

## Total Filing and Material

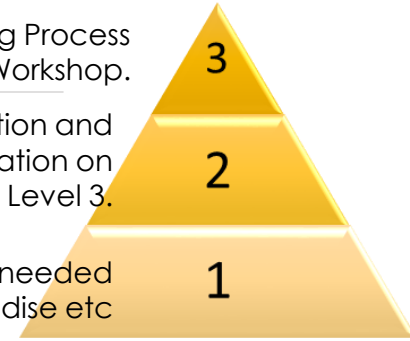
Current	Current per head	Future Target
<b>1185LM</b>	<b>3LM</b>	<b>135LM</b>

## Culling Categories

Level 3: Clearly identified records requiring Process Review Workshop.

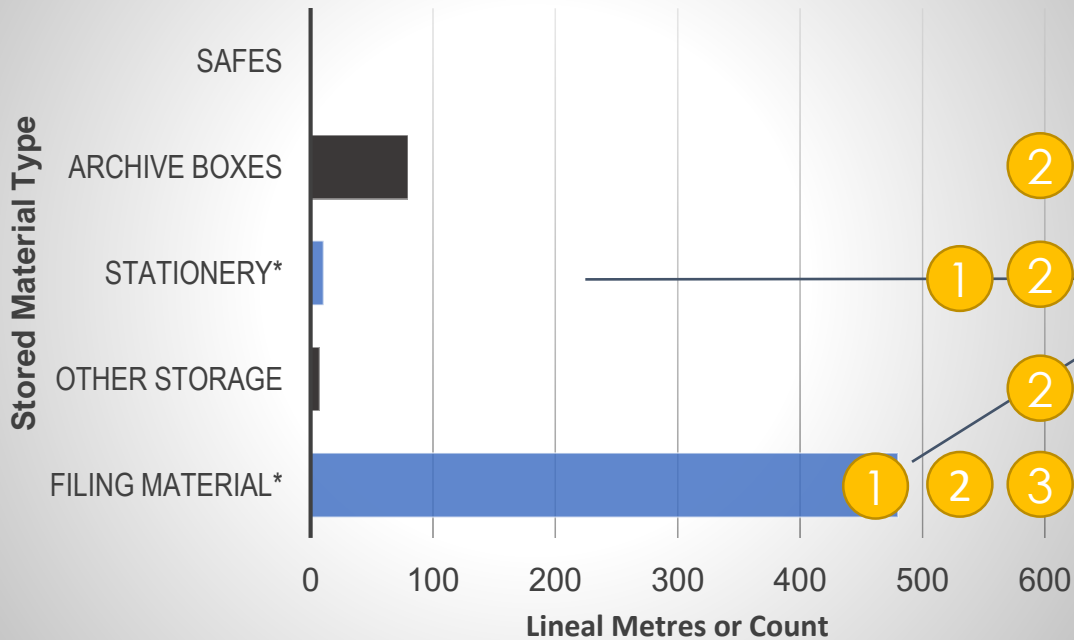
Level 2: Records requiring identification and classification. Records requiring consideration on how to action and move to Level 1 or Level 3.

Level 1: Clutter. Duplicates, working files, unneeded storage, old branded merchandise etc



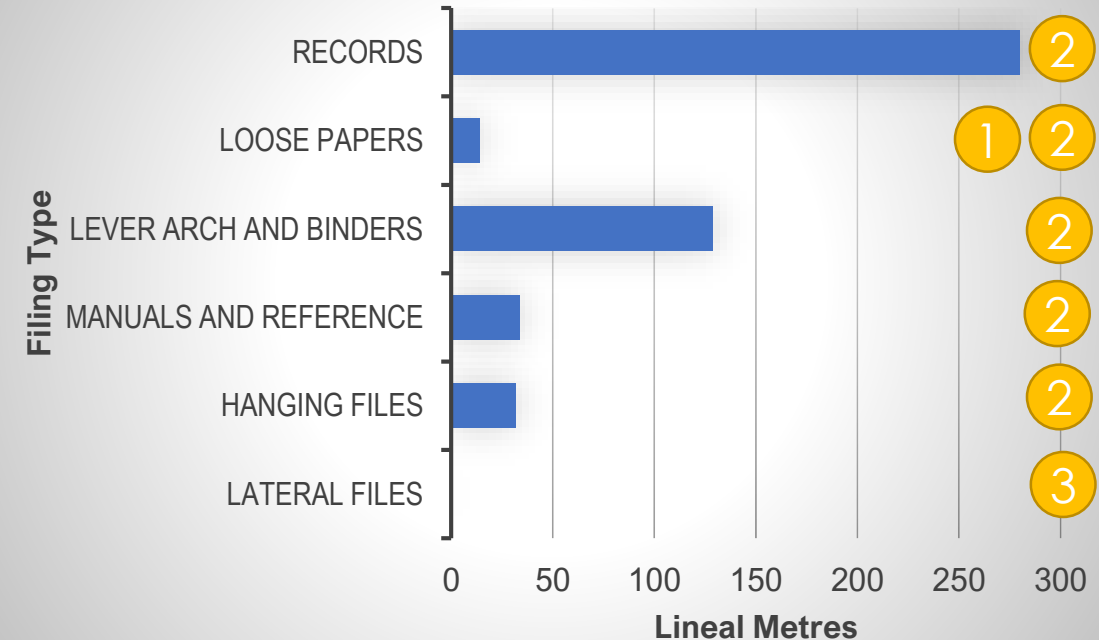
# Identified category for file type

## Summary of Stored Material

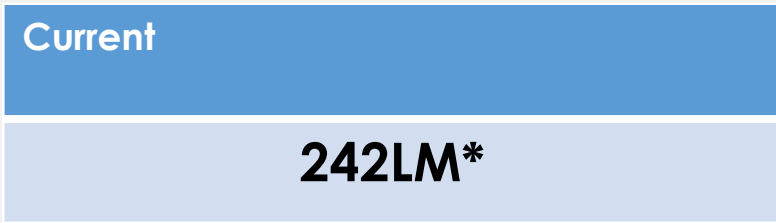


\* Refer to breakdown table on right

## Summary of Filing Material Only

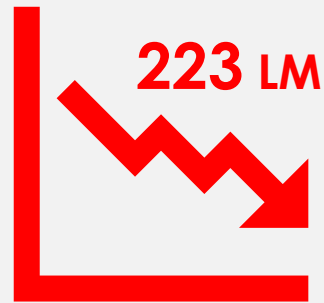


### Lineal Metres

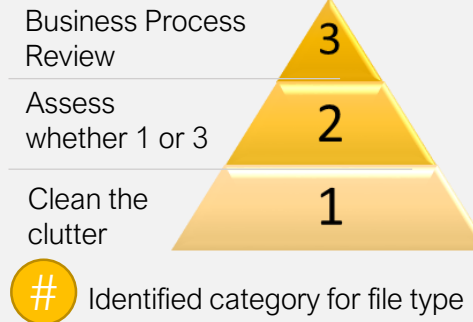


\*Total Filing Material & Other Storage. Please note this does not include general stationery as recommended to be centralised. Note: Archive boxes are 3 per LM.

