



Montana University System

Office of the Commissioner of Higher Education

560 N. Park Avenue – PO Box 203201 – Helena, Montana 59620-3201
(406) 449-9124 - FAX (406) 449-9171

MONTANA UNIVERSITY SYSTEM | COMMISSIONER'S DIRECTIVE

RE: Montana University System General Record Retention Schedule

EFFECTIVE DATE: March 9, 2016

UPDATED: December 1, 2023

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 staff at the University of Montana, Montana State University, and the Office of the Commissioner of Higher Education.

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

- Kellie Peterson, Montana State University Legal Counsel, 406-994-4570, kellie.peterson@montana.edu
- Lucy France, University of Montana Legal Counsel, 406-243-4742, lucy.france@umontana.edu
- Ali Bovingdon, MUS Chief Legal Counsel, 406-449-9166, abovingdon@montana.edu

Clayton T. Christian
Commissioner of Higher Education