ALASKA LEGISLATURE COMMITTEE FILES, 1989-1990 8672

6622 SENATE STATE AFFAIRS

1026

SECTION III

This section provides figures in Table 2 showing the costs agencies have incurred as a result of the RIP, how much they have paid into the retirement systems and how much they still owe.

The figures for the State of Alaska are reasonably firm at this stage even though the costs for those who have applied but not yet been appointed will fall slightly since a few of these individuals have not terminated their employment. The "Estimated Total Cost" for state agencies will also fall slightly over the next few weeks.

As indicated earlier, estimates of cost savings, if available, must come from the Office of Management and Budget in its report to the legislature.

Estimated total costs are also given for entities other than the state. The billing process has not commenced for these entities and, consequently, the amounts paid to date have not been meaningful.

In administrative costs for the program, the Division of Retirement and Benefits spent and has still encumbered a total of about $233,000 in FY 87. With approximately $154,000 available to spend in FY 88, total administrative costs amount to about 0.7 percent of the $53 million in employer costs incurred so far for the incentives to retirees under the program; this percentage will fall as more applications are received from employees of political subdivisions.

TABLE 2
RETIREMENT INCENTIVE PROGRAM COSTS
(as of 01/06/88)

STATE OF ALASKA

DEPARTMENT	Final Cost RIP Retirees	Amount Paid	Amount Encumbered	Balance Due
Office of the Governor	$106,746.00	$ 106,746.00	$ 0	$ 0
Administration	2,268,563.77	1,436,990.00	233,976.00	598,597.77
Law	277,015.76	89,762.00	187,253.22	.54
Revenue	495,728.56	317,832.59	196,336.77	[18,440.80]
Education	1,123,983.88	341,150.13	30,170.06	752,663.69
Health and Social Services	3,198,794.88	2,104,817.27	0	1,093,977.61
Labor	1,133,053.40	569,410.00	550,664.00	12,999.40
Commerce and Economic Devel.	646,136.24	506,127.00	8,868.65	131,140.59
Military and Veterans Afrs.	230,540.94	98,689.00	102,298.00	29,553.94
Natural Resources	1,435,936.01	807,200.00	346,800.00	281,936.01
Fish and Game	2,740,224.99	679,947.00	1,101,116.00	959,161.99
Public Safety	4,209,417.81	2,738,089.46	1,131,707.54	339,620.81
Environmental Conservation	241,086.55	93,557.00	0	147,529.55
Corrections	1,013,946.15	190,008.00	747,865.04	76,073.11
Community and Regional Afrs.	174,106.46	170,276.72	3,829.74	0
D.O.T.P.F.	10,333,906.61	1,920,740.00	10,275,466.00	[1,862,299.39]
Legislative Affairs	214,280.65	78,596.32	100,912.68	34,771.65
Legislative Audit	55,327.10	14,592.00	40,735.10	0
TOTAL STATE	$29,898,795.76	$12,263,530.49	$15,057,978.80	$ 2,577,286.47

UNIVERSITY OF ALASKA	Total Costs	Paid	Due
PERS	2,637,710.00	863,178.55	1,774,531.45
TRS	3,327,723.00	1,690,734.00	1,636,989.00
TOTAL UNIVERSITY	$5,965,533.00	$2,553,912.55	$3,411,520.45
TOTAL POLY-SUB/PERS	----	----	----
TOTAL POLY-SUB/TRS	$16,286,093.10	$1,991,688.78	$14,294,404.32

6/6K2/1014-87

SECTION IV

This section shows how the 196 state RIP agreements are distributed by agency. Table 3 gives the number of individuals designated under each agreement and the title of the designated group.

TABLE 3

RETIREMENT INCENTIVE PROGRAM
STATE OF ALASKA DESIGNATED ORGANIZATIONAL UNITS

DEPARTMENT	UNIT NO.	GROUP COVERED	NO.
01 OFFICE OF THE GOVERNOR	01-01-01	OMB CEN SER EX S I	1
	01-01-02	GOV HOU EX RES HK	1
	01-01-03	FFO- SPCL STFF ASS	1
	01-01-04	NOME SPCL STFF ASS	1
	01-01-05	WDC POL PRM SPEC	1
01 DEPARTMENT TOTAL			5
02 ADMIN	01-02-01	P B A H COOK II	5
	01-02-02	PIN BEN MM WG GRII	3
	01-02-03	PNR BEN STKP WG VI	1
	01-02-04	DOA STHL WG VII	2
	01-02-05	PNR BEN HK SUP WGV	5
	01-02-06	P B F H HKA WGVIII	1
	01-02-07	PBSFP-HKA WG X	3
	01-02-08	OAC EM- SEC SPEC	1
	01-02-09	DOA F C & ADMIN	74
	01-02-10	DOA MED PUB HEL R	45
	01-02-11	DOA COOK II	1
	01-02-12	DOA-GSS-JC 35XX	2
	01-02-13	DOA-RM-RM OFF II	1
	01-02-14	DOA-PB-SOC WK II	4
	01-02-15	DOA-TO-EL MAT SUP	1
	01-02-16	DOA-DPB PALMER CI	1
	01-02-17	DOA-DPB PALMER CII	2
	01-02-18	DOA-DTO ELEC TECH	3
	01-02-19	DOA-DTO EL TECH II	9
	01-02-20	DOA-R&B ELIGIBLE	3
	01-02-21	DOA-APH SFSW	2
02 DEPARTMENT TOTAL			174
03 LAW	01-03-01	TRANS SEC -- ATT 6	1
	01-03-02	PRETL DIV-ASS ATTI	1
	01-03-03	CRIM DIV-ATTY V	1
	01-03-04	JUN AGO-11XX	2
	01-03-05	AAG'S LEG SEC	7
	01-03-06	JAG'S ATTORNEY VI	1
	01-03-07	FAG'S LEG SEC	1
	01-03-08	OSP & A LEG SEC	1
	01-03-09	ADA LEG SEC	2
	01-03-10	3RD JD ATTORNEY V	1
03 DEPARTMENT TOTAL			18

TABLE 3

page 2

DEPARTMENT	UNIT NO.	GROUP COVERED	NO.
04 REVENUE	01-04-01	EN DIV PFD SPECIII	1
	01-04-02	ACC & LIC-ACC SUP3	1
	01-04-03	F & G LIC-ACC CK3	1
	01-04-04	PFD AM SV-C F ADM	2
	01-04-05	CSED COLL-C S E A	1
	01-04-06	REV-O COMM-AP V	1
	01-04-07	AK PERM FD-ACCTNT	1
	01-04-08	AUD APP BR-REV AD3	1
	01-04-09	AUD OP-REV AUD 3	1
	01-04-10	CSED - ACCOUTING	3
	01-04-11	EST&MOD SEC CSEOII	2
	01-04-12	CSED CSEO III	2
	01-04-13	CSEDEMS CSEA	1
	01-04-14	CSEDCS-CSEO II	1
	01-04-15	CSEDEMS-CTIII	1
	01-04-16	ACCT & FISCAL	1
	01-04-17	BUSS & FIN	1
	01-04-18	REV AUDT IV	1
	01-04-19	REV AUDT V	1
	01-04-20	PFD PS ACC & FISC	1
	01-04-21	CORPORATE TAX	1
	01-04-22	ADMIN SERV-CL & SC	2
	01-04-23	PFD ADMIN SERV AF	1
04 DEPARTMENT TOTAL			29
05 EDUCATION	01-05-01	POST SEC COM EXEMP	3
	01-05-02	MT EDGE EN PH SCI	1
	01-05-03	LIB MUS C F ADM	5
	01-05-04	LIBRARIES ED ALL	9
	01-05-05	COMM OFF CL FIS AD	1
	01-05-06	ED FIN SUPP SP SR	1
	01-05-07	DOE LAB TRDS CRAFT	4
	01-05-08	ED PRG SUP ED & AL	3
	01-05-09	AD VOC ED AD B I L	1
	01-05-10	AV TECH ED & ALL	1
	01-05-11	VOC REHAB ED & ALL	9
	01-05-12	VOC REHAB C F & AD	13
	01-05-13	MUSEUM ED & ALL	3
	01-05-14	ED SUP PRG C F & A	1
	01-05-15	ED FIN SUP ED & AL	1
	01-05-16	AK VOC TECH SC SR	1
	01-05-17	AK VOC TECH M P R	1
	01-05-18	AK VOC TECH L J LE	3
	01-05-19	AK VOC TECH C F A	5
	01-05-20	ED FIN SUP SER CFA	5
05 DEPARTMENT TOTAL (PERS)			71

TABLE 3

page 3

DEPARTMENT	UNIT NO.	GROUP COVERED	NO.
05 DOE-TEACHERS	37-00-01	ED PRG SUP-TEACHER	3
	37-00-02	AK VOC TECH-TEACH	11
	37-00-03	POST SECONDARY ED.	1
	37-00-04	MUSEUM	1
	37-00-05	LIBRARIES	1
	37-00-06	ED.PGM.SPT.-E & A	15
	37-00-07	ED.PGM.SPT.-ADMIN	1
	37-00-08	ED.FINANCE SPT.	2
	37-00-09	PTPC-EXEC SEC	1
05 DEPARTMENT TOTAL (TRS)			36
06 H & SS	01-06-01	5367	3
	01-06-02	5451	2
	01-06-03	SERIES 1000	4
	01-06-04	LAB TRD & CRT 9	2
	01-06-05	PUB HEAL ADMIN 59	1
	01-06-06	MED PROFES 52	3
	01-06-07	NURSING 51	29
	01-06-08	SOCIAL SERVICE 4	3
	01-06-09	BUS IND & LM 2	1
	01-06-10	DPH CL FC & ADMIN	25
	01-06-11	REHAB & SEC 7000	6
	01-06-12	DFYS 4000 SERIES	38
	01-06-13	CLR FIS & ADM 1000	9
	01-06-14	CLASS CODE 5	49
	01-06-15	CLASS CODE 9	27
	01-06-16	CLASS CODE 1DIV MH	9
	01-06-17	CLASS CODE 7	4
	01-06-18	C C 1 ADMIN SER BR	23
	01-06-19	D P A - 1000 CF A	11
	01-06-20	SOC SER 4000	34
	01-06-21	9517 COOK II WGVII	2
	01-06-22	MCLA YC 9568 CODE	1
	01-06-23	DMHDD-0676 MED OFF	1
	01-06-24	DPH-LAB & TECH	7
	01-06-25	DPH-HS & ED	5
	01-06-26	DMA-CLASS CODE 4	1
	01-06-27	NYF - CODE 9516	1
	01-06-28	MYC MAN MAT II	1
	01-06-29	FYF COOK III	1
	01-06-30	DIV MED ASST #54	1
06 DEPARTMENT TOTAL			304
07 LABOR	01-07-01	SOC SEV 4XXX	90
	01-07-02	BUS IND & LM 2XXX	6
	01-07-03	CLK FIC & AM 1XXX	29
	01-07-04	LEG JUD & LE 7XXX	3
	01-07-05	LAB TRD & CS 9XXX	9
	01-07-06	PCN 5184	1
07 DEPARTMENT TOTAL			138

TABLE 3

DEPARTMENT	UNIT NO.	GROUP COVERED	NO.
08 COMM & EC [illegible]	01-08-01	O & G CON X300JF	12
	01-08-02	O & G COM #1122JF	1
	01-08-03	MEAS STAN WSOP I	6
	01-08-04	ADMIN SER * SO-II	1
	01-08-05	DBSC 1XXX JG	5
	01-08-06	APUC 1XXX JG	26
	01-08-07	APUC 23XX JF	2
	01-08-08	DBS & C 2000JG	5
	01-08-09	APA CIP PC	3
	01-08-10	ADMIN SERV-14XX JF	1
	01-08-11	OCC LIC-77XX JF	3
	01-08-12	ADM SER-12XX JF	3
	01-08-13	X300 JOB FAMILY	2
	01-08-14	DIV OCC LIC CLK 4	1
	01-08-15	DIV INS JF 2300	5
	01-08-16	D MIN&FP CODE 2288	1
	01-08-17	O & G COM # 1912	1
	01-08-18	DIV TOUR DIRECTOR	1
08 DEPARTMENT TOTAL			55
09 M & V AFF.	01-09-01	D M & V DIV DIR	3
	01-09-02	DIV EM SERV EMS	2
	01-09-03	AANG AA I	1
09 DEPARTMENT TOTAL			6
10 D N R	01-10-01	DNR-OCC GRP 8XXX	25
	01-10-02	DNR-OCC GRP 7XXX	10
	01-10-03	DNR-OCC GRP 6XXX	58
	01-10-04	DNR-OCC GRP 1XXX	45
10 DEPARTMENT TOTAL			138
11 A D F & G	01-11-01	LAB TRDS & CRFTS	6
	01-11-02	BIO SERVICES	102
	01-11-03	ENGINEERINGIN	2
	01-11-04	CLERK & ADMIN	28
	01-11-05	CFEC-ADMIN CLERIC	5
11 DEPARTMENT TOTAL			143
12 PUB. SAFE	01-12-01	DPS-LD TD & CRFTS	7
	01-12-02	CK FIS & ADMIN	40
	01-12-03	LEG JUD & LE	128
	01-12-04	D PS E&PS	1
	01-12-05	BIO SERVICES	3
	01-12-06	ED & ALLIED	3
12 DEPARTMENT TOTAL			182

TABLE 3

DEPARTMENT	UNIT NO.	GROUP COVERED	NO.
18 ENVIRON CON	01-18-01	DEC-OCC GRP 1	14
	01-18-02	DEC-OCC GRP 2	1
	01-18-03	DEC-OCC GRP 5	2
	01-18-04	DEC-OCC GRP 8	17
18 DEPARTMENT TOTAL			34
20 CORRECTIONS	01-20-01	2XXX B I & LM	1
	01-20-02	9XXX LAB TRD & CRT	14
	01-20-03	7XXX LEG JUD & LE	75
	01-20-04	5XXX MED PUB H & R	4
	01-20-05	1XXX CLR ADM & FC	26
	01-20-06	4XXX SOC SERV.	19
20 DEPARTMENT TOTAL			139
21 COMM & REG A	01-21-01	DCRA-2000 SERIES	6
	01-21-02	C & RA CLERK-ADMIN	10
	01-21-03	SOC SERVICES	2
21 DEPARTMENT TOTAL			18
25 D O T & P F	01-25-01	JOB CLASS 9500	41
	01-25-02	JOB CLASS 9300	188
	01-25-03	JOB CLASS 9700	11
	01-25-04	JOB CLASS 8000	175
	01-25-05	JOB CLASS 3000	2
	01-25-06	JOB CLASS 2000	41
	01-25-07	JOB CLASS 1000	115
	01-25-08	JOB CLASS 9400	8
	01-25-09	JOB CLASS 7000	25
	01-25-10	VEMHS-ALL 0000 EXC	204
25 DEPARTMENT TOTAL			810
30 OMBUDSMAN		No Agreement Filed	
30 DEPARTMENT TOTAL			0
31 LEG. AFFAIRS	01-31-01	MAINTENANCE FOREMA	1
	01-31-02	MAINTENANCE CUSTOD	3
	01-31-03	CLASS CODE X302	1
	01-31-04	ADMIN SERVICES	9
	01-31-05	LEGAL SERV X402	2
	01-31-06	PUBLIC SERV X207	3
	01-31-07	ADMIN SVC PRT SHP	1
31 DEPARTMENT TOTAL			20
32 LEG. FINANCE		No Agreement Filed	
32 DEPARTMENT TOTAL			0

TABLE 3

DEPARTMENT	UNIT NO.	GROUP COVERED	NO.
33 LEG. AUDIT	01-33-01	LEG AUD-EXEC SEC	1
	01-33-02	LEG AUD-EXEC SEC	1
	01-33-03	LEG AUD-SEN AUD	1
33 DEPARTMENT TOTAL			3
41 AK COURT SYS		No agreement Filed	
41 DEPARTMENT TOTAL			0
STATE TOTAL		(PERS = 2287 + TRS = 36)	2323

SECTION V.

AGENCY PROJECTED SAVINGS

STATE AGENCY PROJECTED SAVINGS

Table 4 depicts by Agency the Calculation of Potential Savings submitted to OMB to support the Agency's request for a designated unit. These calculations were based on a RIP instructional memorandum issued by the Division of Budget Review to all Agencies dated June 11, 1986.

A simple illustration of the calculation follows. Suppose you wish to designate a unit composed of one person. The individual has a personal services cost of $50,000. The amount owed to the Retirement fund is $20,000. To calculate the savings, the Agency would do the following:

Cost if employee remained 5 years	=	$250,000
Cost to replace employee *	=	0
Amount owed to Retirement	=	($20,000)
Net Savings	=	$230,000

* Agency is going to delete position and not refill.

Most agencies completed their request to establish RIP units during 1986, with some units created early in 1987.

It is quite evident that the individual agencies accrued sufficient savings with the RIP program to at a minimum pay their bills to the Retirement System. Each Agency has three years to pay their bills from the date of an individual's retirement. One only has to review the table included in this report regarding amounts owed by Agencies to the Retirement System, to see that most agencies are exceeding the goal to pay off the debt within three years.

The real test to determine if RIP created a net savings to personnel costs requires reviewing FY 86 personal services costs as compared with FY 91 personal services costs to see if the amounts actually expended by designated units are comparatively less.

