

5/27/2021

Clerk, U.S. District Court
District of Montana
Missoula Division

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MONTANA

In Re: RETENTION AND DISPOSITION
OF TEMPORARY RECORDS

STANDING ORDER BMM-12

In accordance with the District’s Records Management Plan and pursuant to the Federal Records Act, 44 U.S.C. Chapter 31,

IT IS HEREBY ORDERED that the following retention and disposition schedule shall remain in effect and will be maintained by all divisional offices within the District.

Record Type	Retention Schedule	Disposition
Grand Jury Records	10 years	Shred
Juvenile Case Records	10 years after close of case	Shred
MCR cases	10 years after close of case	Shred

MCR cases pertaining to sealed wiretap applications, pen register records, trap and trace device records, tracking device records, telephone/IP toll and subscriber records, and/or other recordings may be shredded only after contacting the U.S. Attorney’s Office to determine whether the records should be destroyed or transferred to that office. If there is no objection from the U.S. Attorney’s Office, these records may be destroyed but only by order of the denying or issuing judge or chief judge if the denying or issuing judge is unavailable.

IT IS FURTHER ORDERED that sealed files/records subject to disposal under this schedule are unsealed for the purposes of shredding.

IT IS FURTHER ORDERED that an accurate record of the disposition of these records shall be maintained in accordance with the District of Montana's Records Management Plan.

DATED this 27th day of May, 2021.


Brian Morris, Chief Judge
United States District Court