

## Records Management

### Identify Requirement

- Consider what percentage of records and archived material can be stored electronically and if there is actually a need to retain a paper copy.
- If a hard copy is required can this be produced in a smaller format i.e. A5 instead of A4?
- Consider how internal retrieval processes can be improved to reduce your carbon footprint associated with transportation.
- Could you switch to using paper products made from recycled or sustainable source content?

### Plan

- If you can utilise digital storage, think of the implications of using associated hardware. How much energy will it use? Where has it been produced/sourced from (delivery miles)?
- Can you source electrical equipment from a brand that has superior environmental credentials associated with its production of equipment?
- Can you use recycled archival boxes?
- Consider how frequently your supplier delivers products to your premises. Can this be reduced by managing internal stock control?
- Consider the types of vehicles used for the delivery and collection service and the distance they have to travel to pick up your archival boxes.
- Consider your destruction policies and accompanying recycling levels.

## Select

- Include sustainability criteria when selecting all products.
- Is the supplier ISO14001 accredited and committed to reducing its environmental impacts?
- Does the supplier use low emission vehicles for the pick-up and delivery of archive boxes?
- Has the supplier implemented a software solution to scan documents and offer quicker retrieval services?
- Can the supplier offer alternative solutions and innovative ideas to improve your sustainability credentials?

## Manage

- Implement a policy to ensure that paper documents are recycled after a certain period of time.
- Set targets to reduce the amount of paper sent to your archiving supplier and duplex where possible.
- Review your supplier's own energy management strategy – their electricity supplier etc.
- Work with the account management team on sector innovations to continually improve the service offering.