

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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Archiving - Physical Records Box Label Form

LABELS: Pre-printed labels only (no handwriting). Boxes must be full and contain only the documents required by law for specified periods of time. << All metadata for physical content should be tracked in a database or information management system. >>

Box Number	<i>#<<Unique ID>></i>	Fiscal Period	
Department Name		Fiscal Year	
Destroy Date		Imaged (Yes/No)	<i><< Are records accessible in information management system? >> << Name content storage application >></i>

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>