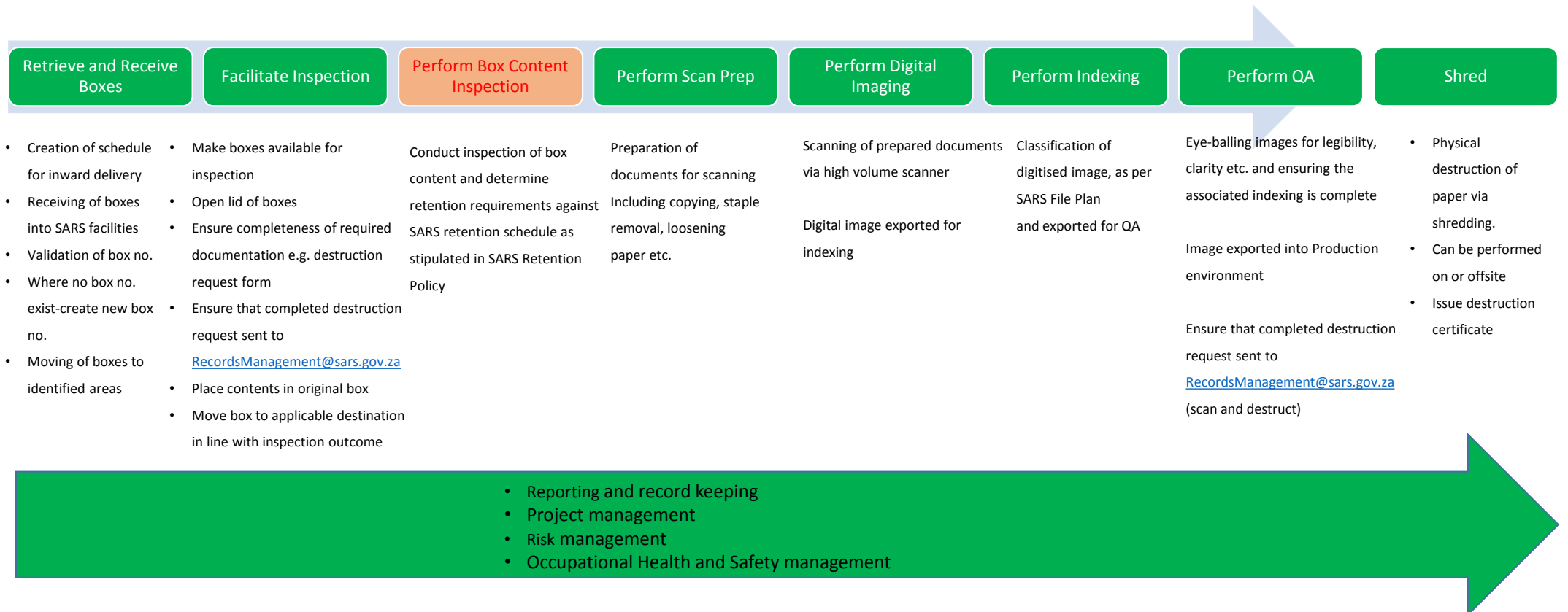


Document Storage Reduction Process Representation Diagram

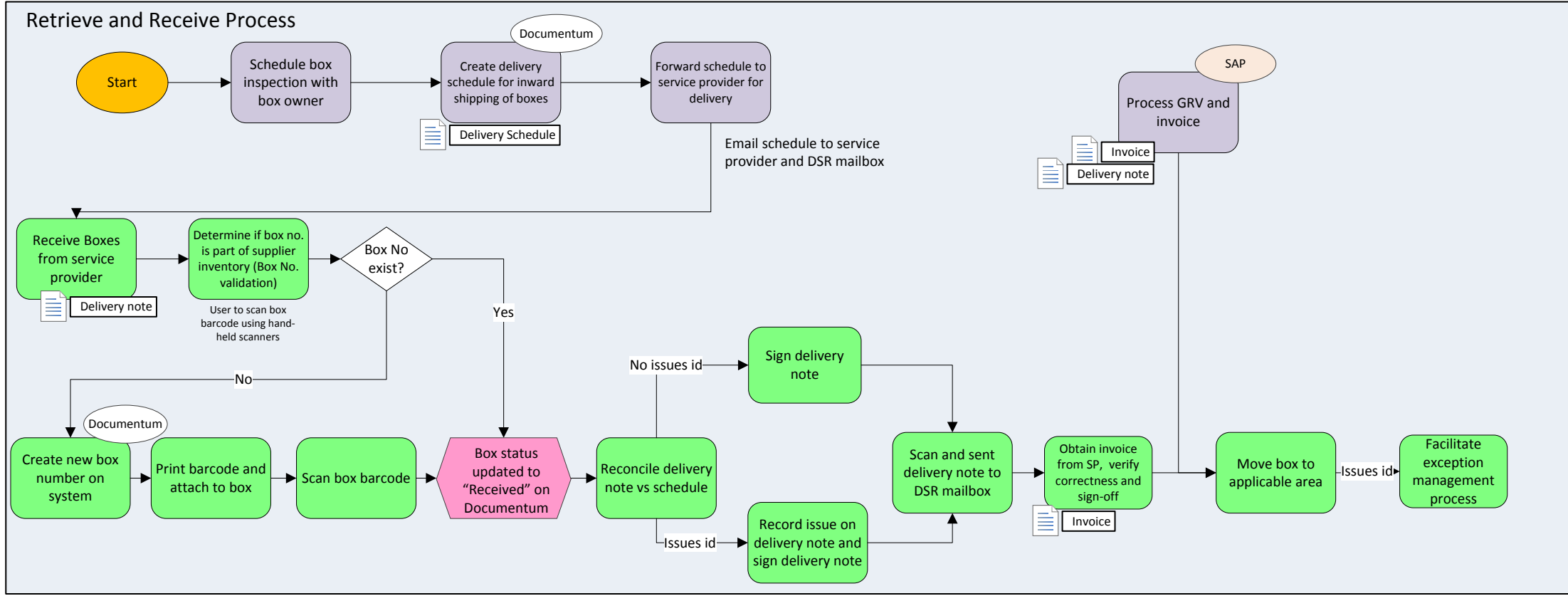
