

Approved April 6, 1988
Date

MINUTES OF THE Senate COMMITTEE ON Governmental Organization

The meeting was called to order by Senator Vidricksen at
Chairperson

1:15 ~~xxx~~/p.m. on March 28, 1988 in room 531 N of the Capitol.

All members were present except:
Senator Bogina

Committee staff present:
Jill Wolters - Revisor
Julian Efird - Research

Conferees appearing before the committee:

Representative Nancy Brown
Sue Steele - Society of America Support Services for Citizens with Autism
Harold Kane - Autism Society - Parent
Art Griggs - Revisor
Representative Bideau
Arden Ensley - Revisor

The Chairman called the meeting to order at 1:15 and took up HB 2825 concerning the commission on autism. He introduced Representative Nancy Brown who distributed information on the definition of autism and its symptoms (Exhibit A) and explained the purpose of the bill. This bill would establish the Commission on Autism within the Governor's Department and would consist of up to 15 members appointed by the Governor from among representatives of state and local governmental agencies, educators and doctors who have expertise in the field of autism. The role would include advising and making recommendations to the Governor concerning autism and monitoring developments within the field of autism.

Sue Steele, the mother of an autistic child, presented testimony explaining why HB 2825 is so important and how a Commission will benefit the individuals with autism and their families. She gave examples of different problems that have occurred across the state and stressed that school systems and other service providers must be kept informed of updated attitudes and teaching techniques available for autistic individuals. (Exhibit B) Harold Kane, a father of an autistic child also presented testimony (Exhibit C) and urged support for this bill. Additional testimony was presented to the committee from Robin Wells of Overland Park, who was not present (Exhibit D) along with a brochure from JoWyCo Chapter and the Kansas Society for Children and Adults with Autism. (Exhibit E)

Upon hearing this testimony Senator Johnston made a motion to recommend HB 2825 as favorable for passage. This was seconded by Senator Strick. Motion carried.

The Chairman called on Art Griggs who explained the changes in three bills. SB 740 concerning the construction defects recovery fund, would no longer be subject to prior approval of the Finance Council. Expenditures from the fund would be reported to the Director of Architectural Services and the Secretary will advise and consult with the Joint Committee on State Building Construction.

SB 744 concerning the recruitment and moving expenses of certain state personnel, would repeal 75-3220 and amend 76-727 into it. It also included an amendment for the state acquiring the homes of relocated troopers. New Section 4.

SB 745 concerning the land belonging to the state and relating to the granting of easements, would re-define state officer as an agency head. Also easements would no longer have to be subject to the Secretary of Administration, just the Attorney General for form.

CONTINUATION SHEET

MINUTES OF THE Senate COMMITTEE ON Governmental Organization,
room 531N, Statehouse, at 1:15 ~~xxx~~/p.m. on March 28, 1988

Representative Bideau addressed the committee on behalf of Sub HB 2751 explaining that this bill would require that all state agencies and courts permit the use of standard size paper (8½ x 11) for all documents required, authorized, or permitted by law. He pointed out that this would simplify some of the problems encountered when using various sizes of paper on reports, documents, and other printed matter. (Exhibit F)

A motion to recommend Sub HB 2751 favorable for passage was made by Senator Strick. This was seconded by Senator Hoferer and the motion carried.

Arden Ensley briefed the committee relative to the proposed changes in HB 2705. Under HB 2705, the chairperson and vice-chairperson would be persons designated by the Committee on Organization, Calendar and Rules and by the Speaker of the House and would not have to be the first persons appointed. The second change is technical and is intended to incorporate into the statutes relating to the Joint Committee other relevant provisions that are found elsewhere in the statutes and are now simply cross-referenced.

Senator Frey made a motion to recommend HB 2705 as favorable for passage with a seconded being made by Senator Francisco. Motion carried.

The Chairman asked for an opinion on SB 740 and Senator Johnston made a motion to recommend this bill favorable for passage. This was seconded by Senator Strick, motion carried.

Senator Frey made a motion to accept the technical amendments to SB 744. Senator Strick seconded this and the motion carried.

Senator Strick then made a motion to recommend SB 744 as favorable for passage. A seconded was made by Senator Hoferer and the motion carried.

A motion was then made by Senator Winter to approve the amendments discussed earlier for SB 745. This was seconded by Senator Johnston. Motion carried.

A motion was made by Senator Francisco to recommend SB 745 as favorable for passage as amended. Senator Strick seconded this and the motion carried.

Next a motion was made by Senator Hoferer to recommend HB 2945, designating December 7 of each year as Pearl Harbor Remembrance Day in the State of Kansas, favorable for passage. Senator Johnston seconded this and the motion carried.

HB 2958, concerning the regulation, supervision and control of radio common carriers and radio communications by the State Corporation Commission, was recommend as favorable for passage by Senator Strick. This was seconded by Senator Francisco and the motion carried.

A motion was made to recommend HB 2903, concerning the Kansas Commission for the Deaf and Hearing Impaired, as favorable for passage by Senator Johnston. This was seconded by Senator Strick. A substitute motion was offered by Senator Winter to eliminate (A) in line 28, (D) in lines 29 and 30, (F) in line 31 and change the word "Three" to "Six" in line 34 adding three more members who are deaf or hearing impaired. This was seconded by Senator Johnston. Motion carried.

A motion was then made by Senator Johnston to recommend HB 2903 favorable for passage as amended. Senator Gaines seconded this and the motion carried.

Senator Winter then asked to reconsider SB 744, concerning the recruitment and moving expenses of certain state personnel, and amend to incorporate into HB 2027, including amending the title. Senator Hoferer seconded this and the motion carried.

CONTINUATION SHEET

MINUTES OF THE Senate COMMITTEE ON Governmental Organization,
room 531N, Statehouse, at 1:15 ~~xxx~~ p.m. on March 28, 1988.

