

Ethics Commission
April 16, 2026

Division	Schedule No.	Schedule Title	Schedule Description	Disposition Instructions
Ethics Commission	6342	Investigative Files	This series consists of sworn complaint forms made against public officials and public employees. Sworn complaints are documented on the agency's standard form. Documentation on the sworn complaint form includes name, address, telephone number, name of person against whom complaint is made, address, title or position, allegation and statement of facts, complainant's signature, and signature of judge or notary public. Other files included are copies of cancelled checks, affidavits, subpoenas, memos, investigative reports, and related files.	Hold in the current files area (5) years, then dispose.
Ethics Commission	6343	Statements of Economic Interest	This series consists of statements of economic interest. Elected and appointed public officials are required by MCA §25-4-25 to disclose their source of income on this form. Former statements of economic interest contained Social Security numbers, which are no longer included. Documentation includes name, position, title, business name, address, client name, client address, nature of business, and other related information.	Hold files area seven (7) years, then transfer to State Archives.
Ethics Commission	5348	Unsworn Complaints	This series consists of unsworn complaints made against public officials and public employees regarding alleged unethical behavior/conduct. These complaints were not investigated because the sworn complaint form was not completed as required by MCA 25-4-19 (e). Included are correspondence, e-mails and faxes stating complaints.	Hold in the current files area one (1) year, then dispose.

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Executive Office	1394	Advisory Opinions	This series consists of files related to discussions and opinions of conflicts of interest, discussion of need for an advisory opinion and discussion of opinion on statement of economic interest. This series is cut off at the end of the calendar year.	Hold in the current files area until presented, then transfer to State Archives.
Executive Office	1398	Commission Members	This series consists of files related to name and information on present commission members. Included are newspaper clippings.	Hold in the current files area four (4) years or until expiration of term of member, then transfer to State Archives. Agency wishes records to be returned in the case they are found to be nonarchival and are recommended for disposal.
Executive Office	1400	Legal Files	This series consists of legal files working papers. Included are copies of drafts for laws, law study correspondence and contract, legal studies, and draft of Ethics Commission laws. This series is cut off at the end of the calendar year.	Hold in the current files area until presented, then dispose.
Executive Office	1401	Legislation Section 109	This series consists of files related to penalties for violation of Ethics Laws. Included are Supreme Court opinions, proposals, Citizens Study Commission files, and Ethics Measure in Constitution files.	Hold in the current files area until presented, then dispose.