



**Substitute House Bill No. 6600**

**Public Act No. 11-150**

**AN ACT IMPLEMENTING THE RECOMMENDATIONS OF THE LEGISLATIVE PAPERLESS TASK FORCE AND THE TASK FORCE TO STUDY THE REDUCTION OF STATE AGENCY PAPER AND DUPLICATIVE PROCEDURES.**

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 2-13 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

(a) The clerk of either house may employ such number of qualified persons as are necessary to make a record of the proceedings in the Senate and the House of Representatives and to transcribe the same without unnecessary delay. A copy of such record of each day's proceedings shall be filed in the State Library [within] not later than two days after the transcript has been completed and shall be available to the public.

(b) The clerks of the Senate and House shall, during sessions of the General Assembly, publish at such times during the session, as may be determined by said clerks, a legislative record index which shall report the status of each bill and resolution pending in or acted upon by the General Assembly. Said clerks shall make not more than twenty-five printed copies of the legislative record index and shall make the legislative record index available electronically to representatives of

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the press, the State Library, the Governor, the Secretary of the State, the Attorney General and such other persons as the speaker of the House or the president of the Senate may designate.

Sec. 2. Section 2-23 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

The Joint Committee on Legislative Management shall provide [by contract, purchase or lease a process] for the printed and electronic reproduction of copies of each bill and each resolution proposing an amendment to the Constitution and other substantive resolutions introduced in both houses, the calendars and journals of both houses on regular session days and other legislative publications, in number sufficient to supply the needs of the legislature and the public. Such reproduction shall be under the supervision of the clerks of the Senate and the House. To carry out the provisions of this section, said committee is authorized to hire necessary personnel and acquire supplies and equipment. The Joint Committee on Legislative Management shall set aside in a building under the supervision and control of the Joint Committee on Legislative Management a room for use as a legislative bill room for distribution of printed and electronic copies under the supervision of the clerks of the Senate and House. The clerks of the Senate and House shall, during each session of the General Assembly, keep copies of all bills and resolutions reproduced as above provided, in such room, for the convenience of the members of the legislature and the public. A file of such bills and resolutions and the records of hearings of committees and the proceedings of each house, suitably indexed, shall be kept in the State Library for public inspection, and the clerks of the Senate and House shall furnish copies of such bills and resolutions for this purpose. The State Librarian is authorized to hire not more than two additional employees and to secure supplies and equipment necessary to make said index. Copies of bills and resolutions printed after favorable report by a committee

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or the amendment on the third reading, i.e., files, not needed by members of the General Assembly or for other official use shall be delivered to the legislative bill room for distribution. After adjournment of the General Assembly, distribution of such bills, resolutions and files shall be made from the office of the clerks. To carry out the provisions of this section, said clerks are authorized to hire additional employees for distribution of such copies. The public may obtain printed or electronic copies of bills, resolutions, journals, bulletins, legislative indexes and other legislative publications by calling for the same at the State Capitol or the Legislative Office Building, provided the clerks may, in their discretion, limit the number of printed copies to be furnished to any one person and may, with the approval of the committee, fix reasonable charges for furnishing printed copies in quantities which the clerks believe cannot be furnished free of charge without undue expense to the state. The clerks shall, at the request of the chief executive officer of any town, city or borough, send [by first class mail one] an electronic copy of each legislative bulletin and of the legislative record index to such office of such municipality as such chief executive officer shall designate. [Copies] A limited number of printed copies of engrossed bills and resolutions shall be distributed from the Legislative Commissioners' Office.

Sec. 3. Section 2-24 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

The words "State of Connecticut" shall be printed at the head of each bill and document printed by order of the General Assembly, or either house thereof, and on its title page or cover, if any. Before printed, electronic or photographic copies of an original bill are made, the bill shall be endorsed with (1) the date of its introduction; (2) its number; (3) the name of the member or committee introducing it; and (4) the name of the committee to which it was referred. Copies of bills or

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resolutions printed or produced electronically after favorable report by a committee or reprinted or produced electronically after amendment on the third reading, i.e., files, shall bear the file number of such bill or resolution, placed conspicuously at the head of the same, which file number shall be assigned by the [printer] Legislative Commissioners' Office in the order printed or produced, the number and title of the bill, the name of the committee to which it was referred, the date and nature of the committee's report, and, in any case where the bill, if passed, would require the expenditure of state or municipal funds or affect state or municipal revenue, a fiscal note, including an estimate of the cost or of the revenue impact shall be appended thereto. When a bill or resolution is accompanied with a report of a committee, other than a recommendation that it ought or ought not to pass, it shall then have an additional endorsement, as follows: "Accompanied by special report, No.-". Bills shall be designated in the [printed] calendar of each house by their file numbers, as well as by the titles and numbers of the bills.

