

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.

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

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.).

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>