SAMPLE PROJECT MANAGEMENT PACK DOCUMENT

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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.

Records Inventory Worksheet

Department / Business Unit:

Records Series ID / Unique ID	Records Series/Content Type	Title	Description	Location server, shared drive, file cabinet. Include content map if applicable	Records Management Should this series of content be managed? (yes/no)	Vital Records? (yes/no)	Frequency (How often is content accessed? Daily, monthly, rarely?)	Medium (What is content medium? Is it paper, microform, electronic, or a combination?)	Content Management Metadata (List all related metadata for search on separate form) (Y/N)	Enterprise Search (Y/N)	Security Level (High, Medium, Low)	Volume of Records		
												Document Volume	Linear Feet	Storage (TB, MB)

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