

STATE OF MONTANA


 GENERAL RECORDS SCHEDULES
 INDEX AND SCHEDULE REFERENCE NUMBERS

SCHEDULE #	ITEM #	Record Series Title
1	28	1099 MISC
1	30	1099-C
1	31	1099-INT
1	29	1099-S
1	32	1099-W2G
1	26	972CG Notice (Info Return Proposed Penalty Notice)
1	53	A-Accrual Extension Information
5	22	Accident Reports
1	3	Account Request Form
1	59	Accounts Payables
2	1	Accounts Receivable/Payable
1	58	Accounts Receivables
2	2	Accounts Uncollectible
1	38	ACH Reconciliation
3	28	Actual and Necessary Travel Expense Voucher
2	21	Adjustment Update Report
3	37	Administrative Rules of Montana (ARM)
5	41	Agency Classification Requests
1	1	Agency Description
1	23	All Purpose Warrant Sign In/Out Sheet
1	22	All Purpose Warrant Signature Authorization Forms
5	23	Alternative Schedule Request
5	24	Americans with Disabilities Act Complaint Form
5	50	Application Documentation, Hired Employees
5	51	Application Documentation, Not Hired Employees
3	15	Application for License, Permits, etc.
3	1	Appointments – Official – Agency
3	1	Appointments – Official – Governor
1	64	Asset Management (Bridges, Buildings, Lands)
3	2	Audit Reports
1	55	Audited General Fund Balance Report
1	27	B Notice Solicitation
2	13	Bank Deposit Slips
1	37	Bank Reconciliation
1	35	Bank Statements
2	12	Bank Statements
1	66	Billing
2	9	Billing Support Documentation
3	3	Bills of Sale
2	22	Budget Addition Request
1	63	Budget Journals
1	62	Budget Ledgers
2	17	Budget Preparation Forms

STATE OF MONTANA


 GENERAL RECORDS SCHEDULES
 INDEX AND SCHEDULE REFERENCE NUMBERS

2	23	Budgets
1	6	Budgets (Appropriation)
1	7	Budgets (Entity Organizational)
1	15	CAFR Adjustment Files
5	1	Calculated Detail Listing (Payroll Register)
2	11	Canceled & Voided Checks (Warrants)
1	49	Capital Asset Documentation (deeded property)
1	46	Capital Asset Documentation (non-deeded property)
1	50	Capital Lease Documentation
1	40	Cash Concentration
1	13	Cash Management Improvement Act (CMIA)
1	39	Cash Sheets Documentation
9	1	Catalogs, Journals & Other Published Materials
1	4	Chartfields Documentation
2	14	Check Registers
2	10	Claims (Requests for Payments) Bank & Local Fund Records
5	42	Classification/Wage Appeal
3	35	Closed Legal Case Files: Civil
1	45	Collateral Reports
5	60	Collective Bargaining Agreements
3	25	Communication Equipment Request
8	4	Complaints – Noticed and Closed
3	4	Complaints – Written
1	14	Comprehensive Annual Financial Report (CAFR)
8	6	Continuing Education
4	3	Contract Security - negotiable/non-negotiable
3	33	Contracts
4	8	Contracts-Procurement
3	5	Correspondence
2	18	Correspondence Concerning Budgets
1	25	CP 2100 (Invalid Name TIN Match)
3	45	Criminal Case Files
5	2	Cross Reference Listing – Biweekly
5	3	Cross Reference Listing – Yearly
8	9	Deceased Licensee Files-Hard Copy/Electronic (MCA 37-1-141)
5	4	Decedent's Warrants
3	6	Deeds and Titles
2	3	Deposits, Reconciliations, Stop Payments
1	44	Dishonored Checks
3	41	Disposition of Record of Surplus Property
3	21	Drafts and Working Papers
5	26	Education & Training Records
5	27	EEO/Affirmation Action Records
1	36	EFT Payment Forms Documentation

