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THE GENERAL ASSEMBLY OF PENNSYLVANIA

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**HOUSE BILL**  
**No. 2319** Session of  
1980

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INTRODUCED BY SIRIANNI AND PICCOLA, FEBRUARY 29, 1980

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REFERRED TO COMMITTEE ON STATE GOVERNMENT, FEBRUARY 29, 1980

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AN ACT

1 Prescribing the size and physical characteristics of paper to be  
2 used by the Commonwealth, its agencies and in documents filed  
3 with them.

4 The General Assembly of the Commonwealth of Pennsylvania  
5 hereby enacts as follows:

6 Section 1. The Commonwealth and its agencies shall, for  
7 official use, use paper approximately eight and one-half inches  
8 by 11 inches in size. A document filed with the Commonwealth and  
9 its agencies shall be sufficient as to format and other physical  
10 characteristics if it substantially complies with the following  
11 requirements:

12 (1) Prepared on white paper (except for covers, dividers  
13 and similar sheets) of good quality with typed or printed  
14 matter six and one-half inches by nine and one-half inches.

15 (2) The first sheet (except the cover of a paperbook)  
16 shall contain a three inch space from the top of the paper  
17 for all stampings, filing notices, etc.

18 (3) The lettering shall be clearly legible and shall not

1 be smaller than typewriting pica with line spacing (except  
2 for quotations) not closer than typewriting double spacing.

3 (4) The lettering shall be on only one side of a page,  
4 except that exhibits and similar supporting documents may be  
5 lettered on both sides of a page.

6 (5) Firmly bound. Metal fasteners or staples shall be  
7 covered.

8 (6) Backers shall not be necessary.

9 Section 2. This act shall take effect in 60 days.