### Reduce

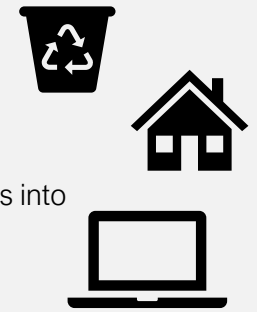


### Culling Categories

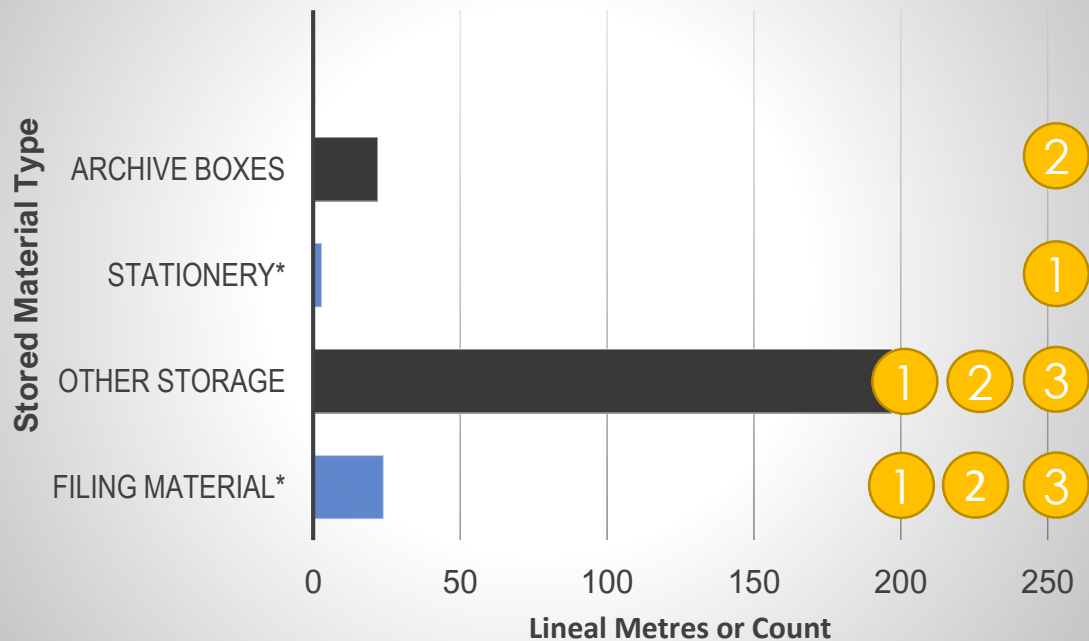


### Recommended Action

- Level 1: Clean the clutter
- Level 2: Investigate online reference material
- Move Level 2 category items into Level 3 or Level 1 and then address accordingly

