



MEMORANDUM

Department of Law

TO: Metropolitan Council

FROM: Mike Safley, Deputy Director of Law

DATE: September 10, 2018

RE: Reduction of Paper Consumption and Postage Expenses

As required by Ordinance BL2008-248, the Department of Law is complying with the directive to reduce paper consumption and postage expenses. In order to accomplish this, the Department is continuing its efforts of using electronic filing of court documents for all courts allowing such a practice. Just as in past years, the Department is relying more heavily on electronic files with the goal of elimination of “hard” copy records. Electronic mail is used whenever it is deemed to be reasonable considering the type of correspondence being sent. The Department is also in the process of eliminating paper updates for its legal subscriptions and changing over to electronic updates. In addition, various tasks within the department that require the use of paper are being revised to cut down on paper use. For all paper that must still be used, the Department participates in the government recycling program.

WMS/kc