Senator Gaines then made a motion to pass SB 744 as amended out of committee favorably. This was seconded by Senator Strick and the motion carried.

A motion was made to approve the minutes of the March 22nd meeting, seconded by Senator Frey and carried.

The meeting was then adjourned by the Chairman at 2:27 p.m.

GUEST LIST

COMMITTEE: Senate Governmental Organization DATE: March 28, 1988

| NAME | ADDRESS | COMPANY/ORGANIZATION |
|----------------------|-------------------------------------|---|
| MARJORIE VAN BUREN | 301 W. 10th TOPEKA | Office of Judicial Administration |
| Nancy Kupper | | Sec. Rep Smith |
| Mary Robbins | Fairway, Kns. | LowCo Chapter - Autism |
| Sue Steele | 6119 Hall St Shawnee, KS. | Society of America - parent Support Autism w/ autism |
| Margene Dipaling | 5856 S.W. 28 Terr Topeka | Autism Society of Kansas - Director |
| Patrick Kane | 3121 N. 84 TERR. K. C. Ks. | Autism Society - Brother (Parent) |
| Betty Kane | 3121 N. 84 TERR. K. C. Ks. | Autism Society - Support Services |
| Harold Kane | 3121 N. 84 TERR. K. C. Ks. 66109 | SSCA Autism Society - Parent |
| Kathy Marney | Topeka | MCAK |
| Harry Reser | Topeka | Kan. Telecomm. Assn. |
| Siddhan Ghose | 915 Harrison, 4th Flr. | Ks. Corporation Comm. |
| ED DE VILBISS | 625 POLK | DIV. ARCH. SERVICES |
| Mike Johnson | Manhattan | K. S. U. |
| Regina Akers | 6400 W. 95th St OP, Kan 66210 | K. C. Star |
| Art Greig | Seaside Rm 263 | Dept. of Admin. |
| TED D. AYRES | Topeka | Ks. Board of Regents |
| ED SCHAUB | Topeka | SW BELL MOBILE SYSTEMS |
| Ed Schaub | Topeka | |

Diagnosing autism may be difficult because the condition is relatively rare and the clinical picture can vary so much from one child to another and from one time to another in the same child. Older children may have outgrown or overcome some of the characteristics while retaining others. It is important to get a good history when evaluating an older child. The information provided below may be useful to parents or professionals who need help in making a diagnosis. If you do not need it for yourself, pass it on to an agency or a professional who works with young children

AUTISM is a severely incapacitating lifelong developmental disability that typically appears during the first three years of life. It occurs in approximately fifteen out of every 10,000 births and is four times more common in boys than girls. It has been found throughout the world in families of all racial, ethnic and social backgrounds. No known factors in the psychological environment of a child have been shown to cause autism.

The symptoms are caused by physical disorders of the brain. They include:

- (1) Disturbances in the rate of appearance of physical, social and language skills.
- (2) Abnormal responses to sensations. Any one or a combination of senses or responses are affected: sight, hearing, touch, balance, smell, taste, reaction to pain, and the way a child holds his or her body.
- (3) Speech and language are absent or delayed, while specific thinking capabilities may be present.
- (4) Abnormal ways of relating to people, objects and events.

Autism occurs by itself or in association with other disorders which affect the function of the brain such as viral infections, metabolic disturbances, and epilepsy.

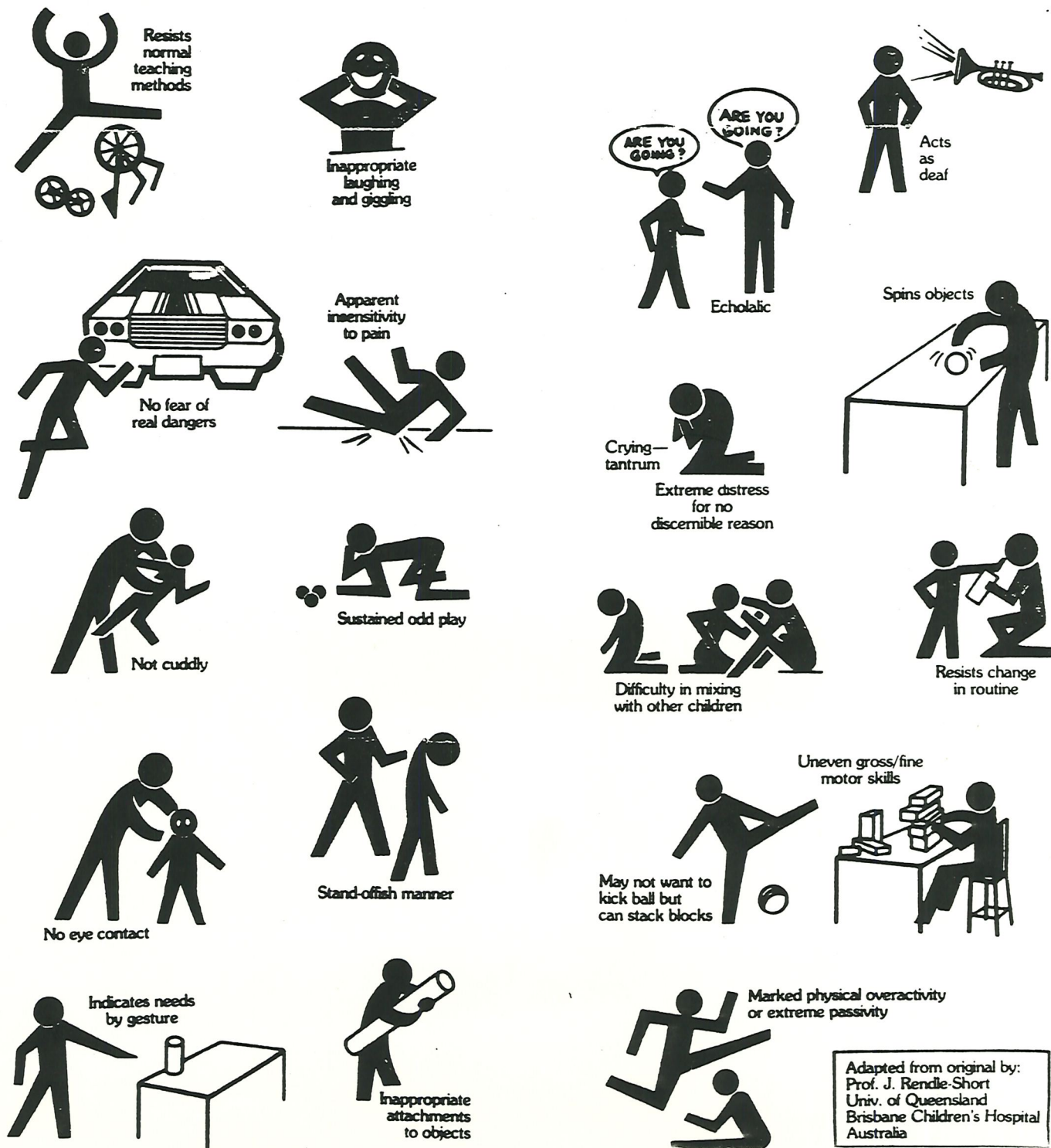
It is important to distinguish autism from retardation or mental disorders since diagnostic confusion may result in referral to inappropriate and ineffective treatment techniques.

