

**Department of Legislative Services**

Maryland General Assembly

2007 Session

**FISCAL AND POLICY NOTE**

Senate Bill 418 (The President) (By Request – Department of Legislative Services)

Education, Health, and Environmental Affairs

Health and Government Operations

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**State Government - Submission of Publications to the General Assembly -  
Procedures**

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This departmental bill alters and clarifies the procedures to be followed by an official or unit of State government intending to submit or distribute a “publication” to the General Assembly or an associated committee, staff agency, or employee.

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**Fiscal Summary**

**State Effect:** The requirements of this bill could be implemented by the Department of Legislative Services (DLS) with no additional costs.

**Local Effect:** None.

**Small Business Effect:** None.

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**Analysis**

**Bill Summary:** An official or unit of State government intending to submit or distribute a publication to the General Assembly or an associated committee, staff agency, or employee must submit one copy to the President of the Senate and one copy to the Speaker of the House in the format requested by the President and the Speaker, and five printed copies to the library of DLS.

In the case of a publication to be distributed to a committee, the official or unit must obtain approval for the distribution from the committee chair and comply with the requirements of the committee, unless submission of the publication is required by law.

Also, the official or unit has to submit additional copies as requested by the DLS library on behalf of a member of the General Assembly. A publication may only be given directly to a member of the General Assembly if the member asks for it, or the President and Speaker give written approval for distribution to each member.

Any publication submitted in fulfillment of a duty imposed by law must specify the law under which the publication is being submitted. The DLS library must catalog and preserve publications submitted as required by law and collect or catalog any other publication that DLS considers necessary or that DLS is directed to collect, catalog, and preserve by the President or the Speaker.

**Current Law:** An official or unit of government intending to submit or distribute a report to the General Assembly must submit five copies to DLS. The report may only be given to a member of the General Assembly if the member asks for the report, or the President and Speaker give written approval for distribution to each member.

DLS must keep a list of submitted publications, periodically send this list to members, and obtain publications on request of a member. DLS must index and preserve publications that officials or units submit as required by law, and may collect, index, and preserve any other publication that DLS considers necessary.

**Additional Comments:** DLS advises that this bill is intended to clarify distribution procedures in response to repeated questions by agencies as to how to send copies of reports. The bill also clarifies the nature of the copies that are to be sent to the library in response to questions about electronic submissions, which are not necessarily permanent because of ever-changing information technology.

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### **Additional Information**

**Prior Introductions:** None.

**Cross File:** None.

**Information Source(s):** Department of Budget and Management, Department of Legislative Services

**Fiscal Note History:** First Reader - February 27, 2007  
ncs/jr

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