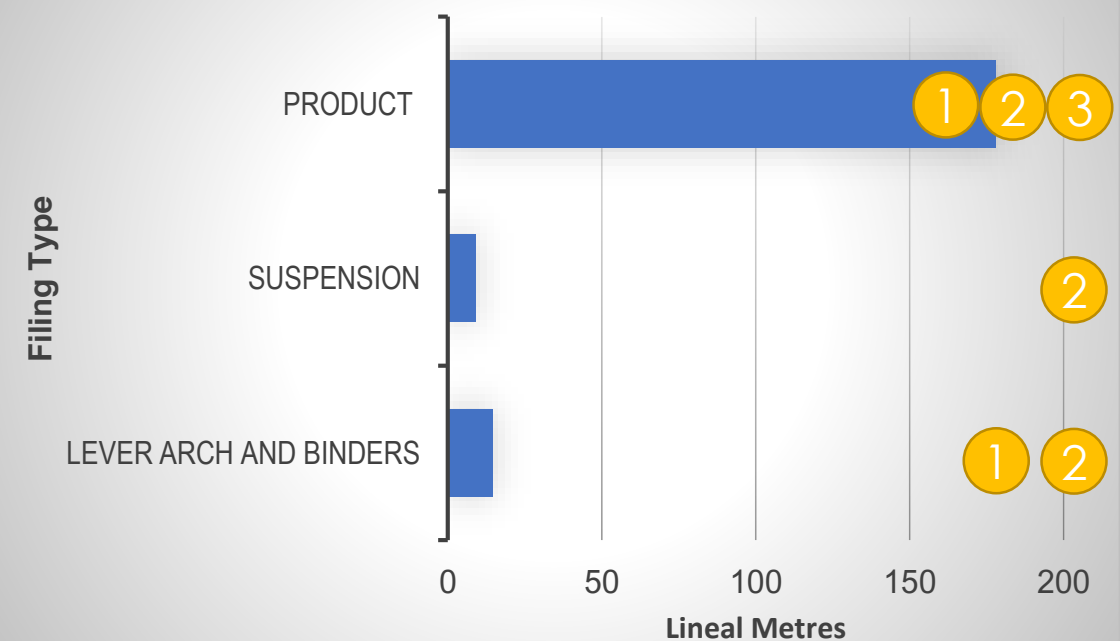


### Summary of Stored Material

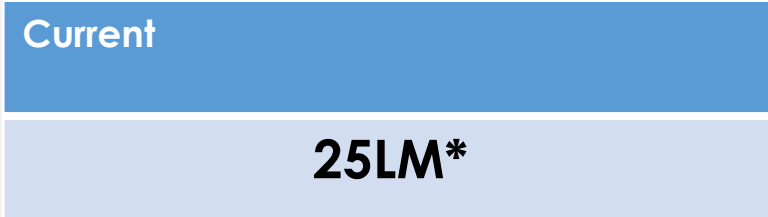


\* Refer to breakdown of type on table to right

### Breakdown of Filing Types

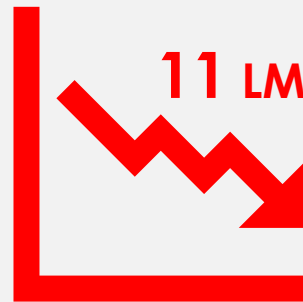


**Lineal Metres**

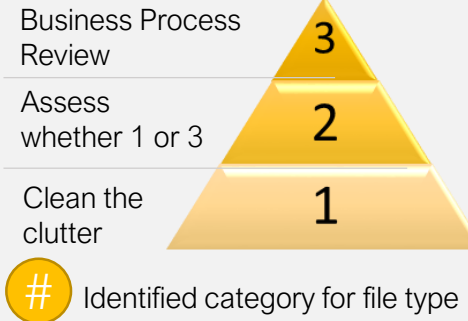


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**Reduce**

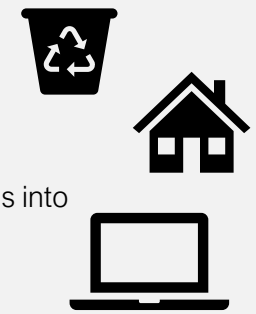


**Culling Categories**

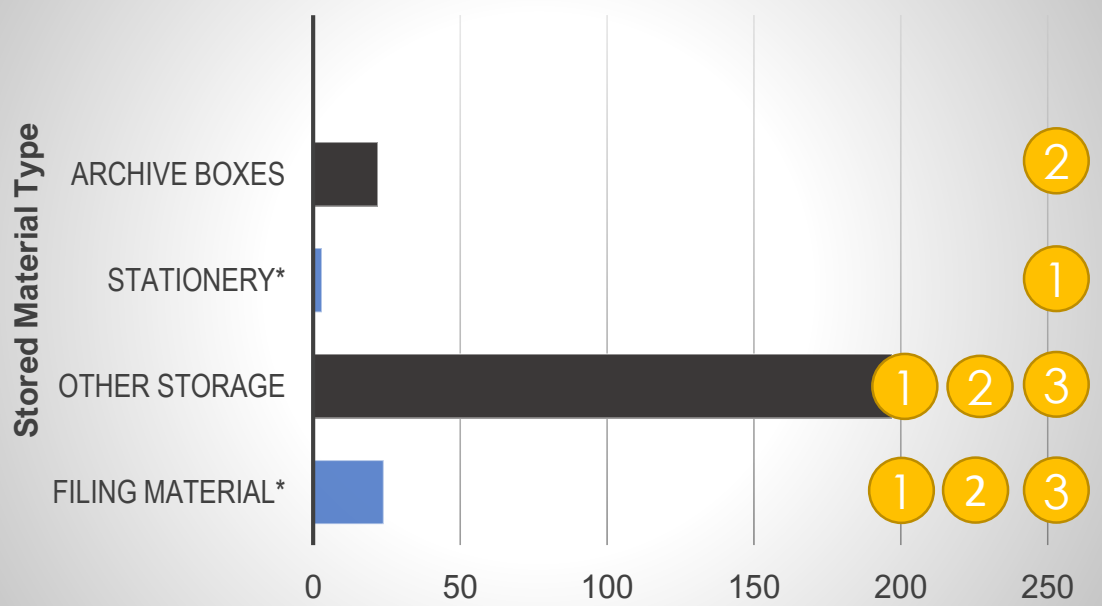


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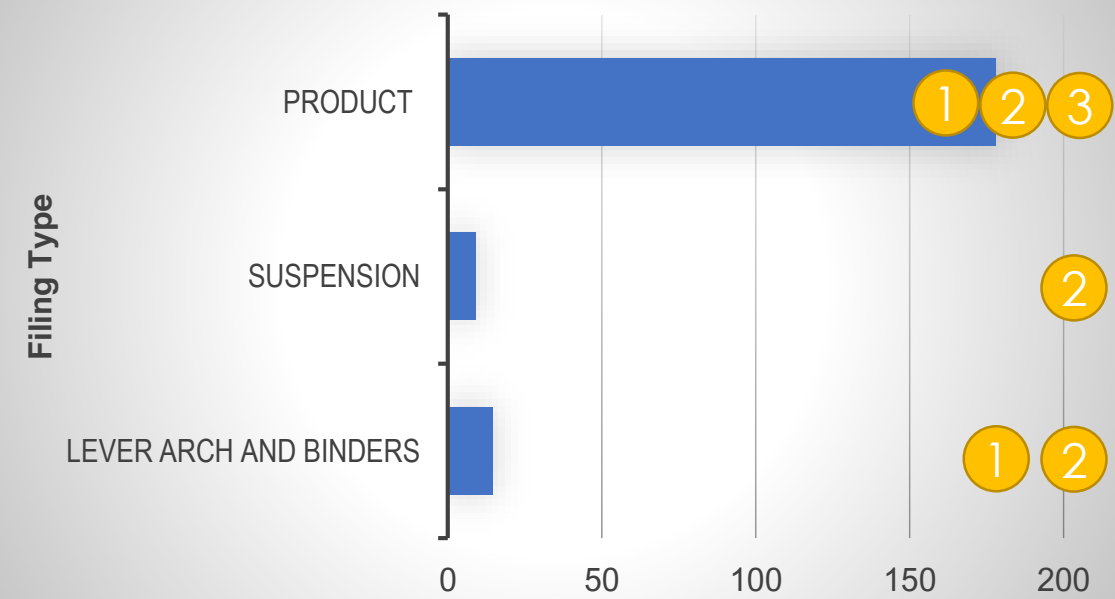


**Summary of Stored Material**

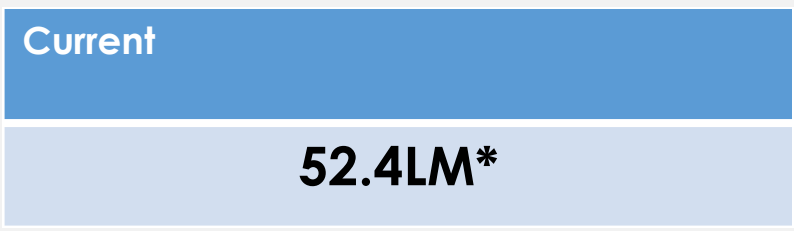


\* Refer to breakdown of type on table to right

**Breakdown of Filing Types**



### Lineal Metres

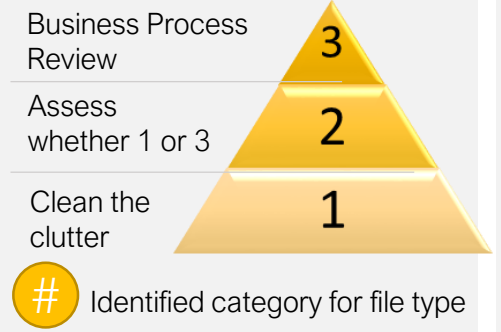


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### Reduce



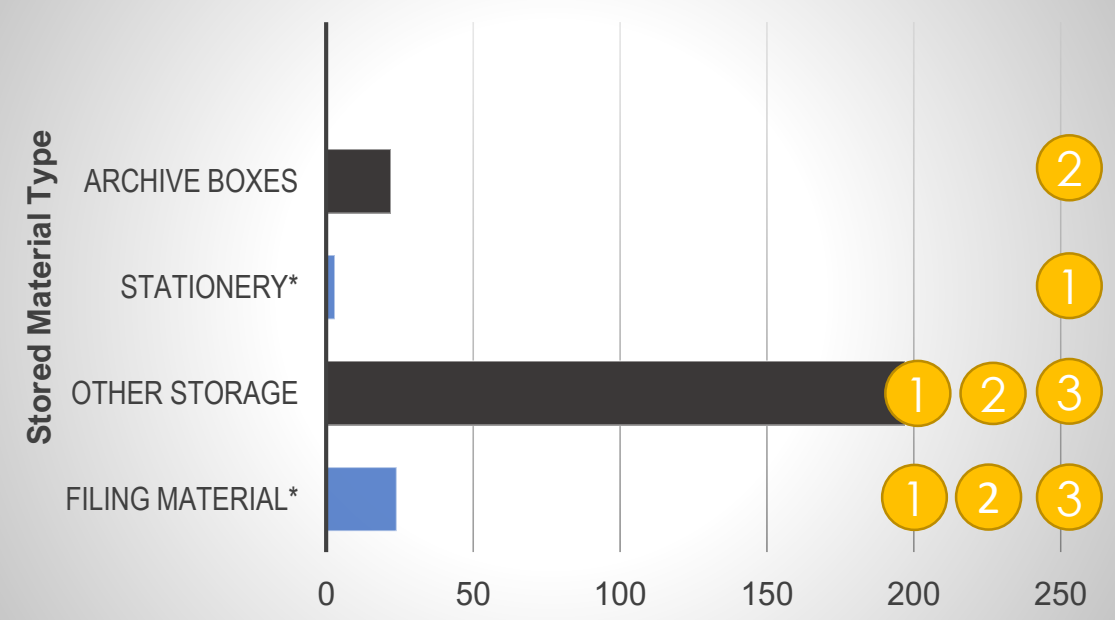
### Culling Categories



### Recommended Action

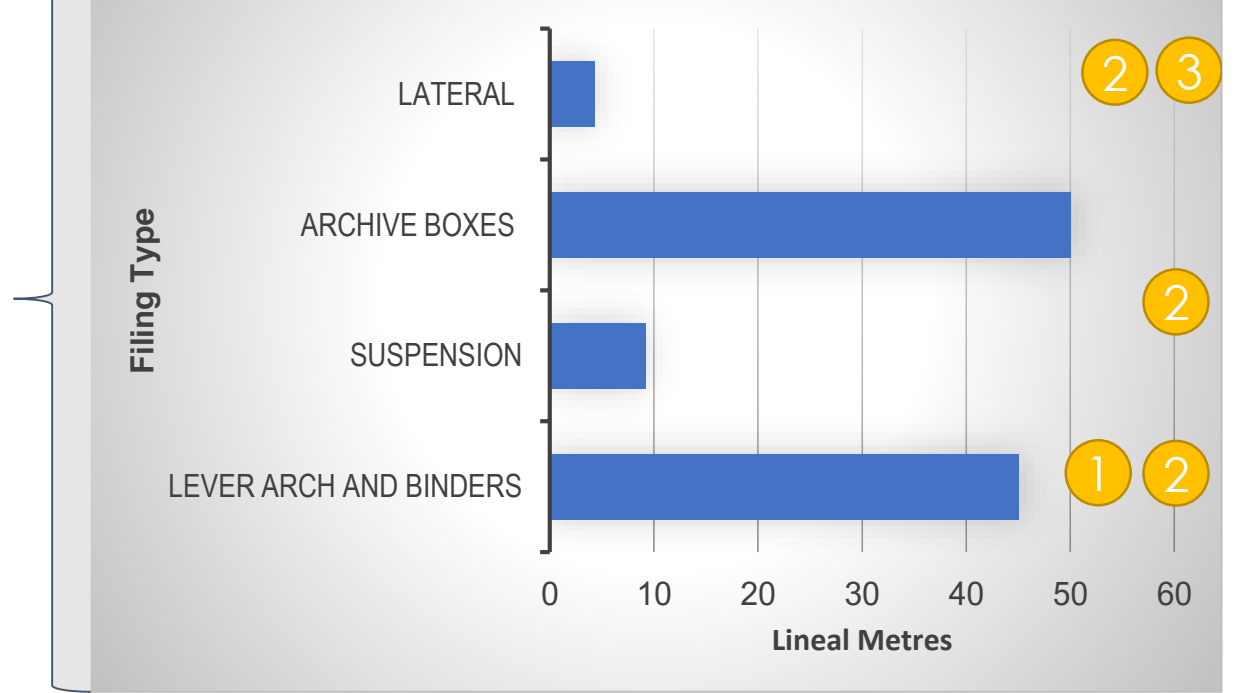
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### Summary of Stored Material

