

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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Policy:

1. Letterheads will be on regular 20 lb. bond paper, or less, without rag content. Letterheads and business cards are to be in one color only--the color to be at the discretion of the department head. Letterhead and business card paper will be recycled stock with the highest possible percentages of recycled and post consumer waste, consistent with the need for appearance and performance (e.g. ability to perform effectively in printing presses and photocopiers).
2. All county departments are authorized to use the county seal on business cards and letterheads, color to be the same as the printing.
3. County personnel are encouraged to choose papers made with recycled stock and post consumer waste for all specialty printed products (e.g. posters, flyers, brochures, etc.).
4. County personnel are encouraged to authorize Printing Services and Purchasing, when outside vendors are used, to print on the paper the fact recycled paper is being used, or use any of the generally recognized logos that represent the fact that recycled paper is being used, whenever the action is consistent with the need for appearance. This action is necessary to increase public awareness on the availability of quality recycled products.

Reference:

Board Policy A-39
Minute order dated 06/17/1974
Minute order dated 07/16/1969
Minute order 3.38 of 06/26/1990
Minute Order 3.7 of 11/07/2006
Minute Order 3.8 of 10/23/2018 (RESCINDED)