

Externally-Generated Documents

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EGD Code	EGD Name	Type	Source	Distribution	Retention Schedule		Disposal Method
					Active	Inactive	
Dept code 1.1 (le., CSD 1.1)	documents or references from external parties (customer, suppliers,partners)	Hard or Soft? Hard- Hard Copy Soft- Soft Copy Electronic	Ex: Client/Government/ Truckers/Shipping line	What department (s) should receive/have copy of this document?	Documents which are still actively being used by an office. They are usually referenced on a daily or monthly basis.	Do cuments which are no longer referenced on a regular basis and tend to be stored in a less accessible place since they are not used frequently.	Shred,Archive, Destroy or Delete?
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