**Paperless**

**The impact of paperless on the information technology**

Going paperless means converting paper documents into a digital form where they will no longer be stored and retrieved physically but technically. This is a way for an organization to go digital and focus on information technology. The information technology department will have to be updated to make sure the department has adequate experts to help the organization store data technically. An organization should also be in a position to acquire hardware and software that ensure data safety. By going digital it means an organization has to employ new technology measures that promote technical security to protect information (Doarn, 2019).

**The impact of paperless on the environment and pollution**

Due to the benefits of corporate social responsibility, many organizations are finding ways to be more environmentally friendly. Organizations are creating a paperless environment by eliminating the use of papers (Tiwari, Diwan, &Sahu, 2016). By going paperless, trees are saved because they are the main product required to produce papers. The paperless environment also cuts down pollution because there will be less deforestation and less industrial activities that emit pollutants into the atmosphere (Nayyar, & Arora, 2019). By converting paper data into digital form organizations can create more space ensuring a comfortable working environment.

**Disadvantages of the paperless office**

Digital information can be stolen with ease compared to paper information. To steal paper information one has to physically access them but for digital information, hackers hack the system and get full access to information without the organization noticing (Kissell, 2017). Digital information may also get lost due to software and hardware issues. The system may crash any time leading to data loss and if there were no recovery plans in place the lost data may never be retrieved or waste a lot of time retrieving it. Organizations should have disaster management plans to help retrieve data that is lost (Dhumne, 2017).

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