

ADVISORY GROUP ON Civil Service and Employee Benefits

PROPOSAL #: AGCS # 18

SUBJECT: Public Service Commission

DATE ADOPTED BY ADVISORY GROUP: October 27, 2009

COMMISSION ACTION: \_\_\_\_\_

DATE: \_\_\_\_\_

**RECOMMENDATION:** Maintain and retain information obtained through the subpoena process in a database to avoid duplication of requests for records that must be purchased.

<b>Summary Description/Nature of Change</b>	<b>Key/Implementation Responsibilities</b>	<b>Need</b>	<b>Action Needed</b>	<b>Benefit/Saving</b>	<b>Done/ Study</b>
Agency database has been created to maintain information obtained through subpoena process to avoid duplication of request for records that must be purchased. (Example: "Do Not Call" Program)	Implementation headed by Do Not Call Division.	The need for a comprehensive review of costs which could be reduced or eliminated; resulted in reduction of request duplications.	This action was put into effect by internal review and implementation.	This cost savings measure is a combination of the consolidation of our investigative procedures, and the savings is reflected in the above referenced "Subpoena Reduction" measure.	done