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TO: Metropolitan Council
FROM: Martesha Johnson Moore, Metropolitan Public Defender
DATE: September 30, 2025
RE: Annual Report on Office Paper and Postage Expense Reduction

Pursuant to BL2008-248, I am pleased to provide you with this Annual Report regarding Paper and Postage Expenses by the Metropolitan Public Defender's Office for Fiscal Year 2026. It includes the actions we intend to take during the next year to work on reducing paper consumption and postage expenses.

Office Paper & Postage Expense Reduction Plans for FY2026

Educating Employees – The Public Defender's Office believes that if employees understand the benefits of paper usage reduction, they will be more willing to participate. We continue to educate employees on the benefits of reduced paper use, which include savings of our limited budget dollars and helping the environment.

Implementing Paper Reduction Policies – There are several things that every employee can do to save paper:

- 1) Copy and print double-sided whenever possible. Instructions have been provided to employees on how to do this, and how to make this the default setting on office computers.
- 2) Read e-mails on-line and print them only when necessary.
- 3) Post announcements to a bulletin board or distribute by e-mail rather than by making paper copies.
- 4) Scan documents that need to be circulated and then send them by e-mail. Instructions have been provided to employees on how to utilize this technology. Employees have scanners on their desks, and copiers also have scanning capability.
- 5) Recycle folders and interoffice envelopes. Locations are available for employees to deposit and pick up folders/envelopes for reuse.
- 6) Encourage employees to send and receive faxes using their computers rather than copiers.

Capitalize on Technological Advances – Staff have been provided a desktop scanner and are encouraged to use it to save case-related documents to our electronic case file database. We are also using scanners to send documents via email instead of regular mail, which eliminates the need to make a copy. By keeping many of our records on computers and/or digital media, we can reduce our physical storage space requirements.

Recycle – In FY2026 we will encourage employees to use recycle bins on a regular basis.



Martesha Johnson Moore, Public Defender

Reduce Recycled Paper – More reused paper means less in the recycle bin. Employees are encouraged to find other uses for paper if possible, before placing it in the recycle bins.

Reduce Postage Expense – We will continue to use FedEx for shipping items that need a quick delivery. Employees will continue to use interoffice mail whenever possible, including mailings to the State of Tennessee.

Leadership – Management will set a good example by doing all the things they are asking employees to do. When supervisors observe their employees taking actions that reduce paper and/or postage usage, they should give positive feedback to those employees.