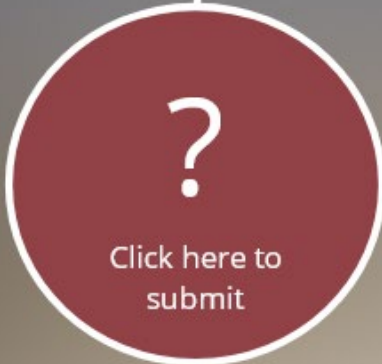




A "document" can be:

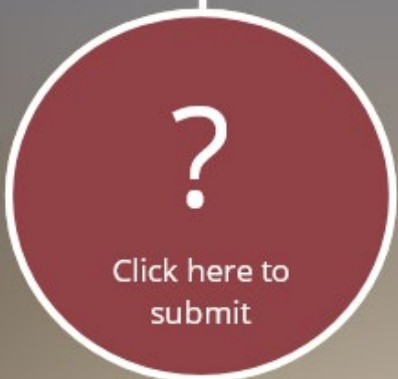


- A. Paper
- B. Electronic
- C. Digital Photographs
- D. Physical models
- E. All of the above

Question 1/10



A document retention policy can help defend against claims and avoid monetary and/or legal sanctions.



- True
- False

Question 2/10



All executed contracts and all documentation showing significant changes in the design, the budget or the schedule should be in your document retention policy.

?

Click here to submit

True

False

Question 3/10



When consistently applied, a document retention procedure can:

?

Click here to submit

- A. Minimize business interruptions
- B. Establish one source for answering post-project questions or claims
- C. Provide a uniform method for destroying documents
- D. Create a uniform method to store documents
- E. All of the above

Question 4/10



The definition of "reasonably accessible" documents is:

?

Click here to submit

- A. Documents must be available 24/7
- B. Documents may not be altered or totally destroyed such that they cannot be reproduced or only be restored at a significant cost
- C. Documents must be kept in hard copy format for a minimum of 5 years
- D. None of the above

Question 5/10



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.

?

Click here to submit

- True
- False

Question 6/10



Examples of good documents to retain include:

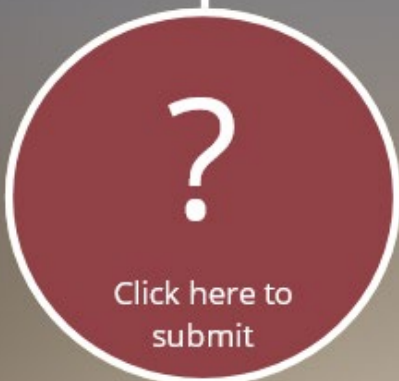


- A. Changes orders
- B. Correspondence from Owners or Contractors
- C. Expense reports for entertaining clients
- D. Manufacturer's installation instructions
- E. A, B and C
- F. A, B and D

Question 7/10



You should train your staff to avoid "reply all" whenever possible.

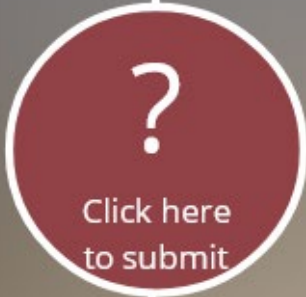


- True
- False

Question 8/10



Recommended best practice for project close out includes:

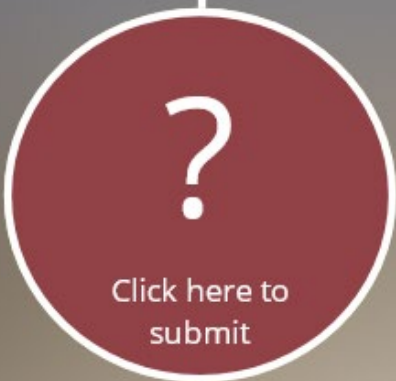


- A. Review of any contractual requirements to keep documents
- B. Notify Client of intent to return or destroy documents in accordance with your document retention policy
- C. Make copies of everything connected to the project and ship to the Client
- D. All of the above
- E. A and B

Question 9/10



Some attorneys want *all* documents kept and some want *none* kept.



- True
- False

Question 10/10



