

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Memorandum 2005-2  
February 25, 2005

TO: Heads of Departments and Agencies  
ORIGINATOR:   
Anthony A. Williams, Mayor  
SUBJECT: Double-sided Photocopier Default Setting Requirement

This memorandum will, effective immediately, establish a uniform, mandatory requirement that all photocopying be double-sided, unless otherwise prohibited.

STATEMENT OF POLICY

There is hereby established a policy requiring that all photocopy machines operated by the District government be set to a double-sided default setting. Recourse to single-sided copying shall be permitted only when an agency or entity to which the copied document is to be submitted (such as a court or other tribunal) requires single-sided copies, or, when single-sided copying is otherwise required to meet the technical needs of a particular copying project.

PURPOSE

The purpose of this policy is to reduce paper consumption by the Executive Branch of the District government as part of the District government's goal to adopt sustainable practices and to become an environmentally friendly city that leads by example.

APPLICABILITY

This policy is applicable to all district government agencies:

- (a) Under the administrative authority of the Mayor as determined by the Office of the Secretary; and
- (b) Any independent agency that voluntarily chooses to comply with the policy.

If you have any questions, please contact Sherryl Hobbs Newman, Secretary of the District of Columbia, at 727-6306.