Sec. 4. Section 2-26 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

At each regular or special session of the General Assembly no bill shall be passed or become a law unless it has been printed in its final form, as prescribed by section 2-24, as amended by this act, with the exception of germane amendments, and [upon the desks of the members] made available in electronic version on the Internet web site of the General Assembly at least two legislative days prior to its final passage, unless the president pro tempore of the Senate and the speaker of the House of Representatives have certified, in writing, the facts which in their opinion necessitate an immediate vote on such bill, in which case it shall nevertheless be upon the desks of the members or available electronically to the members in final form, accompanied by the fiscal note required by section 2-24, as amended by this act, when

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applicable, with the exception of germane amendments, but not necessarily printed, before its final passage.

Sec. 5. Section 2-27 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

Copies of each bill for an act reported favorably by a committee shall be made available electronically on the Internet web site of the General Assembly and shall be printed in sufficient numbers, as determined by the clerks of the House and Senate, for use by the General Assembly. A greater number of copies of any bill shall be printed upon order of either legislative commissioner. [Seven] Two copies of each printed bill shall be reserved for the use of the Secretary of the State who shall [bind and] distribute [volumes thereof as follows: One] one copy to the State Library [, one to the law library of Yale University, one to the library of The University of Connecticut] and one to the law library of The University of Connecticut. [, one to the Wesleyan University library, one to the Library of Congress and one to the library of Quinnipiac College.]

Sec. 6. Section 2-49 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

[Within] Not later than three months after the adjournment of each General Assembly, the clerk of the Senate and the clerk of the House of Representatives shall prepare a full and accurate alphabetical subject-index to the journals, and shall cause to be printed [three hundred seventy-five] copies of each of said journals with the index, in sufficient numbers, as determined by the Joint Committee on Legislative Management, in consultation with the clerks of the Senate and the House. One copy of each journal so indexed shall be certified by the clerk of the Senate or the clerk of the House, as the case may be, to be a true record of the proceedings of such house and shall be deposited in the office of the secretary as the official journal thereof.

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They shall cause to be transmitted directly to the secretary [fifty copies of each journal, to] and to the State Library [fifty] copies of each journal, in sufficient numbers, as determined by the Joint Committee on Legislative Management, in consultation with the clerks of the Senate and the House, to each incorporated or associated library in the state, [requesting the same and] to each county bar library, [one copy, and] to each state officer [,] and to each member of the General Assembly requesting the same, one copy and to each town, at the request of the town clerk of such town, one copy, and the remainder shall be deposited with the secretary, who, upon receiving the certified copies as above provided, shall certify to the Comptroller that said journals have been indexed and distributed in accordance with this section; and the Comptroller shall thereupon draw [his] an order on the Treasurer in favor of the persons whose duty it is to index and distribute the same, for the sum of three hundred dollars each for their services and expenses.

Sec. 7. Subsection (a) of section 2-53g of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

(a) The Legislative Program Review and Investigations Committee shall: (1) Direct its staff and other legislative staff available to the committee to conduct program reviews and investigations to assist the General Assembly in the proper discharge of its duties; (2) [establish policies and procedures regarding the printing, reproduction and distribution of] produce its reports electronically and post such reports on the Internet web site of the committee; (3) review staff reports submitted to the committee and, when necessary, confer with representatives of the state departments and agencies reviewed in order to obtain full and complete information in regard to programs, other activities and operations of the state, and may request and shall be given access to and copies of, by all public officers, departments,

