



**PINELLAS COUNTY SCHOOLS  
LARGO, FLORIDA**

**PAPER REDUCTION REPORT  
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**CLAYTON WILCOX, Ed.D.  
SUPERINTENDENT**

## **PAPER REDUCTION REPORT**

### **PAPER REDUCTION ACTIVITIES**

Pinellas County School District paper reduction activities reflect a full-faith effort to study the ways and means of reducing the paperwork required of district and school personnel. In 2006/2007 the district implemented the 2006 recommendations of the district Paperflow Committee.

#### Evaluate Existing Forms

All district forms required reauthorization in 2006/2007. As a result, forms that were obsolete or redundant were eliminated. This process resulted in the elimination of 10% of district forms.

#### Create User-Friendly Electronic Forms

Responding to input from school and department personnel, the Central Printing Department redesigned existing electronic forms. Such methods as textboxes and wrap-around data entry were utilized to create more user-friendly forms.

#### Improve Access to Electronic Forms

All electronic forms were converted from a pdf format to a Word format. District computers run Microsoft Word software. This conversion allows district personnel to save completed and in-process forms. Previously this could not be done without the expense of adding new software to their computers.

### **PAPER REDUCTION RECOMMENDATIONS**

The negotiation of a new district copier contract provides an excellent opportunity for the adoption of paper-reducing technologies. The district should move towards the use of networked copiers. Networked copiers will allow users to send documents directly from their computers to a copier, where the required number of copies can be run off. This eliminates need to create an original from a printer, reducing the need for printers and saving staff time. Progress on this recommendation should begin during the 2007/2008 year.