

Paperless policy

PROPOSED POLICY - AWAITING COLLEGE ADOPTION

This text is provided for institutional review. It is not an approved policy or evidence of implementation.

Purpose

Reduce unnecessary printing while keeping information accessible to people who need paper copies.

Digital communication

Use approved institutional channels for routine notices, schedules and learning material. Maintain one current version and clearly identify revised documents.

Records and access

Restrict access to personal, salary and financial information. Use role-based access, backups and appropriate retention arrangements.

Printing

Print only when needed. Use double-sided printing and reusable drafts where suitable. Retain signed originals where required.

Inclusion

Provide assistance and an alternative format for people unable to access digital information. Digital-only communication should not exclude a student or employee.

Review

Nominate a coordinator and review paper purchasing and printing records annually. Do not claim a fully paperless campus without evidence.

Approving authority: _____

Approval date and reference: _____

Effective date: _____