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agencies and authorities of the state and its political subdivisions, such public records, data and other information and given such assistance as the committee determines it needs to fulfill its duties. Any statutory requirements of confidentiality regarding such records, data and other information, including penalties for violating such requirements, shall apply to the committee, its staff and its other authorized representatives in the same manner and to the same extent as such requirements and penalties apply to any public officer, department, agency or authority of the state or its political subdivisions. The committee shall act on staff reports and recommend in its report, or propose, in the form of a raised committee bill, such legislation as may be necessary to modify current operations and agency practices; (4) consider and act on requests by legislators, legislative committees, elected officials of state government and state department and agency heads for program reviews. The request shall be submitted in writing to the Program Review and Investigations Committee and shall state reasons to support the request. The decision of the committee to grant or deny such a request shall be final; (5) conduct investigations requested by joint resolution of the General Assembly, or, when the General Assembly is not in session, (A) requested by a joint standing committee of the General Assembly or initiated by a majority vote of the Program Review and Investigations Committee and approved by the Joint Committee on Legislative Management, or (B) requested by the Joint Standing Committee on Legislative Management. In the event two or more investigations are requested, the order of priority shall be determined by the Legislative Program Review and Investigations Committee; (6) retain, within available appropriations, the services of consultants, technical assistants, research and other personnel necessary to assist in the conduct of program reviews and investigations; (7) originate, and report to the General Assembly, any bill it deems necessary concerning a program, department or other matter under review or investigation by the committee, in the same manner as is prescribed by rule for joint standing committees of the

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General Assembly; and (8) review audit reports after issuance by the Auditors of Public Accounts, evaluate and sponsor new or revised legislation based on audit findings, provide means to determine compliance with audit recommendations and receive facts concerning any unauthorized, illegal, irregular or unsafe handling or expenditures of state funds under the provisions of section 2-90.

Sec. 8. Subsection (b) of section 2-53h of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

(b) The committee shall report electronically the results of each investigation together with its recommendations for any further action to the General Assembly.

Sec. 9. Section 2-53j of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

The Legislative Program Review and Investigations Committee shall report electronically annually to the General Assembly on or before February fifteenth and may, from time to time, make additional electronic reports.

Sec. 10. Section 2-61 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

(a) The Secretary of the State shall deliver [five hundred] copies of the revised statutes, of each supplement to the general statutes and of each revised volume thereof and [three hundred fifty copies] of each volume of the public acts and special acts to the State Library for its general purposes and for exchange with other states and libraries, and [four hundred] copies of the revised statutes, of each supplement, of each revised volume and of each volume of the public acts, and such additional number of each as the executive secretary of the Judicial Department certifies as necessary, for the use of any of the state-

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maintained courts, and [one hundred fifty] copies of each volume of the special acts to said executive secretary for distribution to state-maintained courts, and, to the several departments, agencies and institutions of the executive branch of the state government, as many copies of the revised statutes, of each supplement, of each revised volume and of each of the volumes of public acts and special acts as they require for the performance of their duties. [He] The number of copies the Secretary provides pursuant to this subsection shall be determined by the Joint Committee on Legislative Management.

(b) The Secretary shall send free of charge one copy of the revised statutes, of each supplement to the general statutes, of each revised volume thereof and of each of the volumes of public acts and special acts to the Governor, Lieutenant Governor, Treasurer, Secretary of the State, Attorney General, Comptroller, Adjutant General, each town clerk, and, upon request, to each probate court, the police department of each municipality having a regularly organized police force, each assistant to the Attorney General, and each county law library; and [he] the Secretary shall, upon the member's request, supply free of charge (1) one copy of the revised statutes to each member of the General Assembly at the first session in which [he] such member serves as a member and, (2) at each session in which [he] such member serves, one copy of each revised volume thereof and of each supplement not previously supplied to [him] such member, such distribution of the statutes and supplements to be made [within] not later than thirty days after the election or reelection of such member, and, (3) following each session at which [he] such member serves, one volume of each of the public acts and special acts passed at such session. [; and] The secretary shall supply free of charge to the clerks of the House and Senate, each, one copy of the revised statutes, of each revised volume thereof, of each supplement and one volume of each of the public acts and special acts for use in the clerks' office.

