

# Project Management Pack



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Project Management Pack is an extensive library of material used to help manage your projects from start to finish. Project Management Pack also includes the Records Management Toolkit for developing a detailed records management program.

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# File Plan

As part of <<Company>>'s Records Management Program, all documents created from business activities and transactions will be managed and disposed of according to a File Plan. The File Plan will ensure <<Company>>'s records are effectively maintained and compliant with regulatory audits, and will also increase business efficiency and retain the continuity of corporate knowledge.

<< The File Plan is used to provide a foundation for organizing the company's documents and records using a controlled vocabulary or taxonomy for the management of content throughout the document's lifecycle. Refer to the Taxonomy template to outline your Records Management Taxonomy. >>

<< A File Plan can be just a few pages listing the recordkeeping requirements of core business records, or a detailed map of the organization's classification scheme for the management of all content. Use it to create a basic or expanded records retention schedule that can be customized to meet specific regulatory, jurisdictional, and organizational needs, and to describe your organization's outline for managing the life cycle of business content and records. >>

<< To fill in element fields below, start with either the Basic File Plan or Expanded File Plan and edit the Base Records Series to fit your organization's needs. The Base Records Series are a set of common business records which are the basic functions and activities that make up the core business records of the File Plan. Adding elements specific to the organization's industry to customize the File Plan should be addressed if there are any specific legislative requirements for creating or maintaining records.>>

## **Basic File Plan Element #1**

<< The Basic File Plan retention schedule

The rest of the content has been removed from this sample. The entire 10 pages of the document are included in:

[Proposal Kit Professional](#)



# 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 in Proposal Kit Professional at:

<http://www.proposalkit.com/htm/proposal-software-products.htm>