

# **TASK FORCE TO STUDY CONVERTING LEGISLATIVE DOCUMENTS FROM PAPER TO ELECTRONIC FORM**

## **MEETING SUMMARY December 1, 2010**

Members Present: Sen. Joseph Crisco, Jr. Chair, Beverley Henry, Chair  
Paul Alderucci, John Barry, Bree Berner, Brooks Campion, Anne Brennan  
Carroll, Anne Foley, Tim Kehoe, Andrea Keilty, Art Mongillo, Colleen  
Murphy, Paul Pimentel, Barbara Sladek, and Mildred Torres-Ferguson,  
Kendall Wiggin

Members Absent: Paula Pearlman, Alfonso Robinson

Others Present: Sandra Forte', John Harnick, and Mary Kula

Senator Crisco called the meeting to order at 1:08 pm.

Beverley Henry reminded all members to state their names prior to speaking.

The task force meeting summary for October 26, 2010 was approved after one correction. Brooks Campion stated that her first name was spelled incorrectly on Page 2 of the meeting summary. The correction was so noted and the minutes were approved by a voice vote.

Senator Crisco stated that a master list be created of all recommendations and be available to all members at the December 14<sup>th</sup> meeting to take action. Also, Senator Crisco noted that this list does not preclude adding to the recommendations prior to the December 14<sup>th</sup> meeting.

Beverley Henry asked the agencies that submitted testimony to summarize their recommendations. The following are recommended items for the master list.

Barbara Sladek, from the Secretary of State Office submitted five recommendations to the task force for consideration (attachment). Given the General Assembly's apparent interest in possible future conversion to electronic-only production of legislative documents, the summary of the recommendations would be consideration given to forming a longer term working group of law librarians, attorneys, and information technology experts with interest and expertise in the issues surrounding production and preservation of electronic documents, to study the available means, estimated costs, and legal issues related to creation and preservation of authentic and official electronic legislative documents.

Anne Foley, Office of Policy & Management reviewed fifteen recommendations submitted by both her office and Andrea Keilty of the Department of Administrative Services (attachment). Some recommendations by the lobbyists, OPM and Secretary of State overlapped. The major issue was not to eliminate the Public Hearing Transcriptions. There was an overwhelming amount of testimony from the Task Force Public Hearing that eliminating the transcription of public hearings would have a devastating impact on the legal system.

Brooks Campion, Association of Connecticut Lobbyists submitted three recommendations for the task force consideration (attachment). Brooks also recommended restoring certain daily legislative documents to meet the needs of the public. This may be done by reducing the quantity that is ordered. They would like more access for the public to computers and copy machines.

Beverley Henry asked for a cost savings summary from Legislative Management.

John Harnick spoke of reduction in documents and the cost savings in certain documents. We did a reduction of statutes in 2009 by 17% with a cost reduction of \$17,000. To continue the reduction and make the cost significant there would need to be a large quantity of documents reduced. John will have these figures for the next meeting.

Mildred Torres-Ferguson and Paul Pimentel submitted to the members a document with figures for potential savings, savings which need to be quantified and other recommendations (attachment).

Paul Pimentel stated how much waste is produced with documents such as loose bills. The same quantity is printed for each committee even though all the committees do not require such large amounts.

Kendall Wiggin suggested that we change the format of the bulletin regarding set up charge, etc. for a potential savings.

Beverley Henry questioned how much money can be saved by implementing electronic stationery rather than having it go out to print. John Harnick stated he would research this and submit his information for the December 14<sup>th</sup> meeting. John also clarified that stationery does not include citations and that legislators stationery includes a variety of items not just letterhead and envelopes.

Sen. Crisco submitted Rep. Bye's letter to him regarding the reduction of paper waste in the Connecticut General Assembly (attachment).

The meeting was adjourned at 2:23 pm.