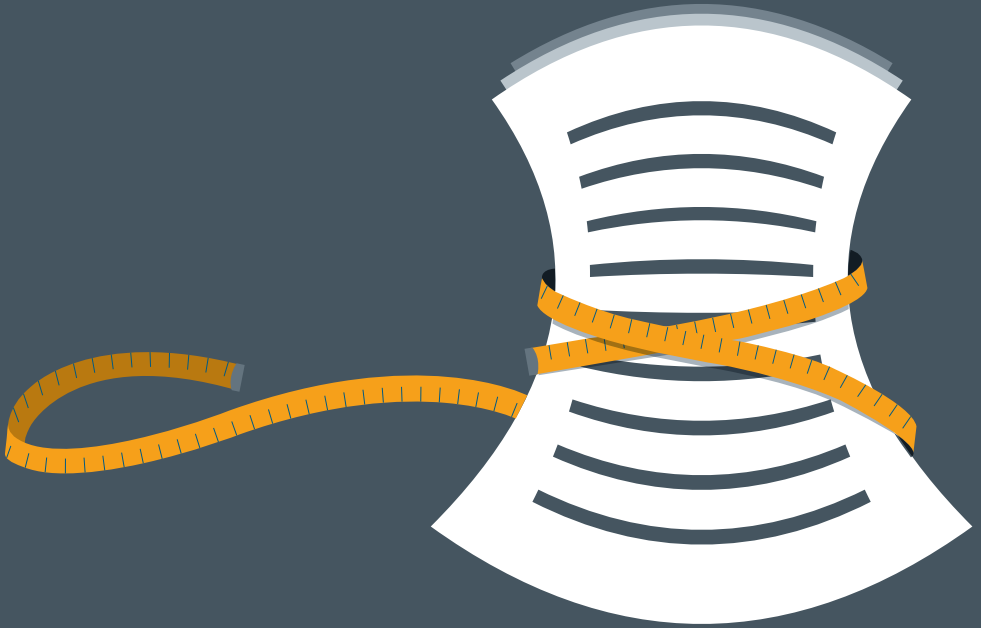


START YOUR PAPER DIET CHALLENGE TODAY!



The power of memory
www.crownrms.com

CROWN 
RECORDS MANAGEMENT

IT'S TRUE! EVIDENCE SHOWS THAT THE USE OF PAPER IS ON A DOWNWARD TREND AND THERE IS NOW FAR MORE DEPENDENCE ON ELECTRONIC INFORMATION. DESPITE THIS, THE PAPERLESS OFFICE STILL SEEMS IMPOSSIBLE.

Fear not! The dream of less paper and more space doesn't end there. It is possible to begin a well-balanced and maintainable paper diet.

We all know that digitizing information improves accessibility of information, business performance and customer service. However, the processes and cultural change required to accomplish this goal are not as easy as everyone believes.

A paper diet is a way of life, rather than a "lose 20 kilos of paper a week" scheme. To help you begin yours, here's seven tips to kick-off your very own paper diet campaign, where no gym equipment is necessary!

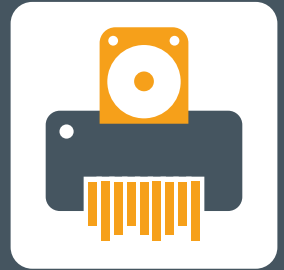
1. DEVELOP A RETENTION POLICY



A records retention policy provides employees with guidance on what records must be retained for legal or auditing purposes, and what paper records can be immediately destroyed. Plan ahead and prepare for upcoming audits.

2. SHRED IT

Now a policy is in place, unwanted information must be securely destroyed. It's not only impractical but unnecessary to retain everything no longer required. Crown can help define what should be securely disposed of and provide the means to do it. Secure destruction applies to paper waste, laptops, mobile phones, hard drives and uniforms.



3. CHANGE MANAGEMENT AND EDUCATION

Companies often lack understanding about how reducing the amount of paper can actually help them to achieve other business objectives and improve information security. Employee behaviour needs to change and should be encouraged by the leadership team implementing a clear strategy. Appointing paper champions who have an understanding of the new retention and destruction policies can be helpful, so individuals know who to go to with any queries or concerns.



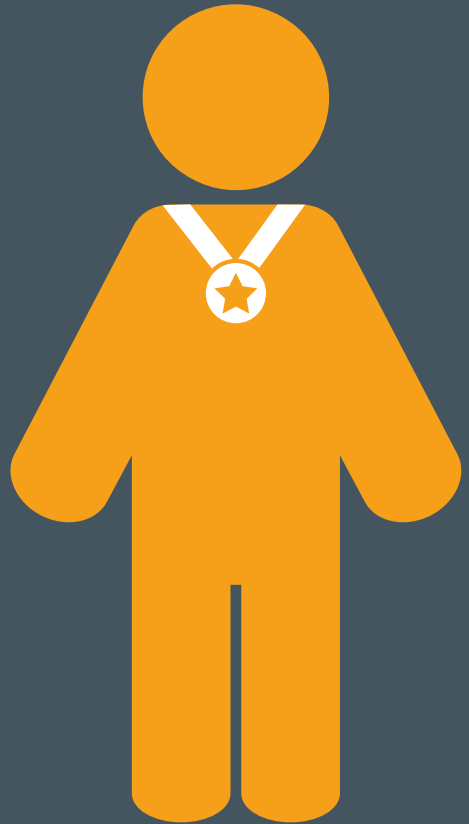
4. HEAVY PAPER TO BIG DATA

Digitize your information so you can access it quickly. A scanning and digitizing solution can be a start, leading to a professional records management program that will not only reduce risk, but also provide faster access to information. The first thing to do, is to identify and collect all your paper – (the documents you no longer need access to or use regularly, but are legally required to keep) – move them to a secure off-site location or save them onto a cloud-based platform.



5. OWNERSHIP VERSUS GUARDIANSHIP

Whether you own the data or act as a guardian for it, it is the responsibility of anyone who accesses it. Data duplication is a huge issue as it generally isn't tracked and can be sat in someone's inbox, private drive, shared drive, printed out or stuck on an internal server. Utilize your paper champions to drive training and incentives internally to promote the diet.



6. CARRYING OUT A PRINT AUDIT

You'd be surprised at how much unnecessary print outs take place in your organization. Ask yourself and your colleagues, "Does it really need to be printed?". By implementing a print management system that monitors paper used and its cost, money could be saved. This can be done by using password protected printers making users think twice before printing. Alternatively go on a paper diet or a paper fast. This can be achieved by limiting the amount of paper being used or unplugging the printers for a couple of days - the world won't stop turning.



7. STAY PAPER LIGHT

Once paper use is successfully reduced in your office, establish a strategy to maintain it. Everyone needs to take responsibility for the information around them and embrace the new strategy and polices to help govern data and limit paper use.



Our paper diet has no fancy memberships and you can set your own paper weight loss target. For more information please contact your local [Crown Records Management branch](#).



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