

# Influence of Green Office Practices on Information Management of Secretaries in Government Parastatals in Ogun State Nigeria

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DOI: <https://doi.org/10.47772/IJRISS.2026.100400094>

Received: 12 December 2025; Accepted: 20 December 2025; Published: 28 April 2026

## ABSTRACT

This study examined influence of Green Office Practices on Information Management of Secretaries in Government parastatal in Ogun State. Green Practices has becoming a global priority in other profession and it is important to look at how this can be applicable to office and information management practices of secretaries in Government parastatals. The study aims to identify the key factors that stimulate green practices within the office environment such as energy-efficient devices, collaborative and communication tools which support secretaries reduces resource consumption, waste generation and conservation impact. The population of this study comprised of Secretaries in Government parastatals in Ogun State. Structured questionnaire was used as the instrument for data collection. However, Krejcie and Morgan method of sample determination was used for sample size determination at 0.05 margin error. Data collected were analyzed using descriptive and inferential methods of analysis. Findings revealed that Green Office practices is pivotal in information management of secretaries. The paper concludes that Information is a great asset to any organization and it is important that secretaries who are custodians of these information must imbibe the green office habit so as to reduce environmental impact. This will help to reduce paper usage. It was recommended that training on sustainable office practices would improve information management of secretaries

**Keywords:** Communication and Collaborative Tools, Energy-efficient Devices, Government parastatals, Green office Practice, Information and Management **Word Count:** 251

## INTRODUCTION

Office administration includes varieties of activities ranging from planning, directing, and controlling activities of employees to communicating internally and externally. These involve huge volume of document production and heavy paper consumption with the attending negative impact on environmental and economic sustainability. In a world confronting the dire consequences of climate change, sustainable office Practices has become a corporate imperative. Business owners now believe that sustainable or Green office practice is important to their organizations' success. Most organization now find means to reduce cost and paper by ensuring that information and other businesses are transacted using technology, energy efficient devices, collaborative and communication tools.

Green Office in Information Management refers to practices within an organization whereby the use of document, paper and data management system are reduced to the barest minimum. Green office contribute to environmental impact by reducing paper usage, optimizing digital storage, responsibly disposing of electronic waste, and promoting efficient information access, all while ensuring data integrity and accessibility for future needs (Bali & Yang-Wallentin, 2020). High Increase in paper consumption leads to a negative impact on the environment and human health (Shah et al.,2019). Therefore it is important to introduce green office

Sustainable or Green office in information management of secretaries is concern with the core functions of the organization which include disseminating, receiving, dispatching, retention and disposal of information. (Nassar,

2021). Green office in information management involves proper disposal and recycling of information using electronic devices, hard drives, and media. Organizations should develop and implement a comprehensive e-waste policy that outlines procedures for the secure and environmentally friendly disposal of information. The information management association ARMA lists eight principles of records and information management (RIM): accountability, transparency, integrity, protection, compliance, availability, retention and disposition. Given the challenges being faced, sustainable or Green office should be added as the ninth principle to ensure that RIM is involved in inspiring meaningful change (Bali, 2020).

Green practices, according to Yousaf (2020), refer to those procedures and processes that organisations employed in order to minimize their operational effect on the environment, with the aim of preserving the environment. There are different types of green practices: green construction, green building, green business, green innovation, etcetera. They include all practices that are eco-friendly (Oludele et al, 2024). Green practices are about reduction in environmental pollution and consumption of natural resources (Mahmud-Dzaki, 2015). Green practice is a way of preserving the nature and also to create awareness among the people about the benefit of environmental preservation. Record management functions of the office that are hitherto being performed with heavy paper usage, thereby creating archive problems can now be performed electronically through an electronic filing system (Lestari & Aulia, 2018). The conventional archive management that is heavily paper-based can thus be replaced with electronic archive management, saving paper usage and saving storage space (Oludele et al, 2024; Oliveira, et al, 2021). Since the cost of using paper is becoming higher and higher by day for organisations, going paperless and embracing green practices help organisations to save cost and thus contributing to economic sustainability.

