48.512

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A BILL FOR AN ACT ENTITLED: "AN ACT TO PROVIDE AN EFFICIENT CENTRALIZED RECORDS RETENTION AND DESTRUCTION PROGRAM WITHIN THE HISTORICAL SOCIETY FOR ALL OFFICIAL RECORDS: AND AMENDING SECTION 44-523, R.C.M. 1947.*

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BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

11 Section 1. Definitions. As used in this act the 12 following definitions apply:

- (1) "Constitutionally designated and elected officials of the executive branch of government" means the governor, lieutenant governor, attorney general, secretary of state, superintendent of public instruction, and auditor.
- (2) "official records* paper, correspondence, form, book, photograph, microfilm, magnetic tape, computer storage media, map, drawing, or other document, including all copies thereof, regardless of physical form or characteristics: that has been made or received by a constitutionally designated and elected official of the executive branch of government transacting his official duties and preserved for informational value or as evidence of a transaction.

1 Section 2. Ownership of records. All official records shall remain the property of the state. They shall be delivered by outgoing officials to their successors and shall be preserved, stored, transferred, destroyed, or disposed of and otherwise managed only in accordance with the provisions of this act.

7 Section 3. Official records management -- powers and duties. In order to insure the proper management and safeguarding of official records, the Montana historical 10 society shall:

- 11 (1) establish and operate the state archives as 12 authorized by appropriation for the purpose of storing and 13 servicing official records not retained in office space;
- 14 (2) in cooperation with the department 15 administration and any committee or council established by 16 law to regulate the retention of public records, establish 17 quidelines for the inventorying, cataloging, retention, and 18 transfer of all official records;
- 19 (3) maintain and enforce restrictions on access to 20 official records in accordance with the provisions of this 21 act:
- 22 (4) provide adequate housing and care of official 23 records to insure their proper preservation and use by the 24 public;
- 25 (5) in accordance with the quidelines established

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pursuant to subsection {1}, remove and destroy duplicate official records and official records of insignificant historical value from the records deposited in the state archives.

Section 4. Outgoing officials — records management duties. (1) Within 2 years after the completion of the final term of office of a constitutionally designated and elected official of the executive branch of government, all of the official records not necessary to the continuing operation of that office shall be subject to storage, disposal, or transfer in accordance with the provisions of this act.

(2) All official records of a retiring constitutionally designated and elected official considered worthy of preservation by the Montana historical society shall be transferred to the custody of the state archives within that 2-year period.

(3) An outgoing official, in consultation with staff members of the Montana historical society, shall review his official records and isolate any items of a purely personal nature. Such personal papers are not subject to this act but they may be deposited with the official papers, at the official's discretion.

(4) An outgoing official, in consultation with staff
members of the Montana historical society, may restrict
access to certain segments of his official records. No

restrictions may be longer than the lifetime of the depositing official. Restricted access may be imposed only to protect the confidentiality of personal information contained in the records. Restricted access may not be imposed unless the demand of individual privacy clearly exceeds the merits of public disclosure.

7 Section 5. Section 44-523, R.C.M. 1947, is amended to 8 read as follows:

9 "44-523. Powers and duties of trustees. The powers and duties of the trustees are as follows:

11 (1) To elect annually from among their number a 12 president, a vice-president, and a secretary.

(2) To adopt bylaws for their own government, and to make rules and regulations, not inconsistent with law, for the proper administration of the society in the interests of preserving the rich heritage of this state and its people.

(3) To appoint a director, fix his salary, and prescribe his duties and responsibilities.

19 (4) To create such classes of memberships in the 20 society as they deem desirable, to determine the 21 qualifications for any class of membership, and to set the 22 fees to be paid for such memberships.

(5) To sell or exchange publications and other museum or art objects and use the money arising from such sales for the operation of the society and for the acquisition of

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historical materials and objects of art.

