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# TEXAS FACILITIES COMMISSION

## REVIEW OF REPORTING REQUIREMENTS

### 2011

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This report is submitted by the Texas Facilities Commission (“Commission”) in accordance with Texas Government Code Section 325.0075 and filed with the Governor, the Lieutenant Governor, the Sunset Advisory Commission, and each member of the Legislature. For additional information, please contact the Commission’s Legal Services Division at (512) 463-3446.

**Texas Facilities Commission**

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—★ *Planning and administering facilities in service to the State of Texas* ★—

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## Texas Facilities Commission–Review of Statutory Reporting Requirements

House Bill 326, enacted by the 82<sup>nd</sup> Legislature and effective June 17, 2011, added a new section to Chapter 325 of the Texas Government Code: Section 325.0075. The new section requires that an agency subject to review by the Sunset Advisory Commission submit a report that: lists each report that the agency is required by statute to prepare; and evaluates the need for each report based on whether factors or conditions have changed since the date the statutory requirement to prepare the report was enacted. The report is required to be filed with the Governor, the Lieutenant Governor, the Sunset Advisory Commission, and each member of the Legislature.

The following information constitutes the Texas Facilities Commission’s (the “Commission”) Review of Reporting Requirements. An additional report has been filed with the Sunset Advisory Commission as part of the Commission’s Sunset Review–Self-Evaluation Report. The report is also available on the Commission’s website at <http://www.tfc.state.tx.us/divisions/commissionadmin/tools/>.

The Commission maintains a database of statutory reporting requirements on its web-based applications portal (the “Portal”). The Portal is accessible by all Commission staff and by the commissioners. The Portal provides a central place for staff and commissioners to find agency resources such as policies, forms, training calendars, and the reports database. The database provides a central place for the program areas responsible for reporting to keep track of the reports required to be filed, submission deadlines, and the list of report recipients. The database also provides a notification system that sends reminder e-mails as reporting deadlines approach. The Commission has found the database to be an invaluable resource in managing the statutory reporting requirements inherent in a state agency’s duties. The following report has been compiled from information in the Commission’s reports database.

For consistency and ease of reference, where possible, the titles of reports are the same as the report titles utilized by the State Library and Archives Commission in its publication on Required Reports provided to the Governor and the Legislative Budget Board and made available to the public pursuant to the General Appropriations Act. Similarly, report numbers reflect the numbering system utilized by the State Library and Archives Commission. Reporting requirements that are not listed in the State Library and Archives Commission’s publication do not have a report number. This report is divided into four parts:

- (i) Part I includes the Commission’s specific reporting requirements;
- (ii) Part II includes reports compiled by other agencies and filed with the Commission;
- (iii) Part III includes general reporting requirements applicable to all state agencies; and
- (iv) Part IV includes a list of recently repealed reporting requirements.

Throughout the report, the following acronyms and abbreviated names are used for the following state agencies:

- (i) “Comptroller” as a reference to the Comptroller of Public Accounts;
- (ii) “DIR” as a reference to the Department of Information Resources;
- (iii) “LBB” as a reference to the Legislative Budget Board;
- (iv) “Attorney General” as a reference to the Office of the Attorney General;
- (v) “SECO” as a reference to the State Energy Conservation Office;
- (vi) “SORM” as a reference to the State Office of Risk Management; and
- (vii) “Speaker” as a reference to the Speaker of the Texas House of Representatives.

**PART I. REPORTS REQUIRED  
TO BE FILED BY THE  
TEXAS FACILITIES COMMISSION**

Part I. Reports Required to Be Filed by the Commission

**Title:** **Administrative Office Space in Travis County, Report on**  
**Report No:** 1278  
**Required by:** Texas Government Code, Section 2165.1061(h)  
**Due Date:** Not later than July 1 of each even-numbered year  
**Recipient:** Governor, Comptroller, and LBB

The Commission shall study and report on the amount of each state agency’s administrative office space in Travis County to identify locations that exceed the space limitations prescribed by Texas Government Code, Section 2165.104(c).

**Assessment:** In 2005, the 79<sup>th</sup> Legislature amended Texas Government Code, Section 2165.104(c) deleting the language prescribing 135 square feet per agency employee for each agency site. Acts 2005, 79<sup>th</sup> Leg., R.S., ch. 155, Section 1. This reporting requirement should be amended to reflect the removal of the prescribed space limitation. The Commission files this report as part of Report No. 66, Space Needs–State Agency Long-Range Plan, published by the Commission as the Facilities Master Plan Report, because the reporting requirements of these reports are similar. These reporting requirements should be merged under one main report.

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**Title:** **Administrative Office Space, Reports of Efforts to Colocate**  
**Report No:** 1277  
**Required by:** Texas Government Code, Section 2165.1061(f)  
**Due Date:** Not later than July 1 of each even-numbered year  
**Recipient:** Governor, Comptroller, and LBB

The Commission, in cooperation with affected state agencies, shall develop transition plans to implement the colocation of administrative office space. Each plan must include a detailed statement of the costs and benefits of the proposed colocation. The Commission shall use the transition plans to colocate certain administrative office space of state agencies. The Commission shall conduct a study and report on its efforts.

**Assessment:** The Commission files this report as part of Report No. 66, Space Needs–State Agency Long-Range Plan, published by the Commission as the Facilities Master Plan Report, because the reporting requirements of these reports are similar. These reporting requirements should be merged under one main report.

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**Title:** **Air Monitoring Related to Asbestos Abatement, Report on**  
**Report No:** 1281  
**Required by:** Texas Government Code, Section 2165.303  
**Due Date:** As Needed  
**Recipient:** Department of State Health Services and SORM

The Commission shall contract with a private entity to conduct any air monitoring that is related to asbestos abatement services provided by the Commission. The Commission shall report the findings and test results obtained.

**Assessment:** Reporting requirement should be retained.

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Part I. Reports Required to Be Filed by the Commission

**Title:** Child Care Program Report  
**Report No:** 63  
**Required by:** Texas Government Code, Section 663.052  
**Due Date:** Each legislative session  
**Recipient:** Legislature

The Commission shall report on the development and progress of the child care program and describe additional child care services needed by state employees.

**Assessment:** Reporting requirement should be retained.

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**Title:** Contract Notification–Over \$14,000  
**Report No:**  
**Required by:** Texas Government Code, Section 2166.2551  
**Due Date:** Not later than the 10th day after the date the agency enters into the contract  
**Recipient:** LBB

The Commission or an agency whose project is exempted from all or part of Texas Government Code Chapter 2166 under Section 2166.003 shall provide written notice of a contract for a construction project if the amount of the contract, including an amendment, modification, renewal, or extension of the contract, exceeds \$14,000.

**Assessment:** This requirement was enacted in 1999 and has not been amended since that time. The amount of the contract, \$14,000, no longer represents the scale of work or projects that it did in 1999. The amount should be adjusted to reflect current pricing.

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**Title:** Emergency Leases, Report on  
**Report No:**  
**Required by:** H.B. 1, 82nd Leg., R.S., art. IX, sec. 7.06(a), p. IX-37, sec. 11.05(f), p. IX-50,  
**Due Date:** Quarterly  
**Recipient:** Governor’s Office and LBB

The Commission shall report on emergency state leases detailing the number of state agencies holding emergency leases and providing the status on the progress of terminating the emergency lease agreement.

**Assessment:** Reporting requirement should be retained.

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**Title:** Equal Employment Opportunity Policy  
**Report No:** 1264  
**Required by:** Texas Government Code, Section 2152.109, amended by Texas Government Code, Section 2052.003(d)  
**Due Date:** Annually  
**Recipient:** Texas Workforce Commission

The executive director or designee shall prepare and maintain a written policy statement to assure implementation of a program of equal employment opportunity under which all personnel transactions are made without regard to race, color, disability, sex, religion, age, or national origin. A policy must cover an annual period, be updated annually, and pursuant to Section 2052.003(d), be submitted for review and filing with the Civil Rights Division of the Texas Workforce Commission, not the Governor as required by Section 2152.109.

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Part I. Reports Required to Be Filed by the Commission

Assessment: Both of these sections should be repealed and the reporting requirement codified in the Labor Code as a report to be filed by all state agencies with the Texas Workforce Commission.

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**Title: Lease Prepayment Report**

Report No:

Required by: H.B. 1, 82nd Leg., R.S., art. IX, sec. 7.06(b), p. IX-37, sec. 11.06(b), p. IX-50

Due Date: As Needed

Recipient: Governor’s Office and LBB

The Commission shall provide a report regarding the amount of savings realized as a result of an early payment discount.

Assessment: Reporting requirement should be retained.

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**Title: Leasing Requirements, Report on Noncompliance with**

Report No: 1282

Required by: Texas Government Code, Section 2167.105

Due Date: As Needed

Recipient: Governor, Lieutenant Governor, Speaker, and the Governing Board or Administrator of the Noncompliant State Agency

If the Commission determines that a state agency has not complied with the Commission’s rules or with other state law related to leasing requirements, the Commission shall report the noncompliance and fiscal impact.

Assessment: Reporting requirement should be retained.

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**Title: Parking Lots and Garages, Report on Lease of Space in State-Owned**

Report No: 1279

Required by: Texas Government Code, Section 2165.2035

Due Date: On or before December 1 of each even-numbered year

Recipient: Legislature and LBB

The Commission shall develop private, commercial uses for state-owned parking lots and garages located in the City of Austin at locations the Commission determines are appropriate for commercial uses outside of regular business hours. The Commission may contract with a private vendor to manage the commercial use of state-owned parking lots and garages. The Commission shall submit a report describing the effectiveness of the program.

