

**Office of the Chief Clerk
CALIFORNIA STATE ASSEMBLY**

Room 3196, State Capitol, P.O. Box 942849, Sacramento, CA 94249-0001, (916) 319-2856



MEMORANDUM

DATE: January 16, 2014
FROM: E. Dotson Wilson, Chief Clerk
SUBJECT: Submission of State Agency Reports

The procedure for mandatory and voluntary reporting requirements was revised by Assembly Bill 1585, Chapter 7, Statutes of 2010. Reports required to be submitted to the Chief Clerk of the Assembly are now required to be transmitted electronically. It is no longer necessary to submit reports to the Office of the Chief Clerk in hard copy. Additionally, many obsolete reports were eliminated, contributing to a substantial cost savings to the state. Section 9795 of the Government Code outlines the procedure for submitting reports and reads as follows:

(a) (1) Any report required or requested by law to be submitted by a state or local agency to the Members of either house of the Legislature generally, shall instead be submitted as a printed copy to both the Legislative Counsel and the Secretary of the Senate, *and as an electronic copy to the Chief Clerk of the Assembly.*

Reports and accompanying letters of transmittal should be submitted as email attachments to the Chief Clerk of the Assembly at Sue.Parker@asm.ca.gov and copied to the Minute Clerk at Amy.Leach@asm.ca.gov.

All reports are forwarded electronically to the committee that has jurisdiction over the subject matter contained in the report. Notice of receipt is recorded in the Assembly Journal and indexed in the Assembly Final Journal.

The Legislative Counsel maintains a searchable database of State Agency Reports received at www.agencyreports.ca.gov