Sustainable Development Goals (SDGs) are designed to handle the social, economic and environmental challenges facing the world (UNICEF, 2017). Green office which is now a global concept, has become more essential than ever before. As businesses strive to minimize their environmental impact while maximizing efficiency and productivity, the role of innovation in office technology and management has become increasingly crucial. This integration of green office in organization has the potential to bring significant positive change, not only in terms of environmental conservation, economic growth and social responsibility. This aims to explore the remarkable transformation that sustainable development through innovation in office information and management can bring about. Through green office practices, organizations can harness innovation to implement eco-friendly practices, reduce paper usage, streamline operations using technologies, reduce toner usage, and promote a healthier and more sustainable work environment (Schleicher; 2018; Camisón, 2020; Oludele et al, 2024).

Making sustainability a principle of records and information management and adopting it in daily work by the secretary who is the custodian of information makes a statement in the activities of the organization. It must be part of a larger, holistic sustainability imperative (Schleicher; 2018). Information is the backbone and key asset of any organization and the way it is managed, store, use and recycle will affect the growth of any organization. When discussing sustainable or Green office in information management, key theories that often come into play include Stakeholder Theory, Institutional Theory, Ability-Motivation-Opportunity (AMO) Theory, Life Cycle Assessment (LCA), and Green IT; all focusing on balancing environmental impact, social responsibility, and economic efficiency in information management practices within an office setting. For the purpose of this study, Green IT theory and Life Cycle Assessment Theory (LCA) will be adopted.

Green IT Theory, Specifically focuses on designing and implementing information technology solutions that minimize environmental impact through energy efficiency, reduced resource consumption, and responsible disposal practices. Life Cycle Assessment (LCA) is a methodology to evaluate the environmental impact of an information system throughout its entire lifecycle, from raw material extraction to disposal, allowing for informed decision-making on sustainable technology choices. Through the use of energy-efficient devices, using collaborative and communication tools, digitalization of processes, and implementation of smart office solutions, organizations can reduce their ecological footprint (Ju et al.; 2019). Streamlining office operations, optimizing resource usage, and implementing renewable energy sources can also contribute to Green office in information management of secretaries in government parastatals in Ogun State (Oludele et al, 2024).

These theories can be applied in office information management through green office practices. This can occur by implementing digital document management systems, promoting electronic document sharing, using collaborative and communication tools, introducing print preview and on screen proofreading, having electronic meeting and encouraging double-sided printing to minimize paper waste (Oludele et al, 2024; Shah et al, 2019; Ogo, 2016; Ogbusuo, 2016). Optimizing hardware usage is another area by which this green office can be applied. This include implementing energy-efficient office equipment, using sleep modes, and promoting responsible device disposal. Data storage optimization include utilizing cloud-based storage to reduce the need for physical servers and energy consumption. Also educating employees about sustainable information management practices and encouraging them to adopt environmentally conscious behaviors can help to enhance the overall sustainability performance of organizations. This study therefore examined sustainability in Office and Information management in Government parastatal in Ogun State.

In the time past, information was received, stored and disseminated using a lot of paper and this has led to wastage, environmental pollution and loss of information; but with the implementation of green office in organization, there has been change, terms of environmental conservation, economic and social growth. Negative impact of energy and paper consumption on the environment is now a global discourse. Economic and environmental sustainability are thus becoming issues of universal concern. Observations revealed that organizations focus more on business development but lack initiatives in green innovation with less attention being paid to operational impact on the environment. This lack required green innovations and practices in business and office management directly impact the environment through pollution and natural damages. By adopting green office practices, there is reduction in paper consumption, enhance operational efficiency, and contribute to a healthier environment.

Effective office information management practices are also pivotal in promoting sustainable development in an organization. Encouraging employee engagement and awareness programs, implementing recycling initiatives, and adopting eco-friendly procurement processes are crucial steps to attain sustainability in office and information management in organization. Though studies have investigated different sustainability practices in business organisations, this study uniquely focuses on sustainable information management and its environmental implications. Therefore, this study therefore examines the influence of Green Office Practices on Information Management of Secretaries in Government parastatal in Ogun State.