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- 2 (6) To sell or exchange surplus or duplicate books,
 3 surplus museum or art objects or artifacts not pertinent to
 4 the region encompassed by the Montana historical society
 5 mission and to use the money arising from such sales
 6 exclusively for acquisitions of library, art, and museum
 7 artifacts.
 - (7) To see that the collections and properties of the society are maintained in good order and repair.
 - (8) To report to the governor and the legislature biennially. The report shall include a statement of all important transactions and acquisitions, with suggestions and recommendations for the better realization of the purposes of the society and the improvement of its collections and services.
 - (9) To accept, receive and administer in the name of the society, any gifts, donations, properties, securities, bequests and legacies that may be made to the society. Moneys received by donation, gift, bequest or legacy, unless otherwise provided by the donor, shall be deposited in the state treasury and used for the jeneral operation of the society.
- 23 (10) To collect, assemble, preserve and display where 24 appropriate, all obtainable books, pamphlets, maps, charts, 25 manuscripts, journals, diaries, papers, business records,

1 paintings, drawings, engravings, photographs, statuary, models, relics, and all other materials illustrative of the history of Montana in particular, and generally of the 3 Pacific Northwest, Northern Rocky Mountain and Northern Great Plains regions, and of the United States of America 5 when pertinent; to procure from pioneers, early settlers and 6 others, narratives of the events relative to the early 7 8 settlement of Montana, the Indian occupancy, Indian and other wars, overland travel and immigration to the 9 territories of the west and all other related documents of 10 Montana's history, development and society; to gather 11 12 contemporary information, specimens, and all other materials 13 which exhibit faithfully the distinctive historical and contemporary characteristics of the area with particular 14 attention to Indian, military and pioneer artifacts and 15 implements: to collect and preserve such natural history 15 17 objects as fossils, plants, minerals and animals; to collect and preserve books, maps, manuscripts and other materials as 18 will tend to facilitate historical, scientific, and 19 antiquarian research; to promote the study of Montana 20 21 history by lectures and publications; to generally foster 22 and encourage the fine arts and cultural activities in 23 Montana; to receive for and on behalf of the state by 24 donation or otherwise, art objects of any kind and 25 description and to exhibit and circulate such objects in

- 1 Montana and elsewhere; and to microfilm papers or documents
- 2 in danger of disappearance or injury.
- 3 (11) To establish and operate a state archives for the
- purpose of managing official records."

-End-

STATE OF MONTANA

FISCAL NOTE

REQUEST NO. __226-77

Form BD-15

In compliance with a written request received <u>January 28</u>, 19⁷⁷, there is hereby submitted a Fiscal Note House Bill 512 ____ pursuant to Chapter 53, Laws of Montana, 1965 - Thirty-Ninth Legislative Assembly. Background information used in developing this Fiscal Note is available from the Office of Budget and Program Planning, to members of the Legislature upon request. DESCRIPTION OF PROPOSED LEGISLATION: House Bill 512 is an act to provide an efficient centralized records retention and destruction program within the Historical

FISCAL IMPACT:

Society for all official records.

None.

TECHNICAL NOTE:

There appears to be no requirement to amend Section 44-523, R.C.M. 1947, to establish and operate a state archives for the purpose of managing official records. A state archives was created under Section 82-3208, R.C.M. 1947, and the language specifies the duties of the state archivist.

BUDGET DIRECTOR

Office of Budget and Program Planning

Date: 2 /- > 7

HOUSE BILL NO. 512

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Approved by Committee on State Administration

2	INTRODUCED BY METCALF, ESTENSON, J. GUNDERSON, HARPER
3	BY REQUEST OF THE MONTANA HISTORICAL SOCIETY
4	
5	A BILL FOR AN ACT ENTITLED: MAN ACT TO PROVIDE AN EFFICIENT
6	CENTRALIZED RECORDS RETENTION AND DESTRUCTION PROGRAM WITHIN
7	THE HISTORICAL SOCIETY FOR ALL OFFICIAL RECORDS:
8	*MENBING-SEETIGN-44-523*-R*E*M*-1947*"
9	
10	BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:
11	Section 1. Definitions. As used in this act the
12	following definitions apply:
13	(1) "Constitutionally designated and elected officials
14	of the executive branch of government" means the governor.
15	lieutemant governor, attorney general, secretary of state,
16	superintendent of public instruction, and auditor.
17	(2) "Official records" means any paper,
18	correspondence, form, book, photograph, microfilm, magnetic
19	tape, computer storage media, map, drawing, or other
20	document, including all copies thereof, regardless of
21	physical form or characteristics, that has been made or
22	received by a constitutionally designated and elected
23	official of the executive branch of government in
24	transacting his official duties and preserved for
25	informational value or as evidence of a transaction.