STATE OF MONTANA


 GENERAL RECORDS SCHEDULES
 INDEX AND SCHEDULE REFERENCE NUMBERS

3	40	Emergency Response Plan (Emergency Action Continuity Plans)
5	28	Employee Earnings Records
5	29	Employee File Folder (Terminated)
5	29	Employee File Folder (Terminated)
5	5	Employee Master Record – Bimonthly
5	6	Employee Master Record – Yearly
6	4	Employee Network and Application Authorization
5	7	Enrollment Forms
3	43	Environmental Assessments, Impact Statements, Quality Statements
8	16	Examination Results - National
1	33	Excise Fuel Tax
5	30	Exit Interview
1	47	Expensed Assets Documentation (insured or sensitive nature)
5	31	Family and Medical Leave Notice of Rights
8	5	Final Order Books
3	12	Financial Reports
5	25	Formal Discipline Actions/Documentation
3	22	Forms Order
1	2	Fund Description Form
5	8	Garnishments
2	8	General Journal (Non-SBAS users only)
1	61	General Ledger Journals
1	60	General Ledger Ledgers
3	14	Grants & Supporting Documentation
5	32	Grievance Form
5	33	Immigration Form
8	8	Incomplete or Examination Failure Applications
6	3	Information Technology Proposal Requests (ITPR)
8	1	Inspections/Audit Reports – License/Facility
3	7	Insurance Policies Expired (Other than Worker's Comp.)
3	23	Inter-Agency Service Agreement
1	52	Inter-entity Loan Detail Report
1	5	Inter-Entity Loan Request Form
1	48	Inventory Listing – Property
3	26	Inventory Report (Property Listing)
1	34	IRS Correspondence
1	8	Journals and Support Documentation
2	5	Journals/Registers – Books of Original Entry
7	1	Justification to Acquire Major Office Equipment (RM17)
8	10	Lapsed Licensed Files-Hard Copy/Electronic (MCA 37-1-141)
3	8	Leases
5	34	Leave Request
2	4	Ledgers-Books of Final Entry
8	11	License Files-Hard Copy/Microfilm

STATE OF MONTANA


 GENERAL RECORDS SCHEDULES
 INDEX AND SCHEDULE REFERENCE NUMBERS

8	12	License Files-Imaged
8	13	License Files-Imaged Hardcopy (secondary-see Item 12)
8	3	License Renewals (MCA 37-1-141)
5	35	Licenses and Professional/Technical Certifications
3	16	Licenses, Permits-originals, renewals
8	14	Licensing Board Minutes (reference GS3-9)
8	7	Licensing Examination Records (State, Board)
2	16	Local Fund Correspondence
2	15	Local Fund Receipts
1	56	Local Gov't Charge for Services Fund Limitation Report
5	9	Longevity Records
5	36	Medical Records
7	11	Migration Plan
3	9	Minutes
1	57	Modified Deposit Exception Report
3	18	Monthly Reports
5	10	Monthly Deduction Reports
5	37	Moving and Relocation Agreements
6	13	MT Interactive Transaction Fund Work Order Reports
4	10	MT Residents Preference Affidavit
6	7	Network Audit Logs
6	11	Network Performance Reports
1	51	New Internal Service Enterprise Funds
3	42	News Releases/Public Service Announcements
4	5	Newsletters
9	3	Notice & Memoranda not related to the Agency's functions or responsibilities
1	43	Notice of Dishonored Checks (from bank)
3	10	Notices/Affidavits of Publications
3	13	Operation Reports
3	11	Ordinances, Codes, Regulations, Directives, Polices
3	44	Organizational Charts
3	36	Patient Medical Files
5	39	Pay Plan Exception – Blanket
5	38	Pay Plan Exception – Individual
1	24	Payment Fraud File (MCA 5-13-309)
5	11	Payroll Files
5	40	Performance Appraisal
3	27	Personal Vehicle Use Authorization
9	2	Photo copies of Bulletins & correspondence
2	20	Position Control Adjustment
2	19	Position Control Report
5	43	Position Description
5	44	Position Detail Form

