

### Exiting EDH - Let's start preparing

With our imminent move from Edinburgh House now not too far away, colleagues based at EDH need to start taking some necessary actions in readiness for the move. There will be a full 'Moving Guide' provided by Property Services Directorate nearer the move date, but in the meantime, these are important actions we need to start taking to prepare for the move.

As a first step, getting our paperwork into order will put the move process onto the right foot at the start. This means:

- Sorting through your papers to work out what you need to keep, and what to dispose of.
- For papers you no longer need – you should select the appropriate disposal route:
  - Documents which are not protectively marked can go into the recycling bin.
  - Documents marked 'protect' or 'restricted' should be shredded
  - Those marked 'confidential', 'secret' or 'top secret' should be cross-cut shred on site.

Full details are contained in the Waste Disposal Guide – NSY Exit.

To begin preparations for the move, everyone should read and understand the Met's Records Management Policy and Operation FileSafe in order to identify in advance information that can be disposed of and what must be retained.

Important note: you must not destroy information without ensuring that you comply with the above policies. If you have substantial locally archived material which is not going to be transferred to your new location, please contact Operation FileSafe/Records Management Branch as early as possible to discuss your requirements. [REDACTED]

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