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Scanning and Shredding Documents: a discussion paper

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Description

In April 2007 the GPIT Group released a discussion paper on scanning and shredding documents. The discussion paper raises issues such as attribution of the scanned document (date, document type, author, institution, etc.), the practice workflow around scanning, the file standard of the stored image, the audit trail and

the backup routine in place. The discussion paper is a draft document and the GPIT Group welcomes comments and feedback.

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