

# Procedures for Web Posting of Subcommittee Documents

## State Agencies and Non-Government Entities

### **General Guidance**

1. Before presenting documents in an Appropriations Committee or Subcommittee meeting, email a correctly named PDF of your documents to the appropriate Committee or Subcommittee Clerk, as well as the Fiscal Analyst(s) responsible for staffing the meeting. Naming conventions are explained below.
  - Note: The General Assembly does not accept files larger than 9MB via email. See the end of this document for instructions on how to submit large files.
2. After the meeting has begun, the Clerk will post your documents along with any others presented that day to the Appropriations Committee or Subcommittee document site as soon as the schedule of the Clerk staffing the committee allows.
3. If an agency or non-government entity presents hardcopies during a meeting that were not submitted for posting prior to the start of the meeting, it is the agency's or non-government entity's responsibility to promptly provide the Clerk and Fiscal Research Division staff with an electronic copy of the handout. An original electronic document is preferred over a scan of a paper copy.

### **Reasons a Document Will Not Be Posted**

Your documents will not be posted if they do not:

- Identify who created the document
- Contain a date, title, and time
- Follow the naming conventions listed below
- Meet the formatting criteria listed below

If your document does not meet these standards, you will be notified and asked to submit a corrected version by close of business the day before the meeting. To ensure the document's integrity, staff will not be responsible for making changes to submissions.

### **Specific Guidance**

1. How do I name my document?
  - All files must include three things, preferably in this order: (1) an indicator of the topic, (2) the name of the agency or non-governmental entity presenting, and (3) the date of the meeting.
  - Please do not use periods or other "special characters" such as \*, @, or \$ in a filename. Underscores are OK.
  - See the following three examples:
    - BudgetOverview-CulturalResources-2015-01-13.pdf
    - Budget\_Summary-Fiscal\_Research-2015-05-13.pdf
    - Water\_Infrastructure\_Funding-Fiscal\_Research-2015-05-23.pdf
2. When do I submit my document?
  - You should email your files to the Committee Clerk and the appropriate Fiscal Analyst staff by **3:00 pm on the last business day before the meeting.**
3. What file format should I use for my document?
  - Files should be in PDF format.

4. How do I format my document?

- In accordance with 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 dark colored background should be formatted to print with a white background.
- For handouts of presentation slides, please show 2 slides per page.

***Questions***

If you have questions about these instructions, please contact the Clerk assigned to the Committee or Subcommittee or Fiscal Research Division staff.

***Revisions***

Documents posted to a document site may not be removed. However, a corrected document may be posted and cross-referenced. As a general guideline, agencies should only request a reposting for substantial errors, rather than typos, and are expected to provide revised documents as quickly as possible.

***Files over 9 megabytes***

Generally, the submission of files over 9 mb is discouraged. However, if necessary, you will need to request a link to the large file transfer program from the Committee Clerk or Fiscal Research Division staff.