Roles and Responsibilities

SARS vs Outsource vendor

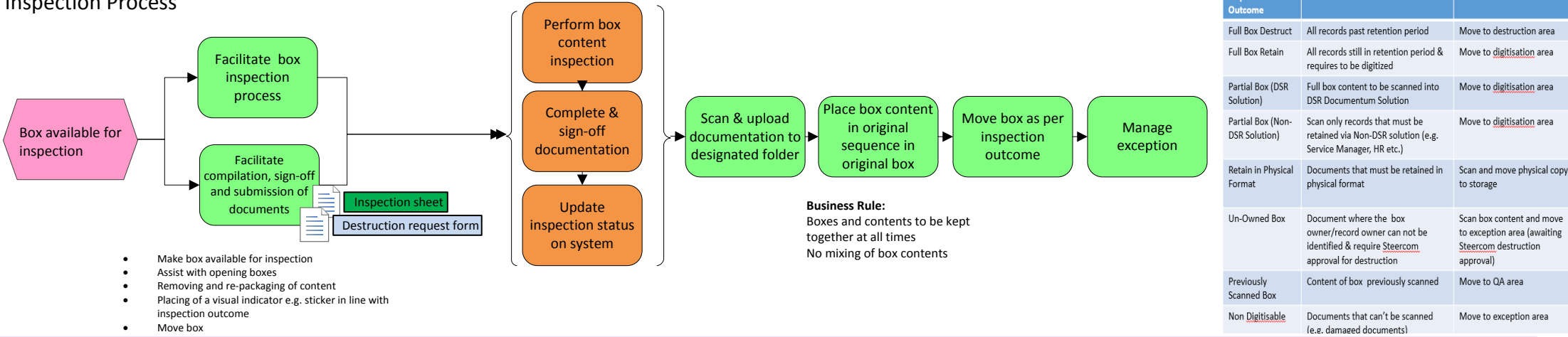
