AS10 Document Services Code Set

Producing and reproducing documents.

AS10.10 Document Creation

Drafting, revising, proofreading or transcribing documents, presentations or correspondence.

AS10.10.10 Drafting Documents

The initial drafting of documents from handwritten notes, annotated hard copies, shorthand, discussions, etc. Includes transcription, translation and court reporting. (Note: Drafting documents related to a legal representation independently should be classified within Legal Services).

AS10.10.15 Proofreading Documents

The proofreading of documents for grammatical, spelling and format errors.

AS10.10.20 Revising Documents

Editing documents from handwritten notes, annotated hard copy, transcription, shorthand, etc. Includes comparisons, conversions, merges, creation of tables of contents/authorities, etc.

AS10.15 Document Management

The management and identification of electronic and physical documents (records). It includes the adherence to established naming and organizational protocols and procedures to facilitate future retrieval.

AS10.15.10 Electronic Storage and Naming

Creating and adhering to established document naming conventions and management of document electronic storage.

AS10.15.15 Physical Storage and Filing

Creating physical files adhering to established file organization conventions. It includes and management of document storage and organization.

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AS10.15.20 Security and access control

Maintaining security and access control to documents.

AS10.15.25 Version control

Tracking how the current document came to be, and how it differs from the versions that came before. It includes roll-back, to "activate" a prior version in case of an error or premature release.

AS10.15.30 Audit trails

Permitting the reconstruction of who did what to a document during the course of its life in the system.

AS10.15.35 Check-in/check-out Processes

Document check-in/check-out and document locking, to coordinate the simultaneous editing of a document so one person's changes don't overwrite another's.

AS10.20 Document Reproduction

Reproducing, printing, scanning or finishing documents.

AS10.20.10 Copying

Reproducing printed materials to hard copy, CD or other reproductive medium.

AS10.20.15 Finishing

Binding, collating, stapling, etc. of printed documents or presentations.

AS10.20.20 Printing

Printing electronic documents to hard copy.

AS10.20.25 Scanning

Scanning printed materials to various file formats for uses other than reproduction.

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