Assessment: This reporting requirement is similar to the new report required by Texas Government Code, Section 2165.2046. This reporting requirement should be repealed.

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**Title: Parking Programs, Report on**

Report No:

Required by: Texas Government Code, Section 2165.2046

Due Date: On or before October 1 of each even-numbered year

Recipient: LBB

The Commission shall submit a report describing the effectiveness of parking programs developed by the Commission under this subchapter. The report must, at a minimum, include:

Part I. Reports Required to Be Filed by the Commission

- (i) the yearly revenue generated by the programs;
- (ii) the yearly administrative and enforcement costs of each program;
- (iii) yearly usage statistics for each program; and
- (iv) initiatives and suggestions by the commission to:
  - (a) modify administration of the programs; and
  - (b) increase revenue generated by the programs.

Assessment: New reporting requirement similar to report already required by Texas Government Code, Section 2165.2035. Reporting requirement in Section 2165.2035 should be repealed.

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**Title:** Personal Residences Expenditure Report  
**Report No:** 764  
**Required by:** H.B. 1, 82nd Leg., R.S., art. IX, sec. 7.06(b), p. IX-36, sec. 11.01(b), p. IX-47;  
**Due Date:** As Needed  
**Recipient:** Governor’s Office and LBB

The Commission shall report all expenditures exceeding an aggregate amount of \$25,000 for the biennium for purchasing, remodeling, or repairing any one particular personal residence or living quarters.

Assessment: Reporting requirement should be retained.

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**Title:** Requested Projects, Biennial Report on  
**Report No:** 529  
**Required by:** Texas Government Code, Section 2166.104  
**Due Date:** On or before a date specified by the state’s budget agencies in each year immediately preceding a regular Legislative Session  
**Recipient:** Governor and LBB

The Commission shall submit a report listing all projects requested by state agencies.

Assessment: The Commission files this report as part of Report No. 66, Space Needs—State Agency Long-Range Plan, published by the Commission as the Facilities Master Plan Report, because the reporting requirements of these reports are similar. These reporting requirements should be merged under one main report.

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**Title:** Salvage or Surplus Property, Reports on Violations in the Disposal of  
**Report No:**  
**Required by:** Texas Government Code, Section 2175.065(d), Amended by Act of June 28, 2011, 82nd Leg., 1st C.S., S.B. 1, art. 29, sec. 29.04, eff. Sept. 28, 2011  
**Due Date:** As Needed  
**Recipient:** LBB

If the Commission determines that a violation of state law or rule has occurred by an agency with delegated disposal authority, the Commission shall report the violation.

Assessment: Reporting requirement should be retained.

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Part I. Reports Required to Be Filed by the Commission

**Title:** **Salvage or Surplus Property, Notice of**  
**Report No:**  
**Required by:** Texas Government Code, Section 2175.183, Amended by Act of June 28, 2011, 82nd Leg., 1st C.S., S.B. 1, art. 29, sec. 29.09, eff. Sept. 28, 2011  
**Due Date:** As Needed  
**Recipient:** Other State Agencies, Political Subdivisions, and Assistance Organizations

The Commission shall inform other state agencies, political subdivisions, and assistance organizations of the Comptroller’s website that lists surplus property that is available for sale.

**Assessment:** Reporting requirement should be retained.

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**Title:** **Salvage or Surplus Property Sale, Report of**  
**Report No:**  
**Required by:** Texas Government Code, Section 2175.190(a)  
**Due Date:** As Needed  
**Recipient:** Comptroller and the State Agency that Owned the Sold Property

On the sale by the Commission of surplus or salvage property, the Commission shall report the property sold and the sale price.

**Assessment:** Reporting requirement should be retained.

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**Title:** **Small Contractor Participation Assistance Program Report**  
**Report No:**  
**Required by:** Texas Government Code, Section 2166.259(b-2)  
**Due Date:** Annually  
**Recipient:** Governor, Lieutenant Governor, and Speaker

The Commission’s small contractor participation assistance coordinator shall submit an annual report describing the activities and progress of the program.

**Assessment:** Reporting requirement should be retained.

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**Title:** **Space Needs–State Agency Long-Range Plan**  
**Report No:** 66  
**Required by:** Texas Government Code, Section 2166.102(b), (c)  
**Due Date:** Before July 1 of each even-numbered year  
**Recipient:** Governor, Comptroller, and LBB

The Commission shall maintain a six-year capital planning cycle and shall file a master facilities plan. The plan must contain:

- (i) projections of the amount of administrative office space and client service space needed by state agencies;
- (ii) an examination of the use, age, condition, and economic life of state-owned buildings on the commission’s inventory;
- (iii) an analysis of projects that have been requested by state agencies;

Part I. Reports Required to Be Filed by the Commission

- (iv) an examination of the extent to which the state satisfies its need for space by leasing building space;
- (v) an examination of state-paid operation and maintenance costs, including costs for telecommunications services, for existing buildings owned or leased by the state;
- (vi) a discussion of the economic and market conditions affecting the costs of the construction or lease of buildings;
- (vii) an analysis of whether the state will benefit more from satisfying its needs for space by:
  - (a) engaging in new projects;
  - (b) leasing built space; or
  - (c) satisfying its needs in another manner;
- (viii) an examination of the amount of exempt and nonexempt office space under Section 2165.104(c); and
- (ix) other information relevant to the long-range plan that is:
  - (a) considered appropriate by the commission; or
  - (b) requested in writing by the governor or the presiding officer of either house of the legislature.

Assessment: In 2005, the 79<sup>th</sup> Legislature amended Texas Government Code, Section 2165.104(c) deleting the language prescribing 135 square feet per agency employee for each agency site. Acts 2005, 79<sup>th</sup> Leg., R.S., ch. 155, Section 1. This reporting requirement should be amended to reflect the removal of the prescribed space limitation. Additionally, telecommunication duties were transferred to DIR in 2001. The Commission does not maintain records on telecommunication costs. This information is provided by the DIR and reported by the Commission. The Commission publishes this report as the Facilities Master Plan Report. In addition, the Commission combines the following reporting requirements into the Facilities Master Plan Report, because the reporting requirements of these reports are similar:

- (i) Texas Government Code, Section 2165.055–Report on Improvement and Repairs to State Buildings  
Report No: 67  
Recipient: Governor  
Due Date: Biennially on December 1
- (ii) Texas Government Code, Section 2165.1061(f)–Reports of Efforts to Colocate Administrative Office Space  
Report No: 1277  
Recipient: Governor, Comptroller, and LBB  
Due Date: Not later than July 1 of each even-numbered year
- (iii) Texas Government Code, Section 2165.1061(h)–Report on Administrative Office Space in Travis County  
Report No: 1278  
Recipient: Governor, Comptroller, and LBB  
Due Date: Not later than July 1 of each even-numbered year

Part I. Reports Required to Be Filed by the Commission

- (iv) Texas Government Code, Section 2166.101–State Buildings - Status and Construction Costs  
Report No: 68  
Recipient: Governor, Legislature, and LBB  
Due Date: Biennially
- (v) Texas Government Code, Section 2166.102(b), (c)–Space Needs–State Agency Long-Range Plan  
Report No: 66  
Recipient: Governor, Comptroller, and LBB  
Due Date: Before July 1 of each even-numbered year
- (vi) Texas Government Code, Section 2166.103–Report on Space Needs  
Report No: 65  
Recipient: Governor, Lieutenant Governor, Speaker, and LBB  
Due Date: Biennially before the start of the legislative session
- (vii) Texas Government Code, Section 2166.104–Requested Projects, Biennial Report on Requested Projects  
Report No: 529  
Recipient: Governor and LBB  
Due Date: On or before a date specified by the state’s budget agencies in each year immediately preceding a regular legislative session

These reporting requirements should be merged under one main report.

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**Title:** Space Needs, Report on  
Report No: 65  
Required by: Texas Government Code, Section 2166.103  
Due Date: Biennially before the start of the legislative session  
Recipient: Governor, Lieutenant Governor, Speaker, and LBB

The Commission shall continuously survey the state’s office space needs to determine the space needed and the location of the need. The Commission shall submit a report identifying counties in which more than 50,000 square feet of usable office space is needed and the Commission’s recommendations for meeting that need.

Assessment: The Commission files this report as part of Report No. 66, Space Needs–State Agency Long-Range Plan, published by the Commission as the Facilities Master Plan Report, because the reporting requirements of these reports are similar. These reporting requirements should be merged under one main report.

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**Title:** State Buildings–Status and Construction Costs  
Report No: 68  
Required by: Texas Government Code, Section 2166.101  
Due Date: Biennially  
Recipient: Governor, Legislature, and LBB

The Commission shall obtain the following information for each state-owned building from the using agency: the year of completion, the general construction type, the size, the use, and the general condition.

Part I. Reports Required to Be Filed by the Commission

The Commission shall summarize its findings on the status of state-owned buildings and current information on construction costs in a report. Additional information required for buildings completed on or after Sept. 1, 1979. The reporting requirement does not include buildings owned by an institution of higher education.

Assessment: The Commission files this report as part of Report No. 66, Space Needs—State Agency Long-Range Plan, published by the Commission as the Facilities Master Plan Report, because the reporting requirements of these reports are similar. These reporting requirements should be merged under one main report.

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**Title:** State Buildings, Report on Improvement and Repairs to  
**Report No:** 67  
**Required by:** Texas Government Code, Section 2165.055  
**Due Date:** Biennially on December 1  
**Recipient:** Governor

The Commission shall report all improvements and repairs that have been made, with an itemized account of receipts and expenditures, and the condition of all property under its control, with an estimate of needed improvements and repairs.