RIP PROJECTED SAVINGS

GOV	75.8
ADM	2150.3
LAW	752.3
REVENUE	383.2
DOE PERS	652.0
DOE TRS	381.9
DHSS	2402.1
LABOR	153.6
COMMERCE	636.1
MILITARY AFF	4.1
DNR	143.9
FISH & GAME	936.2
PUB. SAFETY	115.1
DEC	318.8
CORRECTIONS	374.5
C&RA	72.9
DOT	8514.2
OMBUDSMAN	0.0
LEG. AFFAIRS	1159.6
LEG. FINANCE	0.0
LEG. AUDIT	508.1
AK COURT SYS	0.0
STATE TOTAL	19734.7

TABLE 4

PROJECTED SAVINGS
RETIREMENT INCENTIVE PROGRAM
STATE OF ALASKA DESIGNATED ORGANIZATIONAL UNITS

DEPARTMENT	DESIGNATE UNIT NO	NO. ELIGIBLES	PROJECTED NET SAVINGS
01 OFFICE OF THE GOVERNOR	01-01-01	1	8.3
	01-01-02	1	6.4
	01-01-03	1	4.7
	01-01-04	1	33.0
	01-01-05	1	23.4
01 DEPARTMENTAL TOTAL		5	75.8
02 ADMIN	01-02-01	5	98.7
	01-02-02	3	5.3
	01-02-03	1	16.3
	01-02-04	2	36.9
	01-02-05	5	1.3
	01-02-06	1	.4
	01-02-07	3	6.2
	01-02-08	1	.1
	01-02-09	74	1133.3
	01-02-10	45	453.5
	01-02-11	1	2.9
	01-02-12	2	3.5
	01-02-13	1	3.7
	01-02-14	4	30.9
	01-02-15	1	26.8
	01-02-16	1	32.9
	01-02-17	2	13.1
	01-02-18	3	164.9
	01-02-19	9	74.7
	01-02-20	8	35.3
	01-02-21	2	9.6
02 DEPARTMENTAL TOTAL		174	2150.3
03 LAW	01-03-01	1	33.0
	01-03-02	1	212.3
	01-03-03	1	308.8
	01-03-04	2	3.6
	01-03-05	7	55.2
	01-03-06	1	15.8
	01-03-07	1	4.0
	01-03-08	1	5.6
	01-03-09	2	7.1
	01-03-10	1	106.9
03 DEPARTMENTAL TOTAL		18	752.3

DEPARTMENT	DESIGNATE UNIT NO	NO. ELIGIBLES	PROJECTED NET SAVINGS
04 REVENUE	01-04-01	1	10.0
	01-04-02	1	1.3
	01-04-03	1	7.5
	01-04-04	2	1.9
	01-04-05	1	.3
	01-04-06	1	16.0
	01-04-07	1	.2
	01-04-08	1	64.7
	01-04-09	1	63.3
	01-04-10	3	13.3
	01-04-11	2	53.5
	01-04-12	2	3.1
	01-04-13	1	1.2
	01-04-14	1	.5
	01-04-15	1	6.1
	01-04-16	1	11.0
	01-04-17	1	65.1
	01-04-18	1	14.5
	01-04-19	1	14.4
	01-04-20	1	10.6
	01-04-21	1	12.6
	01-04-22	2	7.4
	01-04-23	1	4.7
04 DEPARTMENTAL TOTAL		29	383.2
05 EDUCATION	01-05-01	3	51.0
	01-05-02	1	3.7
	01-05-03	5	50.9
	01-05-04	9	77.5
	01-05-05	1	12.7
	01-05-06	1	29.6
	01-05-07	4	9.8
	01-05-08	3	27.3
	01-05-09	1	17.2
	01-05-10	1	9.3
	01-05-11	9	91.7
	01-05-12	13	94.6
	01-05-13	3	16.5
	01-05-14	1	5.3
	01-05-15	1	7.9
	01-05-16	1	2.3
	01-05-17	1	18.9
	01-05-18	3	13.8
	01-05-19	5	47.2
	01-05-20	5	64.8
05 DEPARTMENTAL TOTALS		71	652.0

DEPARTMENT	DESIGNATE UNIT NO	NO. ELIGIBLES	PROJECTED NET SAVINGS
05 DOE-TEACHERS	37-00-01	3	13.9
	37-00-02	11	174.9
	37-00-03	1	.0
	37-00-04	1	-30.0
	37-00-05	1	25.5
	37-00-06	15	114.0
	37-00-07	1	11.5
	37-00-08	2	54.6
	37-00-09	1	17.5
05 DEPARTMENTAL TOTAL (TRS)		36	381.9
06 H & SS	01-06-01	3	34.5
	01-06-02	2	23.3
	01-06-03	4	11.8
	01-06-04	2	3.0
	01-06-05	1	34.4
	01-06-06	3	56.0
	01-06-07	29	201.4
	01-06-08	3	15.8
	01-06-09	1	19.1
	01-06-10	25	111.4
	01-06-11	6	94.2
	01-06-12	38	624.3
	01-06-13	9	78.3
	01-06-14	49	497.5
	01-06-15	27	78.5
	01-06-16	9	13.7
	01-06-17	4	21.1
	01-06-18	23	77.6
	01-06-19	11	48.2
	01-06-20	34	181.1
	01-06-21	2	-8.7
	01-06-22	1	.4
	01-06-23	1	1.9
	01-06-24	7	77.0
	01-06-25	5	52.8
	01-06-26	1	3.1
	01-06-27	1	15.9
	01-06-28	1	2.2
	01-06-29	1	27.2
	01-06-30	1	5.1
06 DEPARTMENTAL TOTAL		304	2402.1
07 LABOR	01-07-01	90	71.7
	02	6	18.6
	03	29	38.4
	04	3	21.3
	05	9	2.0
	06	1	1.6
07 DEPARTMENTAL TOTAL		138	153.6

DEPARTMENT	DESIGNATE UNIT NO	NO. ELIGIBLES	PROJECTED NET SAVINGS
08 COMM & EC DE	01-08-01	12	269.6
	01-08-02	1	2.6
	01-08-03	6	5.2
	01-08-04	1	.7
	01-08-05	5	34.1
	01-08-06	26	9.9
	01-08-07	2	30.6
	01-08-08	5	45.5
	01-08-09	3	48.4
	01-08-10	1	8.1
	01-08-11	3	24.2
	01-08-12	3	20.2
	01-08-13	2	45.4
	01-08-14	1	.6
	01-08-15	5	74.7
	01-08-16	1	1.4
	01-08-17	1	4.0
	01-08-18	1	10.9
08 DEPARTMENTAL TOTAL		79	636.1
09 M & V AFF.	01-09-01	3	1.4
	01-09-02	2	.7
	01-09-03	1	2.0
09 DEPARTMENTAL TOTAL		6	4.1
10 D N R	01-10-01	25	97.6
	01-10-02	10	.8
	01-10-03	58	2.1
	01-10-04	45	43.4
10 DEPARTMENTAL TOTAL		138	143.9
11 A D F & G	01-11-01	6	.2
	01-11-02	102	798.3
	01-11-03	2	39.7
	01-11-04	28	39.4
	01-11-05	5	58.6
11 DEPARTMENT TOTAL		143	936.2
12 PUB. SAFETY	01-12-01	7	60.3
	01-12-02	40	N.A.
	01-12-03	128	N.A.
	01-12-04	1	
	01-12-05	3	13.5
	01-12-06	3	41.3
12 DEPARTMENT TOTAL		182	115.1

	DEPARTMENT	DESIGNATE UNIT NO	NO. ELIGIBLES	PROJECTED NET SAVINGS
18	ENVIRON CON	01-18-01	14	43.4
		01-18-02	1	19.8
		01-18-03	2	26.6
		01-18-04	17	229.0
18	DEPARTMENT TOTAL		34	318.8
20	CORRECTIONS	01-20-01	1	4.8
		01-20-02	14	-32.9
		01-20-03	75	221.6
		01-20-04	4	31.5
		01-20-05	26	19.5
		01-20-06	19	130.0
20	DEPARTMENT TOTAL		139	374.5
21	COMM & REG A	01-21-01	6	66.0
		01-21-02	10	2.6
		01-21-03	2	4.3
21	DEPARTMENT TOTAL		18	72.9
25	D O T & P F	01-25-01	41	111.1
		01-25-02	188	1683.5
		01-25-03	11	60.2
		01-25-04	175	1800.0
		01-25-05	2	26.1
		01-25-06	41	231.3
		01-25-07	115	782.3
		01-25-08	8	131.5
		01-25-09	25	79.6
		01-25-10	204	3608.6
25	DEPARTMENT TOTAL		810	8514.2
30	OMBUDSMAN	NO AGREEMENT FILED		
30	DEPARTMENT TOTAL		0	.0
31	LEG. AFFAIRS	01-31-01	1	279.4
		01-31-02	3	155.1
		01-31-03	1	16.8
		01-31-04	9	362.1
		01-31-05	2	201.9
		01-31-06	3	138.9
		01-31-07	1	5.4
31	DEPARTMENT TOTAL		20	1159.6
32	LEG. FINANCE	NO AGREEMENT FILED		

DEPARTMENT	DESIGNATE UNIT NO	NO. ELIGIBLES	PROJECTED NET SAVINGS
33 LEG. AUDIT	01-33-01	1	165.6
	01-33-02	1	218.5
	01-33-03	1	124.0
33 DEPARTMENT TOTAL		3	508.1
41 AK COURT SYS	NO AGREEMENT FILED		
41 DEPARTMENT TOTAL		0	.0

MEMORANDUM State of Alaska

TO: ALL COMMISSIONERS

DATE: June 11, 1986

FILE NO: DGE38

TELEPHONE NO: 465-3568

FROM: Jay Hogan David Gent
for Associate Director
Division of Budget Review
Office of Management and Budget

SUBJECT: Retirement Incentive Program

Governor Sheffield has signed into law (Chapter 26 SLA 1986) HB 382 creating a retirement incentive program for members of the Public Employees Retirement System (PERS) and the Teachers Retirement System (TRS). The program provides vested members of each retirement system, who are eligible to retire within three years, a credit of three years. The aim of the program is to reduce the cost of state employees (i.e. save money) and to minimize the number of involuntary layoffs.

The purpose of this memorandum is to provide detailed guidelines to state agencies (including the Legislature and Alaska Court System) regarding implementation of the program. The University of Alaska will receive separate guidelines.

Agencies should read the law carefully in conjunction with the guidelines. If questions arise that are not answered in these guidelines, please do not hesitate to call David Gentry in the Office of Management and Budget at 465-3568.

A. Eligibility, Job Classifications and Organizational Units

An individual cannot participate in the retirement incentive program until all requirements relating to personal eligibility, designated organizational units and certification of savings have been completed. Eligibility of a State employee to take part in the retirement incentive program is determined in two ways.

First, an individual must meet basic requirements of age, length of service to the State and status with regard to PERS or TRS. Any detailed questions regarding these requirements should be directed to the Division of Retirement and Benefits, Department of Administration.

Second, the individual also must be employed in a position falling within agency assigned job classification, and authorized in and paid from a designated organizational unit. Savings must be shown to occur within job classifications within designated organizational units before any individual can retire under the program.

For the purposes of this program, job classifications is defined as any grouping of job class class titles included in the State Classification Outline. There are three levels or hierarchies within the outline: the job class for a single position (four digit number); the occupational family (two digit number); and, the occupational group or greatest aggregation of position classification (one digit number). Agencies may choose any of these three levels to apply within a designated organizational unit in order to show savings. Only one job classification at a time can be the basis for a calculation of savings. In other words, if an agency chooses the four digit job class title, then the job classification will be only one job class. Agencies may not group two or more four digit job class titles to form a job classification except all those four digit job classes that form an occupational family. Attached is a complete copy of State Classification Outline.

Agencies may choose any generally recognized organizational unit within which cost savings must be shown to occur within the selected grouping of job classifications. For example, this would include section, division or agency. Also, agencies could use budget structure (i.e. component, BRU, agency) as organizational units. Agencies have complete freedom to select job classifications and organization units of the greatest detail (smallest or most restrictive) or least detail (largest or most encompassing).

Once individuals have stated to the agency head a desire to participate in the program, and agencies have decided on the appropriate job classifications and designated organizational units, evidence of cost savings must be forwarded to the Office of Management and Budget (see Section B below).

Certification of savings by OMB constitutes a financial obligation allowing an agency to encumber funds (see Section C below regarding use of FY 86 funds).

An individual may apply to participate in the program over the course of a full year. For an individual meeting basic personal requirements, and who falls within a job classification and designated organizational unit already certified by OMB, the agency should forward the application to the Division of Retirement and Benefits. The agency also must complete the PCN Detail form and a revised Summary form. If the individual does not fall within a job classification and organizational unit already designated and certified by OMB, then the agency may go through the certification process for that job classification and organizational unit at any time over the course of the year. In both instances agencies are encouraged to batch or group information and submit it to OMB only on a quarterly basis. This will minimize paperwork and allow greatest perspective over implementation of the incentive program.

Once established, agencies may not change job classifications or the designated organizational unit. A given PCN cannot be included in more than one job classification and organizational unit.

Eligibility for the program is not limited to employees paid for only by general funds. No state employee will be excluded because his or her salary and benefits is paid, for example, by federal funds or some source of funding other than general funds.

B. Calculation of Savings

Since the law was created partly as an effort to save the State money, it is incumbent on agencies to demonstrate that savings will occur due to individuals participating in the program. The law provides that agencies must pay the cost of an individual participating in the program within three years of the end of the fiscal year in which the person retires (Section 5 (a)(2)(A) of the law). OMB interprets the law to imply that agencies must save enough to pay the cost of the program within that same time period. However, savings to the state will accrue for some time following the three year period. Given this fact, OMB feels that showing savings is equivalent to identifying funds needed to pay the cost of the program.

Savings must be demonstrated to occur within a job classification within a designated organizational unit. The larger the job classification and organizational unit, or the greater number of positions included in the job classification and organizational unit, the greater the ability of the agency to average or spread excess savings in one position where an individual participates in the program to help cover the cost of another participating individual for whom sufficient savings cannot be identified.

Although signed waivers are not required, savings must be based on reasonable assumptions regarding the number of potentially eligible individuals that choose not to take part in the program.

When calculating savings, agencies must include all those individuals personally meeting age, length of service, vesting and other personal requirements and who wish to participate in the program. Within a job classification and designated organizational unit either all those individuals must be able to participate or none can. In other words, an organizational unit cannot be designated unless all those who meet basic requirements and want to participate are included in the calculation of savings.

Regardless of the current source of funds to pay salaries and benefits for a participant in the program, the agency must identify savings for the job classification and designated organizational unit according to the PCN Detail and Summary forms.

Agencies must show savings stemming from a position authorized in the FY 87 budget. Only authorized positions include budgeted funding that can be used to pay the cost of the program.

Administrative cost paid to the Division of Retirement and Benefits need not be included in the costs of the program for which funding must be identified and savings calculated.

Savings are achieved in one of four ways. A position held by a person retiring under this program can be filled by someone at a lower step or range within its existing job class; the position can be reclassed downward; or the position can be held vacant. In addition, a position may be held vacant even though it was not last filled by someone retiring under the program.

If the position in which a participant retires is authorized in the FY 87 budget, the savings calculation may include savings resulting from the replacement employee being paid at a lower range or step, the position being reclassified downward to a lower range or step, or the position held vacant. In addition, agencies may hold vacant other positions, within the same job classification and designated organizational unit, positions that were not filled by participants in the incentive program.

If the position in which a participant retires is not authorized in the FY 87 budget or if a person retires who was laid off between January 1, 1986 and June 30, 1986, funds necessary to pay the cost of the program for that participant may come from holding other positions vacant. The other position held vacant must be within the same job classification and designated organizational unit as the participant benefiting from the available funding.

Because payment of the participant costs to the Division of Retirement and Benefits must be made within three years of the end of the fiscal year in which he or she retires, agencies may calculate savings stemming from lower range, lower step and vacancy over four full years rather than three, beginning with the fiscal year in which retirement takes place. This generous rounding is due to the fact that the state will benefit financially long after the three year payment period ends.

When calculating savings over the four year period, agencies may assume that annual merit increases and longevity steps will be conferred. If an agency assumes merit increases for the participant's position, the agency must do the same for the replacement's position in the calculation of savings. Agencies must not assume any salary increases.

The attached forms must be completed for PCNs included in job classifications within designated organizational units participating in the program. In addition, the detailed form must be completed for PCNs not involving a participant but which are held vacant in order to fund participants in the program. The forms constitute a personal services plan to which the agency must be committed. The forms represent the means by which funds would be made available to pay the cost of the program if personal services lapse funds were not available.

The detailed forms may be completed by hand or typed. If handwritten, black or blue ink must be used. The summary form must be typewritten. In addition, agencies are encouraged to present dollar information in thousands, as in budgets.

The two forms on which to provide information to show savings, the PCN Detail and the Summary, are intended to be straightforward. Specific points, not already covered, to be kept in mind when completing the forms are given below.

Agencies may revise the calculation of savings as of December 1, 1986 and as of July 1 of each following year for which an agency is indebted to the retirement systems. The revision should show how funds are made available to match the remaining cost of the program (for those participants who have retired by October 1, 1986 and July 1, 1987) within the designated organizational unit and agency assigned job classification. Only the summary form need be revised. If a PCN formerly was to be held vacant but is no longer necessary to be held vacant, the agency should simply not show funds available in columns 3. Agencies include on the revised summary all PCNs that were part of the original certification of savings by OMB.

When revising the forms and plans for funding the program as of December 1, 1986, agencies must explain how they assume the payments already made are allocated in order to reduce the future cost or the indebtedness. For example, agencies may prorate the payments already made to reduce the future costs proportionately for all participants. Or an agency may indicate it has completely paid off its indebtedness for certain designated organization units and job classifications. In either case, the total future cost or indebtedness must be based on the latest estimate provided by the Division of Retirement and Benefits.

PCN DETAIL

1. No one knows the budget or number of authorized positions beyond FY 87. Agencies must assume that a position authorized in FY 87 will be authorized in FY 88 through FY 91.

2. Indicate the month and year up to which a position will be held vacant in order to make funds available for the

program. This will constitute an agency plan and commitment.

3. If a position is to be held vacant in order to generate funding for the program, do not complete lines 3 and 4 for the period in which the position is held vacant. In addition, for such positions agencies may not add merit increases or longevity steps in FY 88 or beyond.

4. If a position is not authorized in FY 87 and beyond, do not complete lines 1 (except for current range, step and cost column) through 5.

5. A negative number on line 5 or 7 indicates costs exceeding funding available for the individual PCN. Savings, or funding greater than costs, shows as a positive number.

6. For positions to be held vacant to generate funds for the program and which were not last filled by someone participating in the retirement program, do not show costs in line 6 and put N/A in the field for intended date of retirement.

7. The Retirement and Benefits estimate of cost savings appearing on line 6 should be the one provided by Retirement and Benefits over the next several months which assumes payment by June 30, 1987. However, agencies are not committed to that payment schedule.

SUMMARY

1. Totals for a Summary form or set of Summary forms should represent totals for job classification within a designated organizational unit.

2. Information showing in column 3, Funds Available to Pay Cost, should be the same for each PCN as line 5 of the PCN Detail form, column 4 the same as line 6, and column 5 the same as line 7.

3. PCNs showing on this form within one job classification and designated organizational unit, should be grouped by budget component and BRU.

When completing the Retirement Incentive Program agreement between the agency, Division of Retirement and Benefits and OMB, one agreement must be signed incorporating one designated organizational unit and one job classification. The purpose of the agreement is to demonstrate a commitment on the part of agencies to pay the cost of program participants from the agency, and for OMB to certify that savings will result from participation in the program.

