



STATE OF MONTANA  
SECRETARY OF STATE  
RECORDS AND INFORMATION  
MANAGEMENT

**RM 1**

**RECORDS  
SERIES  
PROFILE**

1. PROGRAM CODE  
3501

**2. AGENCY CREATING RECORD**

Agency Name: Office of Public Instruction  
Program Name: Office Management Team  
Item Number:

**3. RECORDS SERIES TITLE**

AIM student data records

**4. AGENCY CONTACT**

Name: Dave Nagel  
Title: IT Project Manager  
Telephone: 444-1641

**5. LOCATION OF SERIES**

Office  Off Site Storage  PC/Network:  
Building: Mitchell Building  
Room # 55  
Address: 125 N. Roberts Street  
City, State, Zip: Helena, MT 59601

**6. SERIES DESCRIPTION**

Type: student data  
Format: electronic  
Content: student data  
Function: basis for statewide reports  
Completeness: complete

**7. INCLUSIVE DATES (Mon/Day/Yr)**

Start: 2007  
End: continuing

**8. ARRANGEMENT**

- Alphabetically
- Chronologically
- Functionally
- Numerically

**OTHER**

Other  
Specify:

**9. VITAL RECORD  
RECOVERY TIME**

- 24 hours
- 2-5 days
- 5-10 days
- 1-30 days
- 30 days and beyond

**10. DUPLICATION**

Form or Content: Content  
Full or Partial: Full  
Hard copy or Electronic: Electronic  
Duplication Location: DOA/ITSD & OPI  
Official or Duplicate: Duplicate

**11. NATURE AND FREQUENCY OF USE**

First Year: Very Active - Accessed Daily  
Second Year: Active - Accessed monthly  
Third Year: Active - Accessed monthly  
Older: Active - Accessed monthly

Source of Requests: Internal

Purpose of Requests (check all that apply):

- Administrative
  - Historic
  - Legal
  - Reference
- Or other

**12. LAWS OR POLICIES GOVERNING RETENTION - - - INCLUDE A COPY**

SB152 of the 59<sup>th</sup> Legislature

**13. RECOMMENDED RETENTION**

IN [Years] END EVENT  
Office: Permanent  
Storage:  
Total:

**14. RECOMMENDED FINAL DISPOSITION**

- Delete
- Image & Destroy
- Incinerate
- Microfilm & Destroy
- Shred
- Toss
- Transfer to Archives

**15. COMMENTS**

**16. SIGNATURE OF PREPARER**

Dave Nagel  
  
Preparer's Signature

**17. DATE OF PREPARATION**

3/3/2008

One copy with original signature goes to Records and Information Management. Retain one copy for the agency.