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Sec. 11. Section 11-2 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

The State Library shall maintain programs for library development and reader services. The State Librarian shall be the administrative officer of the State Library and shall administer, coordinate and supervise the library. In order to carry out the duties of the State Librarian required by law, the State Librarian may enter into contracts, subject to the approval of the Attorney General and within any available appropriations or other funds available from the public or private sector. The State Librarian shall have the authority to sign contracts approved by the State Library Board in accordance with the policies established by the State Library Board. The State Librarian may appoint members of the staff of the State Library. Members of the staff of the State Library employed in positions requiring graduation from a library school shall be members of the unclassified service. The State Librarian may purchase books and other library resources for the State Library. The State Librarian is authorized and directed to distribute electronic copies of the files of each act favorably reported by any committee of the General Assembly [and printed in the files] to each high school and university in the state, upon request.

Sec. 12. Section 11-4a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

Each commission, task force or committee appointed by the Governor or the General Assembly, or both, and required to report its findings and recommendations, and each state agency which submits a report to the General Assembly or any committee of the General Assembly, shall submit its report electronically to the clerks of the Senate and the House of Representatives and the Office of Legislative Research, and shall file one copy with the State Librarian. [as many copies of such report as the commission, task force, committee or agency and the librarian jointly deem appropriate, and one copy with

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the Office of Legislative Research.]

Sec. 13. Section 11-19e of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

The State Library shall [mail] send, upon request, to each law library established pursuant to section 11-10b, [a] an electronic copy of each of the following legislative materials as they become available: [Photo offset copies of each bill] Bills; bulletins; list of bills; calendars; journals; file copies; engrossed copies; the legislative record index; and microfiche copies of the House proceedings, the Senate proceedings, and the joint standing committee public hearings for each legislative session, along with all appropriate indexing.

Sec. 14. Section 27-134 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

The Secretary of the State shall, upon request, provide each established veterans' organization occupying office space furnished by the state in the city of Hartford with an annotated copy of the revised statutes and any supplements thereto.

Sec. 15. Section 51-274 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):

All special acts or provisions thereof inconsistent with this chapter and with sections 1-1a, 2-5, 2-40, 2-61, as amended by this act, [3-84,] 5-164, 5-189, 7-80, 8-12, 9-63, 9-258, 9-368, 12-154, 14-141, 14-142, 18-65, 18-73, 19a-220, 21a-96, 29-13, 29-362, 30-105, 30-107, 30-111, 35-22, 46b-120, 46b-133, 46b-160, 47a-23, 47a-28, 47a-35, 47a-37, 49-61, 49-62, 51-6a, 51-9, 51-15, 51-27, 51-30, 51-33, 51-34, 51-36, 51-48, 51-49, 51-50, 51-51, 51-52, 51-59, 51-72, 51-73, 51-78, 51-95, 51-183b, 51-183d, 51-183f, 51-183g, 51-215a, 51-229, 51-232, 51-237 and 51-241, subsection (a) of section 51-243 and sections 51-247, 51-347, 52-45a, 52-45b, 52-46, 52-97, 52-112, 52-139, 52-193, 52-194, 52-196, 52-209, 52-212, 52-215, 52-226, 52-

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240, 52-257, 52-258, 52-261, 52-263, 52-268, 52-270, 52-278i, 52-293, 52-297, 52-298, 52-324, 52-351, 52-397, 52-425, 52-427, 52-428, 52-521, 53-308, 53-328, 54-2a, 54-56f, 54-66, 54-72, 54-74, 54-82g, 54-82j, 54-82k, 54-95a, 54-96a, 54-96b, 54-97, 54-108, 54-154, 54-166 and 54-169 to 54-174, inclusive, are repealed.

Sec. 16. (*Effective from passage*) The Commissioner of Administrative Services shall, in consultation with the Chief Information Officer of the Department of Information Technology and the State Comptroller, project the cost of implementing additional modules of CORE-CT currently owned and not owned by the state and the cost savings that each such module will produce over a four-year period upon implementation. Not later than January 1, 2012, the Commissioner of Administrative Services shall provide a summary, in accordance with the provisions of section 11-4a of the general statutes, as amended by this act, of such projections to the Governor, the Secretary of the State, the Secretary of the Office of Policy and Management, the speaker of the House of Representatives, the president pro tempore of the Senate and the joint standing committees of the General Assembly having cognizance of matters relating to government administration and appropriations.

