**[](http://bit.ly/2NcNnmZ)DOCUMENT MANAGEMENT WORKFLOW TEMPLATE**

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| **COLLECT** | **MANAGE / REVIEW** | **DELIVER** | **STORE AND ARCHIVE** |
|  |  |  | CAPTURE INFORMATION SOURCES  CREATE  DELIVER  PRINT / EMAIL  STORE  AND  ARCHIVE  RETENTION  DELETION  WEB  PAGES  ELECTRONIC DATA  PHYSICAL PAPERWORK  IMAGES  COMMUNICATION INFORMATION  REVIEW  COLLABORATE  DRAFT FIRST VERSION  SUBMIT  COLLABORATE  DRAFT FIRST VERSION  PUBLISH  ACTIVE  OR  INACTIVE |
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