

PaperJamming Reference



Project Files

Type

Stage

Details

<p>Correspondence (paper and e-mail)</p>		<p>6 months</p>
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<p>Meeting agendas, minutes, and reports</p>		<p>Drafts, agendas, notes: 6 months after completion</p>
		<p>Final product: 1 copy</p>

<p>Project notes and drafts</p>		<p>6 months after project completion</p>
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<p>Interim products</p>		<p>1 copy of each for reference (if needed)</p>
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<p>Final products</p>		<p>3 print and/or 1 master and 1 backup electronic copy of each for clip file</p>
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Key: Continuing One Time Permanent