



STATE OF MONTANA  
BOARD OF PARDONS AND PAROLE  
POLICY DIRECTIVE

Policy No. BOPP 2.2	Subject: <b>INVENTORIES AND PUBLIC RECORDS MANAGEMENT</b>
Chapter 2: FISCAL MANAGEMENT	Page 1 of 2
Section 2: Fiscal Management	Effective Date: September 1, 2022
Signature: /s/ Joseph McElroy, Chief of Staff	Revised:

**I. POLICY**

The Board of Pardons and Parole (BOPP) with the assistance of Department of Correction (DOC) will conduct inventories, manage capital assets, and maintain public records as required by Montana Statutes, Administrative Rules of Montana, and Montana Operations Manual.

**II. APPLICABILITY**

All BOPP. In accordance with BOPP 1.1, BOPP will work with Montana Department of Corrections (DOC) divisions, facilities, and programs.

**III. DEFINITIONS**

**Capital Assets** – Assets of a relatively permanent nature with a useful life of more than one year whose identity does not change with use.

**Public Information** – Information prepared, owned, used, or retained by any public agency relating to the transaction of official business, regardless of form, except for confidential information that must be protected against public disclosure under applicable law.

**Public Record** – Public information that is fixed in any medium and is retrievable in usable form for future reference and designated for retention by the state records committee, judicial branch, legislative branch, or local government records committee.

**IV. DEPARTMENT DIRECTIVES**

**A. Inventories**

1. The BOPP will coordinate with DOC and conduct inventories and manage capital assets in accordance with *Montana Operations Manual Policy 335 Capital Assets*.
2. The Business Management Services Division Administrator is the BOPP and DOC property coordinator.

**B. Records Management**

1. The BOPP will maintain public records in accordance with *Title 2, Chapter 6, MCA*.
2. The Business Management Services Division Administrator is the BOPP’s and DOC’s appointed public records manager and is responsible for the functions provided for in *2-6-1103, MCA*.
3. The public records manager will coordinate with other division administrators to ensure efficient and effective management of public records and public information.

**V. CLOSING**

1. Questions concerning this policy should be directed to the Board Chair or designee.

**VI. REFERENCES**

- A. Title 2, Chapter 6; Montana Code Annotated*
- B. Montana Operations Manual Policy; 335 Capital Assets*

**VII. ATTACHMENTS**

None