Assessment Task: Storing Documents

Storing paper-based and electronic records (Individual activity)

Fill in the missing word. Choose from the words in the word box. [8 marks]

<table>
<thead>
<tr>
<th>tax</th>
<th>flash drives</th>
<th>microfiche</th>
<th>corrupted</th>
</tr>
</thead>
<tbody>
<tr>
<td>scan</td>
<td>fire-proof</td>
<td>original</td>
<td>safekeeping</td>
</tr>
</tbody>
</table>

a) Paper-based storage enables you to refer to the __________ documentation if need be.

b) Paper-based documents should ideally be stored in a __________ storage space where they would be protected in case of a fire or other disaster.

c) You can also store paper-based documents on __________ if storage space is a problem.

d) When you __________ your paper-based documents, they also become electronic documents.

e) Storing documents on hard drive only is risky, because computer drives can become __________.

f) __________ are mainly used to transfer files from one computer to another.

g) Businesses must store documents that are required for __________ purposes for a period of five years.

h) A business must have a system in place for the storage and __________ of documents.
## Suggested Solutions

<table>
<thead>
<tr>
<th>Question number</th>
<th>Possible marks</th>
<th>Solution</th>
</tr>
</thead>
</table>
| 1               | 8              | a) Paper-based storage enables you to refer to the **original** documentation if need be.  
b) Paper-based documents should ideally be stored in a **fire-proof** storage space where they would be protected in case of a fire or other disaster.  
c) You can also store paper-based documents on **microfiche** if storage space is a problem.  
d) When you **scan** your paper-based documents, they also become electronic documents.  
e) Storing documents on hard drive only is risky, because computer drives can become **corrupted**.  
f) **Flash drives** are mainly used to transfer files from one computer to another.  
g) Businesses must store documents that are required for **tax** purposes for a period of five years.  
h) A business must have a system in place for the storage and **safekeeping** of documents. |