# Monitoring memory — 1,412 items

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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Three years searchable, sources and recipients included · fictional document

**Fictional document — demonstration example**

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**Fictional document**, produced for the demonstration. **Monitoring says what comes from outside; the document base says what the company wrote.** The two answer each other, and each stays on its own source: the monitoring agent never cites an internal document as though it were a publication, and vice versa.

## What the memory holds

| Data kept | Volume or nature | What it is for |
|---|---|---|
| **Items kept** | **1,412 over 3 years** | **Including the first twelve months carried over from the old spreadsheet** |
| Source and publication date | On every item | Going back to the origin before acting |
| Collection date | On every item | Telling apart when it appeared and when it was seen |
| Scope and recipient | On every item | Knowing who knew what, and when |

| Data kept | Volume or nature | What it is for |
|---|---|---|
| **Discard reasons** | On every discarded publication | **They say why a subject never came through — more useful than one would think** |

## An example query

| Question asked | Answer returned | What is most useful |
|---|---|---|
| “What had we seen about degreaser contact time?” | **6 occurrences, from March last year to this month, with links and recipients** | **That the first goes back sixteen months** |
| “Has our labelling procedure been reviewed since the last text?” | Monitoring + document base, each cited for what it is | The question needs both sources, and they are not interchangeable |

## The time this replaces

| Before | After |
|---|---|
| **Half a day when it was possible at all — most often no answer** | **34 questions asked this quarter, all answered in under a minute** |

**What is proposed:** a subject sheet generated on demand — everything seen on a theme, in order, with the sources. **On degreasers it runs to two pages and became the basis of the board paper.**

## For the company to decide

Retention period for monitoring items: _____



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