

# Let's Go!

## Decluttering

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

### 1 Know your bins!



Secure Paper Destruction    Media    Paper & Cardboard Recycling    General Waste

2 Follow the decision trees (below) for *Identifying Records* and *Research and Reference Materials* when making decisions about department records



### 3 CLEAR & CLOSE

Throw out or take home any materials no longer required

Return excess stationery to the central stationery location in your group

TAKE HOME PERSONAL ITEMS (including food, shoes, technology, appliances, personal iPads and accessories, personal artwork, personal plants, personal items of value)

Once a cupboard is empty, use a sign &/or tape to show the cabinet is "EMPTY"



### 4 Have the courage to LET GO - What to get rid of...

Redundant or broken equipment

Securely destroy all old department branded material e.g. old logos or addresses

Redundant and excess stationery

Redundant IT equipment, cables etc.

### IMPORTANT TO NOTE:

Contact your storage champion if you have large or bulky items that need to be removed from the floor

Any items with organisational logos on them should be put in secure paper destruction or media bins

### 5 What to KEEP

Critical files and material that you are actually working on

Stationery that you use every day

Equipment that you use regularly

Personal items that you need with you

### 6 If in DOUBT....

ASK YOUR GROUP'S STORAGE CHAMPION - They are the ones who can help point you in the right direction... or

Talk to the records management team

