

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.

Project Management Pack is part of the [Proposal Kit Professional Bundle](#).

Formal Hold Investigation Form

<<CurrentDate>>

Records Custodians Name: << Insert name of record keeper >>

Legal Hold Team Representative: << Insert name of representative >>

Case ID Number: <<Reference>>

Request for Legal Hold Information:

<< Provide the details of the case and instructions to list and identify content. >>

<< Use this form to document the articles that need to be preserved as part of the litigation hold. >>

| Data Owners Name | Content Description | Data Collection Site (file share, mailbox, backup, workstation, smart phone, etc.) | Data Custodian's - Network and or Physical Location (mapped drive, file cabinet) | Preserve Article? (y/n) | Preservation method (Filled in by Litigation Response Team) |
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The rest of the content has been removed from this sample. The entire contents 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>