

**Metropolitan Clerk's Office  
Metropolitan Courthouse  
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TO: Members of the Metropolitan Council  
FR: Elizabeth Waites, Metropolitan Clerk  
RE: **RESPONSE TO BILL NO. BL2008-248**  
DATE: September 10, 2018

The Metropolitan Clerk's Office has taken the following actions to reduce both paper consumption and postage expense:

- Sending all Council meeting agendas, committee notices, board/commission questionnaires, and accompanying Council meeting documentation by email to Council members in advance. In addition, our Legislative Voting System permits Council members to review the agenda and proposed legislation on a tablet during Council meetings. This effort has reduced the number of mailing labels and the amount of paper used, and has nearly eliminated postage used for this purpose.
- Utilizing email addresses for Metro board/commission members, registered lobbyists, and members of the Davidson County delegation to the Tennessee General Assembly so that most communications can be handled electronically.
- Increasing the amount of information available on the Clerk's website and/or in electronic format, to eliminate paper and postage waste created by mailing copies.
- Responding to requests for documents by scanning and emailing documents rather than requiring in-person counter service or correspondence by mail.
- Creating online forms for lobbyist registrations, annual disclosures, and board/commission appointees.
- Permitting reports and updates to be provided by departments and boards and commissions via email where permitted.
- Participating in recycling of all draft or scrap paper, and appropriate destruction of paper with confidential information contained therein.