



How “green” is your program?

Sustainability in RIM Programs

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Opportunity to shine!



- ◆ Green mandate for local government
- ◆ Three areas to consider
 - Records Management Practices
 - ◆ Retention management
 - Space Management
 - Green content:
 - ◆ Equipment and supplies
 - ◆ Service providers

Records Management Practices

- ◆ Life cycle management
 - New “old” argument
 - Reduction through records retention:
 - ◆ 1/3 duplicate and redundant – destroy ASAP
 - ◆ 1/3 inactive – move to storage space
 - ◆ 1/3 currently referenced
 - Enact at least annually
 - ◆ Transfer and disposal



Office of Record

- ◆ Official copies vs. working copies
- ◆ Processes for deleting duplicates – approved transitory processes, purge days
- ◆ Centralized filing vs. decentralized filing



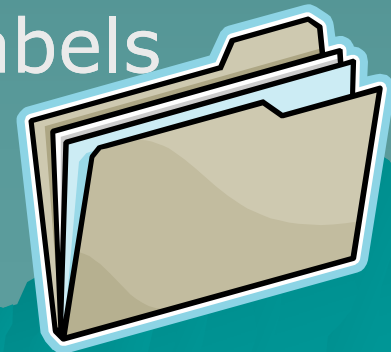
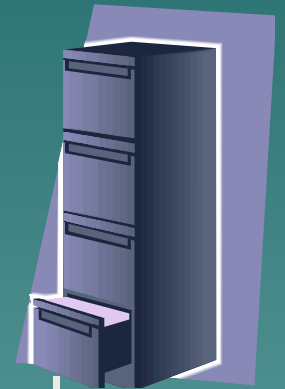
Format of records

- ◆ Rules for format of records
 - Electronic as compared with paper records?
 - ◆ Discouragement of printing
 - Official digital documents, versions controlled
 - Shared directories vs. personal directories
 - ◆ Control over folders, directories
 - Myth of limitless digital storage!!
 - ◆ Retention practices needed



Equipment and supplies

- ◆ Look at materials used in equipment, e.g. amount of steel
 - ◆ Open shelf an option?
- ◆ Minimize impact of storage and use
 - Limit foot print
- ◆ Supplies to maximize storage potential
- ◆ Re-use of supplies, e.g. folders
- ◆ Recycled materials for folders, labels
 - Biodegradability of materials



Suppliers of services

- ◆ What processes and equipment used by offsite storage providers?
 - Environmentally friendly supplies, chemicals, equipment?
 - Carbon neutral?
- ◆ Confidential disposal and recycling of disposed records?
- ◆ Confidential disposal and recycling of disposed electronics?



References

- ◆ TAB Products. *Green Filing Strategies: How to Design an Environmentally Friendly File Storage Solution*. TAB Self Assessment Tool: Environmentally Friendly RIM. www.tab.com