The severe form of the syndrome may include extreme self-injurious, repetitive, highly unusual and aggressive behavior.

Special educational programs using behavioral methods have proved to be the most helpful treatment.

Autism is treatable—early diagnosis and intervention are vital to the future development of the child.

The accompanying chart visually portrays the more important signs and symptoms of autism. If a child exhibits seven or more of the symptoms listed above and in the chart and if the bizarre behavior is constant and inappropriate for the child's age, further evaluation is recommended.



Adapted from original by:
 Prof. J. Rendle-Short
 Univ. of Queensland
 Brisbane Children's Hospital
 Australia

March 28, 1988

To: Governmental Organization Committee
Senator Ben Vidricksen, Chairperson

From: Sue Steele
6119 Hallet
Shawnee, Kansas 66216
(913) 631-6237

Re: HB 2825

My name is Sue Steele and I am the mother of a 24 year old man disabled by autism. Today I want to tell you, from a parent's perspective, why HB 2825 is so important and how a Commission on Autism will benefit my son and other Kansas individuals with autism and their families. First let me share with you, problems brought to my attention recently by a number of families across the state:

1. Johnson/Wyandotte Counties - three newly diagnosed (under 3 yrs. Old) children: parents seeking educational programs, doctors, etc.- None available
2. A Johnson County family had to place their 12 yr. old son, far from home, in a state institution because of the lack of crisis intervention service to the family.
3. A Topeka family is presently in a crisis situation. Their young teenage son is having problems both at school and at home. Another teenage boy continues to have problems at school. There is no service available in our state for the school or the parents to contact to help them through (which should be) a short term crisis.
4. Two families from Johnson and Wyandotte Counties with sons ages 5 and 13 having somewhat the same problems as above. Again, no service.
5. A Lawrence family needing a doctor knowledgeable about autism for their 18 yr. old daughter.
6. A Wichita family (very active in advocating for individuals with autism) spent over a month in Los Angeles, California to seek out appropriate evaluation and programming for their 24 yr. old son. A few weeks later the father passed away and the mother now has sole responsibility for the son and no possible placement in our state.
7. A high functioning 31 yr. old woman from Johnson County has gone through every agency offering services to disabled individuals. Her job placements failed because those assisting her were not aware of the special needs of persons with autism.

These are but a few problems we are facing. My husband and I can relate to each of the crisis these families are going through. We have been through the search for a proper diagnoses; knowledgeable doctors, dentist, etc. Our son was finally given a public education at the age of 10 (thanks to the passage of P.L.94-142, The Education of All Handicapped Children Act.). There were no programs or services available to him when he reached the age of 21. The search began all over. We found service providers and decision makers of these services were not knowledgeable about autism or did they offer to change their program to meet the needs of persons with autism.

There is still no known cause or cure of autism. However, there are a number of research projects in process throughout the country. There are now successful teaching techniques available for the very young through adulthood: for the most severe and the high functioning. We must find a way to make our school systems and other service providers aware of these updated facts about autism.

The findings and recommendations of the task force on autism (created under 1987 House Concurrent Resolution No. 5017) addresses the problems I spoke about today. Families have lived lives of total frustration far too long. Most importantly, we have cheated individuals with autism because of our ignorance. Please help by supporting and recommending for the passage of HB 2825. The Commission on Autism must be established to implement the recommendations and it is most important that the Commission monitor developments within the field of autism. It must keep service providers of our state informed of updated attitudes and teaching techniques.

My husband and I are grateful to Representative Nancy Brown and the other twenty four representatives who co-sponsored HB 2825. My sincere thanks to you Senator Vidrickesen, Senator Winter and other respected committee members for allowing me to speak on behalf of my son and other individuals disabled by autism in Kansas.

DATE: March 28, 1988

TO: Senate Governmental Organization Committee
Senator Ben E. Vidricksen, Chairman
Senator Wint Winter Jr., Vice Chairman
Members of the Committee

FROM: Harold A. Kane
3121 North 84th Terrace
Kansas City, Kansas 66109

Re: House Bill No. 2825 - COMMISSION ON AUTISM

Mr. Chairman and Members of the Committee:

As the parent of a 25 year old son with AUTISM I am very much aware of the problems faced by Autistic people and their parents. There is still much to be done in this area and part of the problem is the lack of information and sometimes the erroneous information about this severe disorder.

