

PREPARING AND DISTRIBUTING THE REPORT APPROVAL FORM

0562

(No.1 January 1998)

Report Approval Forms are used to transmit legislatively-mandated reports to the Governor's Office for review and approval. The procedures that follow apply to reports prepared in response to legislation, reports on specific programs, and other written reports to the Legislature. Prepare a Request for Report Approval form using the following guidelines. **See *Sample Request for Report Approval form* ([see exhibit](#)).**

To: *Governor's name, Governor*
-
Via: *Governor's Deputy Cabinet Secretary's name*
Deputy Cabinet Secretary
-
From: *Department Director's name, Director*
Department of Forestry and Fire Protection
Prepared by: List name and title of person who
prepared the report.
-
Date: *Indicate date report prepared.*

NOTE: Complete all sections listed on the Request for Report Approval Form. In those instances where sections are not applicable to the report, an "N/A" notation must be shown for that particular section.

Report Title:

Indicate the subject of the report.

Authority/ Mandate:

Reference the code section, budget item number or legislative committee that requires this report.

Frequency:

State how often the report is required (one-time only, quarterly, upon request of Legislature, etc.).

Due Date to Legislature:

Indicate the date report is due to the Legislature.

Policy Issues Addressed:

In one or two sentences describe the issues discussed in the report.

Area of Special Focus, Sensitivity or Interest:

Briefly note if the report deals with a specific items of interest.

Report Recommendations:

Briefly state the report recommendation(s) or indicate "No recommendation" for a status report.

APPROVED:

*Show approval signature lines, per **Sample Report Approval Form** ([see exhibit](#)).*

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

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