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Subject: RE: Transition

Hello all –

I will be advising everyone on our document retention policy so that we can properly archive records of this administration. I am meeting with archives on Tuesday morning to discuss what we do with paper and what we do with digital records, and how digitized we should be. Afterwards I will come around and meet with each of you on what needs to be saved and how best to accomplish this. I think it is best to cover each shop separately as each shop is so different.

In the meantime, we have received shred bins so that we can properly destroy items such as personally identifiable information that is not to be maintained (such as social security numbers from appointments). And, as we digitize, we may have additional hard copies that we do not need to maintain. However, please wait to shred documents until I meet with you so that we can lawfully handle the transition.

Thank you,

Richele