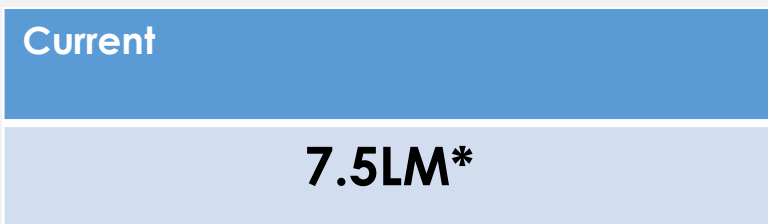


\* Refer to breakdown of type on table to right

### Breakdown of Filing Types



**Lineal Metres**

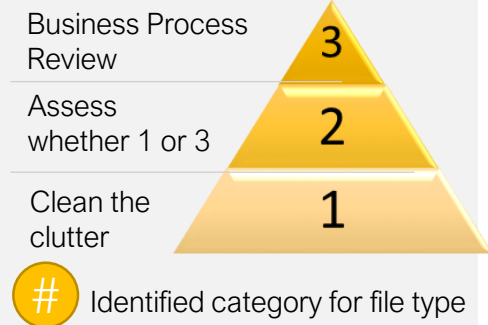


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**Reduce**

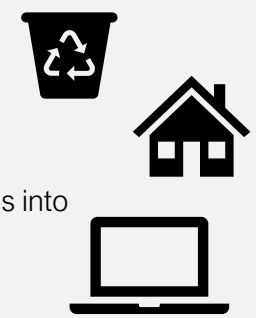


**Culling Categories**

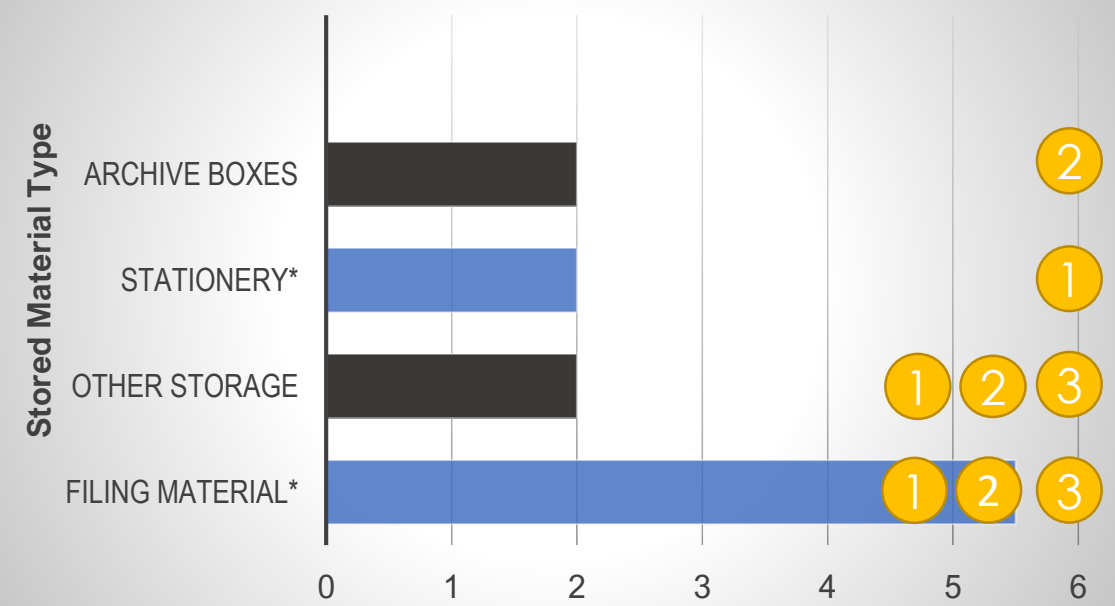


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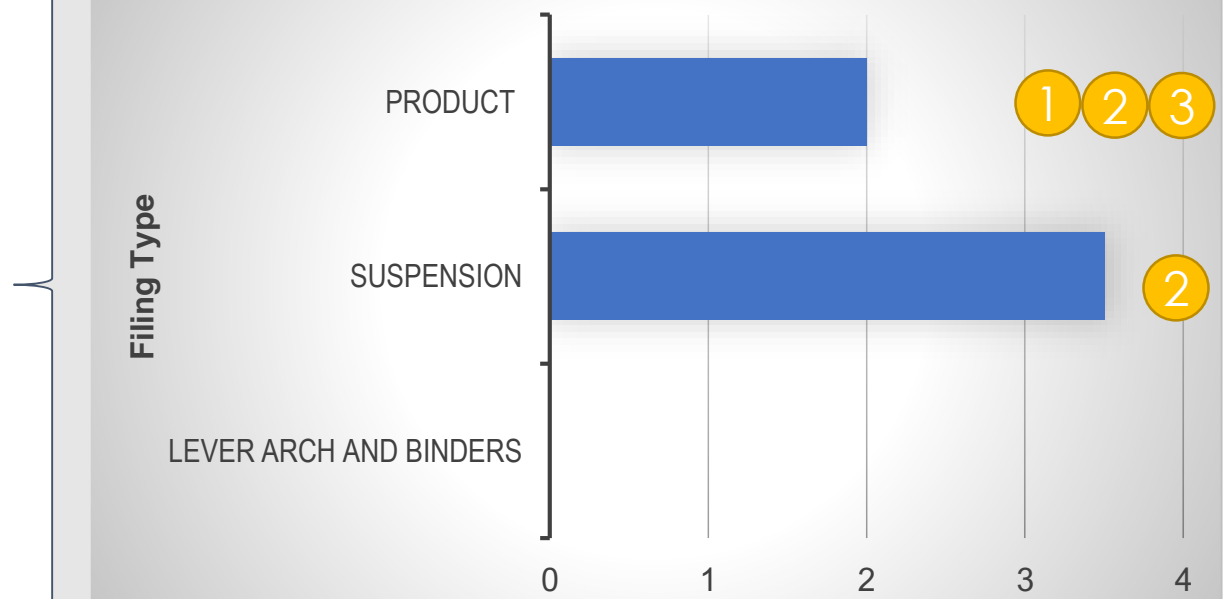


