

memo

To: Heather Nicolson Morrison
From: Adam Major
Date: August 31, 2017
Re: Shredding and Scanning Progress Report

Shredding:

7 legal sized boxes of shredding completed – currently no additional shredding to be done

Scanning:

Total number of binders to be scanned:	44
Number of binders scanned:	22
Number of binders remaining to be scanned:	22

Sample days:

August 23, 2017

Number of scans:	110
Number of pages per scan:	1 to 22
Total number of pages scanned:	382

August 24, 2017

Number of scans:	77
Number of pages per scan:	1 to 18
Total number of pages scanned:	332

August 25, 2017

Number of scans:	94
Number of pages per scan:	1 to 22
Total number of pages scanned:	293

The factors affecting speed of scanning are checking for duplication and other office duties.