

Procedures for Processing Legislative and Report Documents



Division of Legislative Automated Systems

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Statement of Purpose

The Division of Legislative Automated Systems (DLAS) is charged with tracking, managing, and disseminating General Assembly publications through print and electronic media. There are two types of documents defined as General Assembly publications: 1) Legislative (House and Senate) documents, and 2) Report documents. DLAS places both document types on the Reports to the General Assembly Web page in searchable format for viewing through the Internet. DLAS also prints Legislative documents for distribution.

DLAS has provided these preparation and submittal guidelines to promote format consistency, control cost of reproduction, and provide continuity of information components (i.e., preface, executive summary) for Legislative documents. There are no formatting guidelines for Report documents; however, reports should be submitted following the submittal guidelines detailed in the Delivery of Print and Digital Materials section of this document.

Document Definitions

To determine if a study or report is a Legislative document or a Report document, refer to the relevant legislation to determine if it fits the definition of a Legislative document.

Legislative Documents

The following criteria from the Code of Virginia determine whether a study or report is a Legislative document.

- Reports by the Governor to the General Assembly such as the proposed Budget Bill (House Document No. 1), the Governor's Address (Senate Document No. 1), and the List of Pardons (Senate Document No. 2).
- Reports of non-legislative studies as set forth by Resolution of the General Assembly such as reports by the Departments of Education, Social Services, and Motor Vehicles. (HJR, SJR, etc.).
- Reports mandated in the Code of Virginia, the Appropriation Act or other Act of the General Assembly (including enactment clauses), or are a specific one-time report (including reports to the General Assembly or reports to the Governor and General Assembly). **Exception:** Reports to the Governor and/ or any committee, subcommittee, commission, agency, or other body within the legislative branch or to the chairman or agency head of any committee, subcommittee, commission, agency, or other body within the legislative branch (Refer to § 30-34.15) are Report documents.
- Certain reports by permanent Commission, Boards, etc. such as JLARC, State Corporation Commission, Youth Commission, and Freedom of Information Advisory Council.

Report Documents

The following criteria determine whether a study or report is a Report document.

- Recurring reports, such as annual and biennial reports, mandated in the Code of Virginia and the Budget Bill **except** those specifically designated as Legislative documents.
- Reports initiated by existing entities with no specific legislative resolution.

*Adobe Portable Document Format - where possible use the Adobe tagged PDF format for enhanced accessibility.

Legislative Documents Guidelines

Legislative documents are to be submitted to DLAS for inclusion on the Reports to the General Assembly Web page and printing/distribution to members of the General Assembly who request same. The DLAS Bill Room will print up to 25 copies of Legislative documents for the agency that prepared the document at no cost to the agency. For information about printing additional copies, refer to the Document Printing section later in this document.

Formatting Restrictions and Requirements (printed and electronic submissions):

- Left and right margins on all pages should be at least 1 inch to allow for holes drilled in the final printed product.
- The Legislative document with cover letter must be in the correct order with pages numbered beginning with the first page of the body of the report through the last page.
- Page numbering should be as follows:
 - Cover Letter, Preface, Table of Contents, Executive Summary in lowercase **Roman** numerals (i, ii, . . .)
 - Document pages in **Arabic** numerals **starting with 1**. (1, 2, . . .)
- Text should be in black ink; blue, green, red, and other colors do not reproduce well.
- Fonts should be ones that are both commonly available on computers and used in a size that is easily readable in the final printed product.
- Text lines should be single spaced; double space between paragraphs.
- Signatures included in the document should be in black ink.
- Printed (hard) copies will be black ink on white paper, so use of color tones in illustrations should be avoided.

NOTE

DLAS will not perform any editorial work, proofing, or formatting. For Legislative documents only, DLAS will create the cover page.

Publication Components

The following table lists the suggested components of Legislative document submissions. This information is furnished to encourage consistency across the many Legislative documents produced each year.

CAUTION

Copyrighted material should not be reproduced in the document without the written permission of the copyright holder.

1	Preface	A one-page statement identifying the authority directing the study, study group membership, staff assigned, acknowledgment, and (optionally) the broad findings of the study.
2	Table of Contents	
3	Executive Summary	A short summary with a statement of major issues and findings and, where applicable, recommendations from the body of the report.
4	Body Chapters	

5	Appendixes	<ul style="list-style-type: none"> • A copy of the resolution or other legislative mandate. • A summary or abstract of any appendix referenced in the report with a source and contact person for obtaining the full text of the appendix.
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Report Documents

Report documents that are mandated in the Code of Virginia should be submitted to DLAS for inclusion on the Reports to the General Assembly Web page. Printing and distribution of the document is the responsibility of the author or designee. For information about ordering printing from DLAS, refer to the Document Printing section later in this document.

Guidelines

There are no restrictions or requirements for Report documents. We recommend you follow, as closely as relevant to the report you are preparing, the guidelines for Legislative documents.

Delivery of Print and Digital Materials

To ensure Legislative and Report documents are received and processed by their due date, follow the procedures below. Upon processing and posting the document, DLAS issues a confirmation notice. If you have not received a confirmation notice within ten (10) days of submitting a document, contact DLAS at (804) 371-8007.

- All documents are to be delivered ten (10) days prior to the publication date but no later than the publication date specified in the legislation or code section. Submission addresses are:

Hardcopy or Disk Submission

Division of Legislative Automated Systems (DLAS)
 General Assembly Building, Suite 660
 201 North 9th Street
 Richmond, Virginia 23219
 Attention: Legislative Documents and Reports Processing

Email Submission

reportdocs@dlas.virginia.gov

- Documents can be submitted as hardcopy but electronic submission (on disk or via e-mail) is preferred.
- Document submissions must include a transmittal letter with the following information:
 - Title of the report. For Legislative documents, give title as you want it to appear on the cover page
 - Mandate
 - Contact person's name, telephone number, and email address
 - Acknowledgement of printing costs, if applicable. See Document Printing, below
- Document pages must be submitted in their correct order.
- If submitted as hardcopy, original graphics and maps should be supplied.
- If submitted as hardcopy, place a paper clip on pages with color tones or photographs to indicate to the printer that the pages require special handling.

Document Distribution

DLAS posts both Legislative documents and Report documents on the Reports to the General Assembly Web page of the Legislative Information System Web site.

DLAS is responsible for distributing **Legislative documents** to the Governor, members of the General Assembly, subscribers, and various legislative agencies. Agencies preparing Legislative documents need only distribute copies for their own use.

Agencies preparing **Report documents** are responsible for distributing their reports to General Assembly members. To assist with this, the confirmation of receipt notice that DLAS sends out when the Report document has been posted to the Reports to the General Assembly Web page includes a link to the addresses of the members who requested the report.

Document Printing

The agency preparing a **Legislative** document can receive up to 25 copies of the document at no charge from the DLAS Bill Room (located in the basement of the General Assembly Building).

Agencies that require additional copies of **Legislative** documents or agencies that want DLAS to print their **Report** documents must contact DLAS at (804) 786-6984 for pricing, then include in the transmittal letter the following additional information:

- The cost (as quoted by DLAS),
- Authorization to print the copies
- Agency billing information
- Delivery information, including contact person and telephone number.