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| State of Montana seal from the Montana Secretary of State | **Montana Secretary of State****Records and Information Management****RECORD SERIES PROFILE****RM 1** |
| **1. AGENCY CREATING RECORD**Agency Name:     Program Name:     Program Code:     Item Number of Series:      | **2. RECORD SERIES TITLE**      |
| **3. AGENCY CONTACT**Name:       | E-mail :       | Phone:       |
| **4. SERIES DESCRIPTION**Type: [ ]  Legal [ ]  Correspondence [ ]  Financial [ ]  Forms [ ]  Medical [ ]  Subject [ ] Other-Explain      Format: [ ]  Paper [ ]  Electronic [ ]  Both [ ]  Other-Explain      Essential Record: [ ]  Yes [ ]  NoContent:       |
| **5. LAWS OR POLICIES GOVERNING RETENTION:**  |
| **6. RETENTION CYCLE**[ ]  Calendar Year[ ]  Fiscal Year**7. RETENTION IN YEARS**(*Retention starts at End Event)*Office:      Storage:      Total:       | **8. FINAL DISPOSITION**[ ]  Agency Archives[ ]  Delete[ ]  Image & Destroy[ ]  Image & Retain[ ]  Incinerate[ ]  Microfilm & Destroy[ ]  Microfilm & Retain[ ]  Offer to Historical Society Archives[ ]  Offer to State Library[ ]  Shred as Classified[ ]  Toss without Restriction[ ]  Other: Explain       |
| **9. COMMENTS :**  |
| **10. SIGNATURE OF PREPARER****Typed E-Signature and Title:** **11. Date:**  |

 **Email Completed form to** **SOSRecords@mt.gov** **along with the RM3 Retention Schedule Form**