The report of the TASK FORCE ON AUTISM does an excellent job of pointing out many of the problem areas we are concerned with. As a member of this group I was pleased with the thoroughness of the report. However, this is only a beginning and not the end of the need for further study and changes so desperately needed in this field.

This Commission is endorsed by the AUTISM SOCIETY OF KANSAS, the JOHNSON/WYANDOTTE CHAPTER OF THE AUTISM SOCIETY, AND SUPPORT SERVICES FOR CITIZENS WITH AUTISM. As a member and or Officer of these three organizations I urgently request your support for this bill.

Thank you for your time and attention.

Harold A. Kane



**SUPPORT
SERVICES
FOR CITIZENS
WITH AUTISM, INC.**

6119 HALLET
SHAWNEE, KANSAS 66216
(913) 631-6237

A NON-PROFIT CORPORATION DEDICATED TO BUILDING A BETTER LIFE

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DATE: March 28, 1988
TO: Governmental Organization Committee
Senator Ben E. Vidricksen, Chair
Senator Wint Winter, Jr., Vice-Chair
Committee Members
FROM: Robin A. Wells - Overland Park
RE: House Bill No. 2825 - COMMISSION ON AUTISM

Chairman Vidricksen, Vice-Chair Winter and other respected committee members: I regret not being able to speak to you in person but would like to share my concerns through this written statement. It is with deep concern for individuals disabled by autism and their families that I urge this committee to support House Bill No. 2825 (which will establish a COMMISSION ON AUTISM).

As a member of the TASK FORCE ON AUTISM, a long-time advocate of persons with autism and their families, and a speech-language pathologist in an educational setting, I have been able to have first hand experience in the present condition of services for this unique population. All services in the state of Kansas for autism have been, and still remain, at a grave deficit.

Each of you received a copy of the REPORT OF THE TASK FORCE ON AUTISM in January. As stated in the report, autism is a life-long developmental disability which severely incapacitates

AFFILIATED WITH THE JOHNSON/WYANDOTTE COUNTY CHAPTER OF THE NATIONAL SOCIETY FOR CHILDREN AND ADULTS WITH AUTISM

perception, communication, and learning. It is a neurological disorder of the brain for which there is no known cure. Autism occurs in 15 in 10,000 births, is four times more prevalent in boys than girls, and does not show any preference to a particular racial, ethnic, or socio-economic background. It can be estimated, therefore, that 3,654 individuals with autism are in the state of Kansas.

The TASK FORCE ON AUTISM report documents severe inadequacies in: 1) dissemination of current information about autism; 2) the diagnosis of autism/training of physicians; 3) the provision of support services for families of individuals with autism; 4) the provision of early intervention (pre-school and home visit/training; 5) educational opportunities; 6) adequate teacher preparation and on-going teacher support; 7) residential choices; 8) vocational placement (competitive employment); 9) respite care services; 10) crisis care; 11) applied research; 12) accurate reporting of incidence of autism; and 13) the recognition of the various disability levels of autism. This information was compiled from surveys sent to the Board of Regents, state agencies/facilities, Kansas local education agencies, and from a review of state rules and regulations. Other information in the report was collected from the most current knowledge in the field of autism. Members of the TASK FORCE committee wish to facilitate a change in these deficit areas. It is felt that the best way to ensure implementation and/or re-evaluation of the recommendations and goals of the TASK FORCE report would be through the establishment of a COMMISSION ON AUTISM.

Legislative support is needed to allow this hard-to-serve population the opportunities which have been awarded to other individuals with developmental disabilities. This population no longer needs to be placed "last on the list" for services because of misconceptions, or lack of knowledge in the best intervention techniques. A COMMISSION which would develop, cooperatively implement, monitor, and evaluate changes in the provision of services is in the best interest of this unserved population. COMMISSION members should include state agency representatives, parents, advocates, and other persons in medical/educational fields who are apprised of the needs and dedicated to effect change in behalf of persons with autism.

The need to document the whereabouts of the unreported 3,391 persons disabled by autism in the state of Kansas is crucial. Ill-suited programming for these individuals must not continue. Misdiagnosis, incorrect placement, inappropriate intervention techniques, and pre-imposed limitations must cease.

Individuals with autism and their families continue the struggle to receive existing services available to others. With the implementation of House Bill No. 2825 (COMMISSION ON AUTISM), the struggle may not have to continue another forty-five years. I urge you to approve and further support House Bill No. 2825.

NSAC MEMBERSHIP APPLICATION

(Please Print)

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (____) _____

New Member Renewing

Chapter Affiliation _____

(If none, write 'at large')

There is an NSAC chapter near you.
We'll be glad to put you in touch.

Membership Categories and Dues

- | | |
|--|---|
| <input type="checkbox"/> Full-time student—\$12.50 | <input type="checkbox"/> Sponsoring—\$300 |
| <input type="checkbox"/> Individual—\$20 | <input type="checkbox"/> Patron—\$1,500 |
| <input type="checkbox"/> Family—\$30 | <input type="checkbox"/> Life—\$3,000 |
| <input type="checkbox"/> Contributing—\$45 | <input type="checkbox"/> International—\$25 |
| <input type="checkbox"/> Supporting—\$65 | <input type="checkbox"/> Donation \$_____ |
| <input checked="" type="checkbox"/> State—\$3 | |
| <input checked="" type="checkbox"/> Local—\$2 | |

Local chapter and state society dues are extra.

Subscription to the Advocate is included in your annual dues for all membership categories above.

