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Task Force to Study the Reduction of State Agency Paper and Duplicative Procedures

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The Department of Administrative Services (DAS) has worked hard to cease printing reports and other similar documents unless such materials are required to fulfill a federal or state mandate and to use paperless processes whenever possible.

As part of its efforts to reduce paper, DAS has implemented on-line applications in several of its processes. For example, both the contractor prequalification certification program and the supplier diversity (set-aside) certification program have automated on-line application processes. We have also recently moved the P-card (purchasing card) application process on-line. Similarly, DAS has created a Law Enforcement Recruitment website through which individuals can apply for the Corrections Officer, Protective Services Trainee and State Police Trooper Trainee exams – three of the largest examinations run by DAS – without submitting any type of paper. DAS is continuing to explore the feasibility of transferring other DAS processes to the web.

Other efforts that are well underway that will reduce paper bound processes and paper report and form production include the inauguration of the electronic monthly billing for all state fleet vehicles, accepting the new on-line CT-HR-12 state job and examination application forms (with electronic signatures) as email attachments, and accepting job applications directly through the Core-CT eRecruit system (a progress demonstration is taking place today). In addition, we have become almost completely independent of needing to produce paper job and examination announcements through the development of eAlert systems for persons to receive notices via email (with almost 8,000 subscribers) along with a facebook presence allowing users to learn of job opportunities.

Legislative Reports. One area that may yield savings – both in terms of staff resources and agency paper usage – is legislative reports. DAS, for example, submits numerous of reports to the legislature – some annually, some quarterly and others on an *ad hoc* basis. These reports take time and resources to compile. In addition to staff time, some of these reports include voluminous attachments (while some reports are only a page long, others have 70-100 page attachments). Since some of these reports are outdated and may no longer provide the

information sought and used by legislators, this Task Force may consider recommending that the **legislature conduct a thorough review of all reports owed by agencies** – to determine whether each report is still necessary or if the report instead could be requested/provided on an as-needed basis.

When reports are provided to the legislature, agency paper can be drastically reduced if the reports could be provided electronically. Under Section 11-4a of the Connecticut General Statutes, agencies are required to make a minimum of 20 copies of each report (for the Office of Legislative Research, the House and Senate Clerks and 17 for the State Library), in addition to the copies given to the committees of cognizance and other interested committees. DAS and other agencies would reduce their paper usage and achieve measureable savings – both in terms of copying costs and in staff time – if it could submit its reports electronically instead. On a state-wide basis, the aggregated savings of paper and other resources would be substantial. The Department of Administrative Services respectfully urges this committee to **pursue legislation that was proposed in the 2010 legislative session that would revise C.G.S. § 11-4a to allow agencies to submit all of their legislative reports electronically.**

Regulations. In addition, one of the most significant areas of unnecessary printing is the 19 copies of each regulatory proposal required for review by the Legislative Regulations Review Committee. Not only do the multi-page proposals constitute an unneeded expense, but they must be submitted in folders that must be custom ordered by agencies. Instead, **a single electronic package** should be required to be submitted to the committee administrator eliminating the need for costly office supplies.

Public Hearing Testimony. A related issue is the number of copies of written testimony – ranging from 20 to 75 – that must be filed with legislative committees in advance of public hearings. Written testimony could easily be submitted electronically and posted online by the committee, eliminating the need for unnecessary extra paper copies. This practice would also improve accessibility and transparency.

DAS will continue to brainstorm ways to reduce its paper usage and welcomes the opportunity to participate in future discussions on this issue.