



# PROPOSAL KIT SAMPLE

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# Access Security Plan

Security and Access Control is of the utmost importance to <<Company>>. We have identified the following needs for security in the context of the Records Management program.

<< Use this template to discuss areas in which security is needed. These might include concerns about personal security of an organization's personnel, clients, or visitors; security of physical facilities from vandalism or theft; or data security, which often includes transmission and storage issues of both printed and computerized records. >>

<< To fill in the categories below, state a general category (such as "Security of Front Office Staff" or "Data Security") and then describe the need for that type of security. >>

◆ << **Security Category #1** >>

Need: << Describe the need for this type of security. Include any past incidents to make your case. >>

Risks: << Insert your ideas of what might happen if security is not improved. >>

Requests/Recommendations: << Insert any ideas you have about how to meet this security need. >>

◆ << **Security Category #2** >>

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