C. Sources of Funds, Payment, Procedures and Amounts

Reimbursable Services Agreement, or RSAs, should be prepared between each agency and the Division of Retirement and Benefits to pay the cost of the program. Agencies must complete payment to the Division of Retirement and Benefits for participant costs within three years of the end of the fiscal year in which an individual retires under the program. It is to an agency's benefit to pay the Division earlier rather than later since the payments will be lower if there is more time for the funds to be invested.

The RSA must draw on funding that can legitimately be used to pay for this program. Agencies should be prepared to provide detailed documentation supporting the use ~~of~~ some other non-general fund source of funding is used. This is particularly true of CIP Receipts. If there is a reasonable alternative to the use of CIP Receipts, OMB will not accept the use of CIP Receipts to actually pay for the program.

Two RSAs for an entire agency may be prepared each fiscal year and may draw upon a number of allocations and appropriations. The first RSA is to pay administrative costs of the program. The Division of Retirement and Benefits incurs special one-time costs to administer the program. For the first year, the annual administrative costs are prorated among agencies on the basis of the proportion of potentially eligible individuals. This information will be provided by OMB to agencies shortly. For the second, third and possibly fourth year, the annual administrative costs will be prorated among agencies based on the number of actual participants in the program. Agencies may use FY 86 lapse personal services funds to pay the FY 87 administration costs. In order to do this, the RSA must be signed by OMB by June 30, 1986 (possibly without an AKSAS financial transaction because agencies may not know the lapse amount in different allocations and appropriations).

The second RSA is for the the amount designed to pay the actuarial cost of the retirement benefits. The Division of Retirement and Benefits shall annually notify each agency of their indebtedness to PERS and TRS under this program. The Division may determine, and notify each agency, of the date each year by which they will report the indebtedness.

FY 86 funds may be used to pay a portion or all (if possible) of an agency's financial obligations under this program. The cost of all participants in the program for which OMB has certified before July 1, 1986 that savings will result, and who will retire on or before October 1, 1986, may be covered through the use of lapsing personal services funds. Agencies may encumber lapsing funds in the 71000 account between July 25, 1986 and August 31, 1986 for this purpose. (The reason for the delay after July 1, is to allow the Department of Administration to adjust the lapse downward to fund the terminal leave account, as authorized in HB 113.) Lapsing personal services funds may be encumbered in whatever component or BRU and in whatever amount available - in other words, lapsing personal services funds in a component or BRU may be encumbered and spent for the cost of the retirement incentive program even though there were no participants in the program in that component or BRU. Please note that regardless of the source of dollars to pay the cost of the program, the agency must demonstrate and OMB must certify that savings will result from participation in the program.

On or before October 15, 1986 agencies must report to OMB the number of individuals actually retiring who intended to retire by October 1 under the retirement incentive program. The amount of FY 86 funds encumbered for the purpose of paying the cost of the program for the individuals who failed to retire by October 1 must be released in the accounting system and allowed to lapse. Agencies must provide an audit trail report to show encumbrances reduced to the proper amount.

RETIREMENT INCENTIVE PROGRAM

DETAILED COST SAVINGS BY POSITION

PCN ________

JOB CLASS TITLE ______________________________

JOB CLASS CODE ______________________________

AUTHORIZED IN FY 87 Budget [ ] YES [ ] NO

Does the Person Currently Filling This PCN Intend to Retire Under the Retirement Incentive Program [ ] YES [ ] NO

DESIGNATED ORGANIZATIONAL UNIT ______________________________

AGENCY ASSIGNED JOB CLASSIFICATION ______________________________

BUDGET BRU ______________________________

BUDGET COMPONENT ______________________________

POSITION TO BE HELD VACANT UNTIL (If Applicable) ________ (month) ________ (year)

INTENDED DATE OF RETIREMENT ______________________________

CALCULATION OF SAVINGS

	Current (June 1986)	Authorized FY 87	Estimated FY 88	Estimated FY 89	Estimated FY 90	Estimated FY 91	Total
1. Current Range and Step	________	________	________	________	________	________	
2. Salary and Benefit Cost	$________	$________	$________	$________	$________	$________	$________
3. Replacement Range and Step		________	________	________	________	________	
4. Salary and Benefit Cost		$________	$________	$________	$________	$________	$________
5. Funds Available (line 2 minus line 4)		$________	$________	$________	$________	$________	$________

6. Retirement and Benefits estimate of cost to the State (not including the participants share of the cost) for this individual to take part in the retirement incentive program. $________

7. Savings for this PCN (line 5 minus line 6) $________

DHR4/DG-DCSP/6-11-86/1

RETIREMENT INCENTIVE PROGRAM

SUMMARY OF SAVINGS

DESIGNATED ORGANIZATIONAL UNIT ______________________ JOB CLASSIFICATION ______________________

1. PCN	2. BRU/COMPONENT	3. FUNDS AVAILABLE	4. COST TO THE STATE	5. SAVINGS

DBR4/DG-SOS/6-11-86/1

SECTION VI.

SAMPLE RIP AGREEMENT FORM

RIF AGREEMENT CHECK LIST
STATE OF ALASKA AGENCIES

Environmental Conservation
(department)

P01 18 02
(assigned number)

initials

1. RIF AGREEMENT:
   * names organizational unit ___JB____
   * names job class ___JB____
   * total RIF cost for DOU ___JB____ VERIFIED __JB___
   * installment schedule ___JB____
   * signature of authorized person ___JB____
   * OMB approval ___JB___

2. ATTACHMENTS:
   * list of all eligibles in unit ___JB____
   * social security for all eligibles __JB____
   * notation on list of waivers __________
   * cost of the RIF for each eligible __JB___
   * applications included with agreement ___0_____(number)
   * waivers included with agreement ___0_____(number)
   * RSA attached ____NO____ (yes/no)

3. INTERNAL PROCEEDURES:
   * DOU entered in ACRC382 "RIF DOU" RAW___
   * listed DOU eligibles in tickler_RCS_____
   * applications/waivers in tickler ________
   * copy of signed agreement sent to agency ___________(date)
   * copy of signed agreement to Dave Watson ___________(date)
   * RSA given to Dave Watson ___________(date)

4. FINAL REVIEW:
   * 382 Project Manager ____________________(date)
   * Retirement Supervisor ____________________(date)
   * Deputy Director ____________________(date)
   * Director ____________________(date)

form: origional 6/25/86

P-01-18-02

STATE AGENCY
RETIREMENT INCENTIVE PROGRAM
AGREEMENT

Agreement between the Public Employees'/Teachers' (mark one out) Retirement System (hereinafter referred to as the System) and the Department of Environmental Conservation (hereinafter referred to as the Agency) relating to participation of the Agency's employees in the Retirement Incentive Program (hereinafter referred to as the Program).

WHEREAS, the Agency has applied to exercise the provisions of Chapter 26, SLA 1986 by designating the Agency (hereinafter referred to as the Unit) as an organizational unit eligible to participate in the program and,

WHEREAS, the Agency has applied to exercise the provisions of Chapter 26, SLA 1986 by designating Occupational Group 2 as a job classification eligible for inclusion in the Unit, and,

WHEREAS, the Office of Management and Budget by signature hereon has certified that participation in the program by the Unit and job classification will result in a savings to the agency in personal services cost with savings further defined by the Office of Management and Budget as meaning that the agency is able to pay from budgeted funds the indebtedness to the System and that any amount of net savings will result; and

WHEREAS, the Agency has attached to this agreement a listing of all employees in the Unit who are eligible to participate in the program to include:

1) each employee's Social Security Number;

2) an indication next to each employee's name as to whether or not that employee has elected to participate in the program;

3) an indication next to each employee's name as to whether or not that employee has waived his or her right to participate in the program;

4) an indication of the cost of participation in the program for each employee who has submitted application to participate in the program; and

5) information requested by OMB necessary to certify that savings will result.

THEREFORE, the Agency and System agree as follows:

1. The System shall perform all acts as required or authorized by the provisions of the Act to include the processing and appointment to retirement of all employees in the Unit who are eligible, and who make timely application as required under the Act.

P-01-18-02

2. The Agency is indebted to the System for the cost of the incentive for those employees who have agreed to participate in the program, currently estimated to be $22,002. The indebtedness will be reduced if an individual included in the estimate decides not to participate in the program. The Agency agrees that it will be further indebted to the System for the cost of the incentive for any additional employees in the Unit who elect to participate in the Program. The Agency understands that the additional amount can be as much as $ 00. and will be automatically added to any indebtedness under this agreement if all eligible employees elect to retire. Payments must commence not later than August 1, 1988.

3. The Agency agrees to reimburse the system via Reimbursable Services Agreement in an amount equal to its proportionate share of the annual cost for the Division of Retirement and Benefits to administer the retirement incentive program.

4. Payments for each member who is retired under the program shall be completed by the agency within three years after the end of the fiscal year in which the member is appointed to retirement.

5. It is understood and agreed by both parties that the final payment to the System will be adjusted following the close of the incentive period to reflect the actual costs incurred for all individuals retired during that period. The Agency shall be notified of any further payment or refund due.

6. It is understood and agreed by both parties that amounts owed the System under this agreement take priority over other obligations of the Agency to the maximum extent permitted by law and that any amounts due the Agency from the state may be attached by the System.

For the Office of Management and Budget

[signature] 6/30/86

Signature and Title of Authorized Representative | Date

For the Agency

Ann D Kyle 6/26/86

Signature of Commissioner or Head of Other Agency | Date

For the Retirement System

Approved:

J.K. Humphreys 6/30/86

Signature of Administrator | Date

DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Employees Eligible to Participate in the RIP

Occupational Group 2

NAME	Social Security Number	Elected to Participate Yes	No	Waived Participation Rights Yes	No	Agency Cost
Wilkerson, Daniel L.		X				$22,002
					Total	$22,002

P-01-14-C

SECTION VII.

RIP STATUTE

TEMPORARY AND SPECIAL ACTS

SLA 1986

CHAPTER 26

AN ACT Creating a Retirement Incentive Program for Members of the Public Employees' Retirement System and the Teachers' Retirement System; and Providing for an Effective Date.

(SCS CSHB 382 (Fin))

Be it enacted by the Legislature of the State of Alaska:

Section 1. PURPOSE. Since it is necessary for state agencies and may be necessary for other employers who participate in the state retirement systems to reduce their personal services costs because of declining state revenue, a program encouraging employees to retire voluntarily may reduce the hardship of layoffs. This program is intended to realize sufficient economies to offset the cost of administration and benefits to state agencies and other employers resulting from the award of retirement credits and to result in a net reduction in personal services costs to the state or other employer during a period of declining revenue.

Sec. 2. STATE EMPLOYEES. (a) Before a state agency lays off employees, the executive head of the agency shall consider the potential savings in personal services costs from the agency's participation in the retirement incentive program. The agency head may designate organizational units composed of members of the Public Employees' Retirement System or the Teachers' Retirement System who are eligible to participate in the retirement incentive program. The administrator shall approve a designated organizational unit if the Office of Management and Budget certifies that participation in the program by the unit will result in a savings to the agency in personal services costs and that the designation only includes representatives from job classifications whose inclusion contributes to the overall cost savings.

(b) A vested member who is a state employee in the Public Employees' Retirement System and who is in a designated organizational unit on the date the agency head designates the unit and who has been continuously employed by the state since January 1, 1986, is eligible to participate in the retirement incentive program. A vested member who is a state employee in the Teachers' Retirement System and who is in a designated organizational unit on the date the agency head designates the unit and who has been continuously employed by the state since January 1, 1986, is eligible to participate in the retirement incentive program.

(c) Notwithstanding (b) of this section and sec. 5(e) of this Act, a member who was laid off from state employment after December 31, 1985, and who meets the other requirements of this Act is eligible to participate in the program even if the member has not been continuously employed by the state since January 1, 1986.

Sec. 3. OTHER EMPLOYEES IN THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM. The governing body of a municipality, other political subdivision of the state, or public organization that has elected to participate in the Public Employees' Retirement System under AS 39.35.550 — 39.35.650 may adopt a resolution designating organizational units in the municipality, political subdivision, or organization and establishing requirements for employees who are eligible to participate in the retirement incentive program. The administrator shall approve the designation after receiving a certified copy of the resolution if the employer meets the requirements of this Act. A vested member of the Public Employees' Retirement System who meets the requirements established by the resolution is eligible to participate in the retirement incentive program.

Sec. 4. OTHER EMPLOYEES IN THE TEACHERS' RETIREMENT SYSTEM. A school board or other employer under the Teachers' Retirement System may designate organizational units and establish requirements for employees who are eligible to participate in the retirement incentive program. The employer shall notify the administrator of the designation and the administrator shall approve it if the employer meets the requirements of this Act. A vested member of the Teachers' Retirement System who meets the requirements of the designation is eligible to participate in the retirement incentive program.

Sec. 5. PROGRAM REQUIREMENTS. (a) The administrator shall accept the application of an eligible vested member if

(1) the member will be qualified to retire under AS 14.25.110 or AS 39.35.370 after receipt of the retirement incentive and will be appointed to retirement on or before

(A) October 1, 1987, if the member is an employee of the state other than the University of Alaska, or a member of the Teachers' Retirement System other than an employee of the University of Alaska;

(B) January 1, 1988, if the member is an employee of the University of Alaska;

(C) April 1, 1988, for all other members of the Public Employees' Retirement System; and

(2) the member's agency or the employer under AS 14.25 or AS 39.35.550 — 39.35.650 has signed a reimbursement agreement that

(A) requires the agency or employer to reimburse the system for each member who is retired within three years after the end of the fiscal year in which the member is appointed to retirement in an amount equal to

(i) the actuarial equivalent of the difference between the benefits the member receives after the addition of the retirement incentive under this section and the amount the member would have received without the incentive less the amount the participant has paid on the indebtedness determined under (c) of this section; and

(ii) an appropriate share of the administrative costs of the program; and

(B) provides that contributions from the agency or employer to the system under this section take priority over other obligations of the agency or employer to the maximum extent permitted by law.

(b) In determining whether a member will qualify to retire under (a) of this section, only service credit for employment rendered to an employer under AS 14.25 or AS 39.35 may be used except as provided in (f) of this section.

(c) A participant in the retirement incentive program receives a credit of three years. The three years must be applied in the following order

(1) to reduce the age or service required for eligibility for normal retirement or the age required for eligibility for early retirement under AS 14.25.110, AS 39.35.370, or 39.35.385;

(2) to reduce the actuarial adjustment required for early retirement;

(3) as years of credited service for calculating retirement benefits; the years shall be considered years of credited service earned before July 1, 1986, for calculating benefits under AS 14.25.110 or AS 39.35.370; or

(4) a combination of (1) — (3) of this subsection.

(d) A participant in the retirement incentive program is indebted to the system. For a member in the Public Employees' Retirement System, the amount of the indebtedness is 15 percent for a peace officer or fireman, or 12 and three-quarters percent for other members, of the member's actual annual compensation, or the calculated annual compensation for a member who works fewer than 12 months, for the calendar year in which the member terminates employment to participate in the program. For a member in the Teachers' Retirement System, the amount of indebtedness is 21 percent of the member's actual compensation for the school year, or the calculated school year compensation for a member who works less than the entire school year, for the school year in which the member terminates employment to participate in the program. An outstanding indebtedness at the time a participant is appointed to retirement shall necessitate an actuarial adjustment to the benefits payable.

(e) A member who wishes to participate shall apply on a form provided by the administrator. A member may not apply for participation in the retirement incentive program unless the member is employed in a position in a designated organizational unit. A state employee other than an employee of the University of Alaska, or a member of the Teachers' Retirement System other than an employee of the University of Alaska, may apply for participation in the program until June 30, 1987. An employee of the University of Alaska may apply for participation in the program between October 1, 1986, and September 30, 1987. Other members of the Public Employees' Retirement System may apply for participation in the program between January 1, 1987, and December 31, 1987.

(f) Notwithstanding other provision of law, a vested member who is a state employee may receive credit for municipal employment before the municipality became an employer under the system for purposes of determining eligibility for retirement under AS 14.25.110 or AS 39.35.370. The member may not receive credit under this subsection for those years for purposes of determining benefits. In order for an employee to receive credit under this subsection, the state agency must show that the employee's participation in the program will contribute to the overall cost savings of the agency.

(g) To recover a delinquency owed by an employer other than the state under an agreement entered under (a)(2) of this section, the Department of Administration may

(1) bring an action against the employer; or

(2) direct that the amount of the delinquency or a lesser amount be withheld from any money payable to the employer by a state department or agency and that the amount withheld be credited to the delinquency.

Sec. 6. OFFICE OF MANAGEMENT AND BUDGET. (a) When designating an organizational unit for participation in the retirement incentive program, the executive head of a state agency shall provide the Office of Management and Budget with information that describes with particularity the expected effect of participation in the program on the agency's personal services cost and operation by employees in the unit.

(b) A state agency that is participating in the retirement incentive program shall report as required by the Office of Management and Budget on the cost of each member's participation and the effect on the agency's personal services cost and operation.

(c) The Office of Management and Budget shall report to the legislature in January 1987 and 1988 on the effect of the retirement incentive program on state operation and personal services costs.

Sec. 7. INDEBTEDNESS ON REEMPLOYMENT. If a participant in the retirement incentive program is reemployed as a member of the Public Employees' Retirement System under AS 39.35 or the Teachers' Retirement System under AS 14.25 after appointment to retirement under the program, the participant loses the incentive credit received under sec. 5 (c) of this Act and is indebted to the system. The amount of the indebtedness is equal to 110 percent of the amount the participant received as a result of participation in the program for which the participant was not otherwise entitled, including the cost of health insurance. The participant is entitled to a credit to be applied against the reemployment indebtedness in the amount the participant has paid under sec. 5 (d) of this Act. Interest accrues on the indebtedness at the rate established by regulation from the date of reemployment until the member is appointed to retirement and accepts an actuarial adjustment to the member's future benefits or until the amount is paid in full.

Sec. 8. DEFINITIONS. The definitions set out in AS 14.25.220 apply to this Act for members of the Teachers' Retirement System. The definitions set out in AS 39.35.680 apply to this Act for members of the Public Employees' Retirement System.

Sec. 9. A member who is eligible under secs. 2 — 5 of this Act and who has submitted a timely application for participation in the retirement incentive program may be considered for participation in the program notwithstanding sec. 11 of this Act.

Sec. 10. An employee does not have a vested or contractual right to any benefit under this Act until an agreement is executed with the administrator that permits the benefits to be offered to an organizational unit of which the employee is a member. The legislature reserves the right to change any aspect of the incentive program as it relates to members of organizational units for which participation agreements are executed by the administrator after the effective date of the changes.

