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To: The Metropolitan Council of Nashville  
and Davidson County

From: Maria M. Salas  
Clerk and Master

Date: September 1, 2022

Re: Annual Paper and Postage Reduction Report

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This annual report is submitted to the Metropolitan Council regarding actions taken by the Office of the Clerk and Master to reduce paper consumption and postage expense. This report is submitted per Ordinance No. BL2008-248 and posted on the Clerk and Master's website in accordance with Ordinance Nos. BL2016-416 and BL2016-462.

The Clerk and Master's office administers Chancery Court dockets and maintains case files as directed by the Chancellors and/or required by law. Electronic case filing has been available in Davidson County Chancery Court since March, 2017. Although not mandatory, e-filing is widely used. E-filing reduces the office's paper consumption and postage expense.

Online availability of public documents via our case management system also reduces paper usage and postage expense. Records requests are routinely fulfilled via email, which eliminates printing and postage expense. Common forms and documents used in Chancery Court are available on the office website, which also reduces the number of copies made in office and reduces postage to mail documents.

The Clerk and Master's office also collects delinquent real and personal property taxes owed to Metro. The receipts for such payments are routinely downloaded and emailed so no paper or postage is used.

Recycling is mandatory in the office for recyclable materials per Metro recycling guidelines. Employees are also encouraged to routinely evaluate standard operating procedures to increase electronic storage and transmission of data and reduce paper consumption and postage expense.