**Summary of Stored Material**

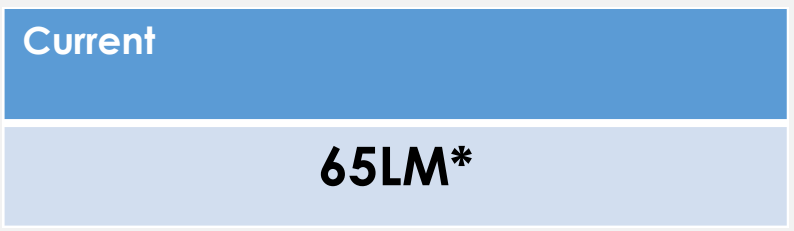


\* Refer to breakdown of type on table to right

**Breakdown of Filing Types**



### Lineal Metres

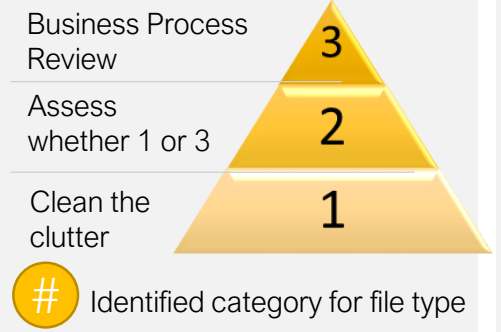


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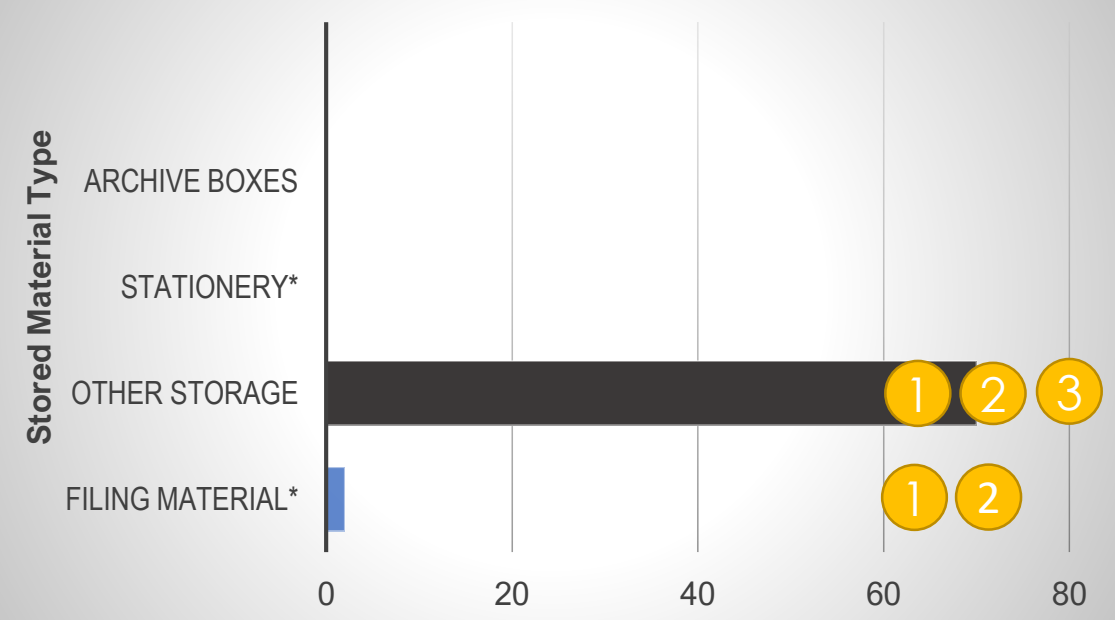
### Culling Categories



### Recommended Action

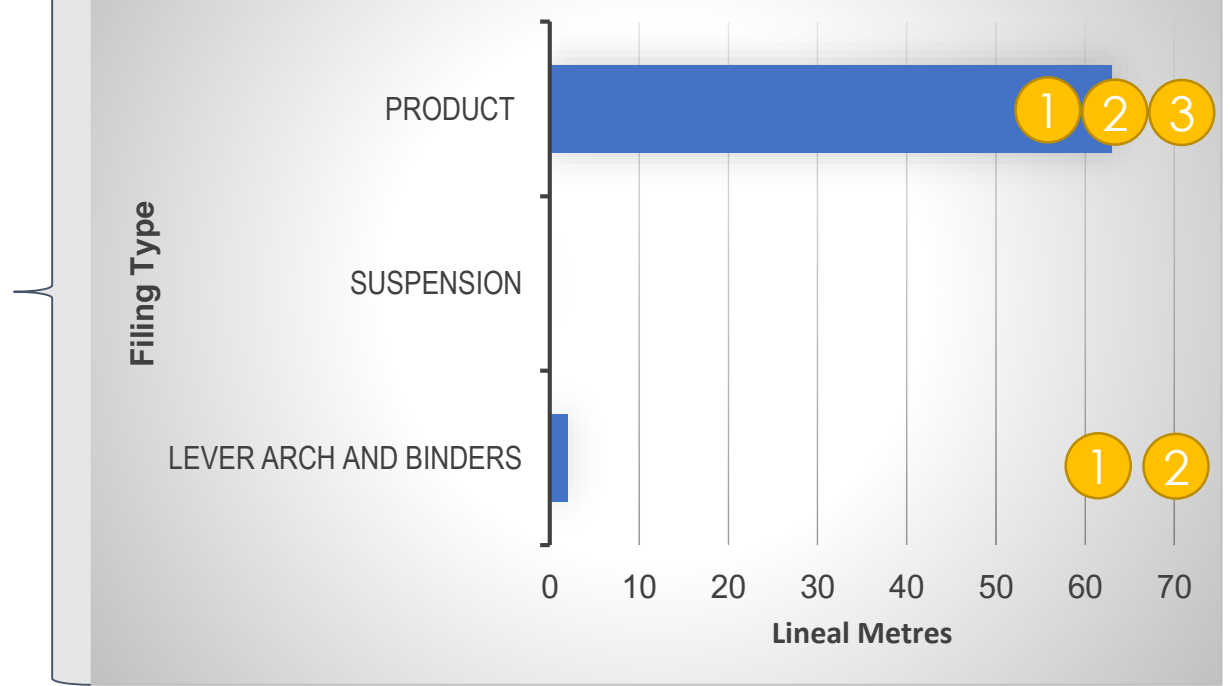
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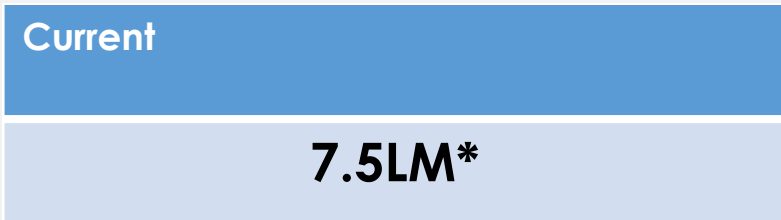


