

ADVISORY GROUP ON Civil Service and Employee Benefits PROPOSAL #: AGCS # 16
 SUBJECT: Public Service Commission DATE ADOPTED BY ADVISORY GROUP: November 16, 2009
 COMMISSION ACTION: ADOPTED DATE: November 17, 2009 RECOMMENDATION #: 122

RECOMMENDATION: The Public Service Commission should 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 the agency through internal review and implementation.	Agency is unable to quantify currently.	