JoWyCo Chapter of NSAC

P.O. Box 2362
Shawnee Mission, Kansas 66201
(913) 469-6424
(913) 268-4231

Topeka-Lawrence Chapter of NSAC

5856 S.W. 28th Terrace
Topeka, Kansas 66614
(913) 272-7412

WiNSAC Chapter of NSAC

2004 Wellington Place
Wichita, Kansas 67203
(316) 943-1191
(316) 262-0226

KANSAC State Society
(same as Topeka-Lawrence)

You Ought to Know

about Autism



JoWyCo Chapter and the Kansas Society for Children and Adults with Autism

EXHIBIT E - 3/28/88

AUTISM is a severely incapacitating lifelong developmental disability that typically appears during the first three years of life. It occurs in approximately *fifteen out of every 10,000 births* and is four times more common in boys than girls. It has been found throughout the world in families of all racial, ethnic and social backgrounds. No known factors in the psychological environment of a child have been shown to cause autism.

The symptoms are caused by physical disorders of the brain. They include:

- (1) Disturbances in the rate of appearance of physical, social and language skills.
- (2) Abnormal responses to sensations. Any one or a combination of senses or responses are affected: sight, hearing, touch, balance, smell, taste, reaction to pain, and the way a child holds his or her body.
- (3) Speech and language are absent or delayed, while specific thinking capabilities may be present.
- (4) Abnormal ways of relating to people, objects and events.

Autism occurs by itself or in association with other disorders which affect the function of the brain such as viral infections, metabolic disturbances, and epilepsy.

It is important to distinguish autism from retardation or mental disorders since diagnostic confusion may result in referral to inappropriate and ineffective treatment techniques.

The severe form of the syndrome may include extreme self-injurious, repetitive, highly unusual and aggressive behavior. However on the other end of the continuum of severity levels, 15-20% of individuals with autism are "high functioning" and will become socially and vocationally independent.

Special educational programs using behavioral methods have proved to be the most helpful treatment.

Autism is treatable—early diagnosis and intervention are vital to the future development of the child.

The accompanying chart visually portrays the more important signs and symptoms of autism. If a child exhibits seven or more of the symptoms listed above and in the chart and if the bizarre behavior is constant and inappropriate for the child's age, further evaluation is recommended.

Exhibit E



Resists normal teaching methods



Inappropriate laughing and giggling



Echolalic



Acts as deaf



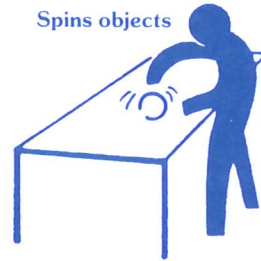
No fear of real dangers



Apparent insensitivity to pain



Crying—tantrum
Extreme distress for no discernible reason



Spins objects



Not cuddly



Sustained odd play



Difficulty in mixing with other children



Resists change in routine



No eye contact



Stand-offish manner



May not want to kick ball but can stack blocks

Uneven gross/fine motor skills



Indicates needs by gesture



Inappropriate attachments to objects



Marked physical overactivity or extreme passivity

Adapted from original by:
Prof. J. Rendle-Short
Univ. of Queensland
Brisbane Children's Hospital
Australia

NEEDS

Research has not yet revealed the chemical or physiological processes that shut out our world to individuals with autism, but we do know what they need to help them lead a more nearly normal life.

Infants

Diagnosis as early as possible to identify autism is important.

Early Childhood

Intervention to enable preschoolers to receive therapeutic help by specially trained technicians that will help them relate appropriately in their environment.

† Programs developed for each child's unique needs must be designed by a professional staff and parents. Only teachers certified or trained in the field of autism should be entrusted with their care.

Adolescence & Adulthood

Pre-vocational, vocational, or supportive employment that will maximize their opportunities for competitive jobs. Group or residential homes, or other living opportunities that will offer alternatives to institutionalization or long term care is imperative. The staff needs to be specialists in the field of autism.

Family

Individuals with autism need to have the same consideration given them as other family members. Usually very sensitive, they have the unique ability to withdraw from situations in which they are unable to cope.

† Keep stimulation to a minimum and encourage participation in structured family and community activities.

† Consistency, patience and empathy of family members and friends can enhance their ability for greater potential.

GREATER KANSAS CITY CHAPTER ARMA
 ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS

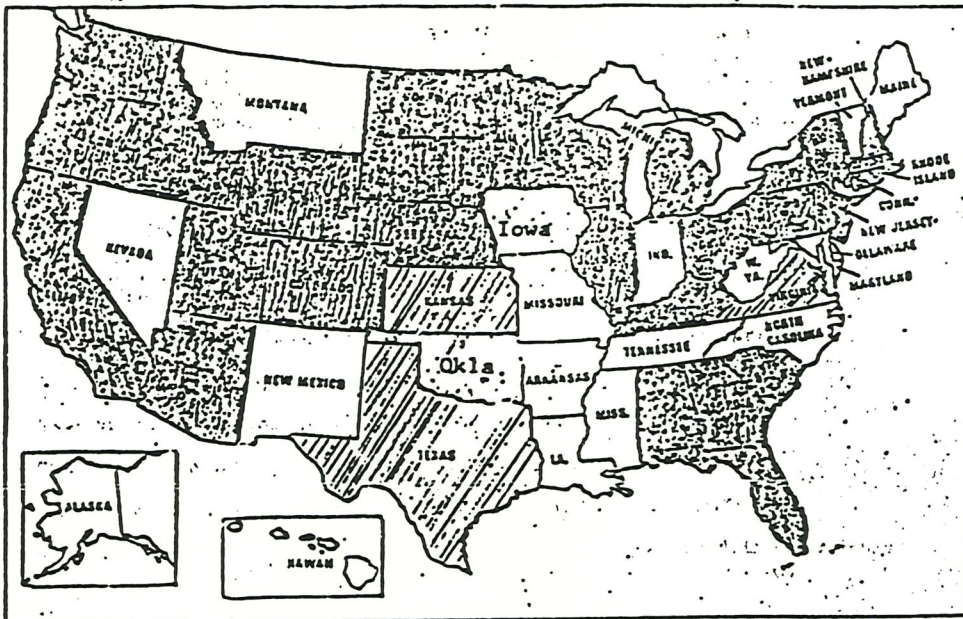
2-15-83

ELF
 ELIMINATE LEGAL size FILES
 PROJECT

#6

Saving in the State of Kansas the District Courts alone

\$247,440.48 per year



1. Dark areas represent states that have totally or partially eliminated legal size files.
2. Cross hatch states such as Kansas, Virginia and Texas have bills pending in the Legislature at this time.
3. Some states such as Missouri and Oklahoma have the proposal under study at this time.
4. In the state of Iowa the Supreme Court by court rule eliminated legal files, the Legislature set this aside because only 90 days notice was provided. Iowa Legislature is now making their own study and proposal.
5. The U.S. Government has already made the conversion as of Jan. 1, 1983

