

BUDGET LETTER

	NUMBER: 11-35
SUBJECT: LEGISLATIVE REPORTS INVENTORY AND IDENTIFICATION OF REPORTS THAT ARE NO LONGER OF VALUE	DATE ISSUED: December 21, 2011
REFERENCES: EXECUTIVE ORDER B-14-11	SUPERSEDES:

TO: Agency Secretaries
Department Directors
Departmental Budget Officers
Departmental Accounting Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

This Budget Letter provides instructions and guidance to agency secretaries and department directors for identifying their total inventory of legislative reports as well as those reports determined to be no longer of significant value to the Legislature or Governor, as required by Executive Order B-14-11.

There are approximately 2,600 legislative reports required to be filed by various agencies/departments. All reports required to be submitted to the Legislature, Governor, or both, are also required to be submitted to the Legislative Counsel Bureau (LCB). The LCB is responsible for maintaining information about the filing of reports on its website: <http://www.agencyreports.ca.gov/>. Although the LCB maintains lists of reports required to be filed, a number of required reports are not included on the website, as they are not readily identifiable. In some cases the statutory/legislative/Budget Act requirements for a report were established more than 20 years ago. Although the requirements to prepare and file such reports still exist, it is possible that a number of these reports are no longer of value today while significant effort is spent tracking, preparing, and submitting such reports.

The Department of Finance (Finance) is compiling two lists: one of the total inventory of legislative reports required to be filed and one identifying reports that are no longer of value (this second list will be a subset of the first list).

A. Instructions

The identification of the total inventory of required reports, and determination of the continued need or elimination of these reports, must be made by the responsible agencies or departments and be reflected on the Total Inventory of Legislative Reports Required Worksheet (Attachment 1) and No Longer of Value Legislative Reports Worksheet (Attachment 2).

B. Identifying Legislative Reports

The LCB website at <http://www.agencyreports.ca.gov/> may be used as a source of identifying each entity's required reports. Information about the reports is processed by the LCB and the website is updated on a continual basis. Each entity should also determine if other report filing requirements exist and include those reports on the Total Inventory List of Legislative Reports Required Worksheet (Attachment 1).

The website classifies legislative reports in two major categories:

1. List of Agencies with Reports Due

<http://www.agencyreports.ca.gov/rtspub/cgi-bin/PAgenRptsDue.exe/AGList>

This link identifies a list of all agencies and departments that have reports due as specified by current legislation, yet have not submitted a copy of the report by the filing deadline, i.e. past due reports. By clicking on the desired agency or department name, you can view a list of all reports due for that entity that have not yet been filed.

Please note that this is not a complete list. Only those report records that have a report requirement that has not been met by the filing deadline will be listed. If an agency or department currently has no reports past due, they will not appear on the list.

2. Search for Agency Reports

<http://www.agencyreports.ca.gov/rtspub/html/searchframe.htm>

This link provides a complete listing of all required reports known to the LCB, including those that are not currently due. Use the Search for Agency Reports link on the Agency Reports home page to identify all reports that the LCB has identified for your entity.

For each report requirement that is displayed under an entity name that is a continuous requirement (required on a specified date continually each calendar year), all past reports and the dates they were filed will be listed in a table under the report requirement text.

C. Guidelines/Questions for Determining Total Inventory of Required Reports and Elimination of Reporting Requirement

First identify all legislative reports required to be filed by your entity including those that may not be identified on the LCB website and complete the Total Inventory List of Legislative Reports Required Worksheet (Attachment 1).

After identifying all required reports, each entity should evaluate each of its report requirements and determine if any report(s) are not of significant value to the Legislature or Governor and should no longer be prepared and filed. Any such identified reports are to be included on the No Longer of Value Legislative Reports Worksheet (Attachment 2).

The following guidelines/questions should be considered in determining if legislative reports are no longer of significant value and should no longer be required to be filed:

- Is the required legislative report the result of a specific budget bill for which the required information is no longer timely or relevant?
- Evaluate the value of the reports including when the reporting requirement was established; why was it necessary?
- Do other legislative reports provide the same or similar information, i.e. is the report duplicative of another readily available source?

- Have/has legislation/statutes/regulations been amended or revised subsequent to establishing the initial reporting requirement such that the report is no longer used or needed.
- Is the reporting requirement still relevant if the issue or activity no longer exists?
- Are there interested stakeholders who continue to rely on the report for information?

Submittal to Finance

Each entity shall submit their completed Total Inventory of Legislative Reports Required and No Longer of Value Legislative Reports Worksheets (Attachments 1 and 2) to Finance by January 31, 2012, via e-mail to the Office of State Audits and Evaluations at LEGREPORTS@DOF.CA.GOV. It is the responsibility of each entity to ensure their lists of legislative reports are complete and accurate and has received all requisite approvals before being submitted and will be deemed approved by the agency secretary or department director when submitted. Inclusion of a report on the No Longer of Value Legislative Reports Worksheet does not remove the legislative report requirement so entities must continue to submit the reports until additional instructions are provided.

After the Total Inventory of Legislative Reports Required Worksheet (Attachment 1) and No Longer of Value Legislative Reports Worksheet (Attachment 2) have been summarized by Finance; Agencies and Finance will work with the Legislature to determine whether specific reports should be discontinued.

This BL applies to all agencies, departments, offices, boards, bureaus, and commissions under the Governor's direct executive authority. It is requested that entities not under the Governor's direct executive authority also determine whether they are submitting reports that are no longer of significant value and should be discontinued. If you have any questions, please contact David Botelho, Chief, Office of State Audits and Evaluations, at (916) 322-2985, Extension 3102.

/s/ Todd Jerue

TODD JERUE
Chief Operating Officer

Attachment