

ADVISORY COMMITTEE FOR THE STATE PUBLICATIONS CLEARINGHOUSE MINUTES

A regular meeting of the Advisory Committee was held on July 19, 2005 in the Secretary of State's Conference Room (Room 27) in the State House sub-basement. The meeting was called to order at 2:20 p.m. The following were present: Linda Caisse, Susan Dunn, Tom Evans, Betty Fitzgerald, Greg Facincani, Deborah Mongeau and Deborah Porrazzo.

ANNOUNCEMENTS AND INTRODUCTIONS

Linda Caisse, librarian at the North Kingstown Free Library, was introduced as a new member of the Advisory Committee. Deborah Porrazzo, Health Department librarian, attended as a guest.

MINUTES

The minutes of the April 11, 2005 meeting were accepted as submitted.

UPDATE ON CLEARINGHOUSE ACTIVITIES

- The Lottery Commission has ceased as a separate entity, and is now part of the Department of Administration. Beverly Najarian is the acting head of the Lottery. The Governor will appoint someone to oversee the Lottery at a future date.**
- Greg will send a reminder to state agencies that the Clearinghouse**

needs 25 copies of all publications issued by departments within the agency. He will include a copy of the laws requiring compliance. The Secretary of State has a master list of state agencies in their internal database that was used to create the current RI Government Owners Manual. Greg hopes to generate a mailing list from this database. Deb Porrazzo offered to help with the contacts within the Health Department.

- Greg wants to visit the state depositories to assess what technology is available at each site. He will call to arrange a time for visiting.**

- A question was raised about the issuance of internal audit reports. Agencies are required to publish the last three years of their audits on their website and send those links to the Secretary of State for posting. “In accordance with the requirements of RI GENERAL LAW 42-20-8.2, the Office of the Secretary of State has posted the links to state agency audit reports currently available online. “ For viewing, go to <http://www.sec.state.ri.us/library/Financial/agencyfinancialdata/>
The last published edition of the Digest of Annual Reports was in 1984.**

- The final station fire report is available online and must be color printed to clearly view the charts and graphs within the document. This document was not distributed to depository libraries. It can be printed from the National Institute of Standards and Technology (NIST) website at http://www.nist.gov/public_affairs/ncst.htm Tom**

said that the state is still using the 2003 National Fire Code (NFPA). The state regulations (blue pages) can be accessed at <http://www.fsc.ri.gov/documents/RhodeIslandFireSafetyCode.pdf> The fire laws can be found at <http://www.fsc.ri.gov/statutes/> Public laws affecting fire safety that were passed in 2005 are available at <http://www.rilin.state.ri.us/PublicLaws/Law05/law05151.htm> and <http://www.rilin.state.ri.us/PublicLaws/Law05/law05155.htm> .

- Greg recently went to a Digital Preservation conference. He received a toolkit that will help him promote preservation within the state agencies.

- A question was raised about the accuracy of the Landlord-Tenant Handbook. The document does not contain statute changes from the last several years.

Tom is unsure if anyone is going to edit and re-publish the handbook. Information about lead abatement information for homeowners, inspectors and contractors can be accessed at <http://www.health.ri.gov/lead/environmental/removepaint.php>

The meeting adjourned at 4:00 pm.

Respectfully submitted,

Susan E. Dunn

Recording Secretary