

National Records of Scotland is committed to reducing our impact on the environment.

We do this through sustainable management of our estate and operations and by engaging with our staff to embed the key principles of sustainable development into our everyday working practices.

The actions we are taking contribute towards the delivery of the wider Scottish Government's National Outcomes:-

- **Our public services are high quality, continually improving, efficient and responsive to local people's needs.**
- **We value and enjoy our built and natural environment and protect it and enhance it for future generations.**
- **We reduce the local and global environmental impact of our consumption and production.**

We have corporate environmental management objectives to enable us to contribute towards the National Outcomes:-

- **We use energy efficiently to reduce our carbon emissions.**
- **We minimise our waste through smarter procurement and are reusing or recycling resources wherever possible instead treating them as waste.**
- **We are reducing the risks of pollution by avoiding the unnecessary use of hazardous and ozone depleting substances. Where their use is essential within our business, we shall effectively manage the activities, processes and their disposal.**
- **We purchase goods and services which are manufactured and delivered in an environmentally responsible way to reduce the environmental impact.**
- **We support and protect biodiversity on our estate.**
- **We make our environmental information as openly accessible to our employees and the public as we can.**
- **We are working to make the most efficient use of our space in order to deliver our objectives**
- **We reduce the need for business travel by promoting alternatives to travel or sustainable travel options where business travel is necessary.**
- **We are educating our employees and contractors in compliance with the various relevant environmental legislative requirements.**
- **We monitor our water consumption and conserve water through leak detection and prevention measures.**

We recognise that if we reduce our carbon emissions we can help reduce the effects of climate change on our planet. We will continue to implement our Carbon Management Plan to assist us with progress against these objectives and deliver our targets. The plan has already helped us to improve our ways of working, lower our operational costs and reduce our environmental impact. So that our targets remain both appropriate and challenging we will continue to monitor, review and publish our environmental performance information.



**Tim Ellis**  
Chief Executive  
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