

CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 105

April 1, 2004

**TO:** All Departments, Boards, Agencies, and Commissions

**FROM:** Charles L. Rice, Jr., Chief Administrative Officer

**SUBJECT:** STANDARDIZATION OF PAPER SIZE

**I. PURPOSE.**

This policy established letter-size paper (8 ½ x 11", herein referred to as "standard size") as the standard paper to be used by each City department, board, agency and commission (hereinafter referred to as "City agencies").

**II. POLICY.**

**A. USE OF STANDARD SIZE PAPER.**

Standard size paper is to be used for all City business by all City agencies as much as possible. Each City agency shall eliminate entirely or limit its use of non-standard size paper to those documents which cannot reasonably be converted to standard size paper.

**B. PROCUREMENT OF NON-STANDARD SIZE PAPER, FILE FOLDERS, FILE CABINETS AND ENVELOPES.**

Purchases of non-standard size paper, file folders, file cabinets and envelopes should be eliminated or reduced as much as possible.

**C. CONVERSION OF DOCUMENTS.**

All City agencies with documents exceeding standard size must review their formats for the possibility of conversion to standard size. It is important that all City agencies make an effort to reduce the overall size of the documents, rather than simply using additional sheets of standard size paper. Use of double-sided documents is preferable.

**D. CITY COUNCIL.**

Effective, April 1, 2004 in accordance with Ordinance Calendar no. 25,066 dated January 8, 2004; all council documents shall be prepared and submitted in standard size format with the exception of proclamations or certificates issued by the Mayor of Council. The Clerk of Council shall request the submitting agency to re-format any

legislative instruments on legal size paper submitted prior to April 1, 2004 should that matter not come before the Council prior to April 1, 2004.

### III. EXCEPTIONS.

Certain types of documents require the use of non-standard size paper. The following list includes some of the uses for which non-standard size paper has been approved.

- A. Forms larger than standard size which would be difficult to read if reduced to fit standard size paper. Examples: accounting/financial records, architectural or engineering drafts or documents, maps, graphs, charts, or artwork.
- B. Fan-fold paper designed for use in computer peripheral devices and forms, bond paper or legal pads which are perforated or otherwise designed to produce complete documents larger than standard size.
- C. Public records smaller than standard size, computer generated printouts, output form test measurements and diagnostic equipment, machine generated paper tapes, charts, graphs, tables, maps, diplomas, artwork and public records otherwise required to be non-standard size or exempt by law.
- D. Documents or pleadings authorized or permitted by any court of this parish or state to be filed on non-standard size forms or paper in order to avoid unnecessary cost or delay or to promote justice; or
- E. Documents required by the federal government to be non-standard size.

Agencies may request additional exceptions to this Policy in cases where use of standard paper or conversion of the form(s) to standard size represents a significant financial or logistical hardship. Request for such exception should be directed to the Special Projects Section of the Chief Administrative Office.

### IV. INQUIRIES.

Questions regarding City policy may be directed to the Chief Administrative Office.

CLR/CSL/WBE