Edge Ruth

Subject:	PROJECT <name> - ALERT/REPORT - <topic> - <date>

PROJECT ALERT / REPORT - <topic>			
Project Name:		Date:	
Project Stage:		Report Intent:	Information / Action / Approval / Other

Report Detail
Authorised By:
Contact:

"be green, read from the screen and support our paperless office"

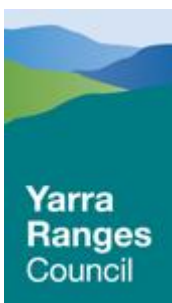*Is it a Record?*
A record tells us...
* What happened?
* When did it happen?
* Where did it happen?
* Who was involved?
Document and save to ECM!
Make it a record!

Regards
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Yarra Ranges Council