

Grade 7 EMS Worksheet

Assessment Task: Storing Documents

Storing paper-based and electronic records (Individual activity)

Fill in the missing word. Choose from the words in the word box.

[8marks]

| | | | |
|------|--------------|------------|-------------|
| tax | flash drives | microfiche | corrupted |
| scan | fire-proof | original | safekeeping |

- a) Paper-based storage enables you to refer to the _____ documentation if need be.
- b) Paper-based documents should ideally be stored in a _____ storage space where they would be protected in case of a fire or other disaster.
- c) You can also store paper-based documents on _____ if storage space is a problem.
- d) When you _____ your paper-based documents, they also become electronic documents.
- e) Storing documents on hard drive only is risky, because computer drives can become _____.
- f) _____ are mainly used to transfer files from one computer to another.
- g) Businesses must store documents that are required for _____ purposes for a period of five years.
- h) A business must have a system in place for the storage and _____ of documents.

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Suggested Solutions

| Question number | Possible marks | Solution |
|-----------------|----------------|---|
| 1 | 8 | <p>a) Paper-based storage enables you to refer to the <u>original</u> documentation if need be.</p> <p>b) Paper-based documents should ideally be stored in a <u>fire-proof</u> storage space where they would be protected in case of a fire or other disaster.</p> <p>c) You can also store paper-based documents on <u>microfiche</u> if storage space is a problem.</p> <p>d) When you <u>scan</u> your paper-based documents, they also become electronic documents.</p> <p>e) Storing documents on hard drive only is risky, because computer drives can become <u>corrupted</u>.</p> <p>f) <u>Flash drives</u> are mainly used to transfer files from one computer to another.</p> <p>g) Businesses must store documents that are required for <u>tax</u> purposes for a period of five years.</p> <p>h) A business must have a system in place for the storage and <u>safekeeping</u> of documents.</p> |