Sec. 11. Sections 1 — 6 of this Act are repealed July 1, 1988.

Sec. 12. This Act takes effect immediately in accordance with AS 01.10.070(c).

Approved: May 15, 1986
Effective: May 16, 1986

Early retirement bill clears first committee

By CHUCK KLEESCHULTE
THE JUNEAU EMPIRE

A bill that would bring back a program to encourage long-time state workers to take early retirement to save the state money cleared its first committee hurdle in the Senate Monday.

The Senate State Affairs Committee approved a bill by Juneau Sen. Jim Duncan that would reinstate for six months a 1986 program that granted some long-time workers three additional years of retirement credit. The program is designed to blunt the need for employee layoffs, reduce worker hardships and help the economy, while curbing state budget costs.

In 1986 Duncan, a Democrat, sponsored legislation putting a retirement incentive program (RIP) into place. During its year of operation 1,095 state employees plus municipal, school district and university workers claimed the credits and retired. According to an audit of the program by the Legislative Budget and Audit Committee, the program saved the state at least $14.4 million in reduced salary costs, not counting a reduction in benefit costs.

Duncan estimates that with municipality, school district and the university programs added in, the RIP probably saved the state nearly $60 million in salary and benefit costs.

"It's important that the bill passes this year even if there are no budget cuts because we do need to save the state money. It is a budget reduction tool," said Duncan.

He said the bill will help the economy by giving higher-paid state workers a retirement check that should enable them to remain in state, while freeing up jobs for new workers, who will start at substantially lower pay. "By providing that retirement check, rather than just having layoffs where people might have to leave Alaska, you get more income into the economy and that's a plus," said Duncan.

Under the new program, if it can clear the legislature this session, employees would get three years of additional service credit, meaning that vested employees could take early retirement at age 52 instead of 55, normal retirement at 62 instead of 65 or gain a combination of age and years of service credit to boost their retirement benefits. Teachers and some other bargaining unit members, who currently can retire after 20 years of service, could leave after 17, while other workers who can quit after 30 years could see that reduced.

Since employees receive retirement benefits based on their years of service, the program can raise worker benefits of employees already eligible to retire by more than 6 percent – providing an incentive to retire now.

Under the plan, the state has to pay to the retirement system what it would have contributed for the worker's retirement benefits for those three years, while employees have to make a lump-sum payment of their share of the contribution, payments that will range from 20¼ to 22½ percent of the workers' actual compensation for a year. The state's cost, however, comes from the retirement system and not from general fund appropriations.

Under the revised bill, normal state workers and municipal employees will have only six months to apply for the retirement incentive. They will be able to apply between Oct. 1 and March 31, 1990, and will have to retire by Oct. 31, 1990. Teachers and university employees will have to apply between July 1 and Dec. 31 and retire by July 31, 1990.

According to the Division of Retirement and Benefits about 2,292 state workers in the main Public Employees Retirement System could theoretically take advantage of the bill, if it passes this year. Their retirement could save the state about $20 million in total personal service costs, Duncan said, not counting similar numbers of retirements among workers for the state's political subdivisions.

The bill now moves to the Senate's Health, Education and Social Services Committee.

pended and ordered him to perform 500 hours of community service with groups working to combat drunk driving or assisting victims of drunk driving accidents. In addition, Brakes has been ordered to pay a $250 fine and to attend the Juneau Alcohol Safety Action Program. His driver's license has been revoked for three years and he has been placed on probation for five years.

Brakes has been ordered to serve his jail time during the next two summers so that he will not miss high school classes.

His attorney, Tricia Collins, has asked for a stay on the sentence while she files an appeal.

In February, Brakes pled no contest to charges he was legally drunk and behind the wheel of his car sometime during the early morning hours of Jan. 23, 1988.

That same morning, the car, carrying Brakes and three other teenagers, traveling about 70 mph, skidded off the Glacier Highway curve

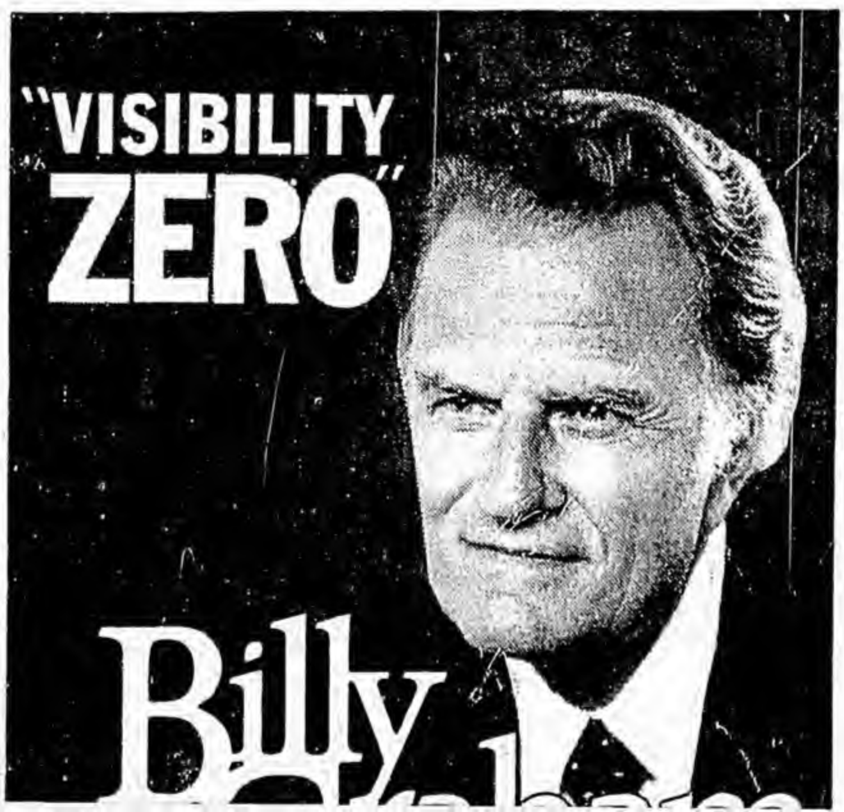
driver of the car. He wa
a November jury trial
foreman later said the j
convinced Brakes wa
wheel.

Brakes also faced a
in adult court alleging
and in control of the
crash took place. Tha
dismissed because it w
charges of which he
been acquitted.

In January, Juneau
torney Rick Svobodny
DWI charge alleging
drunk at some point in
fore the wreck. Brake
uled to go to trial on th
instead appeared in co
no contest plea.

Defence attorney T
Collins sought the lega
minimum sentence for
conviction for Brakes
in jail, a $250 fine, alcol
and the loss of his drive
three months.

Juneau Empire 3/7/89



There will be a
Act regarding
The State Plan
at the Juneau
reviewed at th
contact:

Publish: March 7, 1989

Anc

Sandra
3-2-89

SB 73

exempt directors

Terry Cramer — several others similarly situated to directors

Duncan doesn't support — some of these are career employees

+ comm's salaries, set in statute; directors aren't

Pat — these aren't the people we want to get rid of! If do want, fire them!

penalty

av PERS = $1100/mo.

SB 73 — pay back all retirement checks + 10%

contracts

allow — could be a cost-saving measure, just like reclassifying position

savings

Faiks wants potential retirees & cost savings by Dept.

$14 m is a blend of state & fed funds. GF is probably about $9m.

temporary law!

Roxanne says Duncan will go along — having in statute would have just made it easier for next time

other

p. 8 (9) [muni] pol. subdiv.

→

~~Abnor~~ idea to reduce state costs = require employee to pay larger share of RIP cost

Alison - original RIP BRU's were all set up w/ transfers of funds from other sources + agencies try to use lapsing funds.
- inconsistency - show savings over 5 yrs but pay back in 3 - ?

√ intent

dept. absorb RIP costs - no legislative appropriations. For RIP savings should be corresponding reduction in 100 line.

√ windows + EFFECTIVE DATE

- for state, span 2 FY (more opportunity to absorb costs)
- DOA, Al, Pat Duncan. OK
- short application period, long retirement period
- ASEA wants 1989; NEA 1989 & 1990

√ date of employment 1-1-89

just to ensure nobody specifically seeks employment just 'cause this bill is in the hopper.

√ changes from previous program

identify for committee

√ OMB process

Jetta's letter

Alison will attend - not saving any $ & a gigantic mistake
- not involved last time

√ report / analysis

Roxanne, Randy, Alison OMB

NEWSBREAK

PERS

Public Employees' Retirement System

Number 35 June 1989

Special Issue

Retirement Incentive Program

Governor Cowper signing Senate Bill 73 with Senator Jim Duncan, the prime sponsor of the bill, standing to his left.

Senate Bill 73 was signed by Governor Cowper on the 2nd of June. This act, Chapter 89, Session Laws of Alaska 1989, encourages eligible employees to retire up to three years earlier than they had planned as a cost savings for public employers. Senators Jim Duncan and Jay Kerttula were the prime sponsors of this legislation.

Before employees will be considered for eligibility the employer must choose to participate in the program and the employee must be assigned to a designated unit by the employer.

Participating PERS and Teachers' Retirement System (TRS) employers are required to adopt a plan which shows a savings in personal services

Continued on page 2

Calling the Division

Call your employer and find out if they are planning to participate. If they are, find out if you have been designated to retire under the program. If both questions are answered with a "yes," learn as much as you can ***from your employer*** about the program and the procedure for your retirement.

If you need more information than your employer can provide, call one of the RIP telephone numbers at the Division of Retirement and Benefits.

☎ Juneau (907) 465-3233
☎ Anchorage (907) 563-3598

Your call will be answered by a recording, so that live staff can be dedicated to processing applications. At the tone, leave the following information:

- ✔ your full name
- ✔ your social security number
- ✔ your address (if it is new)
- ✔ your telephone number
- ✔ your reason for calling

Continued on page 5

Before you make plans to retire under this program, CALL YOUR EMPLOYER and ask:

1 Are they planning to participate in the RIP?
2 Are you on their list of employees who are designated to participate?

The answers to both must be YES.

Continued from page 1

costs over a period of three years.

This plan must name the eligible employees (designated organizational unit) who are included. The costs of providing the retirement benefits will be carried by those employers and employees who elect to participate.

Following are answers to questions most often asked by employees:

Who is eligible to participate in the program?

To participate, employees must:

1 be vested;

2 meet the minimum retirement age or service requirements after the retirement incentive is added;

3 be approved for participation; and

4 be named in the organizational unit.

Additional requirements for State of Alaska Employees

Commissioners, deputy commissioners and assistant commissioners of State departments are not eligible to participate.

Additionally, a qualified State of Alaska employee may be permitted to participate only if the employee:

✔ has been continuously employed by the State since November 1, 1988; or

✔ is a permanent seasonal employee who has been continuously employed by the State in a permanent seasonal position since November 1, 1988; or

✔ has a job sharing agreement with a State agency in which two or more employees share a single position and the employee has been continuously employed in that position since November 1, 1988; or

✔ meets a combination of these requirements.

How does an employer determine if an organizational unit can be designated? How are units designated?

The employer is required to show that there will be a savings in personal services costs for all designated organizational units.

State of Alaska organizational units will be designated by the executive heads of state agencies. The criteria to be used for designating units will be determined by the Governor's Office of Management and Budget. That office must then certify that each participating unit will save personal services costs.

Municipality, political subdivision, and other public organization units will be designated by their respective governing bodies. **University of Alaska** units will be designated by the University's Board of Regents. Usually, a resolution will be adopted which designates units and establishes eligibility requirements additional to those in law.

What is the incentive and how does it work?

Three years of additional PERS credit will be offered to eligible employees. The three years of credit must be applied in the following order:

1 **First**, to reduce the age or service required for eligibility for early or normal retirement. This credit simply allows employees to retire earlier; it does not increase benefits.

2 **Second**, to reduce the actuarial adjustment for early retirement. This credit increases benefits proportionate to the reduction.

3 **Last**, to increase employees' PERS service which increases their benefits.

Credit that is not used to satisfy the age or service required (1) will be used to reduce the actuarial adjustment for early retirement (2). If there is still unused credit, it will be used to increase the employee's PERS service (3). The *Retirement Eligibility Charts* on page 4 shows how the credit is applied.

What is the age requirement and how much PERS service is needed to be eligible for the RIP?

Vested employees who were **first** hired under the PERS

❖ **before July 1, 1986** are eligible for normal retirement at age 55 or early retirement at age 50.

❖ **after June 30, 1986** are eligible for normal retirement at age 60 or early retirement at age 55.

Employees are also eligible at any age for normal retirement with at least:

❖ 30 years of paid-up PERS service (military and temporary service excluded); or

❖ 20 years of paid-up PERS peace officer or firefighter service (military and temporary service excluded).

The RIP allows eligible employees to retire at a younger age or with less service because of the three additional years of credit that they will receive.

Eligible employees who already qualify for normal retirement would have their benefits increased because they would receive an additional three years of PERS service.

By applying the three years of credit described above in *What is the incentive and how does it work?* and referring to the *Retirement Eligibility Charts* on page 4, you can see how the RIP credit works.

How can I find out if I will be eligible to retire under the program?

If your employer is a participant, they will know if you are named in a designated organizational unit. If you are, you should be eligible to retire under the program.

If I decide to retire under the RIP, will there be a cost to me?

Yes. The cost is based on your annual compensation for the year in which you terminate employment to participate. If you work less than 12 months during that year, the total compensation that you earned will be used as a base to calculate an annualized amount. Employees who participate in the RIP are indebted to the PERS for:

◆ 22.5% of their annual compensation if they are employed as a peace officer or firefighter; or

◆ 20.25% of their annual compensation if they are employed as an "all other" employee.

If you do not want to pay this indebtedness before retirement, your benefits will be actuarially reduced for life.

If an employer participates in the RIP, will there be a cost to the employer?

Yes. Participating employers are required to reimburse the PERS for all costs associated with their employees' participation, except those charged to the employee. These costs must be paid within three years after the employees retire.

What are the deadlines for applying? When do I have to retire?

Refer to the *RIP Application and Retirement Deadlines* on page 5.

Will I be covered under the retiree medical plan if I retire under the RIP?

That depends on the date you were **first** hired under the PERS. The following employ-

Continued on page 6

Retirement Eligibility Charts

Be sure to check with your employer to find out if you are eligible to participate in the RIP. If you are in a designated unit and you are eligible because you meet the retirement age requirement, use Chart A to see how the three years of RIP credit will affect you. Peace officers and firefighters who meet the service requirements under the "20 and out" provision and "all other" employees who meet the "30 and out" requirements should use Chart B.

Chart A - Retirement Eligibility Based on Age (must be vested)

Instructions: Find your actual age at retirement in the first column. Directly across in column 2 is the RIP age that will be used in your benefit calculation. Column 3 shows any additional service credit that will be added to increase your benefit.

Employee's actual age at retirement	Employee's age for RIP purposes	Service credit added to increase benefits
47	50	0
48	51	0
49	52	0
50	53	0
51	54	0
52	55	0
53	55	1 year
54	55	2 years
55 and over	55	3 years

Note: If your RIP age is less than 55, your retirement benefits will be actuarially reduced for early retirement.

Caution: If your current employer joined the PERS **after June 30, 1986,** and you have had no other PERS employer, your employer must have recognized your employment with them before July 1, 1986, as "prior PERS service" for you to be eligible for the RIP. Employees with these circumstances must be at least age 52 to qualify for early retirement under the RIP.

Chart B - Retirement Eligibility Based on Service

Instructions: Find your actual credit at retirement in the first column. Directly across in column 2 is your total credit, including any RIP credit, which will be used to calculate your benefit. Column 3 shows any additional credit that will be added to increase your benefit.

Actual years of credit at retirement	Years of credit with RIP credit	Years of RIP credit to increase benefits
	Peace Officers and Firefighters	
17	17	0
18	19	1
19	21	2
*20	23	3
	All Other employees	
27	27	0
28	29	1
29	31	2
*30	33	3

Note: Credit used to qualify for retirement must be **paid-up.** Military and temporary credit may not be used to qualify for service-based retirement, but will be used in the retirement benefit calculation.

* Employees with more credit will receive three additional years of credit to increase their benefits.

RIP Application and Retirement Deadlines

The first thing you should do is **check with your employer** to find out if you are eligible to participate in the RIP. Eligible employees may apply and retire under the RIP as follows:

Employer	Must APPLY no later than	May RETIRE beginning	Must RETIRE no later than
University of Alaska	12-31-89	7-1-89	8-1-90
State of Alaska	3-31-90	10-1-89	11-1-90
Other PERS employers	3-31-90	10-1-89	11-1-90

Caution: Retirement applications must be received by the Division of Retirement and Benefits or must be postmarked before the retirement appointment date. For example, employees who intend to retire on October 1, 1989, must make sure that their applications are received by the division or are postmarked no later than September 30.

Warning!

Before you quit your job, make sure you have enough PERS service to retire.

When members apply for retirement, their employers are required to verify their past employment and salaries. Many times leave without pay (LWOP) and other problems are not discovered until then. For instance, if you received Workers' Compensation benefits during your employment, your PERS credit should be verified before you terminate.

Any unreported LWOP, including any that may have occurred while you were on Workers' Compensation, will result in a reduction of your PERS service. There is an exception though, LWOP due to an occupational injury or disease that occurred after June 12, 1987, may be creditable if it is claimed under Alaska Statutes 39.35.330(c).

Part-time employees should also beware. Their credit should always be verified before they terminate employment to make sure it is correct.

It is always a good idea for employees who are planning to retire to verify their eligibility with their employers before terminating employment. **Make sure that you have enough service to retire before you terminate to avoid unpleasant surprises!**

Call Ahead for Appointments

If you need counseling, please call the Division of Retirement and Benefits for an appointment. Calling ahead will save your valuable time and help us to prepare for your visit.

There is a fully-staffed office in Juneau and a field office in Anchorage. Both offices are open between 8:00 a.m. and 5:00 p.m., with skeleton crews working during the noon hours. The office locations and telephone numbers are:

6th Floor, State Office Building
Juneau, Alaska
Phone: (907) 465-4460

701 E. Tudor Road, Suite 240
Anchorage, Alaska
Phone: (907) 563-5885

The division's workload has increased enormously as a result of the new Retirement Incentive Program. At this busy time, we can provide better service to you and other employees if you will call ahead.

Retirement Incentive Program (RIP) calls should be made to one of the following special numbers:

Juneau **(907) 465-3233**
Anchorage **(907) 563-3598**

Continued on back page

Calling the Division - *Continued from page 1*

Because University of Alaska personnel may apply and retire before other PERS members, their calls will be given top priority. The division asks that State and political subdivision employees call after August 1st to help streamline processing.

