



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

To: Honorable Dannel P. Malloy, Governor
Honorable Denise L. Nappier, State Treasurer
Honorable Kevin P. Lembo, State Comptroller
Honorable Eileen M. Dailey, Senator and Co-Chair, Finance, Revenue and Bonding Committee
Honorable Patricia M. Widlitz, Representative and Co-Chair, Finance, Revenue and Bonding Committee
Honorable Andrew W. Roraback, Senator and Ranking Member, Finance, Revenue and Bonding Committee
Honorable Sean J. Williams, Representative and Ranking Member, Finance, Revenue and Bonding Committee

From: Benjamin Barnes, Secretary 

Date: January 17, 2012

RE: Report pursuant to Section 26 of P.A. 11-150

Section 26 of P.A. 11-150 requires that "The Secretary of the Office of Policy and Management shall review and make recommendations concerning the conversion of all bond commission documents to electronic format, including the cost projections and savings of such a conversion..."

Not all documents associated with the State Bond Commission can be reduced to electronic format. There are legal certificates with the original signature of the Secretary of the State Bond Commission that must be retained permanently. The original agenda and minutes are permanent archival records of the state. The Secretary is also required to retain the original transcripts of bond sales for as long as the bonds are outstanding (including any subsequent refunding).

Other aspects of State Bond Commission paperwork are already in electronic format. Agendas and minutes are available electronically on the State Bond Commission webpage. It has been a longstanding practice that agencies submit their requests for state bond commission allocations electronically. Only the members of the commission receive a paper copy of the agenda and minutes sent to their state office. Last summer, the practice of sending a second copy to members' homes via overnight mail was eliminated saving \$1,000 per year. Paper copies for other interested parties were eliminated several years ago.