\* Refer to breakdown of type on table to right

## Breakdown of Filing Types



### Lineal Metres

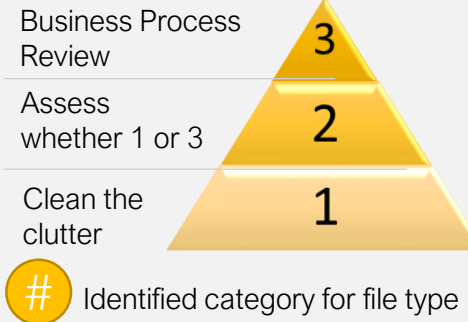


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### Reduce

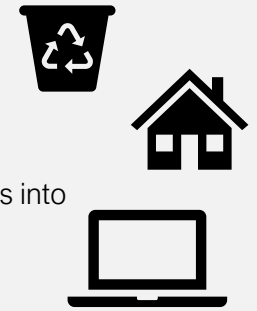


### Culling Categories

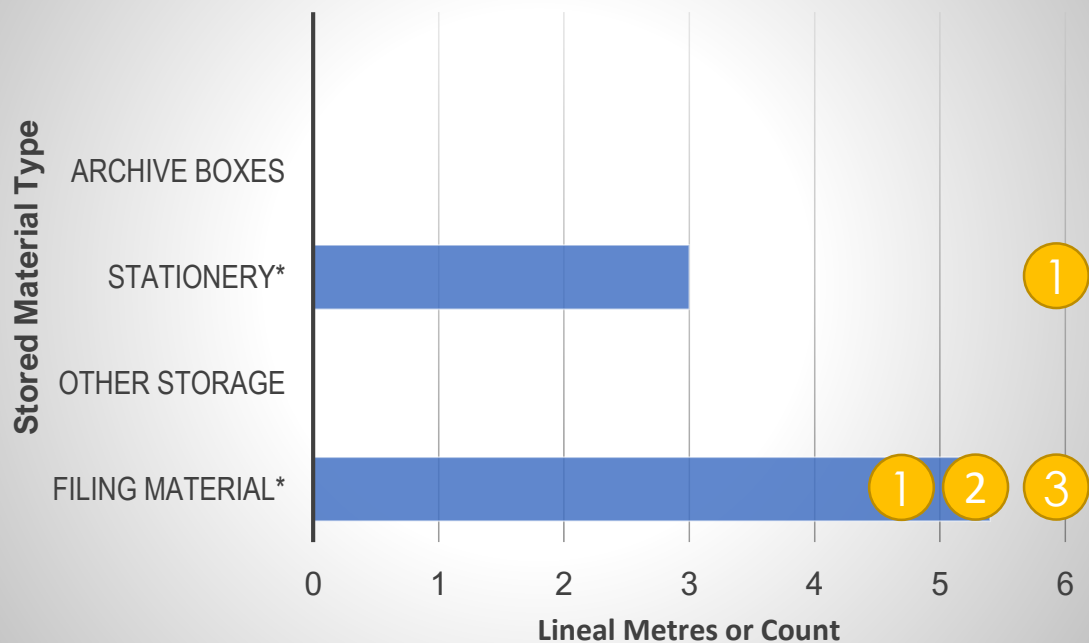


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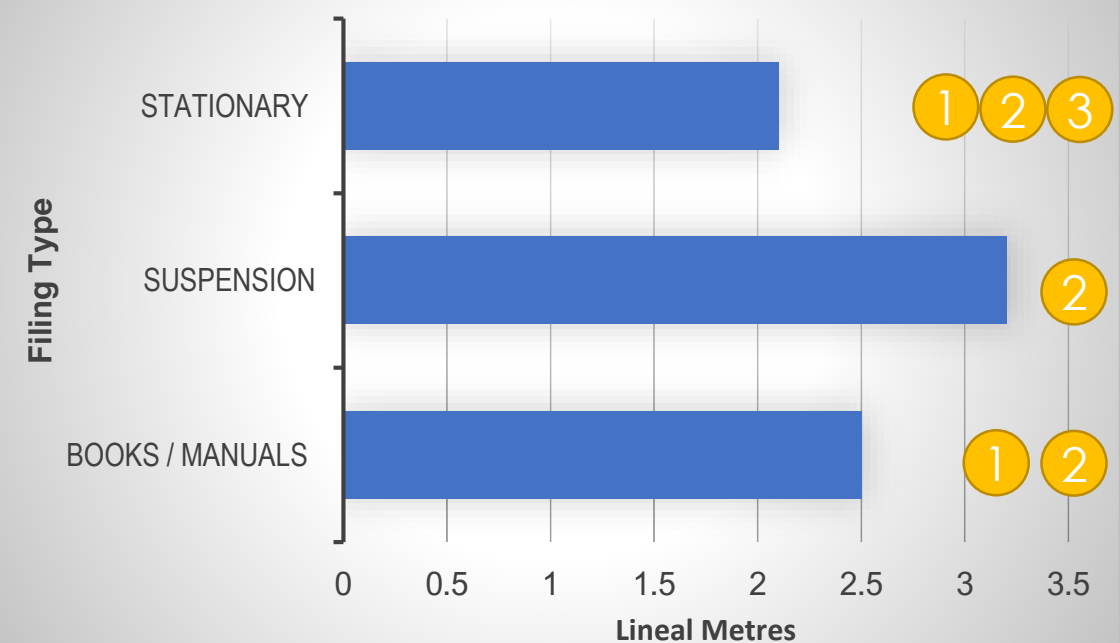


### Summary of Stored Material



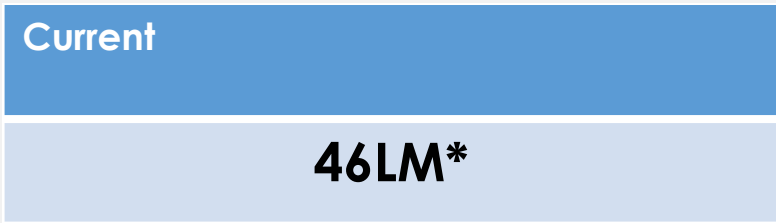
\* Refer to breakdown of type on table to right

### Breakdown of Filing Types



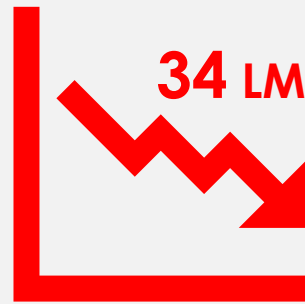


### Lineal Metres

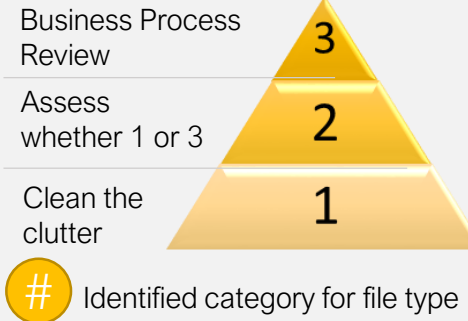


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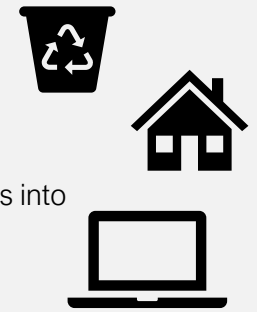


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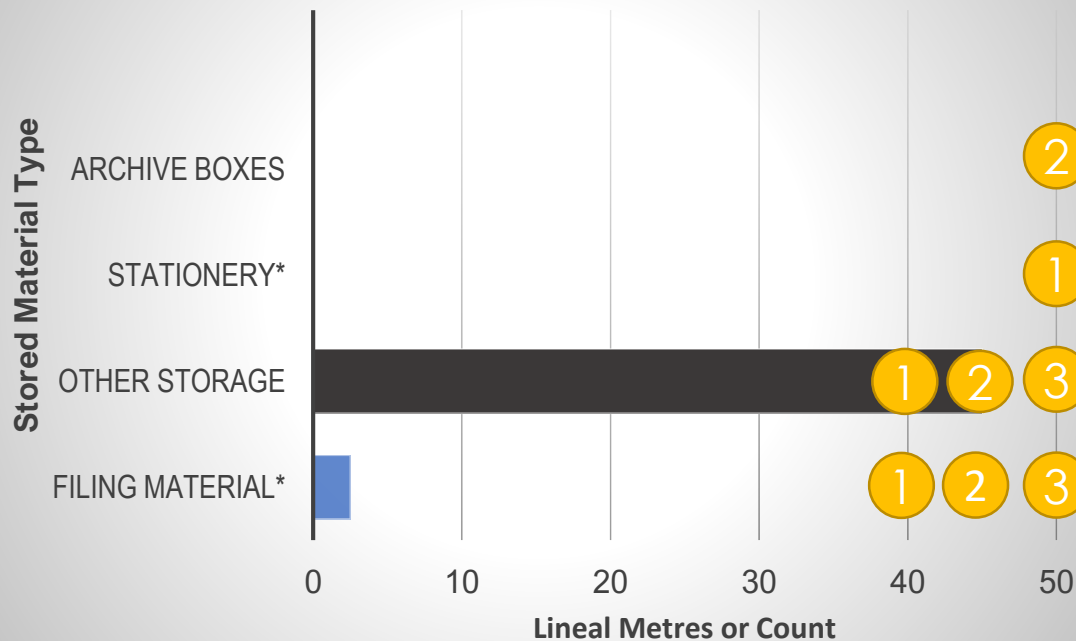


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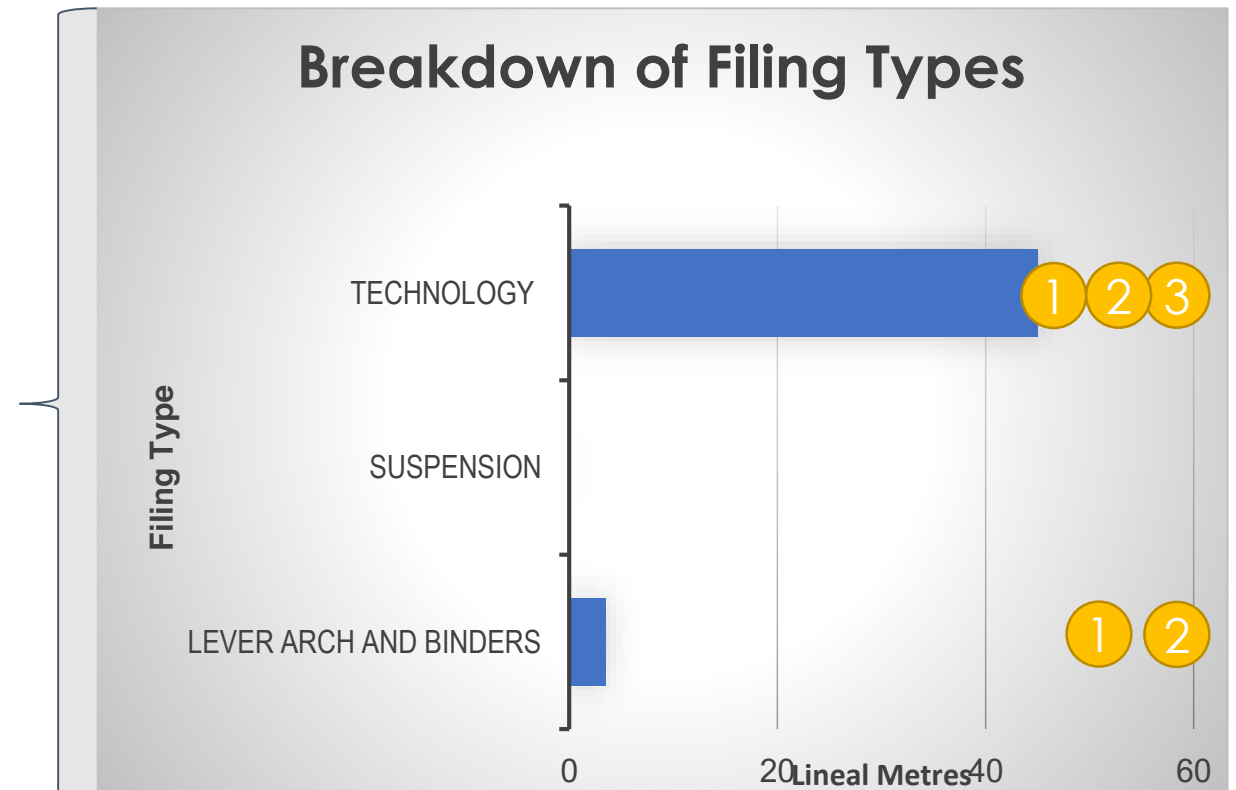


