

# The Office of Records and

## Document Preparation

OW

1. Staples and paperclips must be removed from documents to be scanned. Staples are difficult to detect in large stacks of paper and almost invisible. The best way to detect staples is to pull a stack of paper through the pages from all four corners (in particular the top corners). Next, pinch each of the four corners of a small section of the stack through your two fingers, to feel for staples.

2. Be sure to remove all "post-it" notes or other markings from a document if they are covering information. If they must be scanned with the document, they must be scanned with the document. Place them on a separate sheet of plain white paper and secure with scotch tape on all four sides of the item.