1	Section 2. Ownership of records. All official records
2	shall remain the property of the state. They shall be
3	delivered by outgoing officials to their successors and
4	shall be preserved, stored, transferred, destroyed, or
5	disposed of and otherwise managed only in accordance with
6	the provisions of this act.
7	Section 3. Official records management powers and
8	duties. In order to insure the proper management and
9	safeguarding of official records, the Montana historical
10	society shall:
11	(1) establish and operate the state archives as
12	authorized by appropriation for the purpose of storing and
13	servicing official records not retained in office space;
14	(2) in cooperation with the department of
15	administration and any committee or council established by
16	law to regulate the retention of public records, establish
17	guidelines for the inventorying, cataloging, retention, and
18	transfer of all official records;
19	(3) maintain and enforce restrictions on access to
20	official records in accordance with the provisions of this
21	act;
22	(4) provide adequate housing and care of official
23	records to insure their proper preservation and use by the
24	public;
25	(5) in accordance with the guidelines established

read-as-follows:

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1	pursuant	to subsec	tion	t+1121	• remove	and	dest	roy	dupl	icate
2	official	records	and	offici	a) reco	oras	of	insi	gnif	icant
3	historical	value	from	the	records	depos	itea	in	the	state
4	archives.									

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- (2) All official records of a retiring constitutionally designated and elected official NOI NECESSARY IO THE CONTINUING OPERATION OF THAT OFFICE AND considered worthy of preservation by the Montana historical society shall be transferred to the custody of the state archives within that 2-year period.
 - (3) An outgoing official, in consultation with staff members of the Montana historical society, shall review his official records and isolate any items of a purely personal nature. Such personal papers are not subject to this act but they may be deposited with the official papers, at the official's discretion.
- 24 (4) An outgoing official, in consultation with staff
 25 members of the Montana historical society, may restrict

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1	access to certain segments of his official records. N
2	restrictions may be longer than the lifetime of the
3	depositing official. Restricted access may be imposed onl
4	to protect the confidentiality of personal information
5	contained in the records. Restricted access may not b
6	imposed unless the demand of individual privacy clearl
7	exceeds the merits of public disclosure.
8	Section-5*Section-44-523*-R*E*M*-1947*-is-amendedt

- 10 #44-523v--Powers--and--duties--of-trusteesv--The-powers
 11 and-duties-of-the-trustees-are-as-follows+
 - (±)--To--elect--annually--from--among--their--number--a
 presidenty-a-vice-presidenty-and-a-secretary*
- 14 (2)--To--adopt--bylaws-for-their-own-governmenty-and-to
 15 make-rules-and-regulationsy-not-inconsistent-with--lawy--for
 16 the-proper-administration-of-the-society-in-the-interests-of
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- i8 (3)--To---appoint--o--directory--fix--his--saleryy--and
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- 20 (4)--To-create--such--classes--of--memberships--in--the
 21 society---as---they---deem---desirabley---to--determine--the
 22 qualifications-for-any-class-of-membershipy-and-to--set--the
 23 fees-to-be-paid-for-such-memberships+
- 24 (5)--To--sell-or-exchange-publications-and-other-museum
 25 or-art-objects-and-use-the-money-arising-from-such-sales-for

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the-operation-of-the-society--and--for--the--acquisition--of

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total-ron-sell-correctange-surplus-or-duplicate-booksy surplus-museum-or-art-objects-or-artifacts-not-pertinent-to the-region-encompassed-by-the-Montana-historical-society mission-and-to-use-the-money-arising-from-such-sales exclusively-for-acquisitions-of-libraryy-arty-and-museum artifactsy

†7†--To-see-that-the-collections-and-properties-of--the

{8}--To--report--to--the--governor--and-the-legislature
biennially*-The-report-shall--include--a--statement--of--all
important--transactions--and--acquisitionsy-with-suggestions
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collections-and-services*