Assessment: The Commission files this report as part of Report No. 66, Space Needs—State Agency Long-Range Plan, published by the Commission as the Facilities Master Plan Report, because the reporting requirements of these reports are similar. These reporting requirements should be merged under one main report.

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**Title:** State Surplus Property Program Performance Report  
**Report No:**  
**Required by:** H.B. 1, 82nd Leg., R.S., art. I, rider 15(c), art. IX, sec. 7.06(a), p. IX-37  
**Due Date:** No later than October 15 in each year of the biennium  
**Recipient:** Governor’s Office and LBB

The Commission shall develop and track performance benchmarks and targets necessary to evaluate the efficiency and effectiveness of the State Surplus Property Program, specifically evaluating the timeliness, cost, and profitability of program operations. The Commission shall report on the following:

- (i) Surplus property sales proceeds for the previous fiscal year by method of sale. In addition, the report submitted for fiscal year 2011 operations shall contain a five-year history of sales proceeds by method of sale.
- (ii) Distribution of surplus property sales proceeds for the previous fiscal year, including, at a minimum, remittances to state agencies, expenditures by the State Surplus Property Program, and amounts returned to General Revenue. In addition, the report submitted for fiscal year 2011 operations shall contain a five-year history of the distribution of sales proceeds.
- (iii) Breakout of the direct and indirect operational costs incurred by the State Surplus Property Program during the previous fiscal year. In addition, the report submitted for fiscal year 2011 operations shall contain a five-year history of program costs.
- (iv) Percent of the estimated inventory value of surplus property items recovered through disposal, by sales method, for the previous fiscal year. Inventory value is defined as the estimated value assigned to an item upon receipt by the program.

Part I. Reports Required to Be Filed by the Commission

- (v) Timeliness of surplus property disposal for the previous fiscal year by method of sale. Timeliness is defined as the time, in days, between receipt of the property by the program and final disposition of the property through sale, salvage, donation, or other means of disposal.
- (vi) Description of the risk assessment process used in item (b) of this rider, and the resulting agencies targeted by education and outreach efforts. Briefly describe the education and outreach efforts used in targeting these agencies and how they differ from standard program efforts.

Assessment: New reporting requirement that should be retained.

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**Title:** Utilities–Capitol Complex Quarterly Report  
**Report No:**  
**Required by:** H.B. 1, 82nd Leg., R.S., art. I, rider 10, p. I-41, art. IX, sec. 7.06(b), p. IX-37  
**Due Date:** Quarterly  
**Recipient:** Governor’s Office and LBB

The Commission shall pay all utility costs for the Capitol, the Capitol Extension, the Historic Capitol Grounds, the 1857 General Land Office Building, and the State History Museum. The Commission shall provide quarterly reports detailing monthly utility expenditures.

Assessment: Reporting requirement should be retained.

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**Title:** Utilities–Quarterly Transfer Report  
**Report No:** 69a  
**Required by:** H.B. 1, 82nd Leg., R.S., art. I, rider 5, p. I-40, art. IX, sec. 7.06(a), p. IX-37  
**Due Date:** Quarterly  
**Recipient:** Governor’s Office and LBB

The Commission shall file a report concerning the necessity for transfer of funds to cover unanticipated increases in purchased utilities from appropriations made in fiscal year 2011 to fiscal year 2010.

Assessment: Reporting requirement should be maintained.

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**Title:** Utilities–Transfer Report  
**Report No:** 69  
**Required by:** H.B. 1, 82nd Leg., R.S., art. I, rider 5, p. I-40  
**Due Date:** Prior to Transferring  
**Recipient:** Comptroller

The Commission may transfer such amounts as may be necessary to cover unanticipated increases in purchased utilities from appropriations made in fiscal year 2011 to fiscal year 2010. Prior to transferring, notification shall be given to the Comptroller.

Assessment: Reporting requirement should be maintained.

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## **PART II. REPORTS FILED WITH THE TEXAS FACILITIES COMMISSION**

Part II. Reports Filed with the Commission

**Title:** **Historic Preservation, List of Individuals and Organizations Interested in**  
**Report No:** 642  
**Required by:** Texas Government Code, Section 442.005(d)  
**Due Date:** Annually

The Texas Historical Commission shall compile a list of the names and addresses of individuals and organizations that are interested in the preservation of historic structures.

**Assessment:** It is unclear whether the purpose of this reporting requirement relates to the former state-wide procurement functions of the Commission that were transferred to the Comptroller or if it relates to the Commission's duties involving maintenance, renovation, and construction of state facilities. If the report was intended to be used as a procurement tool, the receiving agency should be changed to the Comptroller. If the report was not intended as a procurement tool, the Commission is the proper receiving agency. The public and preservation professionals, however, may not know to seek such a list from the Commission. These entities would be better served by amending the reporting requirement to direct the Texas Historical Commission to compile and post the list on its website rather than file the list with the Commission.

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**Title:** **Historically Underutilized Business, Contractor/Vendor Report on Subcontract Awards to**  
**Report No:**  
**Required by:** Texas Government Code, Section 2161.122(b); Title 1, Texas Administrative Code, Section 111.21; and Title 34, Texas Administrative Code, Section 20.16(c)  
**Due Date:** Monthly

A contractor, supplier, or vendor awarded a contract by a state agency shall report to the agency the identity of each historically underutilized business to whom the contractor or supplier awarded a subcontract for the purchase of goods or services. A contractor, supplier, or vendor awarded a contract by a state agency shall report to the agency the amount paid to each historically underutilized business to whom the contractor or supplier awarded a subcontract for the purchase of goods or services provided that payment was made in the month to be reported. A contractor, supplier, or vendor shall report progress payments made to subcontractors, professionals, consultants, and suppliers certified as historically underutilized businesses each month in which such payment is made.

**Assessment:** Reporting requirement should be retained.

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**Title:** **Salvage or Surplus Property, Notifying Texas Facilities Commission of**  
**Report No:**  
**Required by:** Texas Government Code, Section 2175.182(a)  
**Due Date:** As Needed

A state agency that determines it has surplus or salvage property shall inform the Commission of that fact for the purpose of determining the method of disposal of the property.

**Assessment:** Reporting requirement should be retained.

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Part II. Reports Filed with the Commission

**Title:** **Salvage or Surplus Property Disposal by Agency with Delegated Authority, Report of**

Report No:

Required by: Texas Government Code, Section 2175.065(c), Amended by Act of June 28, 2011, 82nd Leg., 1st C.S., S.B. 1, art. 29, sec. 29.04, eff. Sept. 28, 2011

Due Date: As Needed

A state agency with delegated disposal authority granted by the Commission under Texas Government Code, Section 2175.065(a) that has disposed of property shall report the transaction. The report must include a description of the property disposed of, the reasons for disposal, the price paid for the property disposed of, and the recipient of the property disposed of.

Assessment: Reporting requirement should be retained.

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**Title:** **Space Allocation Plan**

Report No: 1276

Required by: Texas Government Code, Section 2165.1061(b)

Due Date: Not later than Sept. 30 of each odd-numbered year

A state agency shall conduct an on-site space analysis and develop a space allocation plan using rules developed by the Commission. The space allocation plan shall identify usable and exempt space and shall specify whether each facility occupied by the agency meets the requirements of Texas Government Code, Section 2165.104(c).

Assessment: In 2005, the 79<sup>th</sup> Legislature amended Texas Government Code, Section 2165.104(c) deleting the language prescribing 135 square feet per agency employee for each agency site. Acts 2005, 79<sup>th</sup> Leg., R.S., ch. 155, Section 1. The reference to Section 2165.104(c) in this reporting requirement should be deleted.

**PART III. REPORTS REQUIRED  
TO BE FILED  
BY ALL STATE AGENCIES**

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Part III. Reports Required to Be Filed by All State Agencies

**Title:** **Advisory Committees, Report on Evaluation of (LAR)**  
**Report No:** 1250  
**Required by:** Texas Government Code, Section 2110.006, 2110.007  
**Due Date:** Submitted as part of the legislative appropriations request (LAR), see report 555  
**Recipient:** Governor; Lieutenant Governor; Speaker; Senate Committee on Finance; House Committee on Appropriations; Comptroller; LBB; State Auditor; DIR; Bond Review Board; Legislative Reference Library; and Texas State Library and Archives Commission’s Publications Clearinghouse

A state agency that has established an advisory committee shall evaluate annually: the committee’s work; the committee’s usefulness; and the costs related to the committee’s existence, including the cost of agency staff time spent in support of the committee’s activities. The agency shall file a biennial report on its evaluation.

**Assessment:** Reporting requirement should be retained.

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**Title:** **Audit Findings and Recommendations, Report on Implementation of State**  
**Report No:** 1011  
**Required by:** Texas Government Code, Section 321.014(f)  
**Due Date:** As Needed  
**Recipient:** State Auditor

Each audited department or entity shall report on the manner in which the department or entity has addressed the findings and recommendations that are included in a report prepared by the State Auditor under this Texas Government Code, Section 321.014.

**Assessment:** Reporting requirement should be retained.

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**Title:** **Audit Findings and Recommendations, Report on Objections to**  
**Report No:** 1012  
**Required by:** Texas Government Code, Section 321.014(g)  
**Due Date:** As Needed  
**Recipient:** Governor, Lieutenant Governor, Speaker, Secretary of State, State Auditor, Appropriate Legislative Committees, Legislative Reference Library, Each Governing Body Member, and Administrative Head of the Entity

If a department or entity does not agree with a recommendation contained in a State Auditor’s report, the department or entity shall file a report identifying the recommendation with which it did not agree; the reason it did not agree; and whether it intends to implement the recommendation.

