



DATE: September 30, 2018

RE: Council Bill BL2008-248 Paper reduction

The Information Technology Services department submits the following in response to the above named legislation. For the fiscal year FY 2018 we have done the following:

Creation of Work Product

- ✓ Continued to use PowerPoint, Microsoft Word and other products to present electronic copies of documents for meeting agendas, talking points, etc.
- ✓ Utilize Outlook calendars exclusively to eliminate need for paper calendars.
- ✓ Scan documents using multifunction copier/scanner for distribution internally and to vendors thereby reducing distribution of paper and resulting storage.
- ✓ Moved operational tracking such as wellness checks, schedules, etc to electronic format.
- ✓ Operational logs used in the data center are electronic.
- ✓ Created site where all employees and contract staff can view related policy, processes and employee information on-line in lieu of a printed copy.
- ✓ Utilize Imaging for ITS employee records management to reduce the need for, and storage of, paper records.

Distribution of Work Product

- ✓ Continue to utilize email, intranet posting, or SharePoint collaboration system as preferred method of distribution of large communications with Metro departments and agencies rather than paper distribution. This includes the contract documents, ITS service catalog, IT policies, meeting minutes and departmental bills.
- ✓ Use of SharePoint sites for collaboration around major projects such as portfolio management and information security. This electronic collaboration tool allows multiple groups of users and multiple departments to access, update and review with no paper distribution
- ✓ Continued use of an on-line telecommunication billing system.
- ✓ Distribution of all billing for services and supporting documentation from ITS to departments is totally electronic.
- ✓ Continue use of the internal ITS Blog to communicate to employees in lieu of printing newsletter.
- ✓ Additional access to and usage of online systems for new hire process eliminates emailing and printing of job applications.
- ✓ Use of secure on-line system to share and protect sensitive information paperless
- ✓ All personnel files continue to be scanned or imported and kept in an electronic format.

Copier/Printer Use

- ✓ Conduct regular auditing of primary copier usage logs.
- ✓ Set defaults on primary departmental printers to be double-sided print, black and white.
- ✓ Store & Share information electronically



Metropolitan Government of Nashville and Davidson County
David Briley, Mayor

Information Technology Services Department
Keith Durbin, CIO/Director of IT Services

Recycling

- ✓ Continue to utilize shredding and recycling bins for paper products in ITS work locations

Postage

- ✓ Utilize employees at different location to distribute items to multiple department locations in lieu of using mail to accomplish that.