



Disposal and Recycling of Office Paper

"Working Together for a Sustainable Future"

The Manitoba Government is committed to environmentally responsible disposal of all paper from government offices. The Government Records Office (Archives of Manitoba) and Waste Stream Services (Manitoba Transportation and Government Services), with the support of Sustainable Development, provides the following processes for non-filed records management and recycling of non-filed office paper.

Target 100% recycling of paper products.

Government Records Boxes	Waste Stream Services Blue Bins	Black Garbage Containers
		
<p>Use only for: Non-filed office paper (government records)</p> <ul style="list-style-type: none"> All non-filed office paper (drafts, duplicates, transitory records and reference material that does not need to be filed), including documents containing confidential information. <p>Do NOT use for:</p> <ul style="list-style-type: none"> Printed material (magazines, flyers, calendars, etc.), envelopes, packaging and wrappings from printer paper. Other recyclables 	<p>Use only for: Any non-confidential paper product</p> <ul style="list-style-type: none"> Non-filed office paper of a non-confidential nature Published government and non-government material (internet articles, press releases, research documents, manuals) All types of envelopes Printed material (magazines, newspapers, flyers, calendars) Printer paper wrapping, 'post-its' Staples may be left in <p>Do NOT use for:</p> <ul style="list-style-type: none"> Documents containing confidential information of any kind, including confidential government information, and personal and other identifying information about third parties. Other recyclables (these are collected in other receptacles) 	<p>Use only for: Garbage</p> <ul style="list-style-type: none"> Organic waste Small plastic wrappers coffee cups <p>Do NOT use for:</p> <ul style="list-style-type: none"> Paper products Other recyclables

What happens to the paper?

<p>Government records are managed by records schedules that provide for authorized retention and disposal. Every department has a records schedule for "non-filed" office paper that allows for immediate destruction.</p> <p>Non-filed office paper may be sent to the Records Centre as often as needed, any time of the year. This is the same secure process used for all government records.</p> <p>Non-filed office paper is shredded locally under a contract that provides for protection of confidential information.</p> <p>All shredded paper is recycled.</p>	<p>Paper is picked up by the contractor at the back door of each facility and shipped to recycling facilities.</p> <p>This non-confidential paper remains unshredded.</p>	<p>Via contracts, general waste and garbage is collected from receptacles located outside government buildings.</p> <p>Garbage materials are transported to local landfill sites and buried.</p> <p>Office paper takes up to 50 years to decompose in a landfill environment.</p> <p>An estimated 70% of waste produced by government (facilities/employees) is paper products.</p>
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Government Records Office
Archives of Manitoba
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Website:
www.gov.mb.ca/chc/archives/gro/index

Contact:

Waste Stream Services
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