



# CD0-001<sup>Q&As</sup>

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### QUESTION 1

In relation to a Records Retentions Plan, which of the following statements most appropriately reflects the best practice procedure in industry for document destruction?

- A. Records can be destroyed as soon as they are committed to WORM or read-only media.
- B. Records can be destroyed only in the regular course of business under a formalized program.
- C. For every image a corresponding paper document must always be kept offsite to be amissible in court if necessary.
- D. The consultant can determine when a record can be destroyed from a Hierarchical Storage Management(HSM) Plan.

Correct Answer: B

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### QUESTION 2

A large volume of surveys are distributed, returned, and scanned. These surveys have text boxes and check boxes. Which is the best technology for capturing these documents, indexing them, and extracting the data?

- A. OCR/ICR
- B. Workflow
- C. Forms processing
- D. Document Imaging

Correct Answer: B

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### QUESTION 3

What are common levels of security when accessing a document in a Document Management System?

- A. Read-only, write access and full access.
- B. A hidden document and an unhidden document.
- C. A protected document and an unprotected document.
- D. No access, read access, write access and delete access.

Correct Answer: D

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### QUESTION 4

During the project planning phase, it is essential for the consultant to obtain which one of the following?



- A. A Gantt chart with all of the correct resources on the project
- B. A work breakdown structure with all of the tasks required
- C. A cultural change document with steps to ensure a smooth transition
- D. Documentation of the clients acceptance for each part of the project

Correct Answer: D

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#### QUESTION 5

Which of the following are elements of a communication plan?

- A. Ethernet and TCP / IP
- B. Project charter and project plan
- C. E-mail and FTP
- D. All-hands meetings and intranet postings

Correct Answer: D

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