**Assessment:** Reporting requirement should be retained.

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**Title:** **Audit of Entities Receiving Grants, Loans, or Other Monies**  
**Report No:** 1734  
**Required by:** Texas Government Code, Section 2113.102(c)  
**Due Date:** Annually, if required  
**Recipient:** Governor, Legislative Audit Committee, LBB, and State Auditor

A state agency providing grants, loans, or other money to an entity other than a state agency may require, as a condition of receipt of the money, that the recipient have an annual, independent audit performed and

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Part III. Reports Required to Be Filed by All State Agencies

submitted to the agency. An agency may require its internal audit staff make an annual inspection visit to the recipient of the money. After notice of the meeting of the governing body of an agency at which the matter will be included on the agenda, the agency shall take action on any exceptions noted in independent audits received under this subsection and provide documentation of that action to entities listed below.

Assessment: Reporting requirement should be retained.

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**Title:** Benefits Paid Proportional by Fund Report  
**Report No:** 434  
**Required by:** H.B. 1, 82nd Leg., R.S., art. IX, sec. 6.08(d), p. IX-28  
**Due Date:** Before November 20th following the close of the fiscal year  
**Recipient:** Comptroller and State Auditor

Each state agency with general revenue appropriations and other sources of financing shall file a report demonstrating proportionality for salaries, wages, and benefits of the preceding year ended August 31 in the format prescribed by the Comptroller in collaboration with the LBB and State Auditor’s Office.

Assessment: Reporting requirement should be retained.

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**Title:** Biennial Operating Plan - Submitted for Approval  
**Report No:** 1219  
**Required by:** Texas Government Code, Section 2054.100(a), (b)  
**Due Date:** Each state fiscal biennium  
**Recipient:** Governor, LBB, DIR, and Quality Assurance Team

Each state agency shall submit an operating plan that describes the agency’s current and proposed projects for the biennium, including how the projects will: (1) benefit individuals in this state and benefit the state as a whole; (2) use technology owned or adapted by other state agencies; (3) employ the department’s information technology standards including Internet-based technology standards; (4) expand to serve residents of this state or to serve other state agencies; (5) develop on time and on budget; (6) produce quantifiable returns on investment; and (7) meet any other criteria developed by the department or the quality assurance team.

Assessment: Reporting requirement should be retained.

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**Title:** Biennial Operating Plan, Amended  
**Report No:** 1219a  
**Required by:** Texas Government Code, Section 2054.100(c)  
**Due Date:** Not later than the date designated by the LBB  
**Recipient:** LBB

A state agency shall amend its biennial operating plan when necessary to reflect changes in the plan during a biennium. At a minimum, an agency shall amend its biennial operating plan to reflect significant new or changed information resources initiatives or information resources technologies initiatives contained in the agency’s legislative appropriations request.

Assessment: Reporting requirement should be retained.

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Part III. Reports Required to Be Filed by All State Agencies

**Title:** **Biennial Operating Plan, Approved Copy of**  
**Report No:** 1222  
**Required by:** Texas Government Code, Section 2054.103  
**Due Date:** Not later than the 30th day after the date the LBB approves the plan or amendment, as applicable  
**Recipient:** Governor, State Auditor, and DIR

Each state agency shall send a copy of its approved biennial operating plan and of any amendments to the plan that have been approved by the LBB.

**Assessment:** Reporting requirement should be retained.

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**Title:** **Budget Amendments**  
**Report No:** 427a  
**Required by:** H.B. 1, 82nd Leg., R.S., art. IX, sec. 7.01(a)(2), p. IX-35, sec. 7.06(a), p. IX-37  
**Due Date:** Within 30 days of approval of amendments unless reporting requirement waived  
**Recipient:** Governor and LBB

A state agency shall file subsequent amendments to the original budget.

**Assessment:** Reporting requirement should be retained.

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**Title:** **Budget, Annual Operating**  
**Report No:** 427  
**Required by:** H.B. 1, 82nd Leg., R.S., art. IX, sec. 7.01(a)(1), p. IX-35, sec. 7.06(a), p. IX-37  
**Due Date:** On or before December 1 of each fiscal year  
**Recipient:** Governor’s Office, LBB, and Legislative Reference Library

A state agency shall file an itemized budget covering the operation of that fiscal year. (In even-numbered years, the operating budget is contained in the LAR.)

**Assessment:** Reporting requirement should be retained.

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**Title:** **Business Continuity Plan**  
**Report No:** 1896  
**Required by:** Labor Code, Section 412.054  
**Due Date:** Due Date: Initial plan due not later than May 1, 2008  
**Recipient:** Unspecified, but reviewed by SORM

Each state agency shall work with SORM to develop an agency-level business continuity plan that outlines procedures to keep the agency operational in case of disruptions to production, finance, administration, or other essential operations. A business continuity plan is considered to meet the requirements of this section if the agency forwards the plan to SORM for review and the agency is a member of the Governor’s Emergency Management Council or part of the State Data Center program.

**Assessment:** The enabling legislation required that the initial continuity plan be completed no later than May 1, 2008. There is not language currently in the statute that requires an agency to update or review the plan. The statute should be amended to mandate periodic review and updates to the plan on a set timeline.

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Part III. Reports Required to Be Filed by All State Agencies

**Title:**           **Claims Paid, Report on**  
Report No:       1722  
Required by:     Civ. Prac. & Rem. Code, Section 109.005(b)  
Due Date:        Annually  
Recipient:        Governor and LBB

The Comptroller shall notify a state agency of each claim paid subject to Civ. Prac. & Rem. Code Ch. 109; the amount of the claim; amount paid from a special fund or account; and the subject matter of each claim. The state agency shall summarize the information reported to it by the Comptroller and report that information as part of the agency’s annual report as required by the General Appropriations Act.

Assessment:     Reporting requirement should be retained.

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**Title:**           **Conflicts of Interest, Report on**  
Report No:       1289  
Required by:     Texas Government Code, Section 2254.032  
Due Date:        Not later than 10th day after a private consultant submits an offer  
Recipient:        State Agency Head

An officer or employee of a state agency shall report to the chief executive of the agency any financial interest that: (1) the officer or employee has in the private consultant who submitted the offer; or (2) an individual who is related to the officer or employee within the second degree by consanguinity or affinity, as determined under Texas Government Code, Chapter 573, has in the private consultant who submitted the offer.

Assessment:     Reporting requirement should be retained.

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**Title:**           **Construction Project Analysis**  
Report No:       1209  
Required by:     Texas Government Code, Section 1232.114  
Due Date:        When the Texas Public Finance Authority submits its application for approval of the bond issue to the Bond Review Board  
Recipient:        Bond Review Board

A state agency that will use a project to be financed by bonds shall submit a project analysis of the project. The analysis must be in the form prescribed by Texas Government Code, Sections 2166.151 - .155.

Assessment:     Reporting requirement should be retained.

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**Title:**           **Contracting with Executive Head of State Agency, Report on**  
Report No:  
Required by:     Texas Government Code, Section 669.003  
Due Date:        Not later than the fifth day before the date of the vote in open meeting  
Recipient:        LBB

A state agency may not enter into a contract with the executive head of the state agency, with a person who at any time during the four years before the date of the contract was the executive head of the state agency, or with a person who employs a current or former executive head of a state agency affected by this section, unless the governing body: (1) votes, in an open meeting, to approve the contract; and (2)

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Part III. Reports Required to Be Filed by All State Agencies

notifies the LBB, not later than the fifth day before the date of the vote, of the terms of the proposed contract.

Assessment: Reporting requirement should be retained.

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**Title: Contracts Greater than \$50,000, Report on**  
Report No: 754  
Required by: H.B. 1, 82nd Leg., R.S., art. IX, sec 7.04, p. IX-36, sec. 7.06(b), p. IX-37  
Due Date: Before Oct. 1 of each fiscal year  
Recipient: Governor’s Office and LBB

A state agency shall report on all contracts greater than \$50,000 to which the agency was a party during the prior fiscal year. (*See* Gen. App. Act for list of contracts exempt from reporting requirement.)

Assessment: Reporting requirement should be retained.

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**Title: Contracts Greater than \$500,000, Report on**  
Report No: 755  
Required by: H.B. 1, 82nd Leg., R.S. art. IX, sec. 7.05, pp. IX-36-37, sec. 7.06(b), p. IX-37  
Due Date: Before Oct. 1 of each fiscal year  
Recipient: Governor’s Office and LBB

A state agency shall report on all contracts greater than \$500,000 to which the agency was a party during the prior fiscal year. (*See* Gen. App. Act for list of contracts exempt from reporting requirement.)

Assessment: Reporting requirement should be retained.

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**Title: Customer Service Report**  
Report No: 1261  
Required by: Texas Government Code, Section 2114.002  
Due Date: No later than June 1 of each even-numbered year  
Recipient: Governor and LBB

A state agency shall create an inventory of external customers for each budget strategy listed in the General Appropriations Act for that agency. The agency shall gather information from customers using survey or focus groups or other appropriate methods approved by the Governor’s Office of Budget and Planning and the LBB regarding the quality of service delivered by that agency. The information requested shall be as specified by the Governor’s Office of Budget and Planning and the LBB. The agency shall report the gathered information.

Assessment: Reporting requirement should be retained.

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**Title: Design and Construction Manuals**  
Report No: 1082  
Required by: Texas Government Code, Section 447.004(d)  
Due Date: As required by SECO  
Recipient: SECO

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Part III. Reports Required to Be Filed by All State Agencies

A state agency shall submit a copy of its design and construction manuals to demonstrate compliance with the standards established by SECO.

Assessment: Reporting requirement should be retained.

