

STATE OF MONTANA
SECRETARY OF STATE
RECORDS MANAGEMENT BUREAU

RECORDS SERIES PROFILE

For Internal Use Only
Schedule No.

SEE INSTRUCTIONS ON REVERSE SIDE

1. AGENCY CREATING RECORD

Agency Name:
Agency Code:
Program Name:
Program Code:

2. SERIES TITLE

3. AGENCY CONTACT

Name:
Title:
Telephone:

4. LOCATION OF SERIES

Room:
St. Address:
Building:
City:

5. SERIES DESCRIPTION

Type:
Format:
Content:
Function:
Completeness:

Vital Record

6. INCLUSIVE DATES (Mon/Day/Yr)

Start:
End:

7. ARRANGEMENT

8. VOLUME (ft3)

9. DUPLICATION

Form or Content:
Full or Partial:
Location:
Primary or
Secondary:

10. RATE OF ACCUMULATION (Annual)

First Year:
Second Year:
Older:

11. NATURE AND FREQUENCY OF USE

First Year:
Second Year:
Third Year:
Older:

Source of
Requests:
Purpose of
Requests:

12. LAWS OR POLICIES GOVERNING RETENTION (attach copy if possible)

13. RECOMMENDED RETENTION (Years)

Office:
Records Center:
Total:

14. RECOMMENDED FINAL DISPOSITION

- Destroy
 Microfilm & Destroy
 Offer to Archives

15. COMMENTS

16. SIGNATURE OF PREPARER:

17. DATE OF PREPARATION



INSTRUCTIONS FOR COMPLETING FORM RM 1 RECORDS SERIES PROFILE

General Instructions:

Use Form Rm1 to define a records series for either scheduling, in conjunction with Form RM3, or for inventorying. Detach the last copy from the set and retain as your reference copy, submit remaining copies to Records Management, 1320 Bozeman Street, Helena. Any questions should be directed to Records Management, telephone #444-9000.

Specific Instructions:

Entry 1 should include the Agency Name, Agency Code, Program Name and Program Code.

Entry 2 should be a unique title assigned to the particular records series. It may be commonly used name, descriptive title, or title of a key form in the series. The name should readily identify the particular series, and differentiate it from other records series held by the agency. Additional names commonly used to reference the series should be listed in parentheses.

Entry 3 should include the name, title, and telephone number of an agency representative who is available to discuss the record series and its retention value.

Entry 4 should indicate precisely where the series is located (Example: Room 233, Mitchell Building, Helena).

Entry 5 should clearly describe the record series. Included in the description should be:

- type of records: subject files, requests, correspondence, financial, personnel, major forms, etc.
 - format: original paper, carbon copies, computer tape, microfilm, photographs, maps, punch cards, etc.
 - content: data, directives, licenses, applications, reports, requisitions, publications, etc.
 - function: why record series exists; end use.
 - completeness: whether series completely documents transactions from beginning to end, or whether other related file series are necessary for complete information.
- Check the box if the record is vital (essential) to agency functioning.

Entry 6 should list the earliest and latest dates in the series. If some portion of the series has been lost or destroyed, this should be noted here. If the series is continually being added to, the latest date can be designated as "to date" or "to present".

Entry 7 should indicate the filing scheme by which the records are organized. Some typical schemes are:

- a) alphabetically by subject
- b) alphabetically by name of claimant
- c) chronologically by date of report
- d) functionally by nature of report
- e) numerically by voucher number
- f) numerically by contract number

A series which has no apparent arrangement should be designated "unarranged".

Entry 8 should indicate the volume of records, expressed in cubic feet. Although this volume need not be exact, a reliable estimate assists determination of the costs of retaining the records, and is thus useful in deriving retention schedules. The following conversion table can be used for estimating volume.

- 1.5 cu. ft. = 1 letter size drawer
- 2.0 cu. ft. = 1 legal size drawer
- 1.0 cu. ft. = letter size open shelf, 15" long
- 1.0 cu. ft. = legal size open shelf, 12" long
- 1.0 cu. ft. = 3x5 cards, ten 12" rows

- 1.0 cu. ft. = 4x6 cards, six 12" rows
- 1.0 cu. ft. = 5x8 cards, four 12" rows
- 1.0 cu. ft. = 10,000 Tab (IBM) cards
- 1.0 cu. ft. = 7 reels Computer Tape, 2400' long ½" wide
- 1.0 cu. ft. = 1 standard records carton
- 1.0 cu. ft. = fifty 100 ft. 35 mm rolls of microfilm
- 1.0 cu. ft. = one hundred 100 ft. 16mm rolls of microfilm

Entry 9 should indicate whether the series is duplicated in either form or content, and to what degree the duplication is complete. Location of the duplicates should be noted, and indication should be given as to which is the primary record, and which is secondary.

Entry 10 should indicate the **annual** rate of accumulation in cubic feet. If a growth trend exists, a percentage annual increase can be estimated by comparing previous years' annual accumulations.

Entry 11 should indicate how frequently records are retrieved. If possible, the actual rate should be stipulated (such as , 4 retrievals per file drawer per day, on the average). Where this precision is not available, the following terms will suffice.

very active - each file drawer accessed daily

active - each file drawer accessed monthly

inactive - less than one access per file drawer per month. Usually, activity will vary by age of the record; if records can be easily segregated into age groupings, the activity rate should be so listed (Example: first year records active, older records inactive). Additionally, the source of the requests (internal or external) and the purpose of the requests should be listed.

Entry 12 should list any law, executive order, administrative rule or policy governing retention and access to the record series. A copy of pertinent regulations should be attached, if possible.

Entry 13 should list the recommended retention of the record series in years, segregated by location (in office or records center) and totaled. Records with "Permanent Retention" should normally be transferred to archives (Entry 14) after the period stipulated in this total. Any special conditions should be noted ("after audit", "after superseded").

Entry 14 should indicate the recommended final disposition of the record, once the retention period has been met. Records with "Permanent Retention" would normally be offered to archives. Extremely long retention (more than 17 years) is normally best satisfied by maintaining the record in the office or records center as indicated in Entry 13, and then microfilming the record and destroying the original once that period has lapsed.

Entry 15 is provided for any special comments regarding the records series.

Entry 16 should list the preparer's name and title (typed), as well as the signature.

Entry 17 is the date of signing.