(9)-i-To-accepty-receive-and-administer-in-the-mame-of the-societyy-any-giftsy-donationsy-propertiesy-securitiesy bequests-and-legacies-that-may-be-made-to-the-societyy Moneys-received-by-donationy-gifty-bequest-or-legacyy-unless otherwise--provided--by-tne-donory-shall-be-deposited-in-the state-treasury-and-used-for-the-general--operation--of--the societyy

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appropriatey-all-obtainable-booksy-pamphletsy-mapsy--chartsy

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manuscriptsy--journalsy--diariesy--papersy-business-recordsy paintingsy--drawingsy--engravingsy--photographsy---statuary+ 2 modelsy--relicsy-and-all-other-materials-illustrative-of-the history-of-Montana--in--particulary--and--generally--of--the Pacific--Northwesty--Northern--Rocky--Hountain--and-Northern 6 Great-Plains-regionsy-and-of-the-United--States--of--America when-pertinent;-to-procure-from-pioneersy-early-settlers-and othersy--marratives--of--the--events--relative--to-the-early 9 settlement-of-Montanay--the--Indian--occupancyy--Indian--and 10 other---worsy---overland---travel--and--immigration--to--the 11 territories-of-the-west-and-all-other-related--documents--of 12 Montana*s---historyy--development--and--society:--to--gather 13 contemporary-informationy-specimensy-and-all-other-materials 14 which-exhibit--foithfully--the--distinctive--historical--and 15 contemporary-characteristics--of--the--area-with-particular attention-to-indiany--military--and--pioneer--artifacts--and 16 17 implements:--to--collect--and--preserve-such-natural-history 18 objects-os-fossilsy-plantsy-minerals-and-animals;-to-collect 19 and-preserve-booksy-mapsy-manuscripts-and-other-materials-as 20 will--tend--to--facilitate---historicaly---scientificy---and 21 antiquarian--research;--to--promote--the--study--of--Montone 22 history-by-lectures-and-publications;--to--generally--foster 23 and--encourage--the--fine--arts--and--cultural-activities-in 24 Montana;-to-receive-for--and--on--behalf--of--the--state--by 25 donation---or---otherwisey--art--objects--of--any--kind--and

HB 512

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1	description-and-to-exhibit-andcirculatesuchobjectsi
2	Montanaand-elsewhere;-and-to-microfilm-papers-or-document
3	in-danger-of-disappearance-or-injury∓
4	illilorestablishrand-operate-s-state-orchives-for-th
5	purpose-of-managing-official-records:"

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pursuant to subsection (t)(2), remove and destroy duplicate official records and official records of insignificant historical value from the records deposited in the state archives.

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7	exceeds the merits of public disclosure.

- 10 #44-523w--Powers--and--duties--of-trusteesv--The-powers
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{10}-To--collecty--assemblev-preserve-and-display-where
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manuscriptsyjournaisydiariesypapersy-business-records
paintingsydrawingsyengravingsyphotographsystatuary
modelsy-relicsy-and-all-other-materials-illustrative-of-the
history-of-Montanainparticularyandgenerallyofthe
PacificNorthwestyNorthernRockyMountainand-Northern
Great-Płains-regionsy-and-of-the-UnitedStatesofAmerica
when-pertinent:-to-procure-from-pioneersy-early-settlers-and
othersynarrativesoftheeventsrelativeto-the-early
settlement-of-Montanaytheindisnoccupancyyindianand
otherwarsyoverlandtravelandimmigrationtothe
territories-of-the-west-and-all-other-relateddocumentsof
Montana*shistoryydevelopmentandsociety;togather
contemporary-informationy-specimensy-and-all-other-materials
which-exhibitfaithfullythedistinctivehistoricaland
contemporarycharacteristicsofthearea-with-particular
attention-to-indianvmilitaryandpioneerartifactsand
implements;tocollectandpreserve-such-natural-history
objects-as-fossitsv-plantsv-minerals-and-animals+-to-collect
and-preserve-booksy-mapsy-manuscripts-and-other-materials-as
willtendtofacilitatehistoricalyscientificyand
antiquarianresearch;topromotethestudyofMontane
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andencouragethefineartsandcultural-activities-in
Montana;-to-receive-forandonbehalfofthestateby
donationorotherwiseyartobjectsofanykindand

i	description-and-to-exhibit-andcirculatesuchobjectsi
2	Montanaand-elsewhere;-and-to-microfilm-papers-or-document
3	÷n-danger-of-disappearance-or-injuryv
4	illi-forestablish-and-operate-aretate-archives-for-th
5	purpose_of_managing_official_recordsx"

