

5/2/77

Memorandum 77-32

Subject: Contract for Indexing Volume 13

All the material for Volume 13 of the Commission's Reports, Recommendations, and Studies has been published. We are now ready to publish the bound volume, which will preserve this material in convenient form and make it permanently available in law school, state, and county law libraries.

We lack only an index for Volume 13. Volume 13 will consist of approximately 2,000 pages. The staff would like to contract out the major portion--approximately 1,200 pages--of the indexing for Volume 13. We do not believe that the staff time will be available to index the entire volume. Mr. Murphy is planning to work on a 3/4-time basis during the year beginning July 1, 1977, and the staff is now engaged in several major projects (creditors' remedies, overlap between guardianship and conservatorship statutes, general assignments for benefit of creditors). Moreover, the indexing is an excellent task to contract out to an expert indexer. We are fortunate that we have been able to find one who is willing to do the job for us. A final consideration is that it is less expensive to contract out the job than to have the staff do it.

The staff plans to do a portion of the index. We plan to index the two Annual Reports (consisting of approximately 341 pages of material) because this material is difficult to index, and we want the index entries for the Annual Reports to conform to those in prior volumes. Also, since the staff indexed the 512 page publication, The Eminent Domain Law which is included in Volume 13, we will not need a separate index for that material.

Accordingly, the staff recommends that a contract be made to index the remaining portion of Volume 13--approximately 1,200 pages. The compensation, computed at a rate of \$1.25 per page, would be \$1,500. The \$1.25 per page rate is the rate normally charged for free-lance work by the Continuing Education of the Bar indexers. We believe that \$1,500 is a reasonable amount considering that the staff would be required to spend about one month of full-time work to index this amount of material

if the staff did the indexing. The contractor would deliver the index on cards, ready to go to the printer, and the staff would add the entries for the 341 pages to be indexed by the Commission's staff.

The staff recommends that the Commission make a contract with Ms. Jenny Jones, an attorney who is an indexer for the Continuing Education of the Bar, to index the portion of Volume 13 of the Commission's Reports, Recommendations, and Studies described above. The contract would require that the completed index, in the form of cards arranged in alphabetical order suitable for sending to the printer, be delivered within three months from approval of the contract by the state. The compensation for the indexing would be \$1,500 with the requirement that the indexer visit our office at Stanford at her expense to discuss the index and to deliver the completed index.

The staff considers this contract to be a top priority for expenditure of funds for the current budget year, and we will defer printing or otherwise take any necessary actions needed to save the \$1,500 needed to finance the contract.

Respectfully submitted,

John H. DeMouilly
Executive Secretary