

ANNUAL REPORT TO THE METROPOLITAN COUNCIL  
FOR PAPER AND POSTAGE REDUCTION BY  
METROPOLITAN GENERAL SESSIONS COURT  
FY 2019-20

September 16, 2020

To: Ms. Elizabeth Waites,  
Metropolitan Clerk  
Nashville-Davidson County

In compliance with Metro Ordinance **BL2008-248, General Sessions Court took the following actions concerning reducing paper consumption and postage expenses in FY 2020:**

- 1. As we have for the past nine fiscal years, all print orders including paper are reviewed and handled by the Court Administration office. As a result, our printing expenditures have been reduced by over 12% from FY 14 to FY 20.**
- 2. The Court's FY 2019-20 Annual Report (for the 12th consecutive year)--we continued the development of this report "in-house" and still minimized the number of hard copies ordered and continue to distribute this report via a web link.**
- 3. The Metro Postal Service expenditures have significantly dropped for General Sessions Court over the last several years. As a result of continued use of Metro email, the Metro Postal Service no longer bills our Department.**
- 4. Our Court's Probation Department continues to have a significant reduction in the use of paper. All files are kept electronically but some consideration is made to maintain a few paper files for additional record keeping purposes. This process was developed to create a more efficient paperless operation for the department that began October 1, 2017. Since the paperless transition, our department has ordered fewer file folders, paper, and other supplies. An order for 12 boxes of paper was placed in September of 2019, and the department has approximately 4 boxes remaining from that order. It's apparent that our use of paper has significantly dropped. As of recent, the COVID-19 pandemic has undoubtedly caused the department to use less supplies due to need and the courts being closed. Adjustments have been made to adapt and work with the necessities.** The department has 22 four-drawer lateral file cabinets that are intended for closed and other files no longer needed by staff. To date, only 8 lateral drawers are practically full with case files and a quarter of the files are present in 6 other drawers. This also shows the reduction in paper that has been used throughout the department over the past few years. By the end of the calendar year 2021, there is no doubt that the department will see an even larger reduction in the number of case files kept in the lateral file cabinets. It is projected to be at the minimum, ½ of what is currently kept for record keeping processes now. Each year marks tremendous growth as the department continues to build on our paperless platform with introducing new technology. We continue to work closely with Justice Integrated Services (RS) in order to maximize the potential of electronic signatures, scanning capability, and imaging documents. Several key projects are in in place to assist with our continued desire to eliminate the need for paper all together in the workplace.

Should there be any questions concerning this report, please contact me.

Sincerely,

**Warner Hassell**  
**Court Administrator**

Metropolitan General Sessions Court