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**Title:** **Disabilities, Report on Purchasing from People with (State Use Reporting)**  
**Report No:** 1478  
**Required by:** Hum. Res. Code, Section 122.0095(a)(2)  
**Due Date:** Unspecified  
**Recipient:** Comptroller and the Texas Council on Purchasing from People with Disabilities

Each state agency that purchases products or services through a program under Hum. Res. Code Ch. 122 shall report the purchase of products or services available from a central nonprofit agency or community rehabilitation program under Ch. 122, but purchased from another business that is not a central nonprofit agency or community rehabilitation program under this chapter.

Assessment: Reporting requirement should be retained.

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**Title:** **Economic Impact Statement**  
**Report No:** 990  
**Required by:** Texas Government Code, Section 315.004  
**Due Date:** As Requested  
**Recipient:** LBB

At the request of the Lieutenant Governor or Speaker, a state agency shall prepare an economic impact statement for any pending bill or joint resolution that directly affects that agency. Preparation of the statement shall be coordinated through the LBB director.

Assessment: Reporting requirement should be retained.

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**Title:** **Electricity, Water, and Natural Gas Consumption Report**  
**Report No:**  
**Required by:** Texas Government Code, Section 2265.001  
**Due Date:**  
**Recipient:** Internet

Notwithstanding any other law, a governmental entity responsible for payments for electric, water, or natural gas utility services shall record in an electronic repository the governmental entity's metered amount of electricity, water, or natural gas consumed for which it is responsible to pay and the aggregate costs for those utility services. The governmental entity shall report the recorded information on a publicly accessible Internet website with an interface designed for ease of navigation if available, or at another publicly accessible location.

Assessment: Reporting requirement should be retained.

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**Title:** **Employment Opening**  
**Report No:**  
**Required by:** Texas Government Code, Section 656.001  
**Due Date:** As Needed  
**Recipient:** Texas Workforce Commission

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Part III. Reports Required to Be Filed by All State Agencies

Any state agency that has an employment opening for which persons from outside the agency will be considered shall list the opening.

Assessment: Reporting requirement should be retained.

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**Title:** Encumbrance Report, Annual  
Report No: 581  
Required by: Texas Government Code, Section 403.021(b)  
Due Date: Not later than October 30th of each year  
Recipient: Comptroller, LBB, State Auditor

A state agency shall report payables and binding encumbrances for all appropriations annually.

Assessment: Reporting requirement should be retained.

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**Title:** Encumbrance Report, Quarterly  
Report No: 417  
Required by: Texas Government Code, Section 403.021(b)  
Due Date: Within 30 days of the close of each of the first three quarters of the fiscal year  
Recipient: Comptroller

A state agency that expends appropriated funds shall report into the uniform statewide accounting system all payables and binding encumbrances by appropriation account for the first three quarters of the current appropriation year within 30 days after the close of each quarter.

Assessment: Reporting requirement should be retained.

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**Title:** Energy Conservation Plan  
Report No: 557  
Required by: Executive Order RP 49, Texas Health and Safety Code, Section 388.005(f)  
Due Date: Quarterly  
Recipient: Governor, LBB, and SECO

Each state agency shall develop a plan for conserving energy and shall set a percentage goal for reducing its usage of electricity, gasoline, and natural gas. Each agency shall report back with goals achieved and ideas for additional savings. No later than December 1, 2005, and quarterly thereafter with the first report no later than April 1, 2006.

*Reporting under Section 388.005 of the Texas Health and Safety Code does not apply to a state agency that SECO determines adopted a plan prior to September 1, 2007, for conserving energy under which the agency established a percentage goal for reducing the consumption of electricity. Exemption from reporting applies only while the agency has an energy conservation plan in effect and only if the agency reports on the conservation plan each calendar quarter to the Governor, LBB, and SECO.*

Assessment: This reporting requirement should be codified in statute and combined with the reporting requirements of Health and Safety Code, Section 388.005.

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Part III. Reports Required to Be Filed by All State Agencies

**Title:** Energy Efficiency Program Report  
**Report No:**  
**Required by:** Health & Safety Code, Section 388.005  
**Due Date:** Annually  
**Recipient:** SECO

Each agency shall implement all energy efficiency measures that meet standards established for a contract for energy conservation measures under Local Texas Government Code Sec. 302.004(b). Each agency shall establish a goal to reduce the electric consumption by the entity by at least 5% each state fiscal year for 10 years beginning Sept. 1, 2011. An agency shall report regarding its efforts and progress.

*This section does not apply to a state agency that SECO determines adopted a plan prior to September 1, 2007, for conserving energy under which the agency established a percentage goal for reducing the consumption of electricity. Exemption from reporting applies only while the agency has an energy conservation plan in effect and only if the agency reports on the conservation plan each calendar quarter to the Governor, LBB, and SECO. (Report No. 557) the Commission files quarterly reports under Report No. 557.*

**Assessment:** This reporting requirement contained in Executive Order RP 49 should be codified in statute and combined with the reporting requirements of Health and Safety Code, Section 388.005.

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**Title:** Equal Employment Opportunity Report  
**Report No:** 416  
**Required by:** Labor Code, Section 21.552(a)  
**Due Date:** Not later than November 1 of each year  
**Recipient:** Texas Workforce Commission

Each state agency shall report equal employment opportunity information for the preceding calendar year. The report must be made in the form prescribed by the Texas Workforce Commission and include information compiled on a monthly basis.

**Assessment:** Reporting requirement should be retained.

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**Title:** Executive Director Appointment or Employment, Notification of  
**Report No:**  
**Required by:** Texas Government Code, Section 572.026(c)  
**Due Date:** Immediately upon occurrence  
**Recipient:** Texas Ethics Commission

A state agency shall immediately notify the Texas Ethics Commission of the appointment or employment of an executive head of the agency.

**Assessment:** Reporting requirement should be retained.

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**Title:** Exit Interviews  
**Report No:** 1766  
**Required by:** Texas Government Code, Section 651.007(b)  
**Due Date:** As Needed  
**Recipient:** State Auditor; Head of Agency, upon request of exiting employee; Governor’s Office, upon request of exiting employee

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Part III. Reports Required to Be Filed by All State Agencies

A state agency shall conduct an exit interview with an employee who leaves employment with the agency. The agency shall conduct the exit interview by having the employee access the questionnaire posted on the State Auditor’s Internet site and electronically submit the completed questionnaire.

Assessment: Reporting requirement should be retained.

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**Title:** Federal Funds, Report on Efforts to Obtain Discretionary  
Report No: 1172  
Required by: Texas Government Code, Section 772.009(g)  
Due Date: Annually  
Recipient: Grant Writing Team, Governor’s Office of Budget and Planning

A state agency shall file a report concerning the agency’s efforts in acquiring available discretionary federal funds during the preceding state fiscal year.

Assessment: Reporting requirement should be retained.

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**Title:** Fee Increase Notification  
Report No:  
Required by: H.B. 1, 82nd Leg., R.S., art. IX, sec. 6.16, p. IX-32  
Due Date: As Needed  
Recipient: Payer of fee

A state agency must provide notice of an increased fee to payers of the fee and the notice must state that the fee is raised by the agency or governing board, not mandated by the legislature.

Assessment: Reporting requirement should be retained.

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**Title:** Fees, Fines, and Penalties Report  
Report No: 758  
Required by: H.B. 1, 82nd Leg., R.S., art. IX, sec. 7.07, p. IX-37; sec. 7.06(b), p. IX-37  
Due Date: Before November 1 of each fiscal year  
Recipient: Governor’s Office and LBB

A state agency shall report on all fees, fines, and penalties assessed and all fees, fines, and penalties assessed but not collected by the agency or during the prior fiscal year. Report must detail effort made to collect fees, fines, and penalties that are more than 90 days past due.

Assessment: Reporting requirement should be retained.

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**Title:** Financial Report, Annual  
Report No: 418  
Required by: Texas Government Code, Section 2101.011; H.B. 1, 82nd Leg., R.S., art. IX, sec. 7.02(a), p. IX-36  
Due Date: Not later than November 20 of each year  
Recipient: Governor, Comptroller, LBB, State Auditor, Legislative Reference Library

Part III. Reports Required to Be Filed by All State Agencies

The executive head of a state agency shall submit an annual financial report regarding the agency’s use of appropriated money during the preceding fiscal year.

Assessment: Reporting requirement should be retained.

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**Title:** Fiscal Notes  
Report No: 1002  
Required by: Texas Government Code, Section 314.001  
Due Date: As determined by the LBB  
Recipient: LBB

The LBB shall establish a system of fiscal notes identifying the probable costs of each bill or resolution that authorizes or requires the expenditure or diversion of state funds for a purpose other than one provided for in the general appropriations bill. Senate and House rules provide that in preparing a fiscal note or an impact statement, the director of the LBB may use information or data supplied by any person, agency, organization, or governmental entity that the director deems reliable.

Assessment: Reporting requirement should be retained.

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**Title:** Foreign Travel–Texas Ethics Commission Report  
Report No: 422a  
Required by: H.B. 1, 82nd Leg., R.S., art. IX, sec. 5.08(h), p. IX-25  
Due Date: As Needed  
Recipient: Texas Ethics Commission

An appointed officer must file copies of all documents that will be submitted to the Comptroller and LBB in support of the travel expense claim.

Assessment: Reporting requirement should be retained.

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**Title:** FTE Limitations for Disaster Recovery, Notification on Exemptions from  
Report No: 1772  
Required by: H.B. 1, 82nd Leg., R.S., art. IX, sec. 6.10(f), p. IX-29, sec. 7.06(a), p. IX-37  
Due Date: Annually  
Recipient: Governor’s Office, Comptroller, LBB, State Auditor

Each state agency or institution shall report on the employment of full-time equivalent employees, including temporary or contract workers, exempted under this section for disaster recovery.

