## 0145 Project Files

Description: Documents the initiation and development of work, including all supporting documentation not included in a more specific record series. Examples: Records may include meeting agendas and minutes, correspondence, guidelines and instructions, working papers, project summaries, and project deliverables

including plans, proposals, and reports.

 $\it Retention\ Period:$  Retain for 2 years after project completion, and then contact Archives for review.