



# Missoula COUNTY

## **Minute Guidelines:**

- As a friendly reminder, please be sure to submit and file all meeting agendas and minutes to the Clerk and Recorder's Office within 30 days after the minutes have been approved by the board.
- Within Montana's Open Meeting Law, [MCA 2-3-212](#), minutes and agendas must be made available for the public.
- We ask that boards email their agendas and approved minutes to [recording@missoulacounty.us](mailto:recording@missoulacounty.us).
  - These files must be scanned in 300 dpi black & white .pdf or .tiff format.

They can also be mailed to:

Clerk and Recorder  
200 W Broadway  
Missoula, MT 59802

If you have any questions, please feel free to reach out to:

- Commissioners' Office, [bcc@missoulacounty.us](mailto:bcc@missoulacounty.us), (406) 258-4877
- Elections Office, [electioninfo@missoulacounty.us](mailto:electioninfo@missoulacounty.us), (406) 258-4751
- Clerk & Recorder's Office, [recording@missoulacounty.us](mailto:recording@missoulacounty.us) (406) 258-4752
- Lands and Communities [lac@missoulacounty.us](mailto:lac@missoulacounty.us), (406) 258-4642.

## **For Community Councils:**

All of the above applies, but please send all minutes and agendas directly to LAC.

- Agendas and minutes should be sent to [lac@missoulacounty.us](mailto:lac@missoulacounty.us).
  - LAC staff post agendas and approved minutes through the board portal.
  - LAC Staff will send minutes to the Clerk and Recording Office for further handling.
- Please send agendas to us at least one week (7 days) before your meeting.
- Please send us your approved minutes within a week (7 days) of their approval.