



Montana Secretary of State
RECORDS AND INFORMATION MANAGEMENT

RM 2

TRANSMITTAL OF RECORDS

Basic Instructions

- Assign box numbers sequentially. Avoid starting over with #1.
- Save document. Submit by email, to Records and Information Management (RIM) at sosrecords@mt.gov
- Retain a copy.
- Direct questions to RIM at 444-9003.

Agency Name

Program Name

Program Code (call if unknown)

1	2	3a	3b	4	5	6	7	8	9	10	11	
Box No.	Locator Number	Beg. Month/Year	End Month/Year	Calendar or Fiscal Year	Records Series Title and Description	Cubic Ft	Retention Schedule Number	Schedule Item Number	Retention Period (in years)	Disposal Year	Disposal Request Number	
Contact Name					Phone	Date	Initial & Date Reviewed by RIM		Cubic Feet	Initial & Date Received by Record Center		Total # of Pages