Assessment: Reporting requirement should be retained.

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**Title:** FTE Limitations for Federally Funded Project, Notification on Exemptions from  
Report No: 1773  
Required by: H.B. 1, 82nd Leg., R.S., art. IX, sec. 6.10(g)(4), p. IX-29-30, sec. 7.06(a), p. IX-37  
Due Date:  
Recipient: Governor’s Office, Comptroller, LBB, and State Auditor

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Part III. Reports Required to Be Filed by All State Agencies

Each state agency or institution shall report on number of full-time equivalent employees, including temporary or contract workers, exempted under this section for federally funded projects.

Assessment: Reporting requirement should be retained.

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**Title:** Fuel Savings, Report on  
Report No: 1085  
Required by: Texas Government Code, Section 447.010(j)  
Due Date: Annually  
Recipient: Comptroller and SECO

A state agency shall report on the state agency’s efforts and progress in achieving fuel savings.

Assessment: According to SECO, this reporting requirement is indefinitely on hold. The report does not have to be filed by state agencies until a list of proven fuel-saving technologies is provided by SECO under Gov’t Code Sec. 447.011. SECO, in conjunction with TXDOT, has yet to find a fuel-saving technology that qualifies.

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**Title:** Full-Time Equivalent State Employees Report  
Report No: 419  
Required by: Texas Government Code, Section 2052.103(a), (b)  
Due Date: No later than the last day of the first month following each fiscal year  
Recipient: State Auditor

A state agency shall file in the manner prescribed by the State Auditor a written report that provides for that fiscal quarter: 1) the number of full-time equivalent (FTE) state employees employed by the agency and paid from funds in the state treasury; 2) the number of FTE state employees employed by the agency and paid from funds outside of the state treasury; 3) the increase or decrease of number of FTE employees from fiscal quarter preceding the quarter covered by the report; 4) number of positions of the agency paid from funds in the state treasury; 5) the number of positions of the agency paid from funds outside of the state treasury; 6) the number of individuals who performed services for the agency under a contract, including consultants and individuals employed under contracts with temporary help services; and 7) the number of managers, supervisors, and staff.

- 1st Quarter (Sept., Oct., Nov.) .....Due no later than December 31st.
- 2nd Quarter (Dec., Jan., Feb.).....Due no later than March 31st.
- 3rd Quarter (March, Apr., May) .....Due no later than June 30th.
- 4th Quarter (June, July, Aug.).....Due no later than September 30th.

Assessment: Reporting requirement should be retained.

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**Title:** Funds in the Treasury, Notification of Delay in Depositing  
Report No: 1764  
Required by: Texas Government Code, Section 404.094(a)  
Due Date: As Needed  
Recipient: Comptroller and State Auditor

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Part III. Reports Required to Be Filed by All State Agencies

If a state agency determines that for seasonal or other extraordinary reasons deposits cannot be made by the third business day after the date of receipt, the agency shall provide written notice of the determination with an explanation of the circumstances that require the delay.

Assessment: Reporting requirement should be retained.

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**Title:** Gifts or Bequests to Private or Public Development Funds, Report on Permissions to Transfer  
**Report No:** 1774  
**Required by:** H.B. 1, 82nd Leg., R.S., art. IX, sec. 8.01(c), p. IX-38  
**Due Date:** As Needed  
**Recipient:** State Auditor

A gift or bequest to a state agency may not be transferred to a private or public development fund or foundation, unless written permission for the transfer is given by the donor of the gift or representative of the estate. An account of all such letters of written permission and transfers of gifts or bequests shall be kept by the agency and shall be reported to the State Auditor.

Assessment: Reporting requirement should be retained.

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**Title:** Hazardous Chemicals and Substances (Tier II), Amended Report on  
**Report No:** 1413a  
**Required by:** Health & Safety Code, Section 506.006(d); 25 TAC Section 295.182(b)(6), (7)  
**Due Date:** Not later than 90th day after discovering significant new information  
**Recipient:** Department of State Health Services, Local Emergency Planning Committee, and Appropriate Fire Chief

A state agency subject to the Public Employer Community Right-To-Know Act, Health & Safety Code Ch. 506, shall submit an updated tier two hazardous chemicals form with the appropriate fee within 90 days of discovering significant new information.

Assessment: Reporting requirement should be retained.

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**Title:** Hazardous Chemicals and Substances (Tier II), Annual Report on  
**Report No:** 1413  
**Required by:** Health & Safety Code, Section 506.006(c); 25 TAC Section 295.182(b)(2), (3)  
**Due Date:** March 1 of each year  
**Recipient:** Department of State Health Services, Local Emergency Planning Committee, Appropriate Fire Chief

A state agency subject to the Public Employer Community Right-To-Know Act, Health & Safety Code Ch. 506, shall annually file a tier two hazardous chemicals form with the appropriate fee.

Assessment: Reporting requirement should be retained.

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Part III. Reports Required to Be Filed by All State Agencies

**Title:** **Hazardous Chemicals and Substances (Tier II), Initial Report on**  
**Report No:** 1414  
**Required by:** Health & Safety Code, Section 506.006(d); 25 TAC Section 295.182(b)(4), (5)  
**Due Date:** Not later than 90th day after the date operation is begun or chemical acquired  
**Recipient:** Department of State Health Services, Local Emergency Planning Committee,  
Appropriate Fire Chief

A state agency subject to the Public Employer Community Right-To-Know Act, Health & Safety Code Ch. 506, shall submit an initial tier two hazardous chemicals form with the appropriate fee.

**Assessment:** Reporting requirement should be retained.

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**Title:** **Historically Underutilized Businesses, Annual Report on Contract Awards to**  
**Report No:**  
**Required by:** Texas Government Code, Sections 2161.121(b), 2161.122(c), (d); Title 1, Texas  
Administrative Code, Section 111.21; Title 34, Texas Administrative Code, Section  
20.16(b), (d), (e)  
**Due Date:** September 15 of each year regarding the preceding fiscal year  
**Recipient:** Comptroller

Each state agency shall report in accordance with Texas Government Code, Section 2161.125, the following information regarding the expenditure of treasury and nontreasury funds:

- (i) the total dollar amount of purchases and payments made under contract awarded to historically underutilized businesses;
- (ii) the number of businesses participating in any issuance of state bonds by the agency;
- (iii) the number of contracts awarded to businesses with regard to the agency's acquisition, construction, or equipping of a facility or implementation of a program;
- (iv) the number of bids, proposals, or other applicable expressions of agency's acquisition, construction, or equipping of a facility or implementation of a program;
- (v) the total dollar amount of historically underutilized business subcontracting participation in all of the agency's contracts for the purchase of goods, services, and public works payments; and
- (vi) a separate report of purchases that are made through the group purchasing program and shall report the dollar amount of each purchase that is allocated to the reporting agency.

**Assessment:** Reporting requirement should be retained.

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**Title:** **Historically Underutilized Businesses, Semi-annual Report on Contract Awards to**  
**Report No:**  
**Required by:** Texas Government Code, Sections 2161.121(b), 2161.122(c), (d); Title 1, Texas  
Administrative Code, Section 111.21; Title 34, Texas Administrative Code, Section  
20.16(b), (d), (e)  
**Due Date:** March 15 of each year regarding the preceding six-month period  
**Recipient:** Comptroller

Each state agency shall report in accordance with Texas Government Code, Section 2161.125, the following information regarding the expenditure of treasury and nontreasury funds:

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Part III. Reports Required to Be Filed by All State Agencies

- (i) the total dollar amount of purchases and payments made under contract awarded to historically underutilized businesses;
- (ii) the number of businesses participating in any issuance of state bonds by the agency;
- (iii) the number of contracts awarded to businesses with regard to the agency’s acquisition, construction, or equipping of a facility or implementation of a program;
- (iv) the number of bids, proposals, or other applicable expressions of the agency’s acquisition, construction, or equipping of a facility or implementation of a program;
- (v) the total dollar amount of historically underutilized business subcontracting participation in all of the agency’s contracts for the purchase of goods, services, and public works payments.
- (vi) a separate report of purchases that are made through the group purchasing program and shall report the dollar amount of each purchase that is allocated to the reporting agency.

Assessment: Reporting requirement should be retained.

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**Title:** **Historically Underutilized Businesses, Estimate of Expected Contract Awards to**  
**Report No:** 1271  
**Required by:** Texas Government Code, Section 2161.183  
**Due Date:** Not later than the 60th day of the fiscal year  
**Recipient:** Unspecified

A state agency shall estimate the total value of contract awards the agency expects to make for that fiscal year that are subject to Texas Government Code, Section 2161.181; and shall estimate the total value of contract awards the agency expects to make for that fiscal year under Chapter 2166.

Assessment: Reporting requirement should be retained.

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**Title:** **Historically Underutilized Business Goals, Report on Compliance with (LAR)**  
**Report No:** 1275  
**Required by:** Texas Government Code, Section 2161.127  
**Due Date:** Submitted with agency’s legislative appropriations request (LAR), see Report 555  
**Recipient:** Governor, Lieutenant Governor’s Office, Speaker, Senate Committee on Finance, House Committee on Appropriations, Comptroller, LBB, State Auditor, DIR, Bond Review Board, Legislative Reference Library, Texas State Library and Archives Commission’s Publications Clearinghouse

Each state agency must include as part of its legislative appropriations request a detailed report for consideration by the budget committees of the legislature that shows the extent to which the agency complied with Texas Government Code Chapter 2161 and rules of the Comptroller adopted under Chapter 2161 during the two calendar years preceding the calendar year in which the request is submitted. To the extent the state agency did not comply, the report must demonstrate the reasons for that fact. The extent to which a state agency complies with Chapter 2161 and rules of the Comptroller adopted under Chapter 2161 is considered a key performance measure for purposes of the appropriations process.

