
THE GENERAL ASSEMBLY OF PENNSYLVANIA

HOUSE BILL
No. 2319 Session of
1980

INTRODUCED BY SIRIANNI AND PICCOLA, FEBRUARY 29, 1980

REFERRED TO COMMITTEE ON STATE GOVERNMENT, FEBRUARY 29, 1980

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.