



## Records

Check each answer that could be a record below:

1. Notes from a meeting\_\_\_\_\_
2. Minutes\_\_\_\_\_
3. Email from a customer\_\_\_\_\_
4. Contract\_\_\_\_\_
5. Instant message from coworker\_\_\_\_\_
6. Drafts of documents\_\_\_\_\_
7. Legal Documents \_\_\_\_\_
8. Insurance Documents \_\_\_\_\_
9. 3rd party Vendor Contracts \_\_\_\_\_
10. Human Resource Files \_\_\_\_\_

Notes:

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