Sec. 17. (*Effective from passage*) Each department, board, council, commission, institution or other agency of the Executive Department of the state government and each quasi-public agency shall: (1) Review its existing federal and state statutory reporting requirements; (2) compile a list of all such required reports including the statutory citations requiring such reports; (3) issue recommendations for (A) consolidating required reports into annual, quarterly or semiannual reports, (B) eliminating obsolete reports, and (C) replacing state reports that are duplicative of federally mandated reports with such federal reports, along with the reasons for such recommendations and the cost savings to be gained by implementing such recommendations;

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and (4) not later than January 1, 2012, submit such recommendations, in accordance with the provisions of section 11-4a of the general statutes, as amended by this act, to the Governor, each joint standing committee of the General Assembly having cognizance of matters relating to such department, board, council, commission, institution, agency or quasi-public agency and to the joint standing committee of the General Assembly having cognizance of matters relating to government administration.

Sec. 18. Subsection (f) of section 4-168 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2011*):

(f) (1) An agency may proceed to adopt an emergency regulation in accordance with this subsection without prior notice or hearing or upon any abbreviated notice and hearing that it finds practicable if (A) the agency finds that adoption of a regulation upon fewer than thirty days' notice is required (i) due to an imminent peril to the public health, safety or welfare or (ii) by the Commissioner of Environmental Protection in order to comply with the provisions of interstate fishery management plans adopted by the Atlantic States Marine Fisheries Commission or to meet unforeseen circumstances or emergencies affecting marine resources, (B) the agency states in writing its reasons for that finding, and (C) the Governor approves such finding in writing.

(2) The original of such emergency regulation and [eighteen copies] an electronic copy shall be submitted to the standing legislative regulation review committee in the form prescribed in subsection (b) of section 4-170, as amended by this act, together with a statement of the terms or substance of the intended action, the purpose of the action and a reference to the statutory authority under which the action is proposed, not later than ten days, excluding Saturdays, Sundays and holidays, prior to the proposed effective date of such regulation. The

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committee may approve or disapprove the regulation, in whole or in part, within such ten-day period at a regular meeting, if one is scheduled, or may upon the call of either chairman or any five or more members hold a special meeting for the purpose of approving or disapproving the regulation, in whole or in part. Failure of the committee to act on such regulation within such ten-day period shall be deemed an approval. If the committee disapproves such regulation, in whole or in part, it shall notify the agency of the reasons for its action. An approved regulation, filed in the office of the Secretary of the State, may be effective for a period of not longer than one hundred twenty days renewable once for a period of not exceeding sixty days, provided notification of such sixty-day renewal is filed in the office of the Secretary of the State and a copy is given to the committee, but the adoption of an identical regulation in accordance with the provisions of subsections (a), (b) and (d) of this section is not precluded. The sixty-day renewal period may be extended an additional sixty days for emergency regulations described in subparagraph (A)(ii) of subdivision (1) of this subsection, provided the Commissioner of Environmental Protection requests of the standing legislative regulation review committee an extension of the renewal period at the time such regulation is submitted or not less than ten days before the first sixty-day renewal period expires and said committee approves such extension. Failure of the committee to act on such request within ten days shall be deemed an approval of the extension.

(3) If the necessary steps to adopt a permanent regulation, including publication of notice of intent to adopt, preparation and submission of a fiscal note in accordance with the provisions of subsection (b) of section 4-170, as amended by this act, and approval by the Attorney General and the standing legislative regulation review committee, are not completed prior to the expiration date of an emergency regulation, the emergency regulation shall cease to be effective on that date.