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SENATE STANDING COMMITTEE REPORT State Administration Committee

That House Bill No. 512, third reading, be amended as follows:

1. Amend page 2, section 3, line 13.

Following: "records"

Strike: "not retained in office space"

"transferred to the custody of the state archives" Insert:

2. Amend page 2, section 3, line 20.

Following: "records"

Insert: "in the custody of the state archives"

3. Amend page 2, section 3, line 23.

Following: "records"

Insert: "in the custody of the state archives"

4. Amend page 3, section 4, line 9.
Following: "the"

Strike: "continuing"

Insert: "current"

5. Amend page 3, section 4, line 14. Following: "THE"

Strike: "CONTINUING"

Insert: "current"

6. Amend page 4, section 4, line 7.

Following: line 7

Insert: "(5) Any question concerning the transfer or other status of official records arising between the state archives and an elected official's office shall be decided by a 3/4 vote of the members of the state records committee."

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1	HOUSE BILL NO. 512
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3	BY REQUEST OF THE MONTANA HISTORICAL SOCIETY
4.	
5	A BILL FOR AN ACT ENTITLED: "AN ACT TO PROVIDE AN EFFICIENT
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society shall: 11 (1) establish and operate the state archives as 12 authorized by appropriation for the purpose of storing and 13 servicing official records not-retained-in-office-space 14 IRANSFERRED TO THE CUSTODY OF THE STATE ARCHIVES:

safequarding of official records, the Montana historical

- 15 (2) in cooperation with the department of administration and any committee or council established by 16 law to regulate the retention of public records, establish 17 18 quidelines for the inventorying, cataloging, retention, and 19 transfer of all official records;
- (3) maintain and enforce restrictions on access to 20 official records IN THE CUSTODY OF THE STATE ARCHIVES in 21 22 accordance with the provisions of this act;
- 23 (4) provide adequate housing and care of official records IN THE CUSTODY OF THE STATE ARCHIVES to insure their 24 proper preservation and use by the public; 25

(5)	in	acco	rdance	wit	h th	e q	uideì	ines	estat	l i shed
pursuant	to	subse	ction	11 +12	1. re	move	and	dest	roy dup	licate
official	rec	ords	and	offic	ial	reco	rds	of	ins i gn i	ficant
historical	ı v	a) ue	from	the	reco	rds (depos	i ted	in the	state
archives.										

- Section 4. Outdoing officials records management duties. (1) Within 2 years after the completion of the final term of office of a constitutionally designated and elected official of the executive branch of government, all of the official records not necessary to the continuing CURRENT operation of that office shall be subject to storage, disposal, or transfer in accordance with the provis ons of this act.
- (2) All official records of a retiring constitutionally designated and elected official NOI NECESSARY TO THE EONTENDING CURRENT OPERATION OF THAT OFFICE AND considered worthy of preservation by the Montana historical society shall be transferred to the custody of the state archives within that 2-year period.
- (3) An outgoing official, in consultation with staff members of the Montana historical society, shall review his official records and isolate any items of a purely personal nature. Such personal papers are not subject to this act but they may be deposited with the official papers, at the official's discretion.

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- 10 (5) ANY QUESTION CONCERNING THE TRANSFER OR OTHER

 11 STATUS OF OFFICIAL RECORDS ARISING BETWEEN THE STATE

 12 ARCHIVES AND AN ELECTED OFFICIAL'S OFFICE SHALL BE DECIDED

 13 BY A 3/4 VOTE OF THE MEMBERS OF THE STATE RECORDS COMMITTEE.
 - Section-5*--Section--44-523y-R*E*H*-1947y-is-amended-to
- 17 #44-523w--Powers-and-duties-of--trustees----The--powers
 18 and-duties-of-the-trustees-are-as-follows+
 - (1)--Fo--elect--annually--from--among--their--number--a
 presidenty-a-vice-presidenty-and-a-secretaryv
 - {2}--To-adopt-byławs-for-their-own-governmenty--ond--to
 make--rules--and-regulationsy-not-inconsistent-with-lawy-for
 the-proper-administration-of-the-society-in-the-interests-of
 preserving-the-rich-heritage-of-this-state-and-its-peoplew
- 25 (3)--To--appoint--a--directory--fix--his--salaryy---and
 26 prescribe-his-duties-and-responsibilities*

