

**Office of the
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Office paper disposal

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With information theft on the rise, one of the ways this can be avoided is by destroying important documents in an appropriate manner. Stealing of information and workplace security have become such big issues that nowadays it has become obligatory that such documents are destroyed.

Important information can consist of:

- Payroll records
- Personnel records
- Financial statements
- Legal documents
- Office correspondence

For this reason, shredders have been made available in every floor of the Ministry and its entities to facilitate the shredding of such documents. It is in the officer's interest and responsibility to ensure that such information is disposed of accordingly.

Moreover, to keep up with the Ministry's effort to maintain a green image, even unwanted paper, magazines and newspapers have to be properly disposed of. Such material is to be disposed of in either white transparent bags or in the waste separators in the Ministry.

The cleaners are being instructed to collect the contents of both shredding machines when these are full. These will be disposed of at the appropriate time when the waste recycling vans are making their rounds in the Ministry's area.

Quick Fact ... The paper recycling process is comprised of the following stages:

1. First, the discarded paper is converted into 're-suspension' or pulp slurry in clean water, to separate the component fibres.
2. The slurry is then treated chemically to remove non-fibrous contaminants and is also given a detergent washing.
3. In the case of white paper, there is a bleach treatment involved.
4. The fresh recycled paper is made with a mixture of the pulp and some amount of virgin fibre.

In case of difficulty contact

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