Attch. 6

7 6 4 5

OUTLINE OF ELP PRESENTATION FOR LEGISLATURE

I. Explain ANPA (Association of Records Managers and Administrators)

- A. Currently 100 chapters consisting of 7,500 members
- B. Goal to unify records management concepts
- C. National headquarters in Prairie Village, Kansas

II. Introduce ELP Committee members

- A. Aaron Reynolds, Chairman, 3M Corporation, File Management
- B. Richard Shannon, Wy. Co. District Ct., Court Administrator
- C. Tom Adkins, Adkins & Associates, Kansas City ANPA president, organized local ELP committee
- D. John Thomas, International Mailing Systems, first chairman of ELP committee, got local ELP project to progress
- E. Terry Starchich, Electronic Realty Associates, Manager Information Services

III. Testimony Facts

ANPA has a nationwide project, ELP, Eliminate Legal Size Files, objective to standardize size of files (8 1/2 by 11"), increase efficiency & lower costs

Nationwide 27 states have totally or partially adopted the ELP principle.

In some states, the governor is making the change by decree.

Some courts are making the change by local order.

Some states are making the change by locality (city, county, etc.)

Most states are making the change by legislation to create uniformity.

A state can only effectively make the greatest savings when all three branches of government eliminate the use of legal size forms at the same time.

Already many courts are experiencing confusion because a state or local court may require legal size paper and the federal court across the street requires standard size paper. The sooner every state adopts the ELP policy, the sooner everybody will participate in greater savings.

STATES WHERE THE CHANGE HAS BEEN MADE:

| | | |
|-------------|---------------|----------------------------|
| Alabama | Kentucky | Ohio |
| Arizona | Massachusetts | Oregon |
| California | Michigan | Pennsylvania |
| Colorado | Minnesota | South Carolina |
| Connecticut | Nebraska | South Dakota (by governor) |
| Florida | New Hampshire | Utah |
| Georgia | New Jersey | Washington |
| Idaho | New York | Wisconsin |
| Illinois | North Dakota | Wyoming |

*> have only
been seen in the
news to
adopted*

The Federal government has eliminated legal size files.

→1. GSA Bulletin FPMR B-120, Archives and Records, June 2, 1982 states "Legal-size documents are costly and inefficient. Legal-size paper costs about 25 percent more than letter-size. Legal-size file cabinets cost about 13 percent more than letter-size for the upright variety and 28 percent more for the mobile or hanging file type. These cabinets take up to 16 percent more floor space than letter-size cabinets. Inactive legal-size files take up 20 percent more space in Federal records centers than do letter-size files. Copying machines and other types of automated office equipment must be designed and manufactured to provide for this exception."

While it is estimated that this will save administrative costs by 25%, the savings do not occur immediately because present systems must be gradually phased out over several years. Within five to ten years the savings will be actual and consistent.

ENDORSEMENTS

Court clerks in Kansas voted and endorse ELF

Joseph Harkins, Secretary of the Kansas Dept. of Health and Environment endorsed the adoption of the ELF program

Kansas Department of Corrections endorsed the ELF program

Executive Council of the Kansas Bar Association endorsed the ELF program

WHY ELIMINATE LEGAL SIZE?

ELF committee objectives backed by ARMA are to show that the State of Kansas can reduce future costs and expenses from savings in space, labor, equipment, supplies and shipping.

If you walk into most any office storage area (courts, state offices, attorneys, businesses) you will normally see that on one side are shelves containing paper of legal size, typing paper, copy paper, onionskin paper, carbon paper, envelopes, etc. The other side contains the same supplies except in standard size, 8 1/2 x 11" paper.

If you eliminate the legal size forms, only one side of the room will be necessary to stock those supplies. This saves space as well as being able to buy larger quantities of one size of paper at a lower price.

The United States is the only country in the world that has a double standard for paper, file cabinets and shelves for storage.

FURTHER SAVINGS

The savings we're talking about goes further than paper, cabinets, floor space and labor.

Cost of copy machines could be reduced from \$25,000 to \$19,000 because for a copy machine made for one size paper;

1. the design is simpler and less complex
2. fewer dies are required
3. it is lighter in weight resulting in lower shipping costs
4. uses less material
5. nickel alloy drum cost alone reduced from \$300 to \$210
6. lower yearly maintenance costs due to simplicity

RESULTS: \$6,000 plus in savings

Likewise, word processing equipment would not have to accommodate but one size paper.

Micrographic equipment; cameras, reader/printers, etc. all require extra research and tooling to accommodate dual paper systems.

A ream of legal-size paper is approximately 21% larger and 24% heavier than a ream of letter-size paper. Legal-size takes more wood fibers and energy to produce and more energy and space to transport than letter-size for an equivalent number of reams of paper. It takes 25% more energy to cut, haul and process legal-size paper.

ELP will conserve our natural resources and energy by eliminating potential waste before it occurs.

Anybody who does much work with files knows it costs more to maintain a file folder in which various sizes of paper are attached as it increases labor costs. Also, letter size paper is difficult to find when filed in legal files with legal size papers.

