



Document Prepper Job Description

The document prepper is responsible for preparing the documents provided to us to be scanned by our scanner operators. It is the prepper's job to ensure that the paperwork can make it cleanly through the scanner without causing damage to the scanner equipment or the papers. Such preparation includes the removal of staples and paperclips, moving post-its and other small pieces of paper to blank portions of a page so that they do not overlap information on the page, taping tears to prevent snagging by the scanner, and taping down post-its and other small notes, unfolding dog-eared corners. Also required for some projects is paper-clipping bundles of papers so that the scanner operators know where to place divider barcodes as needed. Some sorting and identification of record types may be required. Some documents, such as carbon copies, greenbar reports, and booklets will require separation. Should any tears accidentally occur, they must be taped securely back into place.

Responsibilities include but are not limited to:

- Removal of ALL staples and paperclips from documents
- Separation of booklets, greenbars, and carbon copies
- Moving post-its or other small notes to where they do not cover information
- Taping rips and tears to prevent further damage
- Unfolding any folded pages, including dog-eared corners or folded edges
- Identifying documentation that requires sorting
- Keeping all documents in their original order (unless sorting is otherwise required)
- Separating oversized images (that cannot be run through scanners) with clearly identifiable notes of which box they came from