All calls will be returned as quickly as staff can gather information in response to requests. As this may take several days, depending on the volume of calls and complexity of the individuals situations, your patience will be appreciated.

Retirement Incentive Program

Continued from page 3

ees will be covered automatically *at no premium cost* when their monthly benefits begin:

❖ all employees first hired under the PERS **before July 1, 1986;** and

❖ employees first hired after **June 30, 1986, if they are at least age 65.** Employees under age 65 who were first hired under the PERS after June 30, 1986, may elect to be covered. These employees must pay:

❖ the full monthly insurance premium if they are under age 60; or

❖ one-half of the monthly premium if they are over age 60, but under age 65.

Employees' eligible dependents are also covered under the retiree medical plan while the employees are covered.

Is there a special application form, and where can I get one?

Yes. If you are eligible to apply for the RIP, you may request one from your personnel office or the Division of Retirement and Benefits.

Should I delay my plans to retire until I know if I will be eligible for the RIP?

It is definitely a good idea to find out if you qualify for the program before you terminate your employment. You should contact your personnel office to find out if your employer is participating and if your position will be included.

What if I retire under the RIP and later become reemployed in a position covered by either the PERS, Teachers' Retirement System (TRS), or the new University of Alaska Retirement Program?

First, you will forfeit the three years of incentive credit that you received.

Second, you will owe the PERS 110% of the benefits you received as a participant in the program, including any costs for health insurance. (The indebtedness will be reduced by the amount you paid to participate in the program.)

Third, interest (currently 7%) will accrue on that indebtedness from the date that you become reemployed until it is either completely paid or you retire again. Any balance remaining when you retire again will result in an actuarial reduction to your benefit.

If I retire under the program, will I be able to enter into a contract with the State of Alaska or the University of Alaska to perform personal services?

The RIP prohibits participating employees from entering into a personal services contract with a State department or agency for one year after they retire. However, personal services contracts with the University of Alaska are permitted.

Peace of Mind

The *"Wall Street Journal"* ran an article some time ago entitled "Insurance Firm's Pension Pitch Presents Pitfalls."

The article describes advice that some insurance companies are giving people nearing retirement: pick a pension option that pays only for the life of the employee, not an option that will continue to pay the spouse after the employee's death.

These companies or financial planners further advise soon-to-be retirees to use part of their larger pension payments to buy a life insurance policy on their lives. The companies suggest that this is the most effective way to provide for a surviving spouse, at the lowest overall cost to the retiree.

After studying the idea, the "Journal" questioned whether this works to the employee's advantage, and concluded that it may be difficult to duplicate the pension amount, the pension security, and the peace of mind that the spouse will get with the receipt of a monthly pension check after the death of the retiree.

PERS members should also consider that PERS medical insurance is only available to survivors who are eligible for continuing survivor's benefits. **That insurance is not available unless the survivor is receiving monthly PERS benefit checks.**

Record of Valuable Property and Important Papers

You can keep a concise and comprehensive source of important personal information by using this form. A frequent problem for survivors, after someone dies, is simply finding all of the property and valuable papers. You can help your heirs and executor by filling out this form and giving copies to your spouse, a close relative, your executor and attorney. Update this information periodically.

Name: ______________________ Social Security Number: ______________________

Other Important Numbers: ____

My valuable property and important papers are stored in these locations: (include addresses if needed)

Location A: ____

Location B: ____

Location C: ____

Location D: ____

Item (Specify location)	A B C D
Wills and important papers	
My will (original)	________
My will (copy)	________
Spouse's will (original)	________
Spouse's will (copy)	________
Power of attorney	________
Trust agreements	________
Employment contracts	________
Partnership agreements	________
Income tax papers	________
Marriage certificate	________
Birth certificates	________
Military papers	________
Divorce/separation papers	________
Insurances	
Life	________
Health	________
Homeowner	________
Car, boat, etc.	________

Item (Specify location)	A B C D
Retirement plan information	________
IRA, Keogh, and other tax-deferred income accounts	________
Property	
Titles (car, boat, etc.)	________
Deeds (real estate)	________
Notes, mortgages	________
List of stored and loaned property	________
List of stocks, bonds, etc.	________
List of checking, savings and other accounts	________
Safety deposit box and keys	________
Safe combination	________
List of credit cards and accounts	________
Burial instructions	________

Important names, addresses and telephone numbers

Retirement Plan: PERS, Division of Retirement and Benefits, P.O. Box CR,
Juneau, Ak. 99811, telephone (907) 465-4460

Attorney: ____

Accountant: ____

Stockbroker: ____

Insurance Agent: ____

Date Prepared: ____________ Copies given to: ______________________________

____

Call Ahead for Appointments

Continued from page 5

When you call these numbers, please leave the following information on the message recorder:

- ✔ your name & social security no.
- ✔ your address (if it is new)
- ✔ your telephone number (daytime)
- ✔ reason for calling

Be sure to tell us if you want your call returned, or if you want information sent to you. If you would like a *projection* (estimate) of what your retirement benefits will be, please also give us (1) your current salary, (2) your spouse's birth date, (3) the date you plan to terminate employment, and (4) the date you want to retire.

Retirement staff will call you back as quickly as possible or mail the information to you, whichever you prefer. As this may take several days, depending on the volume of calls and complexity of the individual situations, your patience will be appreciated.

Please wait until after the 1st of August to contact the division if you work for the State of Alaska or a political subdivision. University of Alaska employees may contact the division now.

RIP Workshops

RIP workshops will be scheduled to answer questions in Anchorage, Fairbanks, Juneau, Ketchikan, and Kenai. Locations, dates and times have not yet been finalized. Please contact your personnel office or look for a newspaper ad announcing the workshops in your area. In addition, retirement representatives will provide instructions on estimating your benefits.

Remember to check with your employer's personnel office to find out if you are in an organizational unit that is designated to participate in the RIP.

PERS Newsbreak is published quarterly by the Division of Retirement & Benefits, Sally Smith, Director and PERS Administrator; Carol Storkel, Editor.

P.O. Box CR
Juneau, Alaska 99811-0203
Phone: (907) 465-4460

701 East Tudor Road, Suite 240
Anchorage, Alaska 99503
Phone: (907) 563-5885

Division of Retirement and Benefits
P.O. Box CR-0203
Juneau, AK 99811

ACT 01-31-*-**PERS

PAT POURCHOT
PO BOX 104 F36
ANCHORAGE AK 99510

SB

75

SENATE STATE AFFAIRS COMMITTEE

BILL NUMBER SB 75

SPONSOR Pearce

BILL TITLE Disclose costs of state publications

DATE REFERRED 1-9-89

HEARING SCHEDULED 2-22-89

FISCAL NOTE PREPARED ✓

SPONSOR CONTACTED Jo 4993

INTERESTED PARTIES CONTACTED

✓ Bob Linck DOA 2250 neutral. will just add ¶ to bid.

✓ Dean Gottehrer, DOA 2201

✓ Roland Shanks, ADF&G 4100

✓ Suzi Tryck Univ 278-5433 Jnu 586-2660 ex 824

✓ Pam Stoops, Leg 3850

someone will come ✓ Patti Greene Publications Specialist Tourism 2012 Nancy

Terry Bannister

OTHER SB75B.TXT - memo on CS

Alaska State Legislature

Sen. Pat Pourchot, Chairman

Sen. Jan Faiks, Vice Chairman
Sen. Al Adams
Sen. Tim Kelly
Sen. Rick Uehling

P.O. Box V
State Capitol
Juneau, Alaska 99811

907-465-3712

Senate State Affairs Committee

MEMORANDUM

TO: Senate State Affairs Committee Members

FROM: Senator Pat Pourchot, Chairman

RE: Committee Substitute for SB 75

DATE: February 24, 1989

Please find attached a draft committee substitute for SB 75, An Act relating to state publications.

The following changes were made in the committee substitute:

Definition of "publication" was added (page 2, line 10)
Current Alaska statute and regulation contain no definition of "publication". The definition proposed for SB 75 is based on laws in other states.
- for public distribution
- annual production cost over $3000
- whether done under contract or in-house
- includes books, brochures, flyers, manuals, newsletters, pamphlets, programs, reports, and other like documents
- excludes standard forms, letterhead stationery, letterhead envelopes, Alaska statutes and Administrative Code

Definition of "state agency" was revised (page 2, line 16)
The original definition was based on the procurement code definition (AS 36.30.990), which listed specific entities for the purpose of excluding them from the broader categories of agency and authority. Since SB 75 includes these specific entities, the Legal Division feels there is no reason to list them by name. However, because the University and the Alaska Railroad are traditionally considered more independent, they are named so that there will be no question as to their inclusion.

Wording of statement of cost was revised (page 1, line 23)
Agencies would be allowed to indicate revenues raised by sale or distribution of the publication (such as proceeds from the sale of "Fish and Game" magazine or from the sale of advertising for the "Alaska Tourist Planner").

6-0308E
Bannister
2/24/89

Original sponsors: Pearce, Uehling, and Faiks

IN THE SENATE BY THE STATE AFFAIRS COMMITTEE

CS FOR SENATE BILL NO. 75 (State Affairs)

IN THE LEGISLATURE OF THE STATE OF ALASKA

SIXTEENTH LEGISLATURE - FIRST SESSION

A BILL

For an Act entitled: "An Act relating to state publications."

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

* Section 1. AS 44.99 is amended by adding new sections to read:

ARTICLE 3. STATE PUBLICATIONS.

Sec. 44.99.130. LIST OF PUBLICATIONS. Each state agency shall compile a list identifying each publication that the agency produces. The list must also give the actual production costs for each publication and be available for inspection by members of the public. An agency produces a publication under this section even if the agency contracts with another person or agency to do the production.

Sec. 44.99.140. DISCLOSURES ON PUBLICATION. A state agency that produces a publication shall print on the publication the name of the agency and a statement that gives the purpose of the publication, the actual annual production costs for the publication, the cost for each copy, and the city and state where the printing was done. The statement must read: "This publication was produced at an annual cost of $....., $..... per copy, to...(statement of purpose)..., and was printed in......(city and state where printed)". The statement may include, if applicable, a declaration of the revenue raised from the sale of the publication or from the purchase of advertising in the publication. The agency identification and the statement shall be printed in type that is the same size as the main type used in the body of the publication. The statement shall be printed next to the agency identification and set in a box composed of at least one

added in CS

rule.

Sec. 44.99.150. DEFINITIONS. In AS 44.99.130 - 44.99.150,

(1) "production costs" means the costs for preparation, printing, and circulation; in this paragraph,

(A) "preparation" includes materials, art work, and typesetting;

(B) "printing" includes reproduction, binding, and other services related to the printing that are normally performed by the printing industry;

added in CS

(2) "publication" means a written document produced for public distribution and for which the actual annual production costs exceed $3,000; "publication" includes books, brochures, flyers, manuals, newsletters, pamphlets, programs, reports, and similar documents, but does not include standard forms, letterhead stationery, ~~and~~ letterhead envelopes, the Alaska Statute, and the Alaska Administrative Code

(3) "state agency" means

deletions

(A) a department, institution, board, commission, division, authority, public corporation, or other administrative unit of the executive branch, including the University of Alaska and the Alaska Railroad Corporation;

(B) a committee, division, or administrative unit of the legislative branch, including Legislative Council, the leadership of each house, and the office of the ombudsman.

Alaska State Legislature

3111 C Street, Suite 150
Anchorage, Alaska 99503
(907) 561-2038

During Session:
P.O. Box V
Juneau, Alaska 99811
(907) 465-4993

Senator Drue Pearce
District G

MEMORANDUM

TO: Senator Pat Pourchot, Chairman
Senate State Affairs Committee

FROM: Senator Drue Pearce Pearce

RE: Request to Schedule Committee Hearing
Senate Bill 75

DATE: January 31, 1989

Senate Bill 75, also known as "The Cost Box Bill", requires that agencies of the executive and legislative branches show the actual cost of a publication and the place where it was printed. This requirement applies when actual production costs exceed $3,000 annually. Letterhead and envelopes are exempt.

When this bill becomes law, the public will know on a publication-by-publication basis what the various brochures and pamphlets they read cost to produce -- and where printing was done. Implementation by departments of state government will cost nothing for additional printing costs.

In this time when budget constraints must be the rule and not the exception, the public wants to know how money is being spent by their state government. Alaskans also want to know that money for printing is being spent in Alaska. For those agencies that produce publications cost effectively in Alaska, there should be no resistance to this bill. However, to those agencies that think nothing of distributing expensive, full-color tracts, this bill will leave them with their extravagance showing.

In years past other Senators and Representatives have attempted to constrain state spending on publications by proposing to limit such things as the use of color and the frequency of publication. To date, nothing has worked well if at all. I propose that the answer is accountability.

I request that you schedule a hearing on SB75 in the near future. Attached are a sectional analysis and a Fiscal Note.

STATE OF ALASKA
THE LEGISLATURE
LEGISLATIVE AFFAIRS AGENCY

POUCH Y STATE CAPITOL
JUNEAU, ALASKA 99811
907 465 3800

M E M O R A N D U M January 18, 1989

SUBJECT: Sectional analysis of SB 75

TO: Senator Drue Pearce

FROM: Theresa Bannister TB
Legislative Counsel

You have requested a sectional analysis of the above described bill.

As a preliminary matter, note that a sectional analysis or summary of a bill should not be considered an authoritative interpretation of the bill and the bill itself is the best statement of its contents.

Section 1 adds a new article on state publications.

Proposed Sec. 44.99.130 requires each state agency to compile a list identifying each publication that the agency produces for public distribution and for which the actual annual production costs exceed $3,000. The list must give the actual production costs and be available for public inspection. Includes a publication produced for the agency by another agency or person under an agency contract. Exempts letterhead stationery and envelopes from the requirement.

Proposed Sec. 44.99.140 requires a state agency that produces a publication that must be listed under proposed AS 44.99.130 to make certain identification, purpose, cost, and printing location disclosures on the publication. Specifies the type size, presentation, and location of the information on the publication.

Proposed Sec. 44.99.150 provides definitions for the two previous sections. "State agency" is defined to mean agencies of the executive and legislative branches.

TB:kb
wkk1/046

JAN 26 1989

STATE OF ALASKA
1989 LEGISLATIVE SESSION

BILL VERSION : SB 75
PUBLISH DATE :

FISCAL NOTE

REQUEST:

Revision Date:
Title : An Act Relating to State Publications

Sponsor : Pearce
Requestor :

Agency Affected : Dept. of Administration
BRU : General Services & Supply
Central Duplicating/Purchasing
Components : General Services & Supply
Central Duplicating/Purchasing

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY 89	FY 90	FY 91	FY 92	FY 93	FY 94
PERSONAL SERVICES	0	0	0	0	0	0
TRAVEL	0	0	0	0	0	0
CONTRACTUAL	0	0	0	0	0	0
SUPPLIES	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
LAND & STRUCTURES	0	0	0	0	0	0
GRANTS, CLAIMS	0	0	0	0	0	0
MISCELLANEOUS	0	0	0	0	0	0
TOTAL OPERATING	0	0	0	0	0	0
CAPITAL	0	0	0	0	0	0
REVENUE	0	0	0	0	0	0

FUNDING: (Thousands of Dollars)

GENERAL FUND	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
OTHER	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0

POSITIONS:

FULL-TIME	0	0	0	0	0	0
PART-TIME	0	0	0	0	0	0
TEMPORARY	0	0	0	0	0	0

ANALYSIS : (Attach a separate page if necessary)

See attachment.

Prepared by : Robert J. Lirk, Director
Division : General Services & Supply
Phone : 465-2250
Date : 1-19-89

Approved by Commissioner : John M. Andrews
Agency : Department of Administration
Date : 1/25/89

Distribution (by preparer) :
- Legislative Finance
- Legislative Sponsor
- Requestor
- Office of Management and Budget
- Impacted Agency(ies)

CONTINUATION of FISCAL NOTE ANALYSIS

For Bill/Resolution No. SB 75

We do not anticipate any significant fiscal impact in expenditures or revenues for the Division of General Services & Supply.

Central Duplicating will continue to provide price quotations to state agencies so they can include these figures in their cost analysis. There would be no additional costs for printing services.

For agency publications which are bid by General Services & Supply, the additional information required would be provided for under existing procurement regulations. The disclosed information can be included in the bidding specifications at no fiscal impact to the division. We do not anticipate any critical fiscal impact when issuing competitive sealed bids for agency publications.

This fiscal note analysis only applies to the Department of Administration and does not represent fiscal impacts to other agencies.

SB75DEF.TXT
Sen. Pourchot
Feb. 23, 1989

SB 75 RELATING TO STATE PUBLICATIONS

DEFINITION OF PUBLICATION

Computer search indicates no definition in Alaska statute or regulation

Florida: All books, brochures, flyers, manuals, newsletters, pamphlets, programs, reports, and other like documents

Tennessee: Uses term "public document". Any annual, biennial, regular or special report or publication of which at least 1000 copies are printed and which may be subject to distribution to the public

DEFINITION OF STATE AGENCY

Alaska statute contains 11 definitions. SB 75 definition is based on:
AS 36.30.990 Procurement code - lists all same entities as SB 75 but excludes rather than includes University, ASBA, Railroad, Native housing authorities, and electrical authorities

Other definitions are fairly standard except for the treatment of the University, the legislative and judicial branches, and the Alaska Railroad. Examples:

AS 24.45.171 Regulation of lobbying - department, division, commission, board, office, bureau, institution, corporation, authority, organization, committee, council or board in the executive branch or independent of the executive branch

AS 36.30.735 Public contracts - department or agency, whether in the legislative, judicial, or executive branch, including ASBA but not including the University or a municipality

AS 37.07.120 Public finance - department, institution, board, commission, bureau, division, or other administrative unit forming the state government and includes the Alaska Pioneers' Home and the University, but does not include the legislature or judiciary

SB 75 RELATING TO STATE PUBLICATIONS

TO TESTIFY

SENATOR PEARCE, SPONSOR (JO)

BOB LINCK, DEPT. ADMINISTRATION

DIV. TOURISM

DEPT. FISH AND GAME

OTHERS (SEE WITNESS LIST)

F.Y.I.

THERE IS NO CENTRAL AGENCY FOR PRINTING/PUBLICATIONS IN THE STATE. D.O.A. HAS SUBMITTED A ZERO FISCAL NOTE, BUT IT APPLIES ONLY TO THEM. EVERY ENTITY COVERED BY THE BILL MAY HAVE ITS OWN CONCERNS.

