

3/23/79

Memorandum 79-15

Subject: Contract for Indexing Volume 14

All the material for Volume 14 of the Commission's Reports, Recommendations, and Studies is now available in printed or page proof form. We will soon be 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 and in the libraries of persons who purchase the volumes.

We lack only an index to Volume 14. The volume will consist of approximately 800 pages. The staff would like to contract out the major portion--approximately 500 pages--of the indexing for Volume 14. We do not believe that the staff time will be available to index the entire volume. We are hard pressed to keep all our major and minor projects on the schedule we want to maintain. We believe that we will need to devote a major portion of our staff resources to the guardianship-conservatorship package of bills and to the preparation of the recommendation relating to enforcement of judgments. We also plan to prepare a number of minor recommendations for the 1980 session. Moreover, the indexing is an excellent task to contract out to an expert indexer.

The staff plans to do a portion of the index. We plan to index the two Annual Reports (consisting of approximately 311 pages of material) because this material is difficult to index, and we want the index entries for the Annual Report to conform to those in prior volumes. The remaining material consists of the Recommendation Relating to Guardianship-Conservatorship Law.

We have not discussed the indexing with an indexer. We paid approximately \$1.25 a page for the last indexing. At this rate, the contract for indexing would be in the amount of \$625.00. We would add \$50 to this amount to cover the cost of two trips of the indexer to our office at Stanford--one trip to discuss the index and the other to deliver the final index. This would make the total cost of the index \$675. We believe that the index would cost at least this amount if the staff prepared the index.

The staff recommends that the Commission authorize the Executive Secretary, after consultation with the Chairman, to make a contract in the amount of \$675.00 with a qualified indexer to index the approximately 500-page guardianship-conservatorship recommendation for Volume 14. The staff considers this a top priority for expenditure of money available for contracts if we are to include an index in Volume 14.

Respectfully submitted,

John H. DeMouilly
Executive Secretary