



# PROPOSAL KIT SAMPLE

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# Records Pre-Inventory Survey

The following are interviews conducted with key individuals who support the organization's records.

Date prepared: <<CurrentDate>>

Office maintaining the files:

Person conducting the inventory:

Person completing the survey:

## Pre-Inventory Survey Questions:

### Department Questions:

### Function of the Business Unit:

- ◆ What is the function of the business unit?
- ◆ What programs and activities does this business unit oversee?
- ◆ What business units are responsible for developing policies?

The rest of the content has been removed from this sample. The entire 2 pages of the document are included in:



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