### Summary of Stored Material



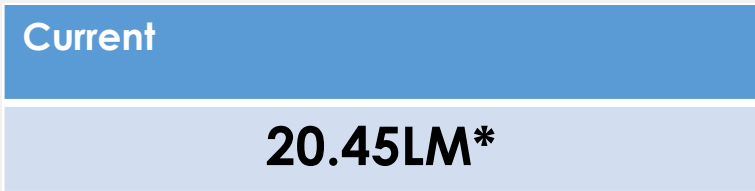
\* Refer to breakdown of type on table to right

### Breakdown of Filing Types





**Lineal Metres**

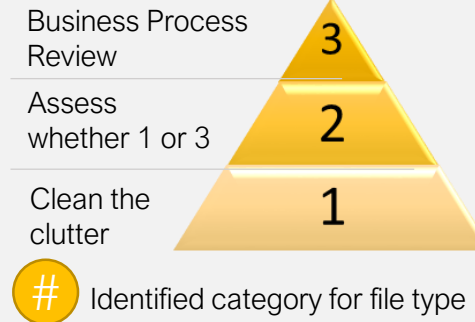


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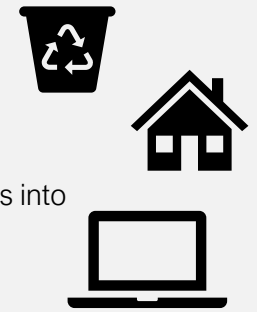


**Culling Categories**

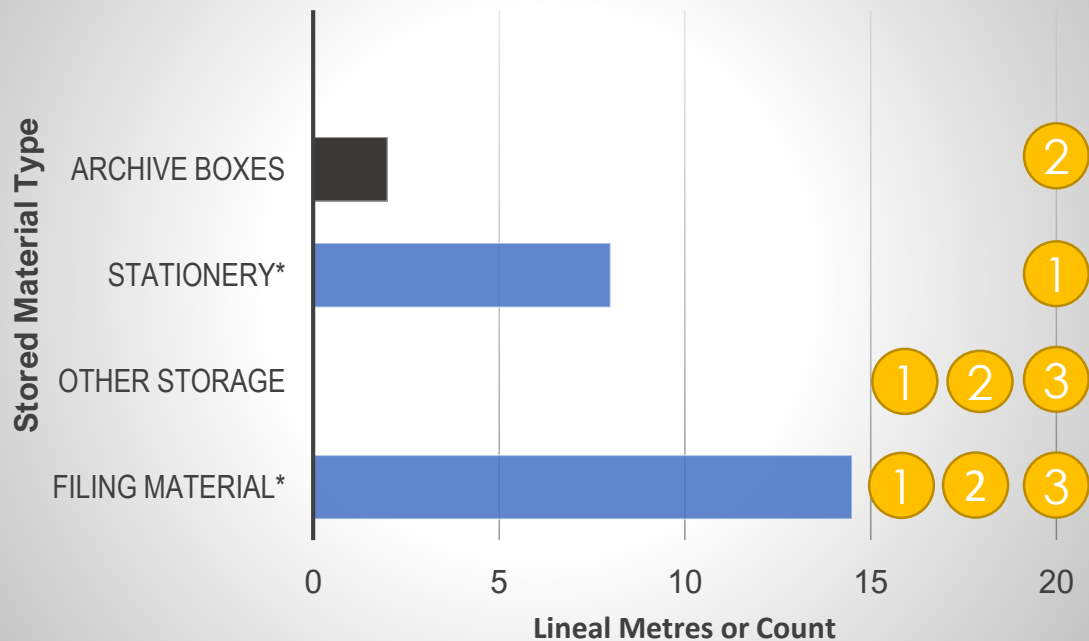


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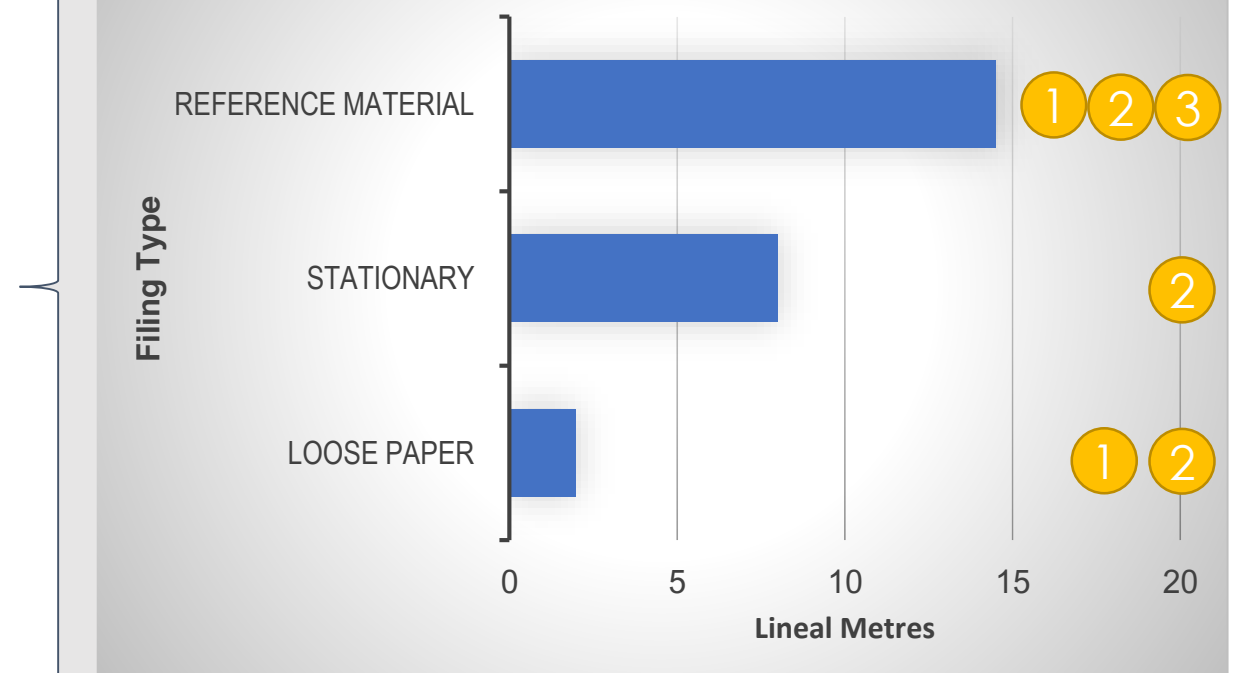


**Summary of Stored Material**



\* Refer to breakdown of type on table to right

**Breakdown of Filing Types**



**Lineal Metres**

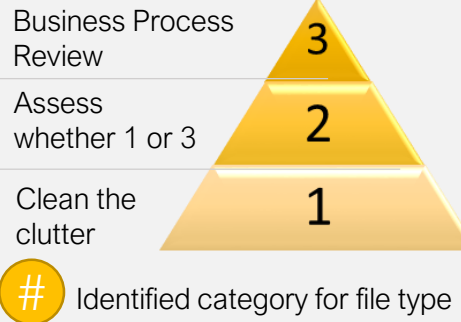


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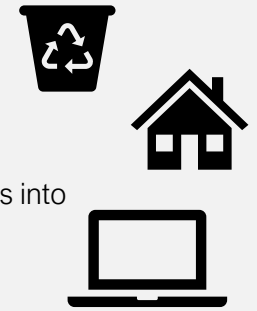