DEFINITION OF PUBLICATION IS ESSENTIALLY NON-EXISTENT -- "FOR PUBLIC DISTRIBUTION", "ANNUAL COST OVER $3000". PAM STOOPS WONDERED IF BILLS WOULD BE COVERED; ROLAND SHANKS WONDERED IF REGULATIONS WOULD BE COVERED.

DEFINITION OF STATE AGENCY IS BROAD -- INCLUDES LEGISLATURE, UNIVERSITY, RAILROAD, ETC., BUT NOT COURTS. INTENT IS TO INCLUDE ANY ENTITY THAT RECEIVES STATE MONEY, BUT I DON'T SEE THAT IT COVERS PRIVATE NON-PROFITS.

BILL IS BASED ON FLORIDA AND TENNESSEE LAWS. HOWEVER:
- IN TENNESSEE, ONE AGENCY IS RESPONSIBLE FOR ALL PRINTING.
- BOTH FL AND TENN HAVE PUBLICATIONS COMMITTEES (ESTABLISHED IN STATUTE) TO APPROVE REPORT DISTRIBUTION AND ASSIST AGENCIES WITH COMPLIANCE.
- FLORIDA HAS EXTENSIVE REGULATIONS THAT DEFINE DUPLICATING, PRINTING, ETC. (THEIR COSTS DO INCLUDE STAFF TIME -- PEARCE'S BILL DOESN'T; LEGISLATURE AND COURTS ARE EXEMPT; PEARCE'S BILL DOES NOT PROVIDE FOR AUTHORITY TO ADOPT CLARIFYING REGS; FLORIDA EXEMPTS ITEMS ISSUED STRICTLY FOR ADMINISTRATIVE OR OPERATIONAL PURPOSES.)

NO LIST OF ALASKA'S STATE PUBLICATIONS IS AVAILABLE. PACKET CONTAINS EXAMPLES OF SOME HIGH-COST PUBLICATIONS; PEARCE WILL PROVIDE MORE AT HEARING.

OTHER POINTS: ADF&G IS UNDER LEGISLATIVE MANDATE TO HAVE SUBSCRIPTIONS PAY FOR THE COST OF PUBLICATION OF "FISH AND GAME" MAGAZINE.

DIV. TOURISM'S "ALASKA TOURIST PLANNER" IS PAID FOR BY ADVERTISING.

Alaska State Legislature

Sen. Pat Pourchot, Chairman

Sen. Jan Faiks, Vice Chairman
Sen. Al Adams
Sen. Tim Kelly
Sen. Rick Uehling

P.O. Box V
State Capitol
Juneau, Alaska 99811

907-465-3712

Senate State Affairs Committee

MEMORANDUM

TO: Senate State Affairs Committee Members

FROM: Senator Pat Pourchot, Chairman

RE: February 22 Committee Hearing

DATE: February 21, 1989

On Wednesday, February 22 at 1:30 p.m. in the Beltz Room the Senate State Affairs Committee will hear the following bills.

SB 7, An Act relating to free tuition for a spouse or dependent of certain Alaska militia members.

SB 7 would allow free attendance at state-supported postsecondary educational institutions by spouses and dependent children of members of the Alaska National Guard or Alaska Naval Militia who are killed in the line of duty. A draft committee substitute which defines "line of duty" per the federal regulations is being prepared.

SB 57, An Act relating to license plates for the organized militia and creating a militia support fund.

SB 57 would establish the Commander's Support Fund within the Department of Military and Veterans' Affairs. The fund would be used to promote the morale, welfare, and recreational activities of members of the organized Alaska militia. The fund would consist of private contributions and legislative appropriations.

SB 57 contains intent language that the legislature appropriate to the Commander's Fund the proceeds from the sale of special militia license plates. Under current statute, these plates are available to members of the Alaska National Guard at a cost of $30. To enhance license revenues, SB 57 would establish an additional $10 annual registration fee for the militia plate and authorize its issuance to the Alaska Naval Militia and Alaska State Militia. The department would separately account for $20 of the $30 purchase cost of the plates in anticipation that these funds, along with the $10 surcharge, would be appropriated to the Commander's Fund.

Although the authorization to issue special National Guard plates has been on the books since 1986, none have been issued.

SB 65, An Act relating to motor vehicle license plates for veterans.

SB 65 would require the Department of Public Safety to design and issue special license plates for veterans. There would be no special fee for the plate; annual registration fees would be as per current statute ($35 for a car, $40 for a truck, etc.).

In addition to "vanity" plates ($30 once, plus annual fee), current statute provides for special license plates for Pearl Harbor survivors and former prisoners of war ($0), members of the Alaska National Guard ($30 once, plus annual fee), disabled veterans and other handicapped persons ($0), motor vehicle dealers ($45 annually), elected state officials ($0), historic vehicles ($10 once), consular officers of foreign governments ($35 annually), amateur mobile radio station vehicles ($0, plus annual fee), ranchers and farmers ($35 annually), and Winter Olympics commemoration ($70 once, plus annual fee). (SB 117 would add special University plates ($50 once, plus annual fee).

SB 75, An Act relating to state publications.

SB 75 would require that each state agency compile a list of its publications, and that each publication contain a statement giving the production cost and the city where the printing was done.

"Publication" is defined as those produced for public distribution for which annual production costs exceed $3000. "Production cost" is defined as the cost of materials, art work, typesetting, reproduction, binding, and circulation. "State agency" is defined as departments, institutions, boards, commissions, public corporations, authorities, the University, and the Legislature.

SB 75

Sample

This publication was produced at an annual cost of $5000.00, $.50 per copy, to keep Alaskan Veterans informed about issues and opportunities of interest to them, and was printed in Anchorage, Alaska.

From Florida

CHAPTER 88-22

Committee Substitute for House Bill No. 156

An act relating to public printing; amending ss. 283.31 and 283.315, F.S., raising the threshold level of state agency printing costs which triggers internal oversight and requires a statement of cost and purpose; amending s. 283.53, F.S., providing an exception to bid letting on specified university publications; amending s. 6 of chapter 83-252, Laws of Florida, extending repeal; providing procedures for review; providing for review and repeal of s. 283.422, F.S.; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Section 283.31, Florida Statutes, is amended to read:

283.31 Internal printing oversight committees.--Each state agency shall establish an internal printing oversight committee which will be responsible for overseeing the printing of all publications produced for public distribution and costing in excess of $3,000 ~~$1,000~~ which are paid for by state tax funds appropriated by the Legislature, whether produced within the agency or by private printers; and for maintaining an accurate index of each such publication, together with the actual costs of preparation, printing, and circulation. The information reflected by such records shall be reported semiannually to the Auditor General on July 31 for the reporting period ending June 30, and on January 31 for the reporting period ending December 31, in the format that he shall require; and the Auditor General shall report annually the information to the President of the Senate and Speaker of the House of Representatives prior to the convening of the regular session, or at any time upon request of the Legislature. A committee may exempt contract documents from the requirements of ss. 283.42 and 287.102. However, the committee shall include justification for such exemptions in its semiannual report to the Auditor General. The semiannual report shall also contain the following: written justification of need, purpose, authority, source of funding, frequency and number of issues, and reasons for choice of either in-house or outside vendor printing.

Section 2. Subsection (1) of section 283.315, Florida Statutes, is amended to read:

283.315 Publications; statement of cost and purpose.--

(1) Every department or agency of the state which prints or causes to be printed publications, as defined in s. 283.30(8) and costing in excess of $3,000 ~~$1,000~~ which are paid for by state tax funds appropriated by the Legislature, shall cause the following statement, with cost data and purpose inserted, to be printed on the publication adjacent to the identification of the agency responsible for the publication: "This publication was produced at an annual cost of $....., or $.... per copy to ...(statement of purpose)...." This statement shall be printed in type which is the same size as the type of the body copy of the publication, and the statement shall be set in a box composed of at least a 1-point rule.

Section 3. Subsection (3) is added to section 283.53, Florida Statutes, to read:

283.53 Specified university publications; activities; trust funds.--

CODING: Words stricken are deletions; words underlined are additions.

Tennessee - one agency has responsibility for all printing
~~[illegible]~~

Florida - ~~repeal~~ sunset 1990 so can be reviewed
exclude - Leg, Cts.
Regs define duplicating, printing, publication, preparation (does include staff time)
not if admin or operational (like regs)

Both have publications committees to assist agencies w/ compliance / control cost & proliferation
approve report distribution

(3) Printing of such publications shall be let upon contract to the lowest responsible bidder, in accordance with s. 283.33, except when the additional costs incurred in changing from the current printer to the new low bidder exceed the savings reflected in the bid prices. Such additional costs shall not exceed 10 percent of the lowest bid price.

Section 4. Section 6 of chapter 83-252, Laws of Florida, is amended to read:

Section 6. This act shall stand repealed on October 1, 1990 ~~January 1, 1989~~, and shall be reviewed by the Legislature prior to that date. It is the intent of the Legislature that each section of Chapter 283, including future amendments, be reviewed under this section. The President of the Senate and the Speaker of the House of Representatives shall designate a committee in each respective house to conduct the review. The committees shall evaluate whether chapter 283, Florida Statutes, should be reenacted and develop the criteria to be used for such evaluation; evaluate whether such review is necessary at a future date; and, if so, determine the appropriate entity to conduct it and the appropriate entity to monitor and assign subsequent reviews. The committees shall conduct the reviews and submit a report and recommendations to the appropriate executive officer of each house no later than March 1, 1990.

Section 5. Section 283.422, Florida Statutes, is repealed on October 1, 1990, and shall be reviewed by the Legislature prior to that date, pursuant to the provisions of section 6 of chapter 83-252, Laws of Florida.

Section 6. This act shall take effect July 1, 1988, or upon becoming a law, whichever occurs later.

Approved by the Governor May 12, 1988.

Filed in Office Secretary of State May 12, 1988.

****
* This publication was produced at a base cost of $19.02 per page *
* for 1500 copies or $.0126 per single page for the purpose of *
* informing the public of Acts passed by the Legislature. *
****

CHAPTER 283

PUBLIC PRINTING AND STATIONERY

[1]**283.30 Definitions.**—As used in this chapter, unless the context clearly requires otherwise, the term:

(1) "Agency" means a separate agency or unit of state government created or established by law and includes, but is not limited to, the following agencies or units and the officers thereof: any authority, board, branch, bureau, commission, department, division, institution, office, officer, or public corporation, as the case may be, except any such agency or unit within the legislative or judicial branch of state government.

(2) "Committee" means the Joint Legislative Management Committee of the Florida Legislature created by s. 11.147.

(3) "Division" means the Division of Purchasing of the Department of General Services.

(4) "Duplicating" means the process of reproducing an image or images from an original to a final substrate through the electrophotographic, xerographic, or offset process or any combination of these processes, by which an operator can make more than one copy without rehandling the original.

(5) "Internal printing oversight committee" means the internal committee created by each cabinet officer and the head of each executive department of government to oversee the production of publications costing in excess of $1,000 which are paid for by state tax funds appropriated by the Legislature.

(6) "Printing" is the transfer of an image or images by the use of ink or similar substance from an original image to the final substrate through the process of letterpress, offset lithography, gravure, screen printing, or engraving.

(7) "Public" means those entities and persons other than subordinate and functionally related or connected federal, state, or local governmental agencies.

(8) "Publication" includes all books, brochures, flyers, manuals, newsletters, pamphlets, programs, reports, and other like documents, but excludes items issued for strictly administrative or operational purposes.

History.—ss. 1, 6, ch. 83-252; s. 30, ch. 84-254.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.31 Internal printing oversight committees.**—Each state agency shall establish an internal printing oversight committee which will be responsible for overseeing the printing of all publications produced for public distribution and costing in excess of $1,000 which are paid for by state tax funds appropriated by the Legislature, whether produced within the agency or by private printers; and for maintaining an accurate index of each such publication, together with the actual costs of preparation, printing, and circulation. The information reflected by such records shall be reported semiannually to the Auditor General on July 31 for the reporting period ending June 30, and on January 31 for the reporting period ending December 31, in the format that he shall require; and the Auditor General shall report annually the information to the President of the Senate and Speaker of the House of Representatives prior to the convening of the regular session, or at any time upon request of the Legislature. A committee may exempt contract documents from the requirements of ss. 283.42 and 287.102. However, the committee shall include justification for such exemptions in its semiannual report to the Auditor General. The semiannual report shall also contain the following: written justification of need, purpose, authority, source of funding, frequency and number of issues, and reasons for choice of either in-house or outside vendor printing.

History.—ss. 1, 6, ch. 83-252; s. 31, ch. 84-254.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.315 Publications; statement of cost and purpose.**—

(1) Every department or agency of the state which prints or causes to be printed publications, as defined in s. 283.30(8) and costing in excess of $1,000 which are paid for by state tax funds appropriated by the Legislature, shall cause the following statement, with cost data and purpose inserted, to be printed on the publication adjacent to the identification of the agency responsible for the publication: "This publication was produced at an

annual cost of $____, or $____ per copy to [illegible]." This statement shall be printed in type which is the same size as the type of the body copy of the publication, and the statement shall be set in a box composed of at least a 1-point rule.

(2) For the purposes of this section, the following three factors shall be utilized in computing cost data:

(a) *Preparation.*—Expenditure for materials, salaries, and operating expenses of personnel involved in preparing the publication.

(b) *Printing.*—Expenditure for reproduction, whether on bid or in-house.

(c) *Circulation.*—Expenditures for postage and for salaries of agency or department personnel involved in distribution of the publication.

History.—ss. 1, 6, ch. 83-252; s. 32, ch. 84-254.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.32 Recycled paper to be used.**—Each state agency shall purchase, when economically feasible, recycled paper if and when recycled paper can be obtained that is comparable to the quality presently used by the agency.

History.—ss. 1, 6, ch. 83-252.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.33 Public printing to be let to lowest bidder.**—Except as otherwise provided in this chapter, all public printing of the state shall be let upon contract to the lowest responsible bidder, who shall furnish all paper and other material used in printing and binding.

History.—ss. 1, 6, ch. 83-252.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.34 State officers not to have interests in contract.**—No member of the Legislature or other officer of this state may have an interest, directly or indirectly, in any contract as provided for in s. 283.33; however, nothing in this section prohibits a member of the Legislature from receiving such a contract when he or his firm is the lowest bidder of all bidders submitting competitive bids for the contract.

History.—ss. 1, 6, ch. 83-252.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.35 Preference given printing within the state.**—Every agency of the state, including agencies within the legislative and judicial branches of government, shall give preference to bidders located within the state when awarding contracts to have materials printed, whenever such printing can be done at no greater expense than the expense of awarding a contract to a bidder located outside the state and can be done at a level of quality comparable to that obtainable from a bidder located outside the state.

History.—ss. 1, 6, ch. 83-252.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.36 Public printing divided into classes.**—

(1) Class A printing includes, but is not restricted to, the journal and the calendar for the Senate, the journal and the calendar for the House of Representatives, the bills for the Senate and the House of Representatives, the bound journals for the Senate and the House of Representatives, the pamphlet laws, the general acts, the special acts, the reports of the Auditor General, and any such items of printing or duplicating which the Legislature or legislative branch agency from time to time may require.

(2) Class B printing includes all printing and duplicating produced or purchased by any other agency of the state for distribution to the public.

(3) Class C printing includes all printing and duplicating of memorandum pads, newsletters, and circulars or similar items which may be used for internal circulation by state agencies. Contracts for class C printing are optional, and such contracts shall be approved by an internal printing oversight committee.

History.—ss. 1, 6, ch. 83-252.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.37 Notice requirements when calling for bids.**—The committee shall give reasonable notice of not less than 28 days, by publication in one or more newspapers in the state, of the calling for bids on class A printing in excess of the threshold amount provided in s. 287.017 for CATEGORY FIVE. Persons wishing to receive notice of the calling for bids for procurements which are equal to or less than the threshold amount provided in s. 287.017 for CATEGORY FIVE shall register with the committee and receive such notice by mail.

History.—ss. 1, 6, ch. 83-252; s. 2, ch. 86-204.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.38 Separate and combined bid awards; deposit required with a bid.**—

(1) The committee shall enter into all contracts for class A printing.

(2) Each bid for contract or contracts for class A printing shall be made separate and upon a unit bid price for each item to be contracted for or shall be made upon a combined bid price for more than one item or on all items to be contracted for by the committee. In the event the combined bid price is lower than the total of the lowest separate unit bid prices for each item, the combined bid price shall be accepted by the committee, in accordance with this chapter.

(3) The President of the Senate and the Speaker of the House of Representatives have authority to contract for the printing of the rule books required for the Senate and for the House of Representatives, respectively, and they shall not be required to receive bids thereon; but each shall be able to contract for the printing of the respective house rule book without receiving competitive bids.

(4) Each bid for class A printing may be required to be accompanied by a certified check, in an amount to be fixed by the committee, to evidence the good faith of the bidder.

History.—ss. 1, 6, ch. 83-252; s. 67, ch. 85-80.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.39 Term of new contract.**—Upon the expiration of the contract or contracts now in force for printing which is designated in this chapter as class A, the committee shall enter into a new contract or contracts, or ex-

tend the existing contract or contracts, for the portion of such printing it determines to let to contract; and such contract or contracts may be made by the committee hereafter for a maximum period of 2 years.

History.—ss. 1, 6, ch. 83-252.

[1]Note.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.40 Statements under oath may be required to be filed by the bidder.**—The committee, when considering any bids submitted for public printing designated as class A, may require any bidder to submit a statement under oath that:

(1) Such bidder is at the time of making such bid fully and completely able to perform such contract; and

(2) Such bidder is, at the time of submitting the bid actually in the bidder's name, the owner of a printing plant and is in good faith operating such printing plant in the current operation of a printing business.

History.—ss. 1, 6, ch. 83-252.

[1]Note.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.41 False statements; forfeit of deposit as liquidated damages.**—If any bidder for any contract for public printing designated as class A makes, in the statement under oath required by s. 283.40, false statements concerning any of the information required to be furnished under s. 283.40, the certified check by such bidder submitted with his bid shall be forfeited as liquidated damages.

History.—ss. 1, 6, ch. 83-252.

[1]Note.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.42 Bids required on class B printing.**—No general contract shall be let to cover the printing designated as class B, but each job coming under this classification shall be let separately under rules adopted by the division to the lowest responsible bidder who will manufacture the same in accordance with s. 283.35. Such contract shall apply only to the work under consideration and shall require competitive bids on all purchases in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO.

History.—ss. 1, 6, ch. 83-252; s. 3, ch. 86-201.

