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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 Management

<<Company>>'s primary focus is on functional areas within the organization that generate high volumes of content and meet the goals of the Records Management Program. An up-to-date inventory of the organization's documents and records is recommended to define the as-is state and identify departments or business units that have gaps in standards and procedures for Records Management. As part of the formal program assessment, a review of all content in the context of the Records Management Program will help <<Company>> develop policies and procedures for the new program. The policies and procedures should be authorized and adopted though change management and distributed with training.

The goal of the Records Management Program is to develop a concise policy that clearly defines the record type, appropriate retention period, and the source of the retention requirement (whether business, statutory, or regulatory).

<< See the File Plan and Taxonomy templates for additional

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