



Paperlight Guidance

Q. Can we shred our scanned documents?

A. As medical records play a major role when defending our members, our advice to members on shredding is to ensure they have taken steps to manage the risks before shredding any scanned information.

The steps should include:

- a) A robust backup procedure which includes tape verification
- b) A check is made to ensure that there is actually data on the tape
- c) A check is made to ensure that scanned documents/data can be reproduced and are legible

We don't feel that we can offer advice on how many records need to be checked as we don't have access to that kind of statistical information.

We feel that the important point is that our members have taken steps to ensure they have a robust system of backing up, verifying and restoring information before shredding the original documents.

MDDUS Risk Management Advisory Services