

1101.0.0 PAPERWORK REDUCTION POLICY (Ark. Code Ann. § 25-1-201 through 206)

1101.0.1 This establishes Department of Human Services (DHS) policy for reducing the excessive flow of unsolicited Agency reports which, after being written, printed, and distributed at significant public expense, are received without having been requested by legislative offices, state agency offices, and other recipients who often shelve, destroy, or otherwise dispose of the material.

1101.0.2 It is not the intent of this policy to reduce the free flow of information between DHS and the public. Rather, the intent is to reduce the use of DHS publications for other than required informational purposes as well as the escalating public expense of writing, printing, and distributing unsolicited reports.

1101.1.0 Reports to the Legislature

1101.1.1 Reports that must be submitted to the General Assembly may only be provided to the following:

- A. Speaker of the House
- B. President Pro Tempore of the Senate
- C. Representative or Senator who was the lead sponsor of the act requiring preparation of the report
- D. Director of the Bureau of Legislative Research

1101.1.2 Divisions presently providing reports to the General Assembly through other than the aforementioned should communicate with their point of contact concerning any change to current procedure.

1101.2.0 Website Publication

All Agency publications must be published on the DHS Internet website.

1101.3.0 Mailing of Cards

1101.3.1 Each division/office must compile a list of persons requesting publications. Before sending the publication out, the division/office must mail a card telling the person to return the card if he/she desires to receive the publication. The card shall include the website on which the publication is located. Upon receipt of the returned card, the publication will then be sent to the interested party.

1101.3.2 The following publications are exempt from this requirement:

- A. Public information pamphlets
- B. Copies of legislative bills
- C. Copies of laws and regulations
- D. Information disseminated to the press or requested under FOIA

- E. Publications that are applications, instructions, or guidelines for complying with state or federal laws, policies, or regulations
- F. Directories
- G. Newsletters of three pages or less (Newsletters will include a statement providing the receiver the option and method of removing his/her name from the newsletter's mailing list.)

1101.4.0 Abstracts and Requested Information

DHS is not prohibited from distributing abstracts of reports submitted to the Legislature, and information that is requested.

1101.5.0 Inclusion in Budget Request

Each division must include in its budget request a list of its publications that are required by statutory law and must provide in writing the reasons for the continued publication or distribution of its publications.

1101.6.0 Filing of Certain Publications with Legislative Council

Any publication of which more than 1,000 copies were distributed in the preceding calendar year must be filed with the Legislative Council.

Exemptions to the above provision are:

- A. Copies of legislative bills
- B. Copies of laws and regulations
- C. Information disseminated only to the press
- D. Applications, instructions, or guidelines for complying with state or federal laws, regulations, and policies

1101.7.0 Originating Section/Department Contact

Office of Finance and Administration
Human Resources/Support Services Section
Policy and Administrative Program Management
P.O. Box 1437/Slot Number W403
Little Rock, AR 72203-1437
Telephone: 682-5835