



PROPOSAL KIT SAMPLE

SAMPLE PROJECT MANAGEMENT PACK DOCUMENT

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Records Inventory Worksheet

Department / Business Unit: Finance

Records Series ID / Unique ID	Records Series/Unique Type	Title	Description	Location	Records Retention	Final Records	Frequency	Medium	Control Management Strategy	Enterprise Search	Security Level	Volume of Records
R-15	Accounts Receivable	Customer Invoices	Invoices - copies for payment, purchase orders, requisition for goods and services, invoice payable	Server A C:\Finance\Accounts Receivable\AR Invoices	Yes	Yes	Daily	Physical Paper / Electronic	Yes	N/A	High	12000
R-2	Accounts Receivable	Invoice Certificate	Invoice	Server A C:\Finance\Accounts Receivable\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	1000
R-3	Accounts Receivable	Vendor Agreement	Vendor Contract	Server A C:\Finance\Accounts Receivable\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	2000
R-4	Accounts Receivable	Bank Request	Bank Memorandum Authorization Request	Server A C:\Finance\Accounts Receivable\AR Invoices	Yes	Yes	Daily	Physical Paper / Electronic	Yes	N/A	High	1000
R-5	Accounts Receivable	Tax Exempt Certificate	Tax Exempt Certificate	Server A C:\Finance\Accounts Receivable\AR Invoices	Yes	Yes	Daily	Physical Paper / Electronic	Yes	N/A	High	100
R-6	Expendable Records	Expendable sheets	Expendable sheets	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Electronic	Yes	N/A	High	10000
R-7	Expendable Records	Cash books/sheets	Cash books/sheets	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	1000
R-8	Expendable Records	Entity cash	Entity cash	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	1000
R-9	Expendable Records	Entity cash receipts	Entity cash receipts	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-10	Expendable Records	Shipping and Post	Print-out books/sheets, postage/ courier Accounts/AR records, register of postage, registration postage and receipt postage	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	100
R-11	Expendable Records	Cash Report	Summary cash books	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Physical Paper / Electronic	Yes	N/A	High	100
R-12	Expendable Records	Checklist Report	Checklist history	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Monthly	Electronic	Yes	N/A	High	100
R-13	Statements	Account Statements	Statements of accounts	Server A C:\Finance\Statements\AR Invoices	Yes	Yes	Monthly	Electronic	Yes	N/A	High	100
R-14	Statements	Account Payable Statements	Statements of accounts	Server A C:\Finance\Statements\AR Invoices	Yes	Yes	Monthly	Electronic	Yes	N/A	High	100
R-15	Records and Reference	Employee Salaries	Employee salaries	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-16	Records and Reference	Benefit Codes	Copies of vouchers	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-17	Records and Reference	General Ledger	General and subsidiary ledger produced for the purpose of preparing and posting financial statements or published information	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-18	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-19	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-20	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-21	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-22	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-23	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-24	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-25	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-26	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-27	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-28	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-29	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-30	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-31	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-32	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-33	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-34	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-35	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-36	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-37	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-38	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-39	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-40	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-41	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-42	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-43	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-44	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-45	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-46	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-47	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-48	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-49	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-50	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-51	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-52	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
R-53	Records and Reference	General Ledger	General ledger	Server A C:\Finance\Reports\AR Invoices	Yes	Yes	Daily	Electronic	Yes	N/A	High	100
Total												

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