

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

## **MEETING SUMMARY**

**DECEMBER 14, 2010**

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

Members Absent: Alfonso Robinson

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

Senator Crisco called the meeting to order at 1:05 P.M.

The Chairs Senator Crisco and Beverley thanked everyone for all their work.

The Task Force Summary for November 18 and December 1 was approved with corrections to the November 18 summary. In paragraph two Anne Carroll's name was replaced with Anne Foley and Barbara Sladek was the one who stated that the Task Force should meet before December 14.

Colleen Murphy expressed concern that the task force moved too quickly through the numerous legislative documents up for electronic-only access. Colleen also states that the Freedom of Information Commission (FOIC) believes that the Task Force has had insufficient time to analyze the impacts of any proposed changes on the availability of information to the public and on existing statutory reporting and record retention requirements. Considering these facts Colleen states that FOIC cannot support any of the Task Force's recommendations that eliminate the production of paper documents unless these recommendations also require the concurrent and simultaneous investment in the technology and resources necessary to ensure that a paperless legislative world will not mean a less transparent one. Colleen agrees with only a few of the Task Force's proposals. Numbers 13, 26, 27 and 28.

Barbara Sladek agreed with the FOIC concerns and said additional study regarding authentication and preservation of electronic-only documents is needed. Barbara believes it is necessary to carefully analyze the purpose and uses of a legislative document before deciding to eliminate print production. Barbara stated that "paperless" systems in other states have been implemented incrementally and have typically reduced rather than completely eliminated paper; original, archival and public use copies continue to be printed.

A motion was made by Senator Crisco, seconded by Brooks Champion to restore public hearing transcripts.

- Supported by SOTS, OPM, DAS, Legislators, Caucus Chiefs, ACL, Attorneys, Judges, FOI Office, State Library and Law Librarians

After a discussion, the motion was passed.

A motion was made by Tim Kehoe and seconded by Barbara Sladek to eliminate transcription of non-session days/tech Sessions transcripts. The motion failed.

A motion was made by Brooks Champion and seconded by Mildred Torres-Ferguson to eliminate printing of Public Acts of Passage. After a discussion, the motion passed.

A motion was made by Paul Pimentel and seconded by Brooks Champion to eliminate the printing of Legislative Record Index. The motion was withdrawn. Barbara Sladek indicated the Legislative Record Index is an important research tool and the legislative library feels it should be retained. Senator Crisco stated a pilot program should be conducted to investigate other options. John Barry reiterated the value of this publication and indicated the House and Senate Clerk's Offices are investigating options for a print run reduction.

A motion was made by Barbara Sladek and seconded by Kendall Wiggins to print a reduced number of the Legislative Record Index. The motion was passed.

A motion was made by Brooks Champion and seconded by Art Mongillo to eliminate printing of the Legislative Guide. Anne Foley opposes eliminating the legislative guide which is very useful to legislative liaisons in paper form. The motion was withdrawn.

A motion was made by Senator Crisco and seconded by Mildred Torres Ferguson to print a reduced number of the legislative guide. The motion passed.

A motion was made by Mildred Torres Ferguson and seconded by Brooks Champion to [Eliminate] **Reduce** Printing of Engrossed Bills. Barbara Sladek opposed eliminating the engrossed bills and explained they include the certified, original record of legislation adopted by the General Assembly and submitted to the governor for approval or veto. After a discussion the motion passed as amended.

A motion was made by Senator Crisco and seconded by Paul Pimentel to eliminate printing List of Bills and produce electronically. After a discussion, the motion failed.

A motion was made by Anne Foley and seconded by Brooks Champion to print a reduced number of list of bills. After a discussion, the motion passed.

A motion was made by Senator Crisco and seconded by Brooks Champion to [Significantly] **Reduce** the number of File copies printed. After a discussion, the motion passed as amended.

A motion was made by Mildred Torres-Ferguson and seconded by Tim Kehoe to eliminate the printing of bill booklets. After a discussion, the motion passed.

A motion was made by Brooks Campion and seconded by Tim Kehoe to **establish and implement an on-demand print policy for copies of loose bills.**- [for LOB employees, Legislators and members of the general public]. After a discussion, the motion passed as amended.

A motion was made by Tim Kehoe and seconded by Brooks Campion to eliminate bill binders [in committees] [and] in House and Senate Chambers. **Review bill binders in committees.** After a discussion, the motion was passed as amended.

A motion was made by Andrea Keilty and seconded by Paul Pimentel to **consider** eliminating printing of mandated reports **created by legislative branch.** After a discussion, the motion passed as amended.

A motion was made by Paul Pimentel and seconded by Mildred Torres-Ferguson to eliminate printing of daily House and Senate Journals. The motion failed.