[1]Note.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

283.422 Printing of test or related materials to preserve test security.—A contract let for the development, administration, or grading of tests or related materials by the Department of Insurance pursuant to the various agent, solicitor, or adjuster licensing and examination provisions of the Florida Insurance Code may include the printing or furnishing of these tests or related materials in order to preserve test security. Any such contract shall be let as a contract for a contractual service pursuant to s. 287.057.

History.—s. 1, ch. 85-208; s. 79, ch. 87-224.

[1]**283.425 Acceptance for printing; penalty for defective printing.**—No printing may be accepted as in compliance with the contract when the printing is not of the grade of workmanship which is usually employed by professional printers on printing of such class, or when the printing is not of the full quantity or acceptable quality for which it has been contracted. If immediate necessity and lack of time to procure printing elsewhere compel the use of defective printing furnished by a contractor, it shall be accepted without approval, and one-half of the contract price thereon shall be deducted as liquidated damages for breach of contract.

History.—ss. 1, 6, ch. 83-252.

[1]Note.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.43 Public information printing services.**—Any agency the authorized functions of which include public information programs is authorized to purchase, pursuant to this chapter and subject to its appropriation and any other limitations imposed by law, typesetting, printing, and media distribution services, when the purchase of such services would be less costly than the performance of the same services directly by the agency or when such services are beyond the production limitations established by agency guidelines.

History.—ss. 1, 6, ch. 83-252.

[1]Note.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.44 Department of State to classify, number, and furnish copies of general laws, special acts, resolutions, and memorials.**—

(1) Immediately after any act of the Legislature or any resolution or memorial is filed in the office of the Department of State, that department shall:

(a) Select, segregate, and classify all acts of the Legislature, including memorials and resolutions, by dividing them into the following two classifications: Volume I, General Acts, and Volume II, Special Acts;

(b) Include in such General Acts all acts passed as general laws and all memorials and resolutions, including proposed constitutional amendments, and include in such Special Acts only those acts passed as special laws and becoming law as such;

(c) Assign a chapter number to each such act; and

(d) Furnish true and accurate copies of such laws, resolutions, and memorials passed by the Legislature to the committee for publication.

(2)(a) The committee shall cause to be printed in pamphlet form a sufficient number of copies of any general act of the Legislature to supply any governmental agency, such copies to be delivered to, kept, and retained in the office of the Department of State until distributed as provided in paragraph (b).

(b) The Department of State shall distribute pamphlet copies of the general laws upon requisition to any official of the legislative, judicial, or executive branches of state or county government in this state. Surplus copies may be distributed to practicing attorneys in the state upon their written request and payment of a nominal fee sufficient to pay for mailing.

(3)(a) The committee shall furnish the contractor with copy for printing and binding the General Acts and the Special Acts in separate volumes broken down into as many books as may be necessary, with a general, alphabetical index to each.

(b) The contractor shall complete and deliver to the committee for distribution such number of copies of the session laws as are required and ordered.

(c) The committee has the authority, in the event of sufficient requests for sales, to provide for the republication of the general session laws of the Legislature, when copies of such laws on hand and available for sale have been exhausted, and to sell such republished laws at a price, to be fixed by the committee, sufficient to cover the cost of printing.

History.—ss. 1, 6, ch. 83-252.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.45 Journals of Legislature.**—The contractor shall complete and deliver to the Secretary of the Senate such number of copies of the bound journal of the proceedings of the Senate and shall complete and deliver to the Clerk of the House of Representatives such number of copies of the bound journal of the proceedings of the House of Representatives as the President of the Senate and the Speaker of the House of Representatives shall determine. The Secretary of the Senate and the Clerk of the House of Representatives shall deliver one copy each to the Governor, each Cabinet officer, each justice of the Supreme Court, and each member of the Senate and the House of Representatives and, upon requisition, one copy each to any official government agency and shall retain in their offices the remaining copies for sale at a price to be determined by the President of the Senate and the Speaker of the House of Representatives.

History.—ss. 1, 6, ch. 83-252.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.49 Public documents; university libraries.**—The general library of each institution in the State University System is entitled to receive copies of reports of state officials, departments, and institutions and all other state documents published by the state. Each officer of the state empowered by law to distribute such public documents is authorized to transmit without charge, except for payment of shipping costs, the number of copies of each public document desired upon requisition from the librarian. It is the duty of the library to keep public documents in a convenient form accessible to the public. The library, under rules formulated by the Board of Regents, is authorized to exchange documents for those of other states, territories, and countries.

History.—ss. 1, 6, ch. 83-252.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.50 Law libraries of certain colleges designated as state legal depositories.**—

(1) The law libraries of the University of Florida, Florida State University, Stetson University, Nova University, and the University of Miami are designated as state legal depositories.

(2) Each officer of the state empowered by law to distribute legal publications is authorized to transmit, upon payment of shipping costs or cash on delivery, to the state legal depositories copies of such publications as requested. However, the number of copies transmitted shall be limited to:

(a) Eight copies of each volume of General Acts and each volume of Special Acts to each of the state legal depositories;

(b) Up to a maximum number of each volume of the Florida Statutes and each supplement volume, computed on the basis of one set for every 10 students enrolled during the school year, based upon the average enrollment as certified by the registrar; and

(c) One copy of each journal of the House of Representatives and each journal of the Senate to each state legal depository.

(3) It is the duty of the librarian of any depository to keep all public documents in a convenient form accessible to the public.

(4) The libraries of all community colleges in the state community college system as defined in s. 240.301 are designated as state depositories for the Florida Statutes and supplements published by or under the authority of the state; these depositories each may receive upon request one copy of each volume without charge, except for payment of shipping costs.

History.—ss. 1, 6, ch. 83-252.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.51 Public printing; copies to Library of Congress.**—Any state official or state agency, board, commission, or institution having charge of publications hereinafter named is authorized and directed to furnish the Library of Congress in Washington, D.C., upon requisition from the Library of Congress, up to three copies of the journals of both houses of the Legislature; volumes of the Supreme Court Reports; volumes of periodic reports of Cabinet officers; and copies of reports, studies, maps, or other publications by official boards or institutions of the state, from time to time, as such are published and are available for public distribution.

History.—ss. 1, 6, ch. 83-252.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]**283.52 Distribution of session laws.**—

(1) Copies of session laws of each session of the Legislature shall be distributed free by the committee as follows:

(a) As many copies as the Governor, the Supreme Court, the district courts of appeal, and the Department of Legal Affairs may require for official use.

(b) One copy as requested by each agency of the Government of the United States, not to exceed a total of 10 copies. A maximum of three copies shall be sent to the Library of Congress in Washington, D.C., on requisition of the library.

(c) A maximum of five copies, upon request, to each institution in the State University System, the University of Miami, Nova University, and Stetson University; and two copies to the University of Tampa, Florida Southern College, and Rollins College, to be mailed to the president of each institution upon request.

(d) Such copies to each of the several Cabinet members of this state (other than the Governor and the Attorney General); all duly constituted state departments, agencies, boards, commissions, and institutions; the Supreme Court of the United States; and the United States Circuit Court of Appeals for the Eleventh Circuit; as they shall request for official use, the maximum number to be determined by the committee.

(e) One copy to each member of the Florida Senate and House of Representatives of each current session of the Legislature; the Secretary of the Senate and the Clerk of the House of Representatives of each current session of the Legislature; the judges of the courts of record, including the county court judges; the prosecuting attorneys and their assistants of the courts of record; the clerks of the courts of record; the public defenders in each judicial circuit; each member of the Congress of the United States from this state; each of the judges, marshals, clerks, and district attorneys of the district courts of the United States within this state, and the county law libraries; and, upon request, to the sheriff, the property appraiser, the tax collector, the superintendent of schools, the supervisor of elections, and the board of county commissioners in each county.

(2) The committee may exchange the Florida Statutes and session laws for copies of statutes and session laws of other states, not exceeding four copies of each to any one state. The copies so procured by exchange shall be deposited in the Supreme Court Library, the Attorney General's Library, the University of Florida Law Library, and the Florida State University Law Library, the copies to become part of the respective libraries.

(3) Prior to October 1, 1970, the Department of State shall take inventory of all officially published Laws of Florida, and the books and records previously kept by it shall be transferred to the committee. However, five sets may be reserved by the Department of State for reference purposes. The committee may, after a period of 10 years, take inventory of such books and may destroy obsolete volumes over 10 years old, reserving five sets for reference purposes. A reasonable number of each volume shall be reserved for sale at a price to be set by the committee. Moneys received shall be deposited in the State Treasury and credited to the appropriation for legislative expense.

History.—ss. 1, 6, ch. 83-252; s. 33, ch. 84-254.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[1]283.53 Specified university publications; activities; trust funds.—

(1) Subject to the approval of the appropriate university, the University of Florida Law Review, the Florida State University Law Review, the Florida State University Journal of Land Use and Environmental Law, and the Florida International Law Journal of the University of Florida are authorized to engage in the following activities relating to their respective publications, notwithstanding the contrary provision of any statute, rule, or regulation of the state or its subdivisions or agencies:

(a) The grant of reprint rights relating to any or all issues of the University of Florida Law Review, the Florida State University Law Review, the Florida State University Journal of Land Use and Environmental Law, or the Florida International Law Journal of the University of Florida, or any of the materials, articles, or ideas contained therein;

(b) The sale for adequate consideration of any or all past or future stock and inventory of published issues of the University of Florida Law Review, the Florida State University Law Review, the Florida State University Journal of Land Use and Environmental Law, or the Florida International Law Journal of the University of Florida, or portions thereof; and

(c) The retention of the proceeds obtained under paragraph (a) or paragraph (b), together with all moneys received by the University of Florida Law Review or the Florida State University Law Review from current or future subscriptions, sale of individual issues, sale of advertising, binding service, royalties, donations, and all other sources except direct or indirect appropriations from the state, its subdivisions, or agencies.

(2) Moneys retained by the University of Florida Law Review pursuant to this section shall be placed in a trust fund to be known as the University of Florida Law Review Trust Fund. Moneys retained by the Florida State University Law Review pursuant to this section shall be placed in a trust fund to be known as the Florida State University Law Review Trust Fund. Moneys retained by the Florida State University Journal of Land Use and Environmental Law pursuant to this section shall be placed in a trust fund to be known as the Florida State University Journal of Land Use and Environmental Law Trust Fund. Moneys retained by the Florida International Law Journal of the University of Florida pursuant to this section shall be placed in a trust fund to be known as the Florida International Law Journal of the University of Florida Trust Fund. Such trust funds shall be used to pay or supplement the payment of printing costs or other costs incident to the publication of the respective law reviews [2]and law journals and shall be administered by the dean of each college of law or his faculty designee.

History.—ss. 1, 6, ch. 83-252; s. 1, ch. 86-204.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

[2]**Note.**—The words "and law journals" were added by the editors.

[1]283.55 Public documents; purging of publication mailing lists; copies to State Library.—

(1)(a) Every agency defined in paragraph (d) shall, in the first quarter of each odd-numbered year, audit and purge its publication mailing lists.

(b) Every agency defined in paragraph (d) shall provide each addressee the following form in the first quarter of each year:

(Name of publication)

Do you wish to continue receiving this publication? Yes____ No____

Should your response to this survey not be received by April 30 next, your name will be automatically withdrawn from our mailing list.

Those addressees who respond either shall be maintained or removed from such mailing list in accordance with the responses. Those addressees not responding by April 30 of each purge year shall be removed from such mailing list forthwith. Agencies are prohibited from supplying addressees with postpaid response forms.

(c) Not later than the following June 30, a report shall be submitted by each agency to the office of the Auditor General, which report provides the following information relating to the results of the survey and purge:

1. The number of copies of each publication regularly obtained or published by the agency.

2. The number of addressees on each mailing list.

3. The number of persons responding who indicated their desire to continue to receive such publication.

4. The number of persons responding who indicated their desire to discontinue receipt of such publication.

5. The number of persons who failed to respond to the survey.

(d) The provisions of this section apply to any agency of the state, except an agency of state government the mailing list of which consists only of those persons registered with the agency and the registration fee of which includes payment by the registrants as subscribers for the publication of the agency.

(2) At the time of publication, or as soon thereafter as practicable, each agency, pursuant to paragraph (1)(d), shall forward not fewer than the number of copies required in s. 257.05 of each of its publications to the State Library of the Division of Library and Information Services of the Department of State.

History.—ss. 1, 6, ch. 83-252; s. 63, ch. 86-163.

[1]**Note.**—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

Tennessee

12-4-707. Payments to subcontractors — Interest. — (a) Upon payment by an agency, a business which has acquired under contract, property or services in connection with its contract with such agency from a subcontractor or supplier, shall pay the subcontractor or supplier within thirty (30) days after receiving payment from the agency.

(b) Interest at the rate of one and one-half percent (1½%) per month shall accrue and is due any subcontractor or supplier who is not paid within thirty (30) days after the business receives payment from the agency, unless otherwise provided by contract between the agency and the business, or by contract between the business and the subcontractor or supplier. Interest begins to accrue on the thirty-first day at the rate specified in this subsection. [Acts 1985, ch. 57, § 1.]

CHAPTER 5

PUBLIC PRINTING

PART 1—GENERAL PROVISIONS

12-5-101. [Repealed.]

Compiler's Notes. This section (Acts 1909, ch. 346, § 1; Shan., § 1a15; Code 1932, § 45; T.C.A. (orig. ed.), § 12-501), concerning the definition of public printing and the preference for Tennessee printers, was repealed by Acts 1981, ch. 332, § 26. For supervision by the department of general services, see § 12-5-102.

12-5-102. Supervision by department of general services. — The department of general services shall have entire charge and supervision of all printing done for each and every department or branch of government of the state, including all departmental offices and all charitable, penal, educational or reform institutions. [Acts 1915, ch. 45, § 1; Shan., § 1a2; impl. am. Acts 1923, ch. 7, §§ 2, 3, 20; mod. Code 1932, § 29; impl. am. Acts 1937, ch. 33, § 42; impl. am. Acts 1939, ch. 11, § 23; mod. C. Supp. 1950, § 29; impl. am. Acts 1953, ch. 163, § 29; impl. am. Acts 1959, ch. 9, § 5; impl. am. Acts 1961, ch. 97, § 5; impl. am. Acts 1972, ch. 543, § 7; T.C.A. (orig. ed.), § 12-502.]

Cross-References. Powers of department of general services, § 4-3-1105.

Section to Section References. This chapter is referred to in § 8-3-104.

Comparative Legislation. Public printing:
Ala. Code § 41-4-130 et seq.
Ark. Stat. Ann. § 14-401 et seq.
Ga. O.C.G.A. § 50-18-1 et seq.
Ky. Rev. Stat. Ann. § 57.011 et seq.
Miss. Code Ann. § 31-1-1 et seq.
Mo. Rev. Stat. § 34.170 et seq.
N.C. Gen. Stat. § 143-48 et seq.
Va. Code § 2.1-464 et seq.

Collateral References. 81A C.J.S. States § 154 et seq.
States ⇐ 90 et seq.

12-5-103 — 12-5-124. [Repealed.]

Compiler's Notes. These sections (Code 1858, §§ 19-21 (deriv. Acts 1841-1842, ch. 120, §§ 1-3); Acts 1859-1860, ch. 97, § 2; 1895, ch. 169, §§ 11-13, 15-17, 26; 1915, ch. 45, §§ 3-12; 1927, ch. 45, § 1; Shan., §§ 1a7-1a14, 11-13, 15-17, 26, 38-39; Code 1932, §§ 31-33, 36-38, 40, 41, 43, 44, 46-48, 50-52, 64-68; C. Supp. 1950, §§ 31, 32, 34-38, 40, 43, 44, 46, 66, 66, 68; Acts 1972, ch. 598, § 1; T.C.A. (orig. ed.), §§ 12-503 — 12-516, 12-518 — 12-530, 12-533 — 12-537), concerning public printing, were repealed by Acts 1981, ch. 332, § 26. For supervision by the department of general services, see § 12-5-102.

12-5-125. Cost data for public documents. — (a) Every department or agency of the state which promulgates public documents shall cause the following statement with cost data inserted to be printed on the publication adjacent to the identification of the agency responsible for the publication:

"This public document was promulgated at a cost of $________ per copy." This statement shall be printed in either the same size type as the body copy of the publication or in such type style and size to be fully legible and set in a box composed of a light-weight-rule line.

(b) As used in this section, unless the context otherwise requires, "public document" means any annual, biennial, regular or special report or publication of which at least one thousand (1,000) copies are printed and which may be subject to distribution to the public, or any printed material which is controlled by the publications committee established in chapter 7 of this title, regardless of the number of copies produced. Public documents include:

(1) The acts and journals of the legislature, the reports of the Supreme Court and such other courts as shall have their decisions reported by the attorney general and reporter of this state or shall be required by any act or resolution of the legislature;

(2) The periodic reports of officers of the state and any special reports that may from time to time be made by state officers or committees of the legislature or other committees provided for by law; and

(3) Such other reports or statements as may be published under the authority of the state or any official thereof; and

(4) Items exempted from the requirements of this section include letterhead stationery, envelopes, or memoranda and correspondence utilizing a manual signature and not reproduced through a printing related function;

(c) For the purposes of this section, the following two (2) factors shall be utilized in computing cost data whether on bid by a private person or company, or by a state institution:

(1) PREPARATION. Included in this is expenditure for materials, artwork and typesetting involved in preparing the public document for publication; and

(2) PRINTING. Included in this is expenditure for reproduction, binding and other printing industry related functions.

(d) The provisions of this section shall be enforced and administered through the publications committee created pursuant to the provisions of chapter 7 of this title. The publications committee may in its discretion render opinions to agencies as to whether those agencies are in compliance with this section. If the committee decides that those agencies are not in compliance, it shall have authority to direct those agencies to cease publication of the public documents which are not in compliance until such time as compliance shall be demonstrated to the committee's satisfaction. [Acts 1977, ch. 398, §§ 1-4; T.C.A., § 12-538; Acts 1983, ch. 82, §§ 1-3.]

Part 2—Legislative Acts and Journals; Reports

12-5-201 — 12-5-213. [Repealed.]

Compiler's Notes. This part (Code 1858, § 8; Acts 1871, ch. 83, § 1; 1895, ch. 109, §§ 4, 19-25; 1899, ch. 392, §§ 5, 6; 1901, ch. 72, § 1; Shan., §§ 14, 18-23, 25-27; Code 1932, §§ 49, 53-63; Acts 1935, ch. 181, § 1; C. Supp. 1950, §§ 54, 55, 57, 58, 60; T.C.A. (orig. ed.), §§ 12-517, 12-521 — 12-532; Acts 1981, ch. 109, § 20, concerning reports and legislative acts and journals, was repealed by Acts 1981, ch. 332, § 26. For supervision by the department of general services, see § 12-5-102. For distribution of publications, see chapter 6 of this title.

