

## PROs File Preparation Guidelines

### Basic Scanning

- Remove all staples and paper clips.
- Scotch tape all 4 sides of small items (such as post-it notes and jury notices) to an 8½ x 11 sheet of paper.
- Separate carbon copy forms and only submit the most legible copy for scanning.
- Submit only paper and lightweight card stock for scanning.

### File Preparation

- Every document requires its own coversheet. Do not use one coversheet for multiple documents.
- Ensure that all the documents being prepared for scanning belong to the person whose file you are preparing.
- The document date on the cover sheet is the date that the document was printed or signed. It is not the date the document was prepared for EROS.

### To help us process documents faster and more accurately:

- Unfold documents larger than 8 ½ x 11
- Unfold corners
- Scanning batches may have multiple document types and multiple employees; ensure each document has its own coversheet
- Batches should be no thicker than 3"
- Rubber bands are ideal to hold large batches while binder clips are ideal for small batches
- I-9's should be placed on top of batch
- Batches must be sent to scanning in an secure envelope
- Remove any documents that should not be included in the personnel file. An example of such a document is the 'Demographic Data Transmittal' form.