 4

PAGE OF PAGES

1. AGENCY NAME AND DIVISION/PROGRAM:
Butte-Silver Bow Public Archives/Walkerville
Government Record

2. AGENCY CONTACT:
NAME: Nikole Evankovich
PHONE #: 406-782-3280 EMAIL:

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: Nikole Evankovich, Assistant Director, BSB Archives
DATE: 1/28/2019

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	8a	Invoice Schedules	Audit +1	01/1940-12/1995	4 feet	
5	8b	Payments to Vendors	Audit + 7	01/1980-12/2000	4 feet	
5	4	Bank Statements	Audit +7	1980-2004	4 feet	

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

Custodian/Records Manager
Name: Nikole Evankovich Date: 1/28/2019
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:

Request for Records Disposal or Transfer Authorization RM60

ENTITY: Butte-Silver Bow Public Archives CONTACT: Nikole Evankovich ADDRESS: 17 W. Quartz St. Butte, MT 59701	PHONE: 406-782-3280	E-MAIL: bsbarchives@bsb.mt.gov DISPOSAL NUMBER: 23
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E-MAIL COMPLETED FORM TO: SOSLocalGovtRecCom@mt.gov OR Mail to the Local Government Records Committee, c/o Department of Administration-Local Government Services, P.O. Box 200547, Helena, MT 59620-0547

***Confidential:** The local government entity must determine if records are confidential or sensitive and mark accordingly.

Schedule #	Item #	Page #	Description of Records (Include description from schedule along with the case # or other identifying information pertinent to your office)	Inclusive Dates		Confidential *	10 Year Rule	Disposal Approval (Committee only)		Agency Comments	Audit History or Committee Comments
				MONTH AND YEAR				Yes	No		
				From	To						
4	4		Example: Bank Statements	10/2001	10/2002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8	32	MR13	Example: Commission Records-Minutes	01/1950	10/1990	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Microfilmed	
12	41e		Example: Marriage Licenses	08/1907	09/1972	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
10	2.1B	7	Justice Court Bank Statements, Canceled Checks, Check Stubs for Court Trust Accounts	01/2003	12/2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Audit + 7 years
10	2.1C	7	Justice Court Bank Deposit Slips/Books/Bank Receipts	01/1990	12/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Audit + 7 years
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