

ADVISORY GROUP ON Civil Service and Employee Benefits **PROPOSAL #:** AGCS # 18
SUBJECT: Public Service Commission **DATE ADOPTED BY ADVISORY GROUP:** November 16, 2009
COMMISSION ACTION: ADOPTED **DATE:** November 17, 2009 **RECOMMENDATION #:** 124

RECOMMENDATION: The Public Service Commission should maintain and retain information obtained through the subpoena process in a database to avoid duplication of requests for records that must be purchased.

Summary Description/Nature of Change	Key/Implementation Responsibilities	Need	Action Needed	Benefit/Saving	Done/ Study
Agency database 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 the agency through internal review and implementation.	According to the agency this cost savings measure is a combination of the consolidation of investigative procedures, and the savings is reflected in the subpoena reduction measure that is the subject of AGCS#17.	