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Sec. 19. Subsection (b) of section 4-170 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2011*):

(b) (1) No adoption, amendment or repeal of any regulation, except a regulation issued pursuant to subsection (f) of section 4-168, as amended by this act, shall be effective until (A) the original of the proposed regulation approved by the Attorney General, as provided in section 4-169, the regulatory flexibility analyses as provided in section 4-168a and [eighteen copies] an electronic copy thereof are submitted to the standing legislative regulation review committee at the designated office of the committee, in a manner designated by the committee, by the agency proposing the regulation, (B) the regulation is approved by the committee, at a regular meeting or a special meeting called for the purpose, and (C) the regulation is filed in the office of the Secretary of the State by the agency, as provided in section 4-172. (2) The date of submission for purposes of subsection (c) of this section shall be the first Tuesday of each month. Any regulation received by the committee on or before the first Tuesday of a month shall be deemed to have been submitted on the first Tuesday of that month. Any regulation submitted after the first Tuesday of a month shall be deemed to be submitted on the first Tuesday of the next succeeding month. (3) The form of proposed regulations which are submitted to the committee shall be as follows: New language added to an existing regulation shall be in capital letters or underlining, as determined by the committee; language to be deleted shall be enclosed in brackets and a new regulation or new section of a regulation shall be preceded by the word "(NEW)" in capital letters. Each proposed regulation shall have a statement of its purpose following the final section of the regulation. (4) The committee may permit any proposed regulation, including, but not limited to, a proposed regulation which by reference incorporates in whole or in part, any other code, rule, regulation, standard or specification, to be submitted in summary form

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together with a statement of purpose for the proposed regulation. On and after October 1, 1994, if the committee finds that a federal statute requires, as a condition of the state exercising regulatory authority, that a Connecticut regulation at all times must be identical to a federal statute or regulation, then the committee may approve a Connecticut regulation that by reference specifically incorporates future amendments to such federal statute or regulation provided the agency that proposed the Connecticut regulation shall submit for approval amendments to such Connecticut regulations to the committee not later than thirty days after the effective date of such amendment, and provided further the committee may hold a public hearing on such Connecticut amendments. (5) The agency shall append a copy of the fiscal note, prepared pursuant to subsection (a) of section 4-168, to each copy of the proposed regulation. At the time of submission to the committee, the agency shall [mail or] submit [a] an electronic copy of the proposed regulation and the fiscal note to (A) the Office of Fiscal Analysis which, [within] not later than seven days [of] after receipt, shall submit an analysis of the fiscal note to the committee; and (B) each joint standing committee of the General Assembly having cognizance of the subject matter of the proposed regulation. No regulation shall be found invalid due to the failure of an agency to submit a copy of the proposed regulation and the fiscal note to each committee of cognizance, provided such regulation and fiscal note has been submitted to one such committee.

Sec. 20. (*Effective from passage*) The Legislative Program Review and Investigations Committee shall (1) study the current process for adopting regulations under chapter 54 of the general statutes, and (2) make recommendations concerning modifications that may be made to such process to achieve cost savings for the state. Not later than February 1, 2012, the committee shall submit a report of its findings and recommendations with respect to such study to the joint standing committee of the General Assembly having cognizance of matters

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relating to government administration and the standing legislative regulation review committee, in accordance with section 11-4a of the general statutes, as amended by this act.

Sec. 21. Section 1-211 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

(a) Any public agency which maintains public records in a computer storage system shall provide, to any person making a request pursuant to the Freedom of Information Act, a copy of any nonexempt data contained in such records, properly identified, on paper, disk, tape or any other electronic storage device or medium requested by the person, including an electronic copy sent to the electronic mail address of the person making such request, if the agency can reasonably make any such copy or have any such copy made. Except as otherwise provided by state statute, the cost for providing a copy of such data shall be in accordance with the provisions of section 1-212, as amended by this act.

(b) Except as otherwise provided by state statute, no public agency shall enter into a contract with, or otherwise obligate itself to, any person if such contract or obligation impairs the right of the public under the Freedom of Information Act to inspect or copy the agency's nonexempt public records existing on-line in, or stored on a device or medium used in connection with, a computer system owned, leased or otherwise used by the agency in the course of its governmental functions.

(c) On and after July 1, 1992, before any public agency acquires any computer system, equipment or software to store or retrieve nonexempt public records, it shall consider whether such proposed system, equipment or software adequately provides for the rights of the public under the Freedom of Information Act at the least cost possible to the agency and to persons entitled to access to nonexempt

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public records under the Freedom of Information Act. In meeting its obligations under this subsection, each state public agency shall consult with the Department of Information Technology as part of the agency's design analysis prior to acquiring any such computer system, equipment or software. The Department of Information Technology shall adopt written guidelines to assist municipal agencies in carrying out the purposes of this subsection. Nothing in this subsection shall require an agency to consult with said department prior to acquiring a system, equipment or software or modifying software, if such acquisition or modification is consistent with a design analysis for which such agency has previously consulted with said department. The Department of Information Technology shall consult with the Freedom of Information Commission on matters relating to access to and disclosure of public records for the purposes of this subsection. The provisions of this subsection shall not apply to software modifications which would not affect the rights of the public under the Freedom of Information Act.

