

## **RESPONSIBILITIES IN RESPONDING TO LEGISLATIVE INQUIRIES** 0514

(Revised 1996)

### **HEADQUARTERS**

#### **IF INFORMATION REQUESTED IS NOT AVAILABLE** 0514.1

(Revised 1996)

In cases where the information requested is not available, or developing such information would require substantial staff time, immediately notify the Chief, Office of Legislation and the responsible Deputy Director so that the appropriate response can be planned.

#### **COORDINATION AND REPORTING OF LEGISLATIVE CONTACTS** 0514.2

(Revised 1996)

ALL requests from legislators or their staffs should be referred to the Office of Legislation immediately. This procedure is very important because legislative issues may have a significant impact on CDF, and it is essential that the Office of Legislation be informed of legislative concerns so that responses to the requests can be made in a timely manner. The contact should be reported to the Office of Legislation by telephone if it is of a general, informal nature, such as answering a constituent question or providing CDF statistics. If a particular issue or a potential issue is discussed which would have a bearing or impact upon the programs or operation of CDF, then an Issue Memo must be prepared. **See *Sample Issue Memorandum*** (see exhibit). Refer to the CDF Secretarial Procedures Handbook, Section 2410-17 Issue Memoranda for preparation details.

#### **RESPONSES REQUIRING TRANSMITTAL OF WRITTEN MATERIAL** 0514.3

(Revised 1996)

All responses requiring transmittal of written material will be prepared for the Director's signature and appropriately surnamed. **See Section 0532.3, *Legislative Surname Process*** (see section) for correct surnaming process. A photocopy should be prepared for the CDF's Chief, Office of Legislation and the Deputy Secretary for Legislation in the Resources Agency to be filed in the legislator's file.

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

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

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