High level value chain



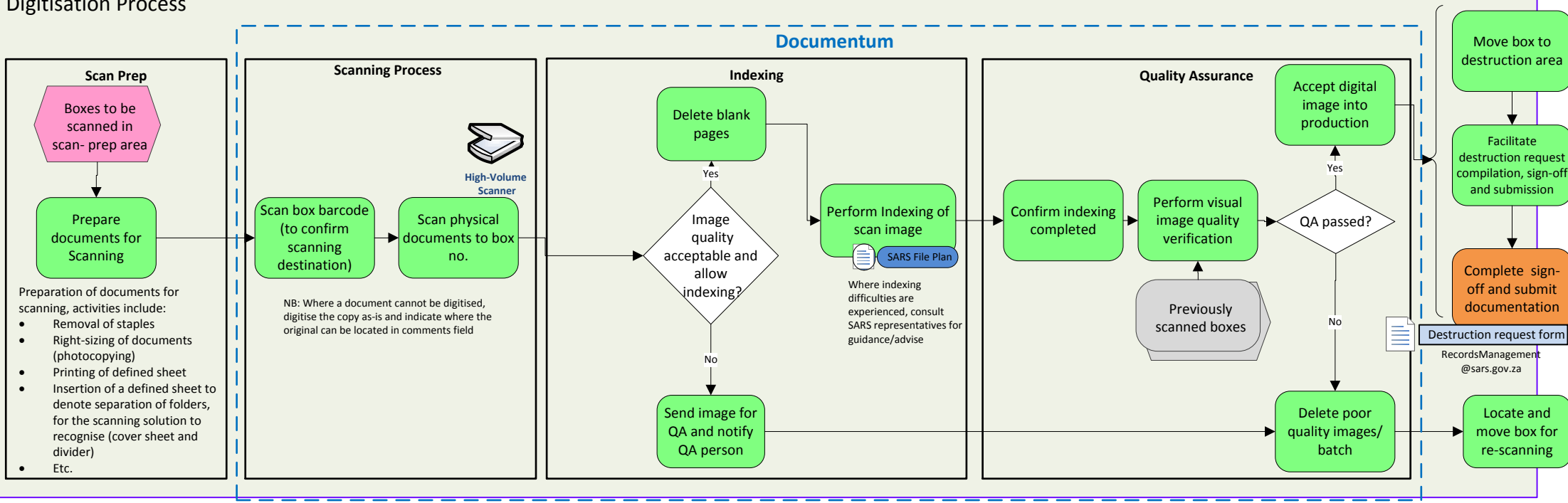
Document Storage Reduction (DSR) Process Representation Diagram