STATE OF MONTANA


 GENERAL RECORDS SCHEDULES
 INDEX AND SCHEDULE REFERENCE NUMBERS

9	4	Preliminary drafts of any report, letter, memoranda or worksheet
5	12	Pre-payroll Listing
5	46	Probation Extension
1	10	Procard Allocations
1	9	Procard-Users Receipts and Statements
4	6	Procurement Reports
3	38	Program Files
3	39	Project Files
6	5	Project Files - Technology/Systems
5	47	Promotion
4	4	Proof of Insurance Documentation
4	7	Protest of Awarded Contract
5	48	Public Employee Retirement System
4	2	Purchase Orders/Sole Source-Adjustments Contracts: term/Vendor/Sole Source-Amendments All Supporting Documentation
1	65	Purchasing/Pro Card
5	13	Quarterly Reports
3	19	Reading or Day Files
2	6	Record of Daily Transactions
7	10	Records Center Requests (RM11)
7	2	Records Disposal Exception Report (RM6)
7	3	Records Disposal Request (RM5)
7	4	Records Disposal Request Continuation Sheet (RM5.1)
7	6	Records Inventory Worksheet (RM8)
7	7	Records Retention Schedule (RM3)
7	5	Records Rolling Disposal Request (RM7)
7	8	Records Series Profile (RM1)
5	49	Recruitment/Selection Process Documentation
5	52	Reduction-in-Force Notice
5	53	Reduction-in-Force Reinstatement Offer
5	54	Reduction-in-Force Roster & Preference Documentation
9	5	Reproduction Material: Stencils, Hectographs, Offset Plates
3	32	Request and Justification for Out-of-State-Travel
8	2	Requests for Information (reference GS3-5c)
4	9	Requisitions
5	55	Resignation
1	11	Revenue Estimate Budget Journals
5	14	Revocations
9	6	Routing Slips
8	15	Screening and Executive Minutes
1	68	Security Documentation
6	9	Security Plans & Reports
6	1	Service Agreement
6	2	Service Orders

STATE OF MONTANA


 GENERAL RECORDS SCHEDULES
 INDEX AND SCHEDULE REFERENCE NUMBERS

6	10	Service Orders-non project related, helpdesk, Telecoms
5	56	Sexual Harassment Complaint
5	57	Sexual Harassment Investigation Report and Documentation
9	7	Shorthand Notes, Steno-tapes & Recordings
6	8	Software Licensing
4	1	Solicitations/Requisitions-negotiable/non-negotiable IFB/RFP/RFQ/RFI/Limited Solicitations
5	15	Special Reports (turnaround documents, wage/insurance increases)
5	16	State Share Reports
1	12	Statewide Cost Allocations Plan (SWCAP)
5	17	Status Forms
9	9	Stocks of Agency publication & printed documents
3	20	Subject Files
1	67	System Customization Documentation
6	6	Technology Response and Recovery Plans
9	8	Telephone messages used to convey non-policy messages
3	17	Test Reports, Certification of Accuracy or Validity
5	18	Time Sheets
3	24	Training Records
5	58	Transfer
7	9	Transmittal of Records (RM2)
3	29	Transportation Purchase Order
3	30	Travel Expense Voucher
1	41	Treasury Deposit Ticket
1	42	Treasury Posting (999 Posting Sheet)
1	54	Unaudited General Fund Balance Report
3	31	Vehicle Requisition and Trip Form
1	18	Vender Form-Non-Interface Vendor (submitted to DOA)
1	20	Vender W-9/W-8 (Interface Vendor)
1	19	Vender W-9/W-8 (submitted to DOA)
2	7	Vouchers
1	16	Vouchers and Support Documentation
5	19	W-2 Undistributed
5	20	W-4
5	21	W-5
5	59	Wage & Hour Claims
1	17	Warrant Cancellation Notice
1	21	Warrant-Replacement Stale Date Forms
6	12	Web Analytics