** Secretary of State**

 **Records and Information Management (RIM)**

 **Document Conversion Services Work Order Instruction**

**RM12**

 ***Instructions to Complete the RM12***

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| Program Code | This number is the first four digits of your agency number followed by a # assigned by your agency or SOS-RIM. If unknown please notify SOS-RIM at: sosrecords@mt.gov or call 444-9000. |
| Requestor’s Name | Person submitting the request. |
| Agency Name | State Agency Example: DOA Local Government Example: Lewis & Clark County |
| Division/Bureau | State Agency Example: State Procurement Bureau.Local Government Example: Clerk of Court |
| Phone Number | Number of contact. |
| Date | Date submitted. |
| Special Instructions/Comments | List any special instructions/comments.If mailing work to RIM include description of what you mailed and quantity.  |

***SOS RIM will complete the body of the form as required and a copy will be returned to State Agency or Local Government entity.***

***E-mail the completed form to*** ***sosrecords@mt.gov***