Sec. 22. Section 1-212 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

(a) Any person applying in writing shall receive, promptly upon request, a plain, facsimile, electronic or certified copy of any public record. The type of copy provided shall be within the discretion of the public agency, except (1) the agency shall provide a certified copy whenever requested, and (2) if the applicant does not have access to a computer or facsimile machine, the public agency shall not send the applicant an electronic or facsimile copy. The fee for any copy provided in accordance with the Freedom of Information Act:

[(1)] (A) By an executive, administrative or legislative office of the state, a state agency or a department, institution, bureau, board, commission, authority or official of the state, including a committee of, or created by, such an office, agency, department, institution, bureau,

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board, commission, authority or official, and also including any judicial office, official or body or committee thereof but only in respect to its or their administrative functions, shall not exceed twenty-five cents per page; and

[(2)] (B) By all other public agencies, as defined in section 1-200, shall not exceed fifty cents per page. If any copy provided in accordance with said Freedom of Information Act requires a transcription, or if any person applies for a transcription of a public record, the fee for such transcription shall not exceed the cost thereof to the public agency.

Sec. 23. (NEW) (*Effective July 1, 2011*) Each state agency of the Executive Department of the state government shall review its existing policies concerning the mailing of notifications to clients of such agency and shall use electronic notification and correspondence with such clients where deemed appropriate by such agency and where not in conflict with any provision of the general statutes. If such notification or correspondence is mandated by a provision of the general statutes to be sent by first class mail, the agency may request the joint standing committee of the General Assembly having cognizance of matters relating to such agency to introduce legislation to provide for the electronic transmission of such notification or correspondence.

Sec. 24. (*Effective from passage*) The Commissioner of Social Services shall report on the outcome of its investigation into the feasibility of using software to match mailing addresses contained within the agency's eligibility management system with a data base of valid postal addresses and the United States Postal Service change of address data base in order to reduce the amount of returned mail, in accordance with the provisions of section 11-4a of the general statutes, as amended by this act, to the Governor and the Secretary of the Office of Policy and Management not later than three months after

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completing such investigation.

Sec. 25. (*Effective from passage*) Each agency of the Executive Department of the state government shall explore the feasibility of converting all applications and forms used by the public to electronic format and create an inventory of all forms used by such agency.

Sec. 26. (*Effective from passage*) The Secretary of the Office of Policy and Management shall review and make recommendations concerning the conversion of all bond commission documents to electronic format, including the cost projections and savings of such a conversion and, not later than January 1, 2012, shall submit, in accordance with the provisions of section 11-4a of the general statutes, as amended by this act, such recommendations to the Governor, the State Comptroller, the State Treasurer and the chairpersons and ranking members of the joint standing committee of the General Assembly having cognizance of matters relating to finance.

Sec. 27. (*Effective from passage*) Not later than January 1, 2012, the Commissioner of Environmental Protection shall develop a model agency policy to promote green practices within state agencies, including, but not limited to, strategies to reduce paper, improve recycling and better manage solid waste, and shall submit such policy along with any recommendations concerning such policy, in accordance with the provisions of section 11-4a of the general statutes, as amended by this act, to the Governor and the Secretary of the Office of Policy and Management.

Sec. 28. (NEW) (*Effective from passage*) Not later than January 1, 2012, the State Librarian shall, in consultation with the Secretary of the Office of Policy and Management, the Commissioner of Administrative Services, the Chief Information Officer of the Department of Information Technology, the executive director of the Joint Committee on Legislative Management and the Chief Court

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Administrator of the judicial branch, establish standards and guidelines for the preservation and authentication of electronic documents.

Sec. 29. Section 3-84 of the general statutes is repealed. (*Effective from passage*)

Approved July 8, 2011