

## AXA Branded Document Retention: Keys to Maintaining Files and Minimizing Risk

Date / Time	Student Score	Passing Score	Result
August 26, 2022 2:36 pm	90	80	Pass

### AXA Branded Document Retention: Keys to Maintaining Files and Minimizing Risk

#	Question	Correct Answer	Student Answer	Result	Points Awarded
1	Question 1/10	E. All of the above	E. All of the above	Correct	10
2	Question 2/10	True	True	Correct	10
3	Question 3/10	True	True	Correct	10
4	When consistently applied, a document retention procedure can:	E. All of the above	E. All of the above	Correct	10
5	The definition of “reasonably accessible” documents is:	B. Documents may not be altered or totally destroyed such that they cannot be reproduced or only be restored at a significant cost	D. None of the above	Incorrect	0
6	It’s not necessary to confirm that every member of your staff reads the document retention policy – you just need to have one on file.	False	False	Correct	10
7	Examples of good documents to retain include:	F. A, B and D	F. A, B and D	Correct	10
8	You should train your staff to avoid “reply all” whenever possible.	True	True	Correct	10
9	Recommended best practice for project close out includes:	E. A and B	E. A and B	Correct	10
10	Some attorneys want all documents kept and some want none kept.	True	True	Correct	10