

# Project Management Pack



▶ Project Management Pack is included in the [Proposal Kit Professional Bundle](#)



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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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## Authorization for Records Destruction Form

DEPT NAME:			
DEPARTMENT LOCATION:	<<Building>>		
AUTHORIZED CONTENT OWNER OR DEPARTMENT MANAGER:	<<Name>><<Title>>	<<PHONE>>	<<Email>>
DEPARTMENT RECORDS LIAISON:	<<Name>><<Title>>	<<PHONE>>	<<Email>>

<< 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
1. <<RECORD TYPE>>					
2. <<RECORD TYPE>>					
3. <<RECORD TYPE>>					
4. <<RECORD TYPE>>					
5. <<RECORD TYPE>>					

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>