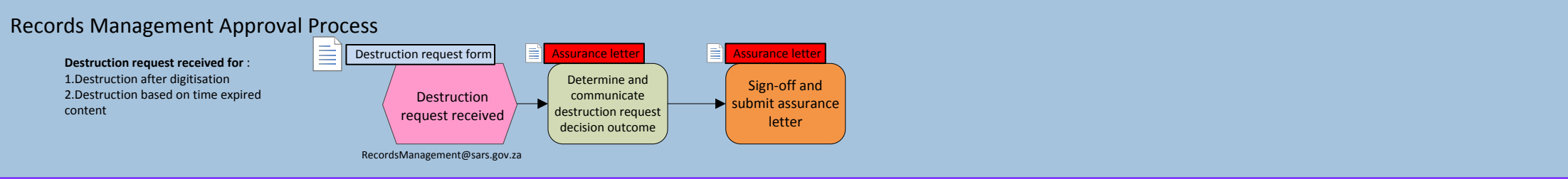
Inspection Process



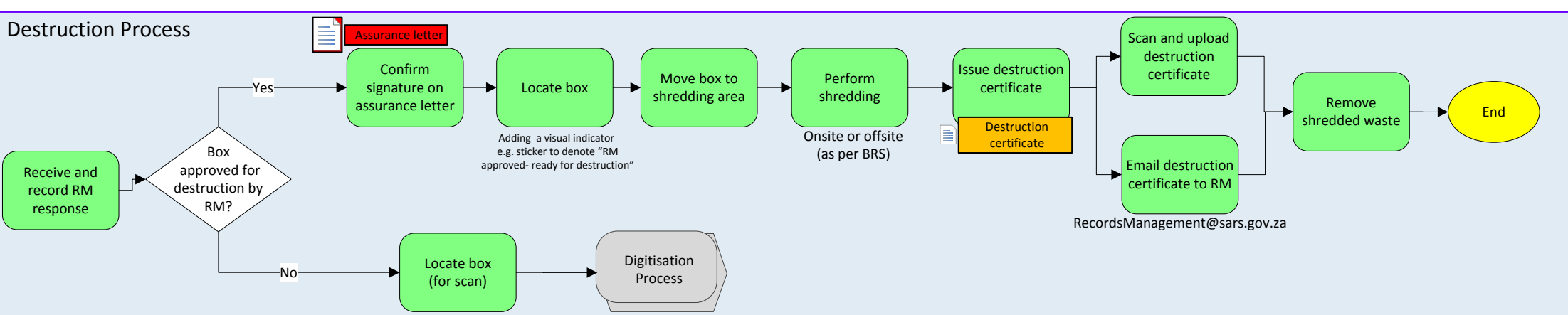
Digitisation Process



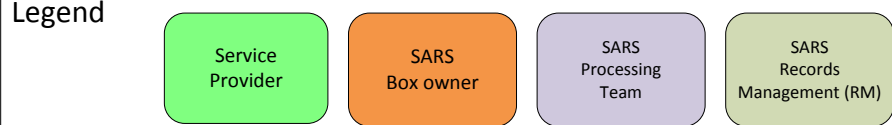
Records Management Approval Process



Destruction Process



Legend



Process	Report requirements
Scheduling	Summary Report <ul style="list-style-type: none"> ➤ number of boxes ordered per day for specified period Detail Report <ul style="list-style-type: none"> ➤ list of boxes ordered per day for specified period
Receiving	Summary Report <ul style="list-style-type: none"> ➤ number or boxes received per day for specified period Detail Report <ul style="list-style-type: none"> ➤ list of boxes received per day for specified period
Inspection	Summary Report <ul style="list-style-type: none"> ➤ number of boxes inspected per day per box owner per outcome for specified period Detail Report <ul style="list-style-type: none"> ➤ list of box inspected per day per box owner per outcome for specified period
Scanning	Summary Reports <ul style="list-style-type: none"> ➤ number of boxes scanned per day ➤ number of pages scanned per day Detail Report <ul style="list-style-type: none"> ➤ list of box scanned per day
QA Inspection	Summary Reports <ul style="list-style-type: none"> ➤ number of boxes QA per day ➤ Number of rejections ➤ number of boxes for which destruction request were submitted Detail Report <ul style="list-style-type: none"> ➤ list of boxes QA per day ➤ list of boxes for which destruction request were submitted
Records Management (RM) Approval	Summary Reports <ul style="list-style-type: none"> ➤ number of boxes approved for destruction by RM per day Detail Report <ul style="list-style-type: none"> ➤ list of boxes approved for destruction by RM per day
Destruction	Summary Reports <ul style="list-style-type: none"> ➤ number of boxes destructed per day ➤ weight of paper destructed per day Detail Report <ul style="list-style-type: none"> ➤ list of boxes destructed per day