## Research Questions

1. What is the level of adoption of sustainable office practices among secretaries in government parastatals in Ogun State?
2. What is the influence of sustainable office practices on information management in government parastatals in Ogun State?
3. What are the barriers to the implementation of sustainable office practices for information management in government parastatals in Ogun State?

## MATERIALS AND METHODS

This study was a survey of secretaries selected from government parastatals in Ogun State. The population of this study comprised of Secretaries in Ministry of Finance, Ministry of Education and Works and Service Department. Each of this ministries has 24 secretaries. Structured questionnaire was used as the instrument for data collection. However, Krejcie and Morgan method of sample determination was used for sample size determination at 0.05 margin error and eighty-one (72) secretaries was selected. Data collected were analyzed using descriptive and methods of analysis. The study took into cognizance gender in the selection of the respondents. A structured questionnaire consisting of sixteen (16) items with 4-point likert options was used as the instrument of data collection. Respondents were asked to choose one out of the four options provided in a four rating Likert Scale of Strongly Agree – 4; Agree – 3; Disagree – 2, and Strongly Disagree – 1. Seventy-two (72) questionnaire were produced and administered on the respondents. All the copies were duly filled, retrieved and used for data analysis. The tables below showed the results gathered from the respondents.

## RESULTS

Table 1: The level of adoption of sustainable office practices among secretaries in government parastatals in Ogun State

Descriptive Statistics					
	N	Minimum	Maximum	Mean	Std. Deviation
I am aware of sustainable office Practices	72	1	5	3.49	.805
I frequently engage in sustainable office Practice in my daily task	72	1	5	2.94	1.047
I use digital document instead of paper	72	1	5	3.40	.763
Recycling of paper and other office materials	72	1	5	3.24	.911
Use of energy efficient appliance e.g LED Bulb, energy saving printers, iPad	72	1	5	3.50	.787
reduction of Water and electricity consumer	72	1	5	2.78	.876
Use of eco-friendly office supplies e.g biodegradable pen	72	1	5	3.29	1.013
Valid N (listwise)	72				

Source Field survey 2025

The result of Table above shows the level of adoption of sustainable office Practices among secretaries in government parastatals in Ogun State. The table shows that the secretaries are aware of sustainable office practices and the secretaries frequently engage in sustainable office practice in their daily task. The secretaries also use digital document instead of paper and also paper and other office materials are recycled. Secretaries in government parastatals use energy efficient appliance like LED Bulb, iPad and they also use eco-friendly office supplies. This could be seen from the mean 3.49, 2.94, 3.40, 3.24, 3.50, 2.78 and 3.29

Table 2: Influence of Sustainable office Practice on Information Management

Descriptive Statistics					
	N	Minimum	Maximum	Mean	Std. Deviation
it improves efficiency of information management in my office	72	1	5	3.51	.839
I reduce wastage of resources	72	1	5	3.00	1.113
There is high speed in information retrieval	72	1	5	3.44	.729
There is accuracy in information management	72	1	5	3.21	.948
Cost-effectiveness in information storage	72	1	5	3.58	.746
There is security of information	72	1	5	2.86	.924
Positive environmental impact of information management	72	1	5	3.33	1.007
Valid N (listwise)	72				

Source Field survey 2025

Table 2 above shows the influence of sustainable office Practice on Information Management of secretaries in Government Parastatals in Ogun State. The table shows that the respondents agreed that sustainable office practice improves efficiency of information management, it reduces wastage of resources, there is high speed in information retrieval, there is accuracy and cost effectiveness in information management storage. The respondents also agree that there is security of information and which has led to positive environmental impact of information management. This can be seen from the mean 3.51, 3.00, 3.44, 3.21, 3.58, 2.86 and 3.33

Table 3: Challenges of sustainable Office Practices

Descriptive Statistics					
	N	Minimum	Maximum	Mean	Std. Deviation
Awareness campaigns on sustainable information management are rarely conducted in my workplace	72	1	5	3.38	.926
There are no structured training programs on sustainable office practices in my organization	72	1	5	3.14	1.011
Sustainable Technologies and resources are not readily available for information management	72	1	5	3.43	.747
The cost of adopting sustainable office technologies is too high for my organization	72	1	5	3.21	.978
Resistance to change	72	1	5	3.12	.763
Valid N (listwise)	72				

Field survey

Table 3 above shows the challenges to sustainable office Practices in Government parastatals in Ogun State. It challenges are awareness campaigns are rarely conducted, there are no structured training on sustainable office practices, Resources are not readily available for information, cost of adopting sustainable office technologies is too high and there is resistance to change. This can be seen from the mean result of the respondents. Which are 3.38, 3.14, 3.43, 3.21, 3.12.

