



MONTANA UNIVERSITY SYSTEM
OFFICE OF COMMISSIONER OF HIGHER EDUCATION

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MONTANA UNIVERSITY SYSTEM | COMMISSIONER'S DIRECTIVE

RE: Montana University System General Record Retention Schedule

EFFECTIVE DATE: March 9, 2016

The campuses of the Montana University System are hereby directed to utilize the attached *Montana University System General Record Retention Schedule* with regard to the management and disposition of Montana University System records. The schedule was developed by a working group comprised of Donna McCrea, Head of Archives and Special Collections at the University of Montana, Leslie Taylor, Legal Counsel at Montana State University, and staff at the Office of the Commissioner of Higher Education.

During this initial year of implementation, members of the Montana University System community are encouraged to share feedback and suggestions regarding this schedule so that appropriate revisions may be made and a schedule be permanently adopted on January 1, 2017.

Questions, comments and feedback may be directed to the following:

- Leslie Taylor, Montana State University Associate Legal Counsel, 406-444,9570
lesliet@montana.edu
- Lucy France, University of Montana Legal Counsel, 406-243-4742,
lucy.france@umontana.edu
- Vivian Hammill, Chief Legal Counsel, 406-444,0325, vhammill@montana.edu

A handwritten signature in cursive script, appearing to read "Clayton T. Christian".

Clayton T. Christian
Commissioner of Higher Education