



**Secretary of State  
Records and Information Management (RIM)  
Record Center Work Request  
RM11**

***Instructions to Complete the RM11***

Speed Chart etc.	Include speed chart number or any number that is meaningful to your agency.
Requestor's Name	Person submitting the request.
Agency Name/Division	Example: DOA. State Procurement Bureau
Program Code	This number is the first four digits of your agency number followed by a # assigned by your agency or SOS-RIM. If unknown please notify SOS-RIM at: <a href="mailto:sosrecords@mt.gov">sosrecords@mt.gov</a> or call 444-9000
Phone Number	Number of contact.
Date	Date submitted.
RIM Delivery	Check box if RIM is to delivery.
Rim Pick-Up	Check box if RIM is to pick-up.
Deadhead files only	Check box if you wish to have files put into a deadhead envelope and sent to your agency
Agency will deliver/pickup	Check box if agency is going to deliver or pickup request.
Call when ready	Check box if requesting to be notified when request is ready to be picked up/delivered
Pull Request/Qty	Check box if you are requesting RIM to pull a box or file, complete qty for how many items are being requested. Total boxes/files.
ASAP Pull Request/Qty	Check box if you want a ASAP pull/delivery (this costs extra), complete the qty requesting.
Confidential	Check this box if your box/files are confidential (requires special handling)
Permanent Removal/Qty	Check this box if you are removing your boxes from RIM permanently, complete qty being removed.
Box#	List box number assigned by Agency.
Returning Files/Qty	Check box if returning files, complete qty with how many.
Returning Boxes/Qty	Check box if returning boxes, complete qty with how many.
New Boxes for Storage/Qty	Check box for new boxes for storage at RIM, complete qty for how many.

Boxes for Filming (DC)	Check box if requesting a pickup of boxes for filming/imaging.
Standard Size Boxes	Check box for new empty boxes, complete qty for how many. Bundles come in 20.
Disposal Request RM5	Check box if requesting a disposal, list disposal number
Qty of boxes to Destroy	Check box and complete the qty of boxes to be destroyed
Shredding	Completed by RIM for time to complete a shred
Delivery/pickup	Check box if requesting a delivery or a pick-up from RIM, time will be completed by RIM.
Special Instructions/Comments	List any special instructions/comments.

***E-mail the completed form to [sosrecords@mt.gov](mailto:sosrecords@mt.gov)***