



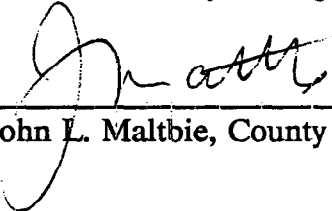
ADMINISTRATIVE MEMORANDUM COUNTY OF SAN MATEO

NUMBER: B-14

SUBJECT: Duplex Copying of All County Documents

RESPONSIBLE DEPARTMENT: County Manager

APPROVED: _____


John L. Maltbie, County Manager

DATE: March 25, 1991

This memorandum serves to reinforce a policy that was made by the Board of Supervisors over a year ago that encouraged all county departments to duplex documents. Administrative Memorandum B-4 specifies that the documents prepared for the Board of Supervisors' agenda packets be duplexed. In the interest of reducing paper and copier-associated costs countywide, all documents produced by county departments where duplicating of original documents is necessary must be duplexed. Furthermore, all duplicating jobs performed by Reprographics or referred to an outside print shop will be duplexed. Such documents include internal memos and reports, interdepartmental correspondence, and correspondence to outside organizations or individuals. Situations where this policy may not apply are as follows:

1. Staff that do not have access to a copier that duplexes;
2. Documents that must be posted for public viewing; and
3. Legal documents where regulation specifically forbids duplexing.