



**Montana Secretary of State
RECORDS AND INFORMATION
MANAGEMENT
RM 3**

**RECORDS RETENTION
SCHEDULE**

- New**
 Modify: Replaces Schedule Number

Schedule Number/Program Code

Effective Date

Total No. of Pages
in This Schedule

of

Submitted By: _____
 Agency Name _____
 Program Name _____
 Authorized Signature/Title _____ Date _____

In accordance with Sections 2-6-203, 204, MCA, a schedule of retention and destruction for the following records is hereby established. No records shall be retained, transferred, destroyed, or otherwise disposed of in violation of this schedule. The records covered by this schedule, unless deemed to have permanent value, shall upon expiration of the retention period be deemed to have no continuing use to the State of Montana. Unless otherwise specified in this schedule or unless the agency is aware of a pending case, claim or action; all records shall be destroyed within sixty (60) days after the period of retention set forth. This schedule becomes effective on the date recorded by the Records and Information Management Division in the above space. Prior to actual destruction of a Certificate of Records Disposal, RM-5 must be completed.

Approved by the Montana Historical Society:

 Authorized Signature _____ Date _____

Approved by the Legislative Auditor:

 Authorized Signature _____ Date _____

Approved by the Department of Administration:

 Authorized Signature _____ Date _____

Approved by the Attorney General:

 Authorized Signature _____ Date _____

Approved by the Secretary of State:

 Authorized Signature _____ Date _____

Item Number	Form/Report Number	Records Series Title (A Full Description of Each Item on Form RM-1 Must Accompany This Schedule)	Essential	How Retained		Retention (In Years)			Final	Disapproval*				
			Record	July-June	January-December	Office	Storage	Total	Disposition	LA	AG	HS	DA	SS
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* Line item approval indicated unless noted in this column. If disapproved, refer to attached "Exception Report."
 Revised 2/2013

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