



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 59th 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.