**Culling Categories**

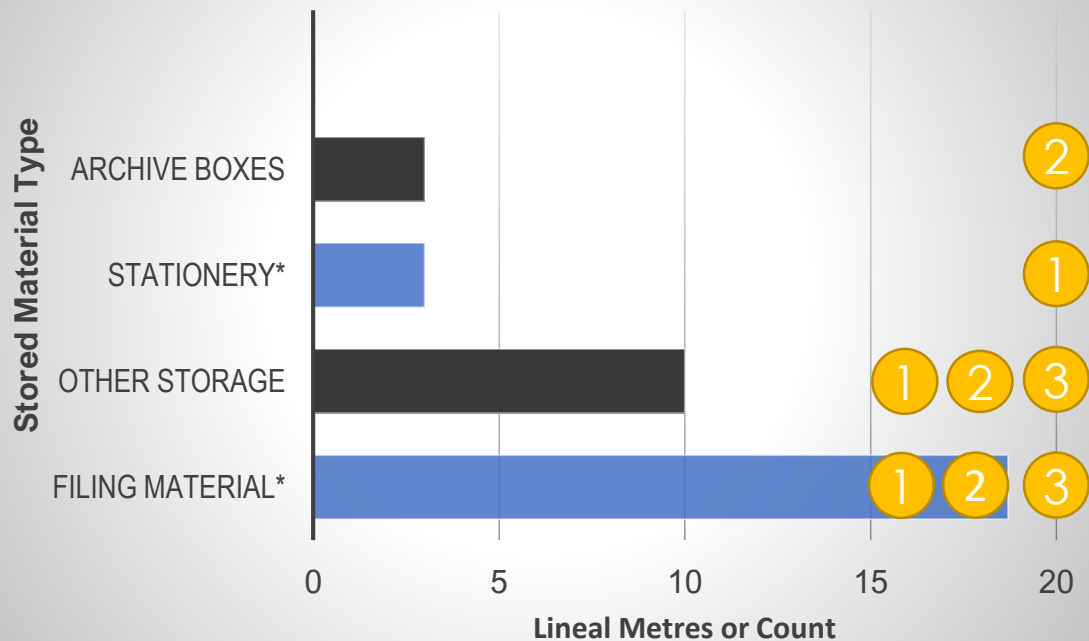


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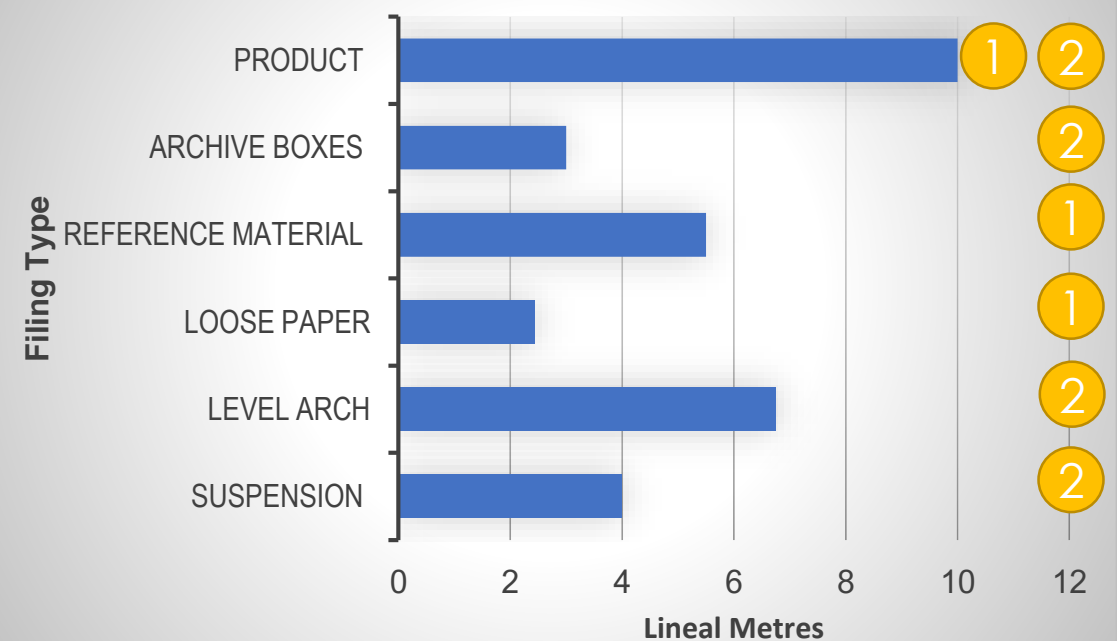


**Summary of Stored Material**

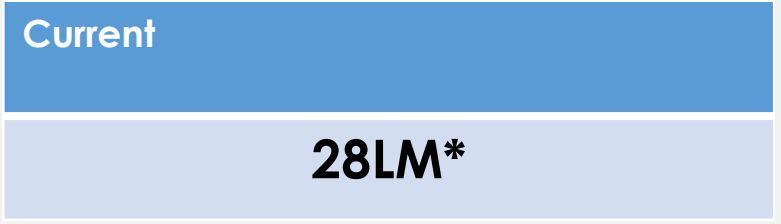


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**Breakdown of Filing Types**



**Lineal Metres**

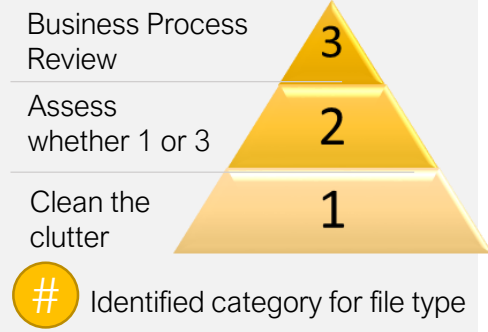


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**Reduce**



**Culling Categories**

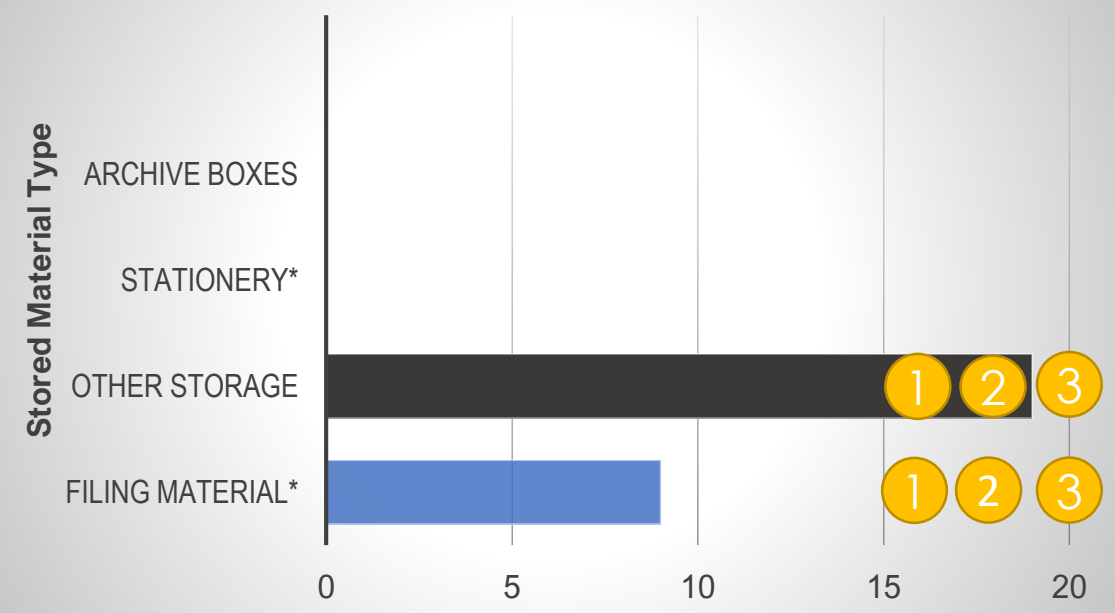


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**Breakdown of Filing Types**

