

Task Force To Study Converting Legislative Documents From Paper To Electronic

Proposed Recommendations (Revised 12-14-10)

Action	Proposals	Current/Potential cost	Potential Savings and Revenue
1. passed	Restore public hearing transcripts <ul style="list-style-type: none"> Supported by SOTS, OPM, DAS, Legislators, Caucus Chiefs, ACL, Attorneys, Judges, FOI Office, State Library and Law Librarians 	\$215,000.00	
2. Failed	[Eliminate] transcription of non-session days/tech Sessions transcript <ul style="list-style-type: none"> Senate Clerks Office 		
3. passed	Eliminate printing of Public Acts of Passage <ul style="list-style-type: none"> SOTS Caucus Chiefs, ACL 		\$45,000.00
4. no	Eliminate printing of Legislative Record Index and produce electronically <ul style="list-style-type: none"> DAS, OPM, OLM, Chiefs 		\$4,500.00
5. passed	Print reduced number of Legislative Record index		
6. no	Eliminate printing of Legislative Guide. <ul style="list-style-type: none"> ACL 		\$6,000.00
7. passed	Print reduced number of Legislative Guide		
8. passed	[Eliminate] Reduce Printing of Engrossed Bills		\$27,000.00
9. No	Eliminate printing List of Bills and produce electronically		\$10,000.00
10. passed	Print reduced number of List of Bills <ul style="list-style-type: none"> ACL, OPM, DAS 		
11. passed	[Significantly] Reduce the number of File copies printed <ul style="list-style-type: none"> Caucus Chiefs, Legislators, DAS, OPM, ACL 	\$220,000	\$50,000-\$60,000.00
12. passed	Eliminate printing of bill booklets OLM, Caucus Chiefs, ACL		\$124,000.00
13. passed	Establish and implement an on-demand print policy for copies of loose bills. - [for LOB employees, Legislators and members of the general public].	\$30,000.00	
14. passed (A)	Eliminate bill binders [in committees] [and] in House and Senate Chambers. Review bill binders in committees		
15. passed	Consider Eliminating printing of mandated reports created by legislative branch		
16. no	Eliminate printing of daily House and Senate Journals		\$71,000.00

17. passed	[Consolidate the daily House and Senate Journals in to one book and] Print reduced copies of daily house and senate journals [* recommendation from vendor]	OLM & Vendor to quantify	
18. passed	Print House and Senate Calendars only on Session days		40 session days: \$67,200.00
19. no	Eliminate printing of daily Bulletin		\$76,000.00
20. passed	1. Print reduced number of daily Bulletin <ul style="list-style-type: none"> Print the daily Bulletin as two separate documents: <ol style="list-style-type: none"> 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 Print 2nd section daily- this should contain Session schedule, today at a glance, committee meetings, public hearings and schedule of events <ul style="list-style-type: none"> ACL, Caucus Chiefs 	\$76,000.00 (OLM to provide cost for in-house printing)	\$30,000.00
21. passed	Establish a set rental fee of \$300-[500] and collection process for rental of mail boxes <ul style="list-style-type: none"> ACL and Caucus Chiefs 		\$50,000.00
22. passed	Voluntary rollout of electronic letterhead for legislators and committees		\$60,000.00
23. passed	Print fewer sets of Connecticut General Statutes and Supplements <ol style="list-style-type: none"> Eliminate 2nd. set of Statutes for Attorneys and committees Continue Voluntary reduction of Statutes for legislators <ul style="list-style-type: none"> Legislators, DAS, OPM, 		2,500 sets: \$120,000.00
24. passed (A)	Recommend [Require] the Secretary of the State office to transfer the proceeds from the sale of Statutes to the Office of Legislative Management		
25. passed	Establish and implement policies for electronic transfer of documents from House Clerk's Office to the printers <ul style="list-style-type: none"> Vendor 		
26. passed	Increase the number of electrical outlets in the Legislative Office Building and the Capitol building for public use		
27. passed	Increase the number of computer terminals and printers for public use in the LOB and Capitol building	Minimal	
28. passed	Recommend amending [the Joint] House Rules to allow the use of laptops/PDA's in the Capitol galleries	No cost	
29. passed	Recommend [Eliminate] printing of OFA Budget Book on demand OPM, DAS, OLM (combine 29 and 30)		\$6,200.00

30. passed	Recommend [Reduce the number of OFA Budget Books printed] on demand (combine 29 and 30)		
31. passed	Recommend continuation of [Eliminate] printing of PRI Special Reports on demand <ul style="list-style-type: none"> OPM, DAS, OLM, Caucus Chiefs 		\$13,900.00
32. no	Print Rules and Precedents in-house		\$3,300.00
33. passed	Reduce the number of bound House and Senate Journals printed <ul style="list-style-type: none"> ACL, DAS & OPM 		
34. no	Eliminate printing of bound House and Senate Journals <ul style="list-style-type: none"> OPM & DAS 		\$24,000.00
35. passed	Reduce the number of Public and Special Acts printed	\$46,500.00	\$15,000.00
36. no	Reduce weekly and district-wide mailings <ul style="list-style-type: none"> OPM, DAS 		
37. passed	Improve electronic accessibility [of] to legislative documents		
38. passed	Establish and implement policies to ensure preservation, authentication of official legislative documents <ul style="list-style-type: none"> State Library, Legislative Library, SOTS and Law Librarians 		
39. passed	Reduce the number of depository libraries receiving printed file copies of bills <ul style="list-style-type: none"> The affected depository libraries recommended that a minimum of 2 archival copies in paper format be distributed to the State Library and the University of Connecticut School of Law. 		
40. No action	Utilizing the authority provided by CGS 2-23 and the state's FOI laws to charge fees for copies of legislative documents where appropriate		
41. passed	Review and amend where appropriate, current Statutes, Joint Rules and FOI laws related to printing and distribution of legislative documents		