

RESOLUTION NO. .

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

* * * * *

RESOLUTION ENCOURAGING THE TRANSITION FROM PAPER TO DIGITAL TO REDUCE EXPENSES, DECREASE OUR ENVIRONMENTAL IMPACT, AND ENHANCE TRANSPARENCY WITHIN THE COUNTY OF SAN MATEO

WHEREAS, the County of San Mateo currently expends significant resources on paper-based processes, including costs associated with printers through the foreseeable future; and

WHEREAS, in recent years, the County has allocated substantial funds toward office supplies essential for paper-based operations, including various items such as paper, writing utensils, and organizational tools; and

WHEREAS, the County incurs additional costs related to the disposal of paper waste and the storage of physical documents; and

WHEREAS, digital conversion will enhance operational cost efficiency through reduced costs associated with the procurement, storage, and disposal of paper products; and

WHEREAS, transitioning to digital document management will reduce environmental impact by minimizing office supply waste sent to landfills and decreasing carbon emissions associated with the lifecycle of paper products; and

WHEREAS, digital document management enhances document retention, transparency, and accessibility, thereby reducing the risk of document loss or damage.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Supervisors of the County of San Mateo, State of California, that the County of San Mateo shall encourage the reduction of paper usage by implementing measures to promote digital document management across all County departments including the development of supporting strategies and resources; and

BE IT FURTHER RESOLVED that County departments are directed to align their policies, procedures, and practices with the objective of minimizing unnecessary paper usage.

* * * * *