LETTER/LEGAL SIZE COST ANALYSIS: (by Aaron Reynolds, File Management Specialist)

Handout sheet showing supplies/equipment and savings

Handout sheets showing costs, letter vs. legal size

LETTER/LEGAL SIZE COST ANALYSIS

| ITEM | LETTER SIZE | LEGAL SIZE | HIGHER |
|--------------------------------|-------------|------------|--------|
| FILE CAB. (VERTICAL 4 DRAWER) | \$208.50 | \$239.20 | 15 |
| DESK TRAY | 10.25 | 11.40 | 11 |
| FILE GUIDES (PRESSBOARD) | 32.50 | 43.50 | 34 |
| FILE POCKETS (EXPANDABLE) | 1.71 | 2.01 | 18 |
| LINED WRITING PAD | .89 | 1.07 | 20 |
| BOND PAPER (REAM) | 13.40 | 17.35 | 29 |
| XEROX DUPLICATING PAPER (REAM) | 4.88 | 6.28 | 29 |
| FILE FOLDERS (VANILLA) | 10.50 | 13.75 | 31 |
| ENVELOPES (VANILLA) | 14.42 | 20.00 | 39 |

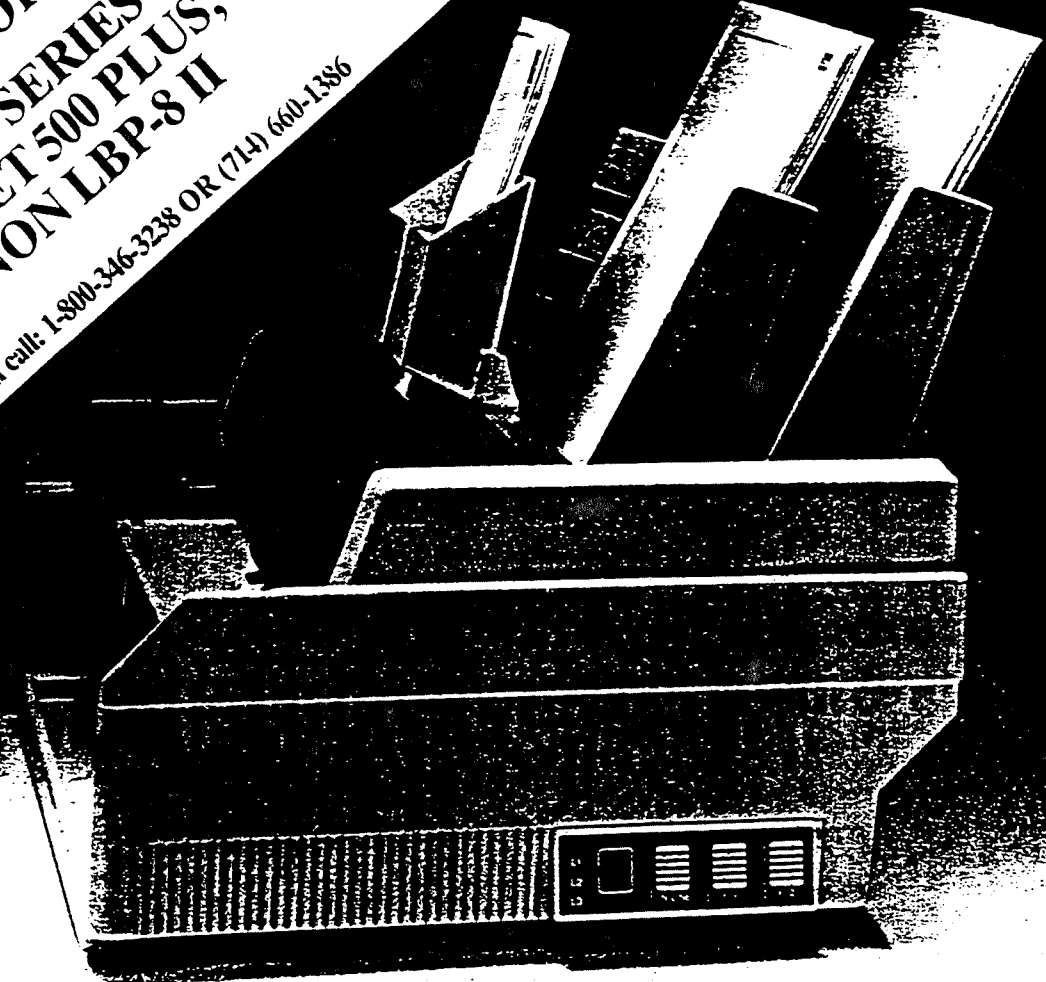
*** Average 22.6% increase of letter vs. legal size

Average percent of increase was arrived at prior to rounding to nearest percent

SOURCE: Kross Office Products 1983 catalog
Kross Office Outfitters, Inc.
Kansas City, Kansas

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LaserFeeder

... allows two or three types of paper plus envelopes to be selected and printed without operator intervention at the laser printer; the printer's internal paper supply can be expanded by up to 400 sheets and at least 50 envelopes. Most operations will experience a 20 to 50 percent increase in print production per day and free better than 50 percent of the time normally required to attend to the printer.

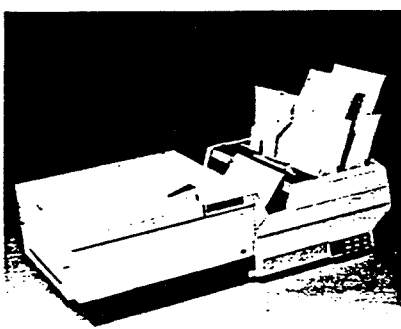
As delivered, your laser printer rarely attains its production capacity of eight pages per minute. Operations are frequently halted to change from one type paper to another or to reload the

printer's internal paper supply. Even under the best of circumstances, a printer's capacity of 100 sheets, is only enough for 12½ minutes production at eight pages per minute.

