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ADM-8.02 - Paper Size Standard - 8 1/2" X 11" (Letter Size)

Binding City Policies (BCP)

Policy category: [Archives & Records Management](#)

Policy number: ADM-8.02

PAPER SIZE STANDARD - 8 1/2" X 11" (LETTER SIZE)

Binding City Policy

BCP-ADM-8.02

Search Code, Charter,
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PURPOSE

The Council finds:

1. The Association of Records Managers and Administrators (ARMA) and the Business Forms Management Association (BFMA) have advised all administrators that operating costs can be reduced by eliminating 8 1/2" X 14" and other off-size files and forms.
2. The Judicial Conference of the United States eliminated legal-size requirements for all federal courts effective January 1, 1983 and the Oregon State Court System eliminated legal-size requirements and required filing to be on letter-sized paper effective in 1985 except for certain county probate filings.
3. Off-size files and papers are more costly to store. For example, legal-size file equipment is 13% more expensive than letter-size file cabinets, requires 16% more floor space, requires 21% more records center shelf space. and increases the floor load factor by 24%.

center blank space, and increases the paper size factor by 2.1%.

4. The City Attorney's Office previously converted much of its work to 8 1/2" X 11" pages, and supports efforts to make further reductions in use of oversize paper where feasible.
5. Many other City Offices continue to use off-size paper and forms. Some uses can be halted immediately; others could be phased out.

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POLICY

NOW, THEREFORE, the Council directs that:

1. Standard City forms and record keeping shall be on letter-size (8 1/2" X 11") paper whenever feasible.
2. The City Auditor shall convene a working group to resolve problems associated with non-standard form sizes.

HISTORY

Ordinance No 162713, passed by City Council January 31, 1990 and effective March 2, 1990.

Filed for inclusion in PPD September 30, 2004.

General information

✉ cityinfo@portlandoregon.gov

📞 [503-823-4000](tel:503-823-4000)

🗉 [711](#) Oregon Relay Service

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