



PROPOSAL KIT SAMPLE

SAMPLE CONTRACT PACK DOCUMENT

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For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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Application for Records Retention Form

Date: <<CurrentDate>> _____

Department Name: _____

Department Location: _____

Department Manager or
Content Owner: _____

Department Records Steward: _____

Describe the content of the records to be stored such as: Invoices, Contracts, Sales Orders, Bid Documents, Annual Review, etc.

List Record Types	Retention (i.e. 3, 7, 10 year)	Legal Regulations (SOX, HIPPA, PCI, etc.)	Media Type (Physical or Electronic)	Search Metadata (i.e. Date, Author, etc.)	Access Requirements	Estimated Volume (pages or file size)
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DEMO CONTRACT

This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/records-management/application-for-records-retention-form.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

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