

Business Contracts



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<<Company>> Retention Schedule Change Request Form

<<CurrentDate>>

Division/Department: << Insert division or department name >>

Name of Requestor: << Insert name of person requesting change >>

Type of Record (Name): << Insert type of record to be changed >>

Change Request: (Complete information regarding the request for change)

Reason for Change to Retention Schedule: (in the space below provide an explanation for the change, i.e. legal, business, or audit requirement.).

DEMO CONTRACT

This demo contract has been truncated to only show part of the first page. The complete editable version of this document is available in the Contract Pack template collections <http://www.proposalkit.com/htm/legal-contract-templates/records-management/record-retention-schedule-change-form.htm>

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S A M P L E

This sample has been truncated to only show a portion of the content. The complete editable version of this document is included with Proposal Kit Professional and Contract Packs available at:

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