BDT's LaserFeeder provides on-line, multiple paper and envelope selection, with a total capacity great enough to allow over an hour's production at full printer speed.

The LaserFeeder is a product of BDT, world leader in paper handling technology, both in size and sophistication.

Each product is designed to provide years of uninterrupted service in the automated office environment.



PRICE LIST

Effective February 1, 1988

Suggested
Retail Price

| | |
|---|----------------|
| MF 850 LaserFeeder | \$1,795 |
| MF 850 LaserFeeder/Apple LaserWriter | \$1,895 |
| MF 850 LaserFeeder/WANG | \$1,795 |

Dual Bin Plus Envelope, Demand Sheet Feeder
Paper Capacity: 200 Sheets Each Bin
Envelope Capacity: 50
Paper Size: 4" to 8.5" x 7.9" to 14"
Envelope Size: 4" to 8.5" x 7.5" to 10"
Paper-Out Sensor: Standard
Flipper (Expanded Output Collator): Included
Accessories: MF 850/LaserFeeder 500 Upgrade Kit

| | |
|------------------------------|-----------------|
| MF 850 LaserFeeder II | \$ 1,795 |
|------------------------------|-----------------|

Dual Bin Plus Envelope, Demand Sheet Feeder
replaces printers internal bin
Paper Capacity: 200 Sheets Each Bin
Envelope Capacity: 50
Paper Size: 4" to 8.5" x 7.9" to 14"
Envelope Size: 4" to 8.5" x 7.5" to 11"
Paper-Out Sensor: Standard

| | |
|-------------------------------|-----------------|
| MF 850 LaserFeeder 500 | \$ 1,895 |
|-------------------------------|-----------------|

Dual Bin Plus Envelope, Demand Sheet Feeder
Paper Capacity: 200 Sheets Each Bin
Envelope Capacity: 50
Paper Size: 4" to 8.5" x 7.9" to 14"
Envelope Size: 4" to 8.5" x 7.5" x 11"
Paper-Out Sensor: Standard

| | |
|---|-----------------|
| MF 830 MultiFeeder | \$ 4,995 |
| MF 830 MultiFeeder II | \$ 4,995 |
| MF 830 MultiFeeder/Apple LaserWriter | \$ 5,095 |

Five Paper Plus One Envelope Cassette, Demand Sheet Feeder
Paper Capacity: 220 Each Cassette (1,000 total)
Paper Size: 5" to 8.5" x 8.25" to 14"
Envelope Capacity: 40 Each Cassette
Envelope Size: U.S. #10
Paper-Out Sensor: Standard
Flipper (Expanded Output Collator): Not included with Multifeder II
Cassette Coding Capability: Standard
Accessories:

*Cassette Coding Kit

*Coded Cassettes

Non-coded Cassettes

*If cassettes coding is used, all cassettes must be coded.

| | |
|--------------------------------|-----------------|
| LaserMate 500 Emulator | \$ 1,295 |
| LaserMate 550A Emulator | \$ 1,825 |
| LaserMate 550B Emulator | \$ 2,195 |

Emulates daisywheel printers used with many stand-alone word processing systems allowing upgraded compatibility with laser printers.

GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20405

June 2, 1982

GSA BULLETIN FPMR B-120
ARCHIVES AND RECORDS

TO: Heads of Federal agencies

SUBJECT: Elimination of legal-size files

1. Purpose. This bulletin informs Federal agencies of the desirability of reducing the use of legal-size files.
2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled.
3. Background.

a. On September 26, 1981, the Judicial Conference of the U. S. voted to eliminate the use of legal-size (8.5 by 14 inch) documents in all Federal courts effective January 1, 1983. After then only 8.5 by 11 inch letter-size documents will be accepted. This decision is the result of requests from both the Administrative Office of the U. S. Courts and the General Services Administration (GSA), National Archives and Records Service.

b. Legal-size documents are costly and inefficient. Legal-size paper costs about 25 percent more than letter-size. Legal-size file cabinets cost about 13 percent more than letter-size for the upright variety and 28 percent more for the mobile or hanging file type. These cabinets take up to 16 percent more floor space than letter-size cabinets. Inactive legal-size files take up 20 percent more space in Federal records centers than do letter-size files. Although legal-size files generally comprise only 10 percent of the records of an organization, copying machines and other types of automated office equipment must be designed and manufactured to provide for this exception. For these reasons, the General Services Administration recommends that agencies review all legal-size records with a view towards eliminating to the maximum extent practicable, records larger than 8.5 by 11 inches.

4. Conversion to lettersize.

Federal agencies should:

- a. Plan for an orderly transition to lettersize, making every effort to use up existing stocks of legal-size stationery, writing pads, carbon sets, file folders, etc.
- b. Plan to convert existing information storage and retrieval systems using legal-size files to the new letter-size standard. No new legal-size file systems should be developed.

June 2, 1982

c. Purchase no additional legal-size filing cabinets, shelving, safes, etc. If additional legal-size equipment is needed to expand existing filing systems before conversion, obtain the equipment from the excess inventories maintained by the Federal Property Resources Service (GSA).

d. Design no further legal-size forms. In addition, revise existing legal-size forms as letter-size at the earliest practicable time.

5. Other laws and regulations. As provided by section 5 of Pub. L. 94-575 (90 Stat. 2727), this bulletin in no way limits or supersedes the authority or responsibility of the Joint Committee on Printing (JCP) or the Government Printing Office (GPO) under chapters 1 through 19 of Title 44, United States Code. This bulletin does not relieve Federal agencies of their responsibilities under chapters 1 through 19 of Title 44, U.S.C., or the Government Printing and Binding regulations as published by the JCP.

6. Information and assistance. Information and assistance may be obtained by contacting:

General Services Administration (CS)
Washington, DC 20405

Telephone: FTS and local 535-7425



FRANK J. CARR
Commissioner, Automated Data
and Telecommunications Service