**POLICIES AND PROCEDURES MANUAL**

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| **TITLE** | **Printing and Paperless Policy** |
| **LEGAL AUTHORITY** | **President and Cabinet** |
| **DATE APPROVED**  | **PENDING APPROVAL** |

**Introduction:**

In an effort to reduce waste and make access to documentation critical to the College’s business operations more efficient. All employees of the college will retain digital copies of all paperwork in a shared environment.

**Scope:**

Any document that is created or completed by a Lawson State employee, any document submitted by a student during their admission and enrollment process, financial aid documentation, digital communication between a student and an employee. Any document submitted by a student to a faculty member via our Learning Management System. If paper copies of homework, quizzes and tests are distributed to students those paper copies will be scanned and stored for future reference. Current paper forms completed by students will be converted to digital forms with a defined workflow approval process.

Policy 1.0 – General Information

* 1. Staff employees will be responsible for creating a digital copy of any paper document created or submitted. The documents will be stored either in BDM, Sharepoint, or the “L Drive.”
	2. Any document, lesson plan, quiz, test that is created by a faculty member for distribution or assessment of students will be stored digitally in the college’s Learning Management System.
	3. Any employee submitted form that requires tiered approval will be converted into a digital form within our Dynamic Forms instance. Approval of said forms will be reviewed by college personnel whenever a termination or resignation of an approver has occurred.
	4. Any form submitted by a student to the Office of Student Records will be digitally prepared within our Dynamic Forms instance.
	5. Any “Contact Us” forms that are made available to the public on the Lawson State Home Page (<https://www.lawsonstate.edu>) will be prepared and stored in Dynamic Forms.
	6. All printing processes of Lawson State employees will be analyzed to make sure that unnecessary printing of personal documents is not occurring. All large print jobs will be routed directly to the Lawson State Copy Center to avoid costly replacement of toner in individual offices.

Policy 2.0 –Auditing

2.1 All printing metrics will be analyzed and aggregated to make sure large print jobs are handled by the Lawson State Copy Center and printing on Lawson State owned devices present in faculty and staff offices is reduced to only what is necessary.