

MAR 5 1956

Memorandum No. 2

Subject: Method of printing reports in future.

If all goes according to plan the commission will present to the 1957 Session of the Legislature studies and reports on approximately seventeen subjects -- its first major legislative program. In justifying the item of \$6,000 in our 1956-1957 budget for printing the 1957 Report to the Legislature, we estimated that the report would run approximately 450 pages. This assumed, of course, that all of the material relating to each topic would be printed in the report. This might be done in either of two ways: (1) by making the commission's reports and recommendations on the several topics a part of the body of the annual report with the reports of the staff and the research consultants a series of appendices thereto, as we did this year in the case of the inheritance and gift tax study; or (2) by putting both the commission's report and recommendation and the report of the staff or research consultant on a particular study in an appendix, with only a general statement and a series of cross-references in the body of the report.

If either of these methods of printing is followed, or any other method is used which will get all of the material which the commission wishes to submit to the Legislature into a single volume, the 1957 report will be a rather bulky document. It may, therefore, be worth considering whether we should try to work out an arrangement whereby the material relating to each of the commission's several studies can be printed separately. The New York Commission, for example, publishes a separate "Legislative Document" on each study, consisting of (1) the proposed statute; (2) the commission's report and

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recommendations to the Legislature; and (3) the report of the staff or research consultant. The type for these documents is saved and used when they are later combined into the bound volumes which each of us has.

There would appear to be at least the following advantages in following the New York system if it is possible to do so:

1. The commission's annual report to the Legislature would be far less bulky (I should think, however, that the report and recommendation of the commission on each topic would be reprinted therein although this is not done in New York);

2. The manuscript for the material to be printed on each topic could be prepared and sent to the printer as soon as it is finally approved, thus permitting the staff to spread the detailed editorial work out over a period of time rather than having to do it all at once;

3. The "Legislative Document" on each topic could be sent to the Members of the Legislature as it is completed, giving them a better opportunity to study it than if they get all of the material at once shortly before the Session;

4. The "Legislative Document" relating to each study could be sent to persons interested therein without having to send them much unwanted material; and

5. It might be possible for our legislative members to arrange to have the several "Legislative Documents" printed by the Legislature at its expense, thus cutting down our budget item for printing.

I suggest the commission discuss this matter at the March meeting.

Respectfully submitted,

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Executive Secretary