



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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Authorization for Records Destruction Form

Date: <<CurrentDate>> _____

Department Name: _____

Department Location: _____

Department Manager or
Content Owner: _____

Department Records Steward: _____

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

List Record Types	Retention (i.e. 3, 7, 10 year)	Media Type (Physical or Electronic)	Volume (pages or file size)	Disposition Method (Shred, Delete, etc)	Disposition Date
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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/authorization-for-records-destruction-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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