Readable Scans and Copies

All electronic documents need to be verified that they are readable and complete prior to filing in OneNote/Binders.

A readable and complete scan/copy includes:
- All pages are accounted for (look to see that all pages have been provided)
- Clear Margins on the pages (look to see that text has not be cut off of the scan)
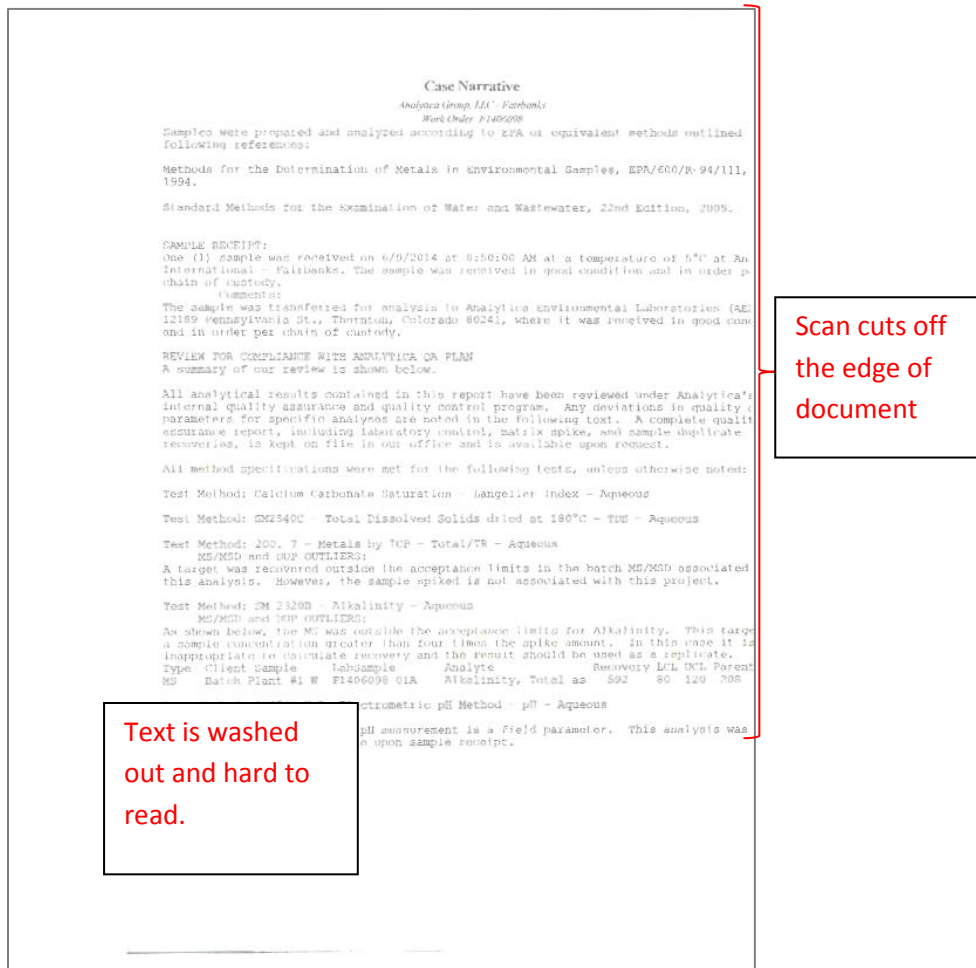- Readable text on all pages

Figure 1Example of a poor scan/copy