

FiRM reaches a “paper saving” milestone

Each year FiRM processes and generates enormous amounts of data and information in relation to the University budget, internal reporting activities and many special projects.

In the past paper copies would be produced and filed and stored within the Division for reference and recording purposes.

With increasing availability of electronic storage systems, which have both the space and reliability to cater for FiRM’s requirements, an increasing amount of the annual data is now stored electronically rather than the traditional paper file. Internal networks also allow staff to quickly find and share data files. Web based templates and information sources have streamlined the data exchange between Faculties and Divisions.

A result of these system based enhancements is that recently the Division was able to declare seven large shelving units as surplus and these were recycled back into the University’s furniture stock. The units contained over 40 lineal metres of shelving.

The saving in paper and printing resources is another demonstration of FiRM’s commitment to the University’s Green Office program.



FiRM staff Faye Xu, George Ou and Maria Brasacchio show off the surplus shelving no longer required as a result of the Division’s electronic record keeping initiatives