



STATE OF VERMONT
GENERAL ASSEMBLY

REPORT SUBMISSION REQUIREMENTS

The Office of Legislative Council, on behalf of the General Assembly, requests that all legislatively required reports be submitted electronically pursuant to the instructions outlined below:

1. Please submit reports to legislativereports@leg.state.vt.us as an attachment to an e-mail message. *Only one report should be attached to each e-mail.*
2. The e-mail message should have a subject line reasonably related to the name of the report, as well as the statutory citation to the reporting requirement.
3. The e-mail should include the following information:
 - a. The originating agency, department, or office.
 - b. The name of the report.
 - c. The author of the report if other than the originating agency, department, or office.
 - d. The body to which the report is being submitted, if a particular committee or other entity is specified in the underlying law.*
 - e. The required date of submission.
 - f. The statutory or other reference under which the report is being submitted.
4. If feasible, the attached report must be submitted in PDF/A format. Acrobat 7 (or later version) allows a document to be created in the PDF/A format, and Office 2007 (or later version) allows a document to be converted to the PDF/A format through the "Save As" function. To convert a Word 2007/2010 document to PDF/A, you will need to select File > Save As, then select the file type, PDF, and select "OK"; when the "Save As" dialog comes up, click the "Options" button and check the box labeled "ISO 19005-1 compliant (PDF/A)," select "OK" and then select "Save." If the submitting entity does not have access to Acrobat 7 (or later), Office 2007 (or later), or another program that supports PDF/A, the entity may submit using standard PDF format.
5. Scanned images are not acceptable, except for signature pages. The remainder of the PDF must be created from the original document.
6. Each report must be submitted as a single PDF/A file, rather than as a collection of files.

Agencies, departments, and other entities providing a submission are to rely upon their own IT resources or where applicable, the Agency of Digital Services, for support of the PDF creation process.

*In addition to submitting reports to legislativereports@leg.state.vt.us in accordance with the instructions outlined above, where specific standing legislative committees are statutory recipients,

please also e-mail the reports to the Committee Assistant for those Committees. This ensures that reports intended for specific committees reach them.

NOTE: PDF/A is a variant of the PDF format designed for archival preservation of digital documents. It is supported by current versions of Adobe Acrobat, and is increasingly supported by other applications.

THANK YOU.