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(4)Tocreatesuchclassesofmembershipsin-the
societyastheydeem desirableytodeterminethe
qualificationsforany-class-of-membershipy-and-to-set-the
fees-to-be-paid-for-such-memberships*
(5)To-sell-or-exchange-publications-and-othermuseum
or-art-objects-and-use-the-money-arising-from-such-sules-for
theoperationofthesocietyand-for-the-acquisition-of
historical-materials-and-objects-of-art.
(6)To-sell-or-exchange-surplusorduplicatebooksy
surplusmuseum-or-art-objects-or-artifacts-not-pertinent-to
the-region-encompassed-bytheMontanahistoricalsociety
missionandtousethemoneyarisingfromsuch-sales
exclusively-for-acquisitions-oflibraryyartyandmuseum
artifacts
{7}Tosee-that-the-collections-and-properties-of-the
society-are-maintained-in-good-order-and-repair:
(0)To-report-tothegovernorandthelegislature
bienniallysThereportshallincludea-statement-of-all
important-transactions-andacquisitionsywithsuggestions
andrecommendationsforthebetterrealizationofthe
purposesofthesocietyandtheimprovementofits
collections-and-services.
(9)Toacceptyreceive-and-administer-in-the-name-of
+he-societyw-any-oiftsy-donationsypropertiesysecuritiesy

bequests--and--legacies--that--may--be--made-to-the-societyw

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otherwise-provided-by-the-donory-shall-be-deposited--in--the state--treasury--and--used--for-the-general-operation-of-the societyv ti0;-To-collecty-assembley-preserve-and--display--where appropriatey--all-obtainable-booksy-pamphletsy-mapsy-chartsy manuscriptsy-journalsy-diariesy--papersy--business--recordsy paintingsy---drawingsy--engravingsy--photographsy--statuaryy modelsy-relicsy-and-all-other-materiols-illustrative-of--the history-of-Montana-in-particulary-and-generally-of-the Pacific-Northwesty--Northern--Rocky--Mountain--and--Northern Great--Plains--regionsy--and-of-the-United-States-of-America when-pertinent;-to-procure-from-pioneersy-early-settlers-and othersy-narratives-of--the--events--relative--to--the--early settlement--of--Montanay--the--Indian--occupancyy-Indian-ond other-warsy-overland-travel-and--immigration--to--the territories--of--the-west-and-all-other-related-documents-of Montana*s--historyy--development--and--society;--to---qather contemporary-informationy-specimensy-and-all-other-materials which-exhibit-faithfully-the-distinctive-historical-and contemporary-characteristics-of--the--area--with--particular attention--to--Indiany--military--and--pioneer-artifacts-and implementst-to-collect-and--preserve--such--natural--history objects-as-fossilsy-plantsy-minerals-and-animals;-to-collect

and-preserve-booksy-mapsy-manuscripts-and-other-materials-as

Moneys-received-by-donationy-aifty-bequest-or-legacyy-unless

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will---tend---to---facilitate--historicaly--scientificy--and 1 antiquarian--research;--to--promote--the--study--of--Montana 2 history--by--lectures--and-publicationst-to-generally-foster 3 and-encourage-the--fine--arts--and--cultural--activities--in Montanat--to--receive--for--and--on--behalf--of-the-state-by donation-or-otherwisey-art-objects-of-eny--kind--and 7 description--and--to--exhibit--and-circulate-such-objects-in Montona-and-elsewheret-and-to-microfilm-papers-or--documents 8 9 in-danger-of-disappearance-or-injuryw 10 till-fo--establish and operate-a-state-archives for the 11 purpose-of-monoging-official-records."

-End-

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