House and Senate Appropriations Committees'
Procedures for Submitting Documents

State Agencies and Other Entities

Submission of Reports and Consultations

1. Before presenting documents in an Appropriations Committee or Subcommittee meeting, email a correctly named <u>PDF</u> of your documents to the approps@ncleg.net email address. File naming conventions are provided below.

    Please note that the **Subject Line** of each email must include the **title of the department or submitting entity, title of the report and corresponding legal citation**.

2. If hardcopies of documents are presented during a meeting but were not submitted for posting prior to the start of the meeting, it is the agency's responsibility to promptly provide the Clerks with an electronic PDF of the handout. An original electronic document is preferred over a scan of a paper copy.

Reasons a Document Will Not Be Accepted

Your documents will not be accepted if they <u>do not</u>:

- Identify the agency or entity
- Contain a date and title
- Follow the naming conventions listed below
- Meet the formatting criteria listed below

If your document does not meet these standards, you will be notified by the Fiscal Research staff and asked to submit a corrected version no later than close of business day after receipt. To ensure data integrity, we will not make changes to the document.

Naming & Formatting Documents

1. <u>How do I name my document?</u>
    - All files must include three things: (1) the name of the agency or entity represented, (2) an indicator of the topic being discussed, and (3) the date of the meeting. Please do not use periods or other "special characters" such as *, @, or $ in a filename; spaces and underscores are OK. See the following examples:
        - CulturalResources_BudgetOverview-2010-12-13.pdf
        - StateBudget_CapitalConsultation-2011-11-29.pdf

2. <u>When do I submit my document?</u>
    - You must email your files to approps@ncleg.net by 5:00 pm on the first business day of the month of the scheduled meeting.

3. What file format should I use for my document?
   - All files must be in PDF format in order to be posted online.

4. How do I format my document?
   - In accordance with State statute, the NCGA refrains from printing or copying in color. Please save files in a way that facilitates black and white printing. For example, slides with a colored background should be formatted to print with a white background.
   - For handouts of presentation slides please show two slides per page.

Revisions: What if a Document Contains an Error?

Documents posted to a document site may not be removed. However, a corrected document may be posted and cross-referenced. As a general guideline, an agency should only request a reposting if a document contains a significant factual error.   Once identified, an agency or other entity must provide a revised document as quickly as possible following the meeting.

Questions

If you have questions about these instructions, please contact a member of the Fiscal Research Division.