

REDUCING PAPER MOUNTAINS

Where to start?

So you're looking to do something about reducing your paper mountains. This is a quick reference guide to help you move past base camp.



What are your drivers

- + yearly offsite storage bills are wasting resources or are excessive
- + can't find information when you need to
- + too much space is being wasted by non-active records
- + moving office/building

Then you can look to...



...calculate your costs

- + find out the current annual storage, retrieval and destruction costs
- + estimate the future costs for these services
- + estimate the costs of a sentencing project
- + calculate the cost benefits for taking action

To help with this think...



...what do you have

- + how many records do you have and where are they located?
- + what sort of metadata do you have? Additional metadata may be required
- + find out the history of the records – what are the functions, why were they created and by which agency?
- + are they covered by a retention and disposal schedule?
- + do you have any records that need immediate attention?

Now you are ready to...



...plan your approach

- + senior management support and partnerships with stakeholders and business areas are essential
- + approach to risk management, aggregation and sampling
- + prioritisation of records to inform where to start
- + communication and promotion of the project
- + staffing/resources budget
- + procedures and training
- + process for delegating approval of disposal
- + destruction methods
- + scheduling transfers to QSA

Let's get started!

Now you're well on your way to the summit!! Further climbing tools are on their way!

Contact GRK for any queries at rkqueries@archives.qld.gov.au or (07) 3131 7730.