## DISCUSSIONS

The result of table one shows the level of adoption of sustainable office practices among secretaries in government parastatals in Ogun State and from the mean responses of the respondents, it shows that the level of adoption is moderately high. The secretaries in government parastatals in Ogun State are aware of sustainable office practices and this makes them to frequently engage in sustainable office practice in their daily task. The secretaries also use digital document instead of paper and also recycles paper and other office materials. The Secretaries in government parastatals also use energy efficient appliance like LED Bulb and they also use eco-friendly office supplies. This study result relate with Oludele et al (2024) findings; the authors stated that government agencies has imbibe green office practices by using digital technologies to carry out task. This also includes Electronic Document Management (EDM) as identified by Putintseva (2023) and e-reader which is capable of minimizing paper usage (Shah, et al, 2019). The findings of these authors shows that sustainable office practice is being adopted by government parastatals.

The result on table 2 shows influence of sustainable office practices on information management in government parastatals in Ogun State. From the responses of the respondents, it shows that sustainable office practice improves efficiency of information management, it reduces wastage of resources, there is high speed in information retrieval, and there is accuracy and cost effectiveness in information management storage. The respondents also agree that there is security of information and which has led to positive environmental impact of information management. This result corroborated with Shah et al (2019) findings that application of electronic file transfer and electronic record management provides economic impact in terms of reduction in heavy cost of paper usage, printer toner, and electricity consumption. Reduction in paper usage also reduce environmental footprint of organisations through carbon emission of printers. Oludele et al (2024), reported that optimal utilization of iPad technology by office workers for information management reduces carbon footprint of business organisations on the environment.

The result of table 3 shows the challenges to the implementation of sustainable office practices for information management in government parastatals in Ogun State. The challenges are awareness campaigns are rarely conducted, there are no structured training on sustainable office practices, Resources are not readily available for information, cost of adopting sustainable office technologies is too high and there is resistance to change. This can be seen from the mean result of the respondents. The findings corroborate with Oludele et al, (2024)

who stated that lack of training on sustainable office practice, resistance to change, cost of adoption are some of the issue limiting adoption of digital technologies and green practices. Some office workers are still dependent on paper usage due to their old habits, preference for hard copy documents, physical signature, phobia and discomfort with electronic signatures. Resources are also not readily available in some organization and this serve as a challenge to implementing sustainable office practices (Pasharibu, 2019).

## CONCLUSION

Information is a great asset to any organization and it is important that secretaries who are custodians of these information must imbibe the green office habit so as to reduce environmental impact. Government parastatals are known for their heavy usage of paper on daily basis to disseminate, retrieve and file information thereby overstressing economic resources and putting pressure on environmental sustainability through deforestation and environmental pollution. Engaging in green practices by using digital technologies to carry out tasks will not only ensure information security but also enhance productivity of secretaries. Decisions can be made quickly and information can be quickly retrieved anytime it is needed. Factors limiting green practices include resistance to change either by the employee or the management, cost of adoption and/or there is not enough campaign or training on what green office is all about. This paper therefore concludes that organization especially government parastatals in Ogun state should engage in green practices in information management and initiate paperless office operations that will positively impact economic cost and environmental sustainability. The study therefore recommends that management of Government Parastatals in Ogun State should procure relevant digital technologies such as energy saving printers, LED Bulbs, iPads, electronic file management system, internet access for office workers to minimize paper consumption and provide adequate training for all office employees involve in information management to equip them with necessary skills and confidence for embracing green practices.

## Conflict of Interest

“The Author(s) declare(s) that there is no conflict of interest.”

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