

# **ADVISORY COMMITTEE FOR THE STATE PUBLICATIONS CLEARINGHOUSE MINUTES**

**A regular meeting of the Advisory Committee was held on April 3, 2006 in the Department of Administration Building, in the Reserved Dining Room. The meeting was called to order at 2:05 p.m. The following people were present: Linda Caisse, Susan Dunn, Tom Evans, Greg Facincani, Betty Fitzgerald, Colleen McConaghy and Deborah Mongeau.**

## **MINUTES**

**The minutes of the January 9, 2006 meeting were accepted as submitted.**

## **ANNOUNCEMENTS**

**Deb mentioned that the document she wrote in 1989 on the procedures for classifying documents using the SWANK system has been updated. Most changes made have been grammatical. If depositories would like a copy, please contact Deborah Mongeau at [dmongeau@uri.edu](mailto:dmongeau@uri.edu).**

## **UPDATE ON CLEARINGHOUSE ACTIVITIES**

**- Greg has asked the Secretary of State's IT department to set up an electronic system that would allow state agencies to submit e-documents directly to their server. The process would be similar to the system used for open meetings filings. Depository libraries could**

be notified by RSS feed when a new e-document was filed by a particular agency.

- Greg is no longer making a hard copy of e-resources or cataloging the links.

## **OTHER BUSINESS**

- The Committee reviewed proposed changes to the Rules and Guidelines for the Rhode Island State Publications Clearinghouse. They recommended adding a provision that would require state agencies to electronically deposit e-documents with the Secretary of State's Office. A Documents Officer would be designated at each agency and would file an "Open Government Filing Coordinator Designation Form" with the Secretary of State. The Documents Officer would be responsible for depositing all publications that are required to be deposited with the Clearinghouse, regardless of format.

- The list of titles on the Core Collection List was revised. Many of the titles have ceased or are no longer available in print. For example, RI Elected Officials can be found on the General Assembly website at <http://www.rilin.state.ri.us/Scripts/email/LegEmail.asp>

- Changes will be made to the Rules and Guidelines and a final copy will be sent to the Advisory Committee for review. The filing of these changes needs to be made before January 2007.

- The proposed change in the distribution of the RI General Laws to libraries (Bill #7280) has not come up for discussion. Many letters were written to state legislators regarding the issue of dropping

**public libraries from the distribution list. To follow this issue, go to**

**<http://dirac.rilin.state.ri.us/BillStatus/WebClass1.ASP?WCI=Index&WCE=callBillStatus&WCU&> .**

**The meeting was adjourned at 3:30 pm.**

**Respectfully Submitted,**

**Susan E. Dunn**

**Approved July 11, 2006**