

**Board of County Commissioners
Leon County, Florida**

Policy No. 93-40

Title: Photocopies - Duplexing

Date Adopted: April 27, 1993

Effective Date: April 27, 1993

Reference: N/A

Policy Superseded: N/A

It shall be the policy of the Board of County Commissioners of Leon County, Florida that:

In the interest of conserving paper, all departments, divisions and offices of the Board of County Commissioners shall photocopy on both sides of the copy paper all documents consisting of ten or more pages, whether the copies are made for internal circulation or for the public.