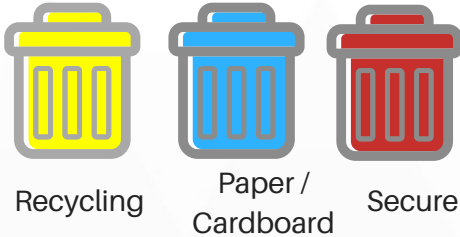




This is a guide to help you when making decisions about culling and storage reduction.



1 Know your bins



- ## 2
- Start to think about your filing and storage in three categories;
1. Company Records not available electronically
 2. Duplicate paperwork to what is electronic (so can be disposed shredded)
 3. Clutter and personal items

- ## 3 Courage to 'LET GO'
- For paper files: throw, scan or archive according to the above categories
 - Redundant stationery (there will be shared stationary in the utility areas)
 - Redundant IT equipment, cables etc
 - Redundant catalogues and equipment
 - Duplicates amongst your team

- ## 5 What to KEEP
- Critical files that you are actually working on
 - Stationery that you use every day
 - Personal items that will fit into your bag or eventually your personal pedestal in the new building

- ## 4 Clear and Close
- Throw out or take home any materials no longer required
 - Return excess stationery to central stationery location in your group
 - Digitise and / or archive any files
 - TAKE HOME PERSONAL ITEMS (including food, shoes, technology, appliances)
 - Once a cupboard is empty, please label to indicate it has been cleared and closed!

- ## 6 If in DOUBT.....
- ASK YOUR MOVE CHAMPION- They are the ones who can help point you in the right direction...