



**King County**  
**Records and Elections Division**  
Records Management Section

Department of  
Executive Administration  
553 King County Administration Bldg.  
500 Fourth Avenue  
Seattle, Washington 98104  
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July 1, 1988

TO: POLICY/PROCEDURE MANUAL STATIONS

FM: Records Management Section,  
Records and Elections Division  
Department of Executive Administration

RE: EXECUTIVE ORDER PUT 7-1 (A-E0) Distribution

This memo transmits Executive Order PUT 7-1 (A-E0), " Executive Order Regarding the In-House Recycling Program."

Please file the policy in the A-EP, A-E0 Manual according to the Document Code Number.

If you have any questions, please call Records Management at 6-1572.



Title		Document Code No.
EXECUTIVE ORDER Regarding the In-House Recycling Program		PUT 7-1 (A-E0)
Department/Issuing Agency		Effective Date
Department of Public Works/Solid Waste Division		June 11, 1988
Approved		

The purpose of this Executive Order is to ensure compliance with the King County In-House Recycling program. "In-House Recycling Program" is the program developed by the King County Public Works Department, Solid Waste Division, to encourage employee recycling including but not limited to the program outlined in Attachment 1. The authority for this Executive Order is granted under King County Charter 320.20: "The County Executive . . . shall have the power to assign duties to administrative offices and Executive departments which are not specifically assigned by this charter or by ordinance . . ." and King County Ordinance 7786 (Appendix A of Attachment 1).

WHEREAS, recycling is recognized as an effective means of reducing the amount of solid waste disposed at landfills, and

WHEREAS, waste reduction and recycling is a key component of King County's Comprehensive Solid Waste Management program, and

WHEREAS, King County Ordinance 7786 calls for implementation of an in-house recycling program, and

WHEREAS, King County Government should set an example for businesses, other government agencies, and citizens in King County to encourage waste reduction and recycling, and

WHEREAS, the existing system for recycling currently administered by the Facilities Management Division should be broadened and expanded to include participation by all county employees, and

WHEREAS, confidential documents and files may be arranged to be shredded before recycling.

NOW THEREFORE, I, Tim Hill, County Executive, do order that: "All King County Executive Departments, Offices, and Agencies actively support and participate in the King County In-House Recycling Program."

DATE this 1<sup>st</sup> day of June, 1988.

Tim Hill, King County Executive

Attest:

Jane Hague, Manager  
Records and Elections Division  
Department of Executive Administration