

REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL OR DESTRUCTION FORM INSTRUCTIONS

If retention schedule additions or deletions are needed contact any Committee member.

If records are not found on a Local Government Retention Schedule, refer to the Request for Change in Records Schedule form.

FILLABLE FORM

A fill able form is an enhanced Word document that allows you to quickly and efficiently fill out a standardized form.

Once you open up this document, your cursor will go to the first form field. Type the information required. Then use your Tab key to go to the next question.

Some of the form fields have pull down menus. Once you have tabbed into the form field, you'll get a list of choices. Simply click your choice and tab to the next field. Another way to do this is to click on your Down arrow, make your selection, and then hit the Enter key.

If you should have questions please email SOSLocalGovtRecCom@mt.gov

FROM Type in the name of the responsible agency person.

TO Send the completed form to this address.

Schedule # A pull down menu that allows you to choose what schedule you use.

Item # This number comes from the schedule you are using.

DESCRIPTION OF RECORDS: Type a brief but specific explanation of the records.

INCLUSIVE DATES

From What date is the first record?

To What date is the final record?

Confidential Hit the space bar to check if these records are confidential or private.

10 Year Rule Hit the space bar if these are public records which cannot be destroyed for six months after the date typed in.

ORDERED BY

Governing Body Signature of person submitting the form.

Records Custodian Signature of person responsible for the agency submitting the form.

Records Custodian Signature of person responsible for the agency submitting the form.

COMPLETED BY THE LOCAL GOVERNMENT COMMITTEE MEMBERS ONLY

DISPOSE One of these boxes must be chosen in this column

Yes Hit the space bar if this record can be disposed of.

No Hit the space bar if this record must be kept.

Comments Type in the comments that specifically address what will happen to the record.

USING SPELL CHECK WITH A FILLABLE FORM

If you need to use Spell-check on this form, it's simple. Make sure the Forms toolbar is on. To check, go to **View/Toolbars**. If the **Forms** box is not checked than you'll need to click it to turn it on.

On the **Forms** toolbar, click on the icon that looks like a *lock*, and you'll then be able to use Spell-check.