

ADVISORY GROUP ON Civil Service and Employee Benefits

PROPOSAL #: AGCS # 16

SUBJECT: Public Service Commission

DATE ADOPTED BY ADVISORY GROUP: October 27, 2009

COMMISSION ACTION: _____

DATE: _____

RECOMMENDATION: Continue to move toward electronic documentation and filing requirements to reduce paper, office supplies, postage, and other associated costs.

Summary Description/Nature of Change	Key/Implementation Responsibilities	Need	Action Needed	Benefit/Saving	Done/ Study
Continue to move toward electronic documentation and filing requirements to reduce paper, office supplies, postage, and other associated costs.	Implementation headed by Information Technology Division with Commission-wide participation.	The need for a comprehensive review of costs which could be reduced or eliminated; resulted in progress toward electronic documentation and filing.	This action was put into effect by internal review and implementation.	Unable to quantify due to electronic documentation currently in production	done