

**Paper Reduction Policy
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PAPER REDUCTION POLICY

Article I. Purpose and Policy

1-1. The Oneida Business Committee recognizes that the action of running a business and a government means that a great deal of paper will be generated. However, it is the policy of the Oneida Nation of Wisconsin to reduce the amount of paper being used to benefit the next seven generations through recycling, reduction, and environmental awareness.

1-2. The purpose of this policy is to advocate reduction of paper, recycling of paper, and better paper use management.

Article II. Definitions

2-1. The following definitions shall be used in this Policy:

(a) Back-up. This means any document that describes an object, company, person, or action being taken. It would also include any listing of alternative methods not taken, bids, and descriptions of a consultant's qualifications.

(b) Oneida Business Committee Packet. This means the set of documents received by the Oneida Business Committee at any regular or special meeting.

(c) Minority Owned Business. This includes Native American, and other racial minorities, including females. A business is minority owned if fifty-one percent (51%) or more of the business is owned by a minority.

2-2. *Summaries.* All action requested which will have only one back-up submitted shall have the following summary attached. Only those applicable sections listed below should be included in the summary. All people submitting reports are encouraged to be as brief as possible.

(a) Description of Product, Consultant, Action, New Employee. This should describe what is going to happen if approved by the Oneida Business Committee.

(b) Description of bids obtained. This should describe what bids or alternative sources were looked at in order to obtain the suggested price. If lower bids were not used, the party should explain why that bid or alternative was not used. This should also be utilized to describe what sources of Minority Owned Businesses were looked at in the bid process.

(c) Description of Need. This should describe why action is needed. It should include a description of how a new employee fits into the current set-up, how a consultant will enable a program or enterprise to work more efficiently, how a capital expenditure on products will help the program or enterprise to work more efficiently.

Article III. Government

3-1. *General Rule.*

(a) It is the general rule that if the document is to be merely a back-up to an action that the party wishes the Oneida Business Committee to take action on, only one copy should be submitted for the Oneida Tribal Secretary files.

(b) If documentation is being submitted as back-up, then a short summary of the actions taken should be submitted for the Oneida Business Committee Packet.

(c) All documents should be submitted using both the front and back of the paper.

3-2. Recycling shall be implemented and containers made available at all convenient locations. Where necessary for confidentiality, shredding should be made available at a convenient location.

Article IV. Enterprises and Programs

4-1. *General Rule.* All Enterprises and Programs are encouraged to reduce paper usage and waste as quickly as possible. File management should be utilized to lessen duplication of documents that are not used within the normal operating day.

4-2. Enterprises and Programs are encouraged to obtain electronic mailing systems and other automated task systems which are compatible with existing computers and software.

4-3. Recycling shall be implemented and containers made available at all convenient locations. When necessary for confidentiality, shredding should be made available at a convenient location.

End.

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