Assessment: Reporting requirement should be retained.

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Part III. Reports Required to Be Filed by All State Agencies

**Title:** **Historically Underutilized Businesses Progress Report**  
**Report No:** 420  
**Required by:** Texas Government Code, Section 2161.124  
**Due Date:** Not later than December 31 of each year  
**Recipient:** Governor, Lieutenant Governor, and Speaker

Each state agency shall prepare a report for each fiscal year documenting progress under its plan for increasing use of historically underutilized businesses.

**Assessment:** A copy of this report is submitted with an agency’s Non-Financial Information Report, Report No. 425, pursuant to Texas Government Code, Section 2101.0115(8). The Governor is a recipient of this report and the Non-Financial Information Report. The statute should be amended to remove the Governor as a recipient of this report as a copy of the report is included in the Non-Financial Information Report received by the Governor.

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**Title:** **Historically Underutilized Strategic Plan**  
**Report No:** 1274  
**Required by:** Texas Government Code, Section 2161.123  
**Due Date:** Included in agency strategic plan each even-numbered year, see report 556  
**Recipient:** Governor, Lieutenant Governor, Speaker, Comptroller, LBB, Sunset Advisory Commission, State Auditor, DIR, Legislative Reference Library (2 copies), and Texas State Library and Archives Commission’s Publications Clearinghouse (2 copies)

Each state agency shall include in its strategic plan a written plan for increasing the agency’s use of historically underutilized businesses in purchasing and public works contracting.

**Assessment:** Reporting requirement should be retained.

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**Title:** **Homeland Security Funding**  
**Report No:** 427b  
**Required by:** S.B. 1, 81st Leg., R.S., art. IX, sec. 7.06(b), sec. 7.08, p. IX-37  
**Due Date:** Due with operating budget report, on or before December 1 of each fiscal year  
**Recipient:** Governor’s Office and LBB

All state agencies shall include in their operating budget reports an estimated amount of federal homeland security funding and the amount of federal homeland security funding received by the agency and passed through to other governmental entities. (In even-numbered years, the operating budget is contained in the LAR.)

**Assessment:** Reporting requirement should be retained.

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**Title:** **Homeland Security Grants, Report on**  
**Report No:** 1063  
**Required by:** Texas Government Code, Section 421.072(c)  
**Due Date:** Annually  
**Recipient:** Governor

A state agency that receives a grant or other funding related to homeland security must provide an annual report to the Office of the Governor detailing:

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Part III. Reports Required to Be Filed by All State Agencies

- (i) the compliance of the agency with the state homeland security strategy;
- (ii) any expenditures made using the funding;
- (iii) any programs developed or implemented using the funding; and
- (iv) the manner in which any expenditures made or programs developed or implemented have improved the ability of the agency to detect, deter, respond to, and recover from a terrorist attack.

Assessment: Reporting requirement should be retained.

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**Title:** Indirect Cost Recovery Plan  
**Report No:** 1247  
**Required by:** Texas Government Code, Section 2106.003  
**Due Date:** Annually  
**Recipient:** Unspecified

A state agency that receives federal money or charges a fee for a service it provides shall prepare an indirect cost recovery plan. The plan must include proposals to recover the indirect costs of the agency's programs, including the portion of statewide support service costs allocated to the agency under the statewide cost allocation plan. A state agency that receives federal money shall also prepare a separate schedule indicating its federally reimbursable indirect costs.

Assessment: Reporting requirement should be retained.

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**Title:** Information Resources Deployment Review  
**Report No:** 1906  
**Required by:** Texas Government Code, Section 2054.0965, 2054.097(a)  
**Due Date:** December 1, each odd numbered year  
**Recipient:** Quality Assurance Team

A state agency shall complete a review of the operational aspects of the agency's information resources deployment following instructions developed by the department.

Assessment: Reporting requirement should be retained.

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**Title:** Information Resources Deployment Review - Corrective Action Plan  
**Report No:**  
**Required by:** Texas Government Code, Section 2054.097(a-1)  
**Due Date:** As Required  
**Recipient:** DIR

If DIR determines that an agency's deployment decision is not in compliance with the state strategic plan, a state statute, or DIR rules or standards, DIR shall require the agency to develop a corrective action plan that specifies the manner in which deficiencies will be corrected.

Assessment: Reporting requirement should be retained.

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Part III. Reports Required to Be Filed by All State Agencies

**Title: Information Resources Major Project or Major Contract, Business Case and Statewide Impact Analysis for**

Report No: 1235  
Required by: Texas Government Code, Section 2054.303  
Due Date: When Agency files its Legislative Appropriations Request  
Recipient: Quality Assurance Team

For each proposed major information resources project or major contract, as defined by Texas Government Code Sec. 2262.001(4), a state agency must prepare: (1) a business case providing the initial justification for the project, including the anticipated return on investment in terms of cost savings and efficiency for the project; and (2) a statewide impact analysis of the project’s effect on the state’s common information resources infrastructure, including the possibility of reusing code or other resources.

Assessment: Reporting requirement should be retained.

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**Title: Information Resources Major Projects–Approval**

Report No: 1223a  
Required by: Texas Government Code, Section 2054.118(a), (c)  
Due Date: Prior to spending appropriated funds  
Recipient: LBB in agency’s biennial operating plan and Quality Assurance Team

A state agency may not spend appropriated funds for major information resources project unless the project has been approved in the agency’s biennial operating plan. The agency must determine the comparative benefits of using agency personnel contrasted with using outside contractors for project design and the comparative total costs of leasing and of purchasing the information resources and information resources technologies involved in the project, with those costs to be determined after taking into account the use of the resources and technologies over their lifetimes.

Assessment: Reporting requirement should be retained.

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**Title: Information Resources Major Projects, Post-Implementation Review of**

Report No: 1237  
Required by: Texas Government Code, Section 2054.306  
Due Date: After implementation of project  
Recipient: Executive Director of Agency and Quality Assurance Team

After implementation of a major information resources project, a state agency shall prepare a post-implementation review of the project.

Assessment: Reporting requirement should be retained.

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**Title: Information Resources Major Projects, Project Plans for**

Report No: 1236  
Required by: Texas Government Code, Section 2054.304  
Due Date: Before the agency spends more than 10 percent of allocated funds for the project or major contract or first issues a vendor solicitation for the project or contract  
Recipient: DIR and Quality Assurance Team

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Part III. Reports Required to Be Filed by All State Agencies

A state agency shall develop project plans for each major information resources project or major contract.

Assessment: Reporting requirement should be retained.

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**Title:** Information Resources Major Projects, Report on Expected Outcomes and Outputs of  
**Report No:** 1223  
**Required by:** Texas Government Code, Section 2054.118(d)  
**Due Date:** Prior to initial use of appropriated funds  
**Recipient:** Quality Assurance Team

Before a state agency may initially spend appropriated funds for a major information resources project, the state agency must quantitatively define and provide information on the expected outcomes and outputs for the project.

Assessment: Reporting requirement should be retained.

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**Title:** Information Resources Managers, Report on Cooperation with  
**Report No:** 1216  
**Required by:** Texas Government Code, Section 2054.075(b)  
**Due Date:** Unspecified  
**Recipient:** DIR

Each state agency shall provide that its information resources manager is part of the agency’s executive management and reports directly to a person with a title functionally equivalent to executive director or deputy executive director. Each state agency shall report the extent and results of its compliance with this subsection.

Assessment: Reporting requirement should be retained.

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**Title:** Information Resources Projects, Approval  
**Report No:** 762a  
**Required by:** H.B. 1, 82nd Leg., R.S., art. IX, sec. 9.02(b), p. IX-42  
**Due Date:** Due with biennial operating plan, each state fiscal biennium  
**Recipient:** Quality Assurance Team

A state agency may not expend appropriated funds for a major information resources project unless the project has been reviewed and approved by the LBB in the agency’s biennial operating plan and the by the Quality Assurance Team.

Assessment: Reporting requirement should be retained.

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**Title:** Information Resources Projects, Reports on  
**Report No:** 762  
**Required by:** H.B. 1, 82nd Leg., R.S., art. IX, sec. 9.02(c), p. IX-42  
**Due Date:** As required by Quality Assurance Team  
**Recipient:** Quality Assurance Team

The Quality Assurance Team may require independent project monitoring, project status reporting, project expenditure reporting, or any additional information necessary to assess a project’s on-going potential for success. After a project has been completed, the Quality Assurance Team may also require

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Part III. Reports Required to Be Filed by All State Agencies

an agency to submit a project post-implementation evaluation report to determine if the project met its planned objectives.

Assessment: Reporting requirement should be retained.

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**Title: Information Resources Purchases - Contract Amendment**

Report No:

Required by: H.B. 1, 82nd Leg., R.S., art. IX, sec. 9.01(c), p. IX-42

Due Date: Prior to amending contract

Recipient: Governor, Lieutenant Governor, Speaker, Senate Finance Committee, House Appropriations Committee, and Quality Assurance Team

Prior to amending a contract for development of a major information technology project, when the amendment constitutes a 10 percent or greater change, notification must be given. (For contracts having a total value in excess of \$1.0 million, an amendment to the contract that changes the total value of the contract or any element of the contract by more than 10 percent of the total value of the contract is not valid without Quality Assurance Team approval.)

Assessment: Reporting requirement should be retained.

