



**State of Vermont**  
**Agency of Administration**  
**Office of the Secretary**  
Pavilion Office Building  
109 State Street  
Montpelier, VT 05609-0201  
[www.adm.state.vt.us](http://www.adm.state.vt.us)

[phone] 802-828-3322  
[fax] 802-828-3320

*Neale F. Lunderville, Secretary*

## MEMORANDUM

**To:** Agency Heads, Department Heads, and Business Managers  
**From:** Neale Lunderville, Secretary of Administration  
**Date:** August 10, 2009  
**Subject:** Reports Required by 2009 Legislative Session  
On-going Report Requirements

---

Attached please find the list of reports, studies, etc. that are newly required by the Acts of the 2009 General Assembly; and some from previous sessions that are due this year. The blue markings identify those due before January 1, 2010, and on-going report requirements are also indicated.

Also attached is the list of ALL ON-GOING report requirements, which incorporates those from the 2009 and previous legislative sessions, and removes from the list the 140 repealed in the 2009 session (134 repealed in 2009 Act 33, and 6 repealed in other 2009 Acts). The repealed reports are separately identified towards the end of the spreadsheet. We will be approaching the legislature again in the 2010 session, to review their need for the remaining 368 on-going reports. We expect that further repeals will take place.

We cannot advise you to ignore any of these statutory requirements; at the same time, you may feel some old and obsolete reports, that have in fact not been done for many years, can be disregarded and will hopefully be deleted in the next round of legislative repeals.

Please direct any questions or corrections to Otto Trautz at [otto.trautz@state.vt.us](mailto:otto.trautz@state.vt.us) or 828-6450.

For all reports, to comply with the directive in 2008 Act 192 Sec. 5.006(g) and meet the provisions of 2 V.S.A. Sec. 20(a) relating to distribution of reports to the General Assembly or its Committees, we are asking Departments to utilize electronic means to transmit reports by sending the reports to the e-mail address [legislativereports@leg.state.vt.us](mailto:legislativereports@leg.state.vt.us) as an attachment to an e-mail message. The Legislative Council has specified the following submission requirements (which are unchanged from last year):

### Submission Requirements:

1. Reports are to be submitted to [legislativereports@leg.state.vt.us](mailto:legislativereports@leg.state.vt.us) as an attachment to an e-mail message. Only one report should be attached to each e-mail.
2. The e-mail message should have a subject line reasonably related to the name of the report.
3. The e-mail should include:
  - a. The originating department.
  - b. The name of the report.
  - c. The author of the report if other than the originating department.
  - d. The body to which the report is being submitted.



- e. The required date of submission.
- f. The statutory or other reference under which the report is being submitted.
4. The attached report is to be submitted in PDF/A format. Reports may be submitted in PDF format if PDF/A is not available. No other format is allowed.
5. Each report is to be submitted as a single PDF file, rather than as a collection of files.

Agencies and departments are to rely upon their own IT resources and the Department of Information and Innovation for support of the PDF creation process.

**NOTE:** PDF/A is a recently developed variant of PDF, designed for archival preservation of digital documents. It is supported as an option in the current version of the Adobe Acrobat program, but is not yet widely supported by other applications.

To meet the requirement to provide the State Library with copies of reports (29 V.S.A. Sec. 1152), please also send reports to the e-mail address: [libraries-publicdocuments@state.vt.us](mailto:libraries-publicdocuments@state.vt.us).

Thank you.