


VIVIAN M. WILHOITE
PROPERTY ASSESSOR



DIVISION OF ASSESSMENTS
REAL & PERSONAL PROPERTY

MEMORANDUM

To: The Metropolitan Council of The
Metropolitan Government of Nashville & Davidson County

From: Cristi Scott, Chief Deputy Assessor 
Office of the Property Assessor

Date: October 12, 2017

RE: **Annual Paper Reduction Report**
BL2008-248

Please accept this Report in accordance with BL2008-248 regarding actions taken by the department to reduce paper consumption and postage expenses. The Office of the Property Assessor takes the following measures in its effort to reduce paper consumption and postage expenses:

1. Scan all received documents when possible for access and storage.
2. Utilize "Clear Service", a procured service to find addresses of property owners whose mail has been returned. Once the correct address is established our records are updated which subsequently updates to other Metro departments. Also, the service identifies businesses that are no longer in operation and should be removed from the rolls. The result of both of these services reduces duplicate mailings (paper and postage) to incorrect addresses.
3. Utilize electronic tablets in the field for Commercial and Residential Appraisers thereby eliminating the need to print property record cards and other data.
4. Utilize and promote the online Schedule B filing process which allows the Assessor's Office to collect and maintain reported schedules electronically.
5. When appropriate scan documents and send via email rather than print hard copies for mailing or faxing.
6. Participate in Metro's recycling program.

Please let me know if you need additional information.

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