CHAPTER 6

DISTRIBUTION OF PUBLICATIONS

12-6-101. Acts distributed to legislators. — Each member of the general assembly is entitled to one (1) copy of the printed acts of the general assembly of which he was a member, which shall be delivered to such member's legislative office in Nashville, but only upon written request by such member not later than February 1 of each year. [Code 1858, § 22 (deriv. Acts 1831, ch. 2, § 9); Shan., § 40; Acts 1923, ch. 101, § 2; Code 1932, § 69; T.C.A. (orig. ed.), § 12-601; Acts 1981, ch. 191, § 1; 1984, ch. 798, § 2.]

Cross-References. English deemed official and legal language, § 4-1-404.

Section to Section References. This chapter is referred to in §§ 4-4-114, 8-3-104, 12-7-102, 12-7-106.

Comparative Legislation. Distribution of publications:
Ala. Code § 41-21-1 et seq.
Ark. Stat. Ann. § 14-401 et seq.
Ky. Rev. Stat. Ann. § 57.151 et seq.
Miss. Copde Ann. § 1-5-7 et seq.
Mo. Rev. Stat. § 2.010 et seq.
N.C. Gen. Stat. § 147-45 et seq.
Va. Code § 30-34.5.

Collateral References. 73 Am. Jur. 2d Statutes §§ 84-86.
82 C.J.S. Statutes § 63.
States ⇐ 38.
States ⇐ 44 et seq.

12-6-102. General distribution of acts. — (a) It is also the duty of the secretary of state to distribute the printed acts, upon written request received not later than February 1 of each year, as follows: to each executive officer and public service commissioner of the state, one (1) copy; to each judge and each clerk of the Supreme, Appeals, circuit and criminal courts, one (1) copy; to each chancellor, each clerk and master, one (1) copy; to each district attorney general and each assistant, one (1) copy; to the attorney general and each assistant, one (1) copy; to each clerk of the probate courts and each judge of the county or probate courts, and to each register and each trustee, one (1) copy; each of the copies to belong to the indicated office, and go to the successor of the incumbent; also to the order of the University of Tennessee, up to thirty (30) copies for the use of the University of Tennessee as a depository and for exchanges.

(b) A copy of the printed acts shall be, upon written request received not later than February 1 of each year, delivered to every organized bar association in the state of Tennessee, provided such bar association maintains a law library and provided the name and address of such bar association shall be certified to the secretary of state by the county clerk of the county in which the association exists; and, provided, further, that should the association cease to function or to maintain a law library, all copies of the acts shall thereupon be turned over and delivered to the county clerk.

(c) Bound volumes of acts or resolutions may be made available to any person, firm, or corporation, requesting same in writing not later than February 1 of each year, at a cost of five dollars ($5.00) per volume.

(d) Any requests for acts or resolutions received later than February 1 of each year will be accepted subject to availability.

(e) This section and §§ 12-6-101, 12-6-103 shall not apply to Tennessee Code Annotated, any supplement thereto or replacement volume thereof, or any act enacting that Code. [Code 1858, § 30; Shan., § 42; Acts 1923, ch. 101, § 2; mod. Code 1932, § 70; Acts 1935, ch. 181, § 2; 1941, ch. 22, § 1; mod. C. Supp. 1950, § 70; modified; impl. am. Acts 1955, ch. 69, § 1; Acts 1961, ch. 290, § 1; modified; impl. am. Acts 1978, ch. 934, §§ 22, 36; T.C.A. (orig. ed.), § 12-602; Acts 1981, ch. 191, §§ 2-5.]

Cross-References. Printing and distribution of school laws, § 49-1-201.

Tennessee Code Annotated, §§ 1-1-105 — 1-1-112.

Section to Section References. This section is referred to in § 12-6-116.

Law Reviews. The Tennessee Court Systems — Prosecution, 8 Mem. St. U.L. Rev. 477.

12-6-103. Acts and journals retained by secretary of state. — The secretary of state shall also retain for the use of the executive and general assembly, unless a different number shall be prescribed by special law, fifty (50) copies of the acts and as many of the journals of each house, depositing three (3) copies of each in the state library. [Code 1858, § 31; Shan., § 43; mod. Code 1932, § 71; T.C.A. (orig. ed.), § 12-603.]

two (2) copies shall be lendable on application, to the persons, if any, allowed to take other books from the library of the depository. The other copy shall not be allowed to be taken from the premises of the depository. [Acts 1917, ch. 42, § 2; Shan. Supp., § 1387a9; Code 1932, § 2285; T.C.A. (orig. ed.), § 12-612.]

12-6-113. Exchanges by state librarian. — The state librarian and archivist may, from time to time, procure from the general government, any foreign government, or from any state or territory within the United States, the public acts, and law and equity reports of such government, state or territory, by exchanging the public acts or reports of this state. [Code 1858, § 38 (deriv. Acts 1843-1844, ch. 135, § 2); impl. am. Priv. Acts 1859-1860, ch. 53, § 2; Acts 1879, ch. 31, §§ 1, 6; Shan., § 55; mod. Code 1932, § 79; impl. am. Acts 1951, ch. 197, § 1; T.C.A. (orig. ed.), § 12-613.]

12-6-114. Delivery of exchange copies. — Each person or persons in charge of making such documents and publications as provided in § 12-6-108(1) shall deliver upon request up to sixty (60) copies to the state librarian and archivist, to enable the librarian to make these exchanges. [Acts 1879, ch. 31, § 8; Shan., § 51; mod. Code 1932, § 80; impl. am. Acts 1951, ch. 197, § 1; T.C.A. (orig. ed.), § 12-614; Acts 1981, ch. 191, § 11.]

12-6-115. [Repealed.]

Compiler's Notes. This section (Code 1858, § 39 (deriv. Acts 1843-1844, ch. 135, § 1); Shan., § 56; mod. Code 1932, § 81; C. Supp. 1950, § 81; T.C.A. (orig. ed.), § 12-615), concerning expense of exchanges, was repealed by Acts 1981, ch. 191, § 13. For present law, see § 8-1-106.

12-6-116. Pamphlet copies of acts. — (a) The secretary of state is authorized to furnish to any person, firm or corporation, so requesting in writing not later than January 1 of each year, copies of the unbound, printed pamphlets containing the public acts of the general assembly which are printed at intervals during and shortly after each legislative session and made available pending publication of the bound volumes of the Public Acts of Tennessee, for that session. Requests received after January 1 of each year will be accepted subject to availability.

(b) The secretary of state shall charge and collect from each person, firm or corporation, except those specified in § 12-6-102, a fee of five dollars ($5.00) for each complete set of pamphlets. The secretary of state shall fix a reasonable fee to be charged for copies of single pamphlets. Fees collected by the secretary of state shall be paid over to the state treasurer and shall become a part of the general fund of the state. [Acts 1970, ch. 460, § 1; T.C.A., § 12-616; Acts 1981, ch. 191, § 12.]

Cross-References. Report of local action included in published volume, § 8-3-204.

12-6-117. Certain resolutions not to be printed or distributed — List in "Acts of Tennessee" — Distribution to state library and archives and legislative reference and law library. — (a) Notwithstanding any provision of the law to the contrary, resolutions of the general assembly which honor or commend individuals or groups or which express sympathy or condolences upon the death of an individual shall not be published in the "Acts of Tennessee" pursuant to part 2 [repealed] of chapter 5 of this title, nor shall such resolutions be distributed in accordance with this chapter, unless the secretary of state, in consultation with the speaker of the senate and speaker of the house of representatives, determines that the resolution requires publication due to the prominence or contributions made by such person or group. The secretary of state shall cause a list of all such resolutions which are not printed to be included within the "Acts of Tennessee."

(b) At the time at which the secretary of state delivers the enrolled copies of acts and resolutions to the printer for publication pursuant to § 8-3-104, he shall deliver one (1) copy of all resolutions which are not printed pursuant to the provisions of this section to the state library and archives and to the legislative reference and law library. [Acts 1981, ch. 109, § 3.]

Compiler's Notes. Part 2 of chapter 5 of this title, referred to in this section, was repealed by Acts 1981, ch. 332, § 26.

12-6-118. Automatic and other distributions. — Except for exchange and depository copies provided for herein, there shall be no automatic distribution of any state report or publication, unless such distribution is required by an act or resolution enacted after May 25, 1984. Any other distribution must be approved by the state publications committee, as provided for in chapter 7 of this title, or be upon individual request of a person entitled to or desirous of receipt of any such publication or report. [Acts 1984, ch. 796, § 4.

CHAPTER 7

STATE PUBLICATIONS COMMITTEES

12-7-101. State agencies publication committee — Establishment. — In order to control the cost and proliferation of publications and report printed by state agencies, and to provide a permanent record of publication issued by state government, there is hereby created a publications committe which shall consist of the commissioner of finance and administration, th commissioner of general services, the director of the governor's informatio office, the comptroller of the treasury, one (1) member of the senate, one (1 member of the house appointed by the respective speakers and the secretary state. The commissioner of finance and administration, or his representative, shall be the chairman of this committee, and the secretary of state, or his representative, shall be the secretary and as such shall keep a permanent and accurate record of the committee's proceedings. The members of this committee shall serve without additional compensation. The commissioner of finance and administration, the commissioner of general services, the secretary of state and the comptroller are authorized to designate an alternate representative who shall have full authority to vote and participate in all other activities of the committee under this chapter. Such designations must be made in writing to the chairman of the committee, with copy filed with the staff director and the secretary of state. The committee shall have authority to issue regulations implementing provisions concerning designation in such a manner as to provide for maximum continuity of such representation. [Acts 1976, ch. 694, § 1; 1979, ch. 296, § 1; T.C.A., § 12-1001.]

Compiler's Notes. The publications committee created by this section and § 12-7-106 will terminate June 30, 1990. See also §§ 4-29-112 and 4-29-211.

Section to Section References. This chapter is referred to in §§ 12-5-125, 12-6-110.

Sections 12-7-101 — 12-7-106 are referred to in § 4-29-211.

Comparative Legislation. State publications committees:

Ky. Rev. Stat. Ann. § 57.04 et seq.

Va. Code § 2.1-464 et seq.

Collateral References. 81A C.J.S. States §§ 132, 162.

12-7-102. Duties of publications committee. — (a) It shall be the duty of the publications committee to establish rules and regulations to control costs and quantity of all publications, and to promulgate rules and regulations governing the printing and distribution of state agency reports and publications issued by agencies and departments of the government of the state of Tennessee, excluding the institutions of higher education, the judicial branch of state government, and those state institutions and facilities exempted from public purchase laws in § 12-3-103.

(b) The rules and regulations on distribution shall include a provision stipulating that there shall be no automatic distribution of reports or publications, except the distribution provided for in chapter 6 of this title, or otherwise by law or resolution enacted after May 25, 1984, but that all distributions must either be approved in general by the committee or be made upon request by the recipient.

(c) Further, it shall be the duty of the publications committee to establish a procedure for reviewing all publications as hereinafter defined, and to approve or disapprove the printing of existing publications and planned publications which come under the provisions of this chapter.

(d) The publications committee shall determine the need for existing and planned publications based upon agency's goals and purpose or statutory requirements, and the quantity and distribution of each approved publication.

(e) The publications committee shall also prepare and submit once every two (2) weeks a list of available publications and a brief synopsis of such publications to each member of the general assembly.

(f) Upon receiving such list, a member of the general assembly may request a copy of a publication from the publications committee.

(g) Publications herein shall be defined to include any newsletter, statio nery, greeting card, any report printed at facilities not operated by the state any report or printed material produced for distribution outside the depart ment or agency for which the report is to be printed. [Acts 1976, ch. 694, § 2 T.C.A., § 12-1002; Acts 1980, ch. 742, §§ 1, 2; 1982, ch. 563, § 4; 1984, ch 798, § 5.]

Section to Section References. This section is referred to in § 12-7-103.

12-7-103. Approval required. — (a) No publication, coming within th jurisdiction of the publications committee as provided by § 12-7-102, shall b printed unless it has been approved in accordance with rules promulgated b the publications committee. Rules of the publications committee shall be pro mulgated in accordance with the Uniform Administrative Procedures Act compiled in title 4, chapter 5.

(b) The publications committee shall require any publication printed t include the number of copies printed.

(c) The publications committee shall not approve any publication which purports to contain a citation to or a reproduction of a duly promulgated agency rule (as defined by the Uniform Administrative Procedures Act § 4-5-102) prior to receiving a written statement from the secretary of state o his representative verifying the fact that the rule so cited or reproduced ha been duly promulgated and is currently in effect.

(d) A printing authorization number shall be assigned to each publicatio which has been approved as required by this section. The printing authoriza tion number shall be affixed to the publication adjacent to the identification o the agency responsible for the publication. No printing facility operated b the state shall print any publication, coming within the jurisdiction of th publications committee as provided by § 12-7-102, unless the printing autho rization number has been affixed as required by this subsection. No contrac shall be entered into, nor requisition issued, nor acted upon, by any stat department or agency, including, but not limited to, the division of purchasin of the department of general services, for printing of any publication, comin within the jurisdiction of the publications committee as provided b § 12-7-102, at any facility unless the printing authorization number has bee affixed as required by this subsection. All state contracts or grant agreement including, but not limited to, all contracts for personal, professional and con sultant services entered into under §§ 12-4-109 and 12-4-110, which involv or may involve the printing of any publication, coming within the jurisdictio of the publications committee as provided by § 12-7-102, shall contain a provi sion whereby the contractor or grantee agrees that no publication shall b printed unless a printing authorization number has been obtained and affixe as required by this section.

(e) Whenever any department, institution or agency of the state govern ment contracts for the printing of a publication, coming within the jurisdic tion of the publications committee as provided by § 12-7-102, and such publi cation has not been approved in accordance with rules promulgated by th publications committee, such contract shall be void and of no effect. [Acts 1976, ch. 694, § 3; T.C.A., § 12-1003; Acts 1980, ch. 455, § 1; 1982, ch. 563, §§ 5, 6; 1983, ch. 80, §§ 1, 2.]

12-7-104. Publications information required. — The publications committee shall, as a minimum, keep the following information on each approved publication:

(1) Name of publication;
(2) Department producing publication;
(3) Purpose and brief description of publication contents;
(4) Number of copies authorized to be printed;
(5) A general list of distribution; and
(6) Estimated cost of printing and distribution. [Acts 1976, ch. 694, § 4; T.C.A., § 12-1004.]

12-7-105. Cooperation required. — It shall be the duty of all departments, institutions or agencies of state government to furnish to the publications committee all material requested from the committee regarding publications and reports. [Acts 1976, ch. 694, § 5; T.C.A., § 12-1005.]

12-7-106. Higher education and technical institutions publication committee — Establishment — Duties. — (a) To control publications of higher education institutions and technical institutes, there is hereby established a publications committee which shall consist of the executive director of the Tennessee higher education commission, the president of the University of Tennessee system, the chancellor of the state board of regents, and the commissioner of education or his designee. This committee shall review publications of higher education institutions and technical institutes to determine the necessity of the publications, and shall promulgate rules and regulations governing the printing of such publications by higher education institutions and technical institutes. The rules and regulations shall include a provision stipulating that there shall be no automatic distribution of reports or publications, except the distribution provided for in chapter 6 of this title, or otherwise by law or resolution enacted after May 25, 1984, but that all distributions must either be approved in general by the committee or be made upon request by the recipient. The publications committee shall require each higher education institution and technical institute to keep, as a minimum, the following information on each approved publication:

(1) Name of publication;
(2) Department producing publication;
(3) Purpose and brief description of publication's contents;
(4) Number of copies authorized to be printed;
(5) A general list of distribution; and
(6) Estimated cost of printing and distribution.

(b) The publications committee shall require any publication printed at facilities not operated by the state or higher education institution or technical institute to include the printer's name, address, and the number of copies printed.

(c) The publications committee shall not approve any publication whic purports to contain a citation to or a reproduction of a duly promulgate agency rule (as defined by the Uniform Administrative Procedures Ac § 4-5-102) prior to receiving a written statement from the secretary of state o his representative verifying the fact that the rule so cited or reproduced ha been duly promulgated and is currently in effect.

(d) A printing authorization number shall be assigned to each publicatio which has been approved as required by this section. The printing authoriza tion number shall be affixed to the publication adjacent to the identification (the higher education institution or technical institute responsible for the pul lication. No printing facility operated by a higher education institution o technical institute shall print any publication unless the printing authoriza tion number has been affixed as required by this subsection. No contract sha be entered into, no requisition issued, or acted upon, by any higher educatio institution or technical institute for printing of any publication at any facilit unless the printing authorization number has been affixed as required by thi subsection. All contracts or grant agreements entered into by a higher educa tion institution or technical institute which involve or may involve the prin ing of a publication shall contain a provision whereby the contractor o grantee agrees that no publication shall be printed unless a printing author zation number has been obtained and affixed as required by this section. [Act 1976, ch. 694, § 6; T.C.A., § 12-1006; Acts 1980, ch. 455, § 2; 1982, ch. 56 §§ 7-9; 1984, ch. 798, § 6.]

Compiler's Notes. The publications committees created by § 12-7-101 and this section will terminate June 30, 1990. See §§ 4-29-112 and 4-29-211.

Section to Section References. Sectior 12-7-101 — 12-7-106 are referred to i § 4-29-211.

12-7-107. Approval procedure. — The approval procedure establishe by the publications committee created by this chapter may allow one-tim approval of a publication which is printed on a periodic basis and whi conforms to the format, design, and purpose of the publication as originall presented to the appropriate committee for approval without requiring revie and approval of subsequent issues of the publication. [Acts 1976, ch. 694, § T.C.A., § 12-1007.]

12-7-108. Application. — The requirements of this chapter shall n apply to any student newspaper publication or annuals and/or yearbook [Acts 1976, ch. 694, § 8; T.C.A., § 12-1008.]

CHAPTER 8

SALE OF PRODUCTS

THE FOLLOWING DOCUMENT MAY NOT FILM LEGIBLY BECAUSE OF THE POOR QUALITY OF THE ORIGINAL

Katy McHugh

Jo says apply all costs in one year!

Makes you wonder why

Jo says yes

plans are publications

[illegible]

DOT's concerned about "vagueness", but they're <u>not</u> going to come testify.

Jo (Pearce's staff) doesn't see room for misinterpretation - thinks DOT is just trying to get out of complying.