A motion was made by Brooks Campion and seconded by Mildred Torres-Ferguson to [Consolidate the daily House and Senate Journals in to one book and] **Print reduced copies of daily house and senate journals.** After a discussion, the motion passed as amended.

A motion was made by Beverley Henry and seconded by Art Mongillo to print House and Senate Calendars only on Session days. The motion passed.

A motion was made by Mildred Torres-Ferguson and seconded by Paul Pimentel to eliminate printing of daily bulletin. After a discussion, the motion failed.

A motion was made by Beverley Henry and seconded by Brooks Campion to:

1. Print reduced number of daily Bulletin
  - Print the daily Bulletin as two separate documents:
    - a) Print a limited number of the section with the standard information (Connecticut State Officers, leadership information, building information, Capitol information and committee information) in-house
    - b) Print 2<sup>nd</sup> section daily- this should contain Session schedule, today at a glance, committee meetings, public hearings and schedule of events

The motion passed.

A motion was made by Mildred Torres-Ferguson and seconded by Art Mongillo to establish a set rental fee of \$300-[500] and collection process for rental of mail boxes. After a discussion the motion passed.

A motion was made by Anne Foley and seconded by Mildred Torres-Ferguson to recommend voluntary rollout of electronic letterhead for legislators and committees. After a discussion the motion passed.

A motion was made by Beverley Henry and seconded by Mildred Torres-Ferguson to print fewer sets of Connecticut General Statutes and Supplements

- a) Eliminate 2<sup>nd</sup>. set of Statutes for Attorneys and committees
- b) **Continue** Voluntary reduction of Statutes for legislators

After a discussion, the motion passed as amended.

A motion was made by Beverley Henry and seconded by Kendall Wiggin to **recommend** [Require] the Secretary of the State office to transfer the proceeds from the sale of Statutes to the Office of Legislative Management. Barbara Sladek explained that statute book sale proceeds are deposited by law to the General Fund. After a discussion, the motion passed as amended.

A motion was made by Brooks Campion and seconded by John Barry to establish and implement policies for electronic transfer of documents from House Clerk's Office to the printers. The motion passed.

A motion was made by Brooks Campion and seconded by Paul Pimentel to increase the number of electrical outlets in the Legislative Office Building and the Capitol building for public use. The motion passed.

A motion was made by Mildred Torres-Ferguson and seconded by Brooks Campion to increase the number of computer terminals and printers for public use in the LOB and Capitol Building. The motion passed.

A motion was made by Paul Pimentel and seconded by Brooks Campion to **recommend** amending [the Joint] **House** and Senate Rules to allow the use of laptops/PDA's in the Capitol galleries. After a discussion, the motion passed as amended.

A motion was made by Art Mongillo and seconded by Mildred Torres-Ferguson to **recommend** [Eliminate] printing of OFA Budget Book **on demand (combine 29 and 30)**. After a discussion, the motion passed as amended.

A motion was made by Andrea Keilty and seconded by Paul Pimentel to **recommend continuation of** [Eliminate] printing of PRI Special Reports **on demand**. After a discussion, the motion passed as amended.

A motion was made by Brooks Campion and seconded by Andrea Keilty to Print Rules and Precedents in-house. The motion failed.

A motion was made by Tim Kehoe and seconded by Paul Pimentel to reduce the number of bound House and Senate Journals printed. The motion passed.

A motion was made by Tim Kehoe and seconded by Colleen Murphy to eliminate printing of bound House and Senate Journals. The motion failed.

A motion was made by Mildred Torres-Ferguson and seconded by Art Mongillo to reduce the number of Public and Special Acts printed. The motion passed.

A motion was made by Anne Foley and seconded by Kendall Wiggin to reduce weekly and district-wide mailings. The motion failed.

A motion was made by Brooks Campion and seconded by Paul Pimentel to improve electronic accessibility [of] to legislative documents. After a discussion, the motion passed as amended.

A motion was made by Senator Crisco and seconded by Mildred Torres-Ferguson to establish and implement policies to ensure preservation, authentication of official legislative documents. The motion passed.

A motion was made by Beverley Henry and seconded by Tim Kehoe to reduce the number of depository libraries receiving printed file copies of bills. Barbara Sladek explained that a minimum of two depository law libraries should continue to receive the printed file copies. The motion passed.

A motion was made by Senator Crisco and seconded by Mildred Torres-Ferguson utilizing the authority provided by CGS 2-23 and the state's FOI laws to charge fees for copies of legislative documents where appropriate. After a discussion, Senator Crisco withdrew the motion and no action was taken.

A motion was made by Senator Crisco and seconded by Mildred Torres-Ferguson to review and amend where appropriate, current Statutes, Joint Rules and FOI laws related to printing and distribution of legislative documents. The motion passed.

Beverley Henry asked for volunteers to assist with writing the report and thanked everyone for their hard work.

Senator Crisco adjourned the meeting at 5:10 P.M.