

PROPOSED REVISIONS

12/22/2025

	ORANGE COUNTY ADMINISTRATIVE REGULATIONS	No.: 2.07.01
		Date: 2/16/87
		Approved By: BCC
		Revised: 6/27/06
Title: UNIFORM STATIONERY REQUIREMENTS		Page 1 of 4 1

I. POLICY

- A. The use of uniform stationery (paper, envelopes and ~~interoffice memoranda forms business cards~~) in Orange County is mandatory unless the department is granted a specific exemption by the ~~Communications Division Manager Director~~ or designee.
- B. The Mayor, Board of County Commissioners, the County Administrator and staff, Department Directors and Division Managers may have personalized stationery.
- C. Stationery for departments under the control of the Board of County Commissioners shall be identified by the department/division name and corresponding address, but personalized stationery shall not be permitted below the Division Manager level.
- D. Under no circumstances shall any division or department logo, slogan or symbol supersede the Orange County logo. Any department or division logo, slogan or symbol must include the words Orange County. Proper usage of the county's logos is governed by the Print Standards Manual Orange County Brand Guidelines.

II. PROCEDURES

- A. Stationery may be acquired by making a request to the Graphics Section (Graphics) of the ~~Communication Division~~ Office of Communications.
- B. Graphics will ensure compliance with the Brand Guidelines and with the above policy and proceed with the work order.

FOR MORE INFORMATION CONTACT: Orange County Comptroller's Office; Records Management Department Graphics Section, the Office of Communications

REFERENCES: Florida Statutes, Chapter 119; Florida Statutes, Chapter 257; Florida



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Administrative Code - 1B-24, 1B-26, 1B-27 The Orange County Brand
Guidelines