



**State of Montana**  
**Records and Information Management**  
**Potentially Essential/Vital Records**  
**Listed by Functional Area and Document**

<b>Administration</b>	<b>Finance</b>
Computer Program Documentation	Accounting Statements/Work Papers
Data Process Operational Manuals	Accounts Payables
Data Processing Programs	Accounts Receivables
Data Processing Systems Analysis	Annual Reports
Disaster Recovery Plan	Audits
Directives	Balance Sheets
Distribution Lists	Bank Balances
Emergency/Contingency Plan	Bank Reconciliations
Executive Orders	Bonds and Notes
Forms	Ledgers
Historical Documents	Cancelled Checks/Warrants
History Reports	Capital Assets
Procedures Manuals	Cash Books
Office Equipment Records	Checks
Purchase Orders	Consolidated Statements
Reorganization Records	Consolidation Working Papers
Standard Practices Instructions	Construction and Maintenance Ledgers
Contingency Plan	Debentures
Data Process Operational Manuals	Depreciation Schedules
Vital Records Master List	Detail Accounting Entries
	Earnings Records
<b>Engineering</b>	Expense Ledgers
Blueprints	Federal Income Tax Computations
Drawings	Financial Statements
Equipment Specifications	Fixed Asset Summaries
Manufacturing Processes	General Ledgers
Master Parts Lists	Insurance Policies and Schedules
Notebooks	Invoices and Register
Patterns	Journals/ Journal Vouchers/ Journal Entries
Plant Layouts	Lines of Credit
Tool Records	Loans
	Profit and Loss Statements
<b>Research and Technology</b>	Promissory Notes
Formulae	Proof of Assets – Real, Property
Laboratory Notebooks	Securities/Securities Exchange Reports
Patent Authorizations	Standard Control Procedures
Product Development Plans	Subsidiary Ledgers or Reports
Quality Control Reports	Tax Returns
Research and Development Records	Trial Balances
Specifications	Vouchers/Voucher Check Copies
Technical Reports	



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<b>Legal Affairs</b>	<b>Human Resources</b>
Acquisition/Merger/Liquidation	Employees Savings Plans
Agreements	Labor Contracts
Applications to Regulatory Agencies	Medical Histories
Articles of Incorporation	Officers (List of)
Board Minutes/Board Reports	Payroll Registers
By Laws	Pension/Profit Sharing
Charters and Amendments	Insurance Plans
Contracts	Personnel Records
Copyrights	Retirement Plans
Corporate Seals	Succession of Management Plan
Deeds	Union Matters
Dividend Formulae and Resolutions	Wage Rates
Dividend Payments	
Leases	<b>Manufacturing and Sales</b>
Licenses	Bills of Material
Legal Document Authorizations	Bills of Lading
Litigation Papers and Claims	Credits
Loan and Trust Agreements	Customer Lists/Directories
Mortgages	Facility Blueprints
Patents and Authorization	Finished Goods Statement
Powers of Attorney	Franchises
Rulings/Opinions	Inventory Control Records
Shareholder Listings	Inventory Value by Product
Stock Certificates	Mailing Lists
Stock Purchase Plans	Manning Tables
Stock Transfers	Manufacturing Processes
Stakeholders' Meeting Minutes	Master Price Books
Stakeholders' Proxies	Plant Layouts
Trademarks	Price Lists
Worker's Compensation	Production Reports
	Sales Correspondence
	Shipping Reports
	Suppliers
	Warehouse Inventories
	Warehouse Receipts
	<b>Marketing</b>
	Strategic Plans and Forecasts
	Product Development Plans
	Reports/Strategies/Summaries