

REQUESTS FOR ASSISTANCE AND INFORMATION

0513

(Revised 1996)

HEADQUARTERS

Assistance in Drafting Legislation

Report all requests from legislators for technical assistance in drafting bills to the Chief, Office of Legislation. Please note that technical assistance does not mean approval of policy or support of a bill. Avoid implying a position of support or opposition as it may be misleading to a legislator if that position is not forthcoming.

Technical Information or Statistics On Pending Bills

Responses to requests for information from legislators or their staffs are not to imply a formal position until an official position has been approved through the Resources Agency and Governor's Office. The Office of Legislation secures such approvals.

Assistance in Response to Constituents' Concerns

Requests should be coordinated through the Office of Legislation. **See Section 0503, Corresponding with Members of the State Legislature or U.S. Congress** ([see section](#)).

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)