

## Francis Tagawa

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**From:** Irlene Torres  
**Sent:** Thursday, May 17, 2012 2:51 PM  
**To:** Atlas  
**Subject:** Scanned Documents in WorkSmart (aka ImageRight)

**Effective immediately**, all documents scanned by the mailroom into WorkSmart (aka ImageRight) will be **kept onsite for 30 days, then shredded**. Since its inception in 2009, there have been no instances where a batch or document older than 30 days had to be retrieved from offsite storage, as such, the decision was made to shred instead of warehousing the documents for an extended period. This will eliminate the associated storage cost.

If a situation should arise where a document older than 30 days from scanned date is needed, please contact the sender for a replacement copy.

Originals, such as policies, endorsements, audits, vendor invoices, etc., will continue to be handled with no changes.

You may contact Lance Kawano or me if you have any questions.

Thank you,

*Irlene Torres* AVP

Unit Manager, Information Technology

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