

**RECORDS DESTRUCTION DOCUMENT (RM88)**

NO.

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**1. AGENCY NAME AND DIVISION/PROGRAM:**

Yellowstone County Elections

**2. AGENCY CONTACT:**

NAME: KV Aldrich

PHONE #: (406)256-2740

EMAIL: elections@yellowstonecountymt.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.

SIGNATURE: /s/ K.V. Aldrich

NAME AND TITLE: K.V. Aldrich

DATE: 04/23/2024 (for destruction after 5/2/24)

**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
2	23	Campaign Finance Candidate Filing Documents C-1, 1A, 2, 3, 4, 5, 6, 7, 118, 118E C-2, 4, 6, 7, 7E, 3X, D-1	Term of Office	1996-2010	11.3	
3	20	Statewide Candidate Petition non-presidential 2022	1 year	2022	1.2	
3	21	Recall Petition (local) 2021	2 years	2021	.1	
3	18	Undeliverable ballots, resolution ballots	22 months	4/2022	1	
3	5	Audit Sheets	1 year	4/2022	1.3	
3	14	Seal logs	22 months	11/2018	.43	
2	23	Candidate forms C2 / C6 / C7	Term of office	2012	1	
3	20	Petition certification	2 YEARS	2016	2	

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

Custodian/Records Manager

Name: John Ostlund, Chair Date:

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:

