

# (A1) EXAMPLE ONLY

< Insert Date >

State Records Committee  
c/o Secretary of State-Records and Information Management  
PO Box 202805  
Helena, MT 59620

## ***Letter of Initial Application and Executive Support***

Please consider this letter as application to the State Records Committee (SRC) for approval to receive Records Disposition Delegation Authority for the <Agency Name> for the period of <Fiscal Year or Calendar Year>.

We believe our agency meets the requirements for application based on its active and current Records and Information Management (RIM) program. This program is supported by the executive management of the <Agency Name> and is resourced with the appropriate, dedicated records management and technology services personnel.

Please see the attached Qualification Packet, per the Guidelines Attachment A. We look forward to hearing from you by < Insert Date>. Please direct any questions to <insert name>.

Respectfully submitted,

<Name of Agency Director, Deputy Director or Appointed Official>  
<Contact Information>