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**Title: Information Resources, Purchases**

Report No:

Required by: H.B. 1, 82nd Leg., R.S., art. IX, sec. 7.06(b), p. IX-37, sec. 9.01(b), p. IX-40

Due Date: Prior to request for appropriations

Recipient: Governor’s Office and LBB

A state agency may not request appropriations for information technology unless the information technology is in a plan approved by the LBB.

Assessment: Reporting requirement should be retained.

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**Title: Information Technology Detail (ITD)**

Report No:

Required by: Texas Government Code, Chapter 2054

Due Date: Each state fiscal biennium

Recipient: Governor, LBB, DIR, Quality Assurance Team

The Information Resources Management Act, Texas Government Code, Chapter 2054, directs that an agency’s strategic planning process coincide with the state’s budget cycle. As part of the process, agencies must prepare an ITD to substantiate their capital project information. The ITD explains how the agency will manage information resources (IR) technology, implement an IR Strategic Plan, and use the IR budget in the next biennium.

Assessment: Reporting requirement should be retained.

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**Title: Insurance, Report on Intent to Purchase Property, Casualty, or Liability**

Report No: 1714

Required by: Labor Code, Section 412.051(b)

Due Date: Not later than 30th day before date on which purchase of coverage is scheduled to occur

Recipient: SORM

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Part III. Reports Required to Be Filed by All State Agencies

A state agency that intends to purchase property, casualty, or liability insurance coverage in a manner other than through the services provided by SORM shall report the intended purchase in the manner prescribed by SORM.

Assessment: Reporting requirement should be retained.

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**Title:** Internal Audit Action Plan  
Report No: 421a  
Required by: Texas Government Code, Section 2102.0091(c)  
Due Date: Unspecified  
Recipient: Governor’s Office, Budget Division; LBB; and State Auditor

A state agency shall file an action plan or other response issued in response to the internal audit report.  
Assessment: Reporting requirement should be retained.

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**Title:** Internal Audit Report, Annual  
Report No: 412  
Required by: Texas Government Code, Section 2102.009  
Due Date: Before November 1 of each year  
Recipient: Governor, LBB, State Auditor, Sunset Advisory Commission, and Governing Board of the State Agency, Executive Director of the State Agency

The internal auditor of a state agency shall prepare and submit an annual report. The state auditor shall prescribe the form and content of the report, subject to the approval of the Legislative Audit Committee.

Assessment: Reporting requirement should be retained.

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**Title:** Internal Audit Reports, Periodic  
Report No: 421  
Required by: Texas Government Code, Section 2102.0091(a), (b)  
Due Date: Not later than 30th day after report submitted to governing board  
Recipient: Governor’s Office, LBB, State Auditor, and Sunset Advisory Commission

A state agency shall file a copy of each report submitted by the agency internal auditor.

Assessment: Reporting requirement should be retained.

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**Title:** Job Vacancies, Information on  
Report No: 1163  
Required by: Texas Government Code, Section 656.022  
Due Date: As soon as possible after vacancy  
Recipient: Texas Workforce Commission

As soon as possible after a job vacancy occurs or is filled in Travis County in a state agency, the agency shall complete and deliver the appropriate information form pertaining to the job vacancy or placement.

Assessment: Reporting requirement should be retained.

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Part III. Reports Required to Be Filed by All State Agencies

**Title:** Legislative Appropriations Request (LAR)  
**Report No:** 555  
**Required by:** Texas Government Code, Section 322.007; Labor Code, Section 501.048  
**Due Date:** As set by LBB  
**Recipient:** Governor, Lieutenant Governor’s Office, Speaker, Senate Committee on Finance, House Committee on Appropriations, Comptroller, LBB, State Auditor, DIR, Bond Review Board, Legislative Reference Library, and Texas State Library and Archives Commission’s Publications Clearinghouse

Each institution, department, agency, officer, employee, or agent of the state shall submit an estimate or report relating to appropriations requested by the board or under the board’s direction. An estimate or report required under this section is in addition to an estimate or report required by other law, including those estimates or reports relating to appropriations required by Texas Government Code Chapter 401. [Chapter 401 relates to the Governor and Lieutenant Governor.] The report must include a summary of the number of first reports of injury filed during the preceding biennium; the amount of workers’ compensation indemnity and medical benefits paid to or for employees during the preceding biennium; the number of on-the-job injuries per 100 of its employees during each year of the preceding biennium; and a description of the efforts made by the agency to increase job safety and to reduce job injuries, including the participation of the head of the agency and the executive staff of the agency in training programs.

**Assessment:** Reporting requirement should be retained.

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**Title:** Lost Property Report  
**Report No:** 423  
**Required by:** H.B. 1, 82nd Leg., R.S., art. IX, sec. 7.06(b), p. IX-37, sec. 12.04(a), p. IX-52  
**Due Date:** Annually  
**Recipient:** Governor’s Office, Comptroller, and LBB

A state agency must report the value of property lost or missing in the form and on the date prescribed by the LBB and the Comptroller.

**Assessment:** Reporting requirement should be retained.

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**Title:** Lost, Destroyed, or Damaged Property, Report on  
**Report No:** 1027  
**Required by:** Texas Government Code, Section 403.276(a)  
**Due Date:** Within 72 hours of occurrence (Report is due not later than date established by Comptroller)  
**Recipient:** Comptroller and Attorney General

If the head or property manager of a state agency has reasonable cause to believe that any property in the agency’s possession has been lost, destroyed, or damaged through the negligence of any state official or employee, the head of the agency or property manager shall report the loss, destruction, or damage.

**Assessment:** Reporting requirement should be retained.

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Part III. Reports Required to Be Filed by All State Agencies

**Title:** Mail Operations, Report on  
**Report No:** 1794  
**Required by:** Texas Government Code, Section 2176.005(a)  
**Due Date:** Periodically  
**Recipient:** Governor and LBB

A state agency in Travis County shall report on the progress made by the agency in achieving the objectives for and the revisions of mail operations established under Texas Government Code, Section 2176.004, including an analysis of savings projected from the resulting improvements in managing mail. Pursuant to the interagency agreement with the Comptroller, Letter of Agreement between the Texas Facilities Commission and the Comptroller of Public Accounts dated December 7, 2010, the Comptroller files this report on behalf of the Commission.

**Assessment:** Reporting requirement should be retained.

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**Title:** Major Contracts  
**Report No:**  
**Required by:** Texas Government Code, Section 322.020  
**Due Date:** As Occurs  
**Recipient:** LBB

Provide copies of each major contract entered into by the agency and each request for proposal, invitation to bid, or comparable solicitation related to the major contract. “Major contract” means: a contract for which notice is required under Texas Government Code, Sections 2054.008, 2166.2551, 2254.006, or 2254.0301; or a contract including an amendment, modification, renewal, or extension for which notice is not required under one of the above listed sections; that is not a purchase order, an interagency contract, or a contract paid only with funds not appropriated by the GAA; and with a value exceeding \$50,000.

**Assessment:** Reporting requirement should be retained.

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**Title:** Minority Hiring Practices, Report on  
**Report No:** 424  
**Required by:** Labor Code, Section 21.504  
**Due Date:** Not later than November 1 of each calendar year  
**Recipient:** Texas Workforce Commission

Each state agency shall report the total number of African Americans, Hispanic Americans, females, and other persons hired for each job category by the agency during the preceding fiscal year.

**Assessment:** Reporting requirement should be retained.

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**Title:** Minutes of Governing Bodies  
**Report No:** 1779  
**Required by:** Texas Government Code, Section 324.008(d)  
**Due Date:** Immediately after transcription  
**Recipient:** Legislative Reference Library

The governing body of a state agency shall deliver immediately after transcription a certified copy of the minutes of any meeting of the governing body. Any changes or corrections to the minutes shall also be delivered to the library.

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Part III. Reports Required to Be Filed by All State Agencies

Assessment: The Legislative Reference Library does not require a state agency to submit a copy of its minutes if the agency posts the minutes of its meetings on its website. The statute should be amended to reflect this method of providing access to an agency’s minutes.

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**Title:** Nepotism, Disclosure of  
**Report No:** 1292  
**Required by:** Texas Government Code, Section 2262.004  
**Due Date:** As Needed  
**Recipient:** State Agency Head

Before a state agency may award a major contract (at least 1 million dollars) for the purchase of goods or services to a business entity, each of the state agency’s purchasing personnel working on the contract must disclose in writing to the administrative head of the state agency any relationship the purchasing personnel is aware about that the employee has with an employee, a partner, a major stockholder, a paid consultant with a contract with the business entity the value of which exceeds \$25,000, or other owner of the business entity that is within a degree of consanguinity described by Section 573.002.

Assessment: Reporting requirement should be retained.

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**Title:** Non-Financial Information Report  
**Report No:** 425  
**Required by:** Texas Government Code, Section 2101.0115  
**Due Date:** Not later than December 31 of each year  
**Recipient:** Governor, LBB, State Auditor, and Legislative Reference Library

The executive head of each state agency shall submit an annual report of non-financial information for the prior fiscal year. The report must include the following information:

- (1) the name and job title of each bonded agency employee, the amount of the bond, and the name of the surety company that issued the bond;
- (2) an analysis of space occupied by the agency, including:
  - (A) the total amount of space rented by the agency, expressed in square feet;
  - (B) the total amount of space occupied by the agency in state-owned buildings, expressed in square feet;
  - (C) the name and address of each building in which the agency occupies space and the amount of square feet in each building devoted to each particular use;
  - (D) the cost per square foot of all rented space;
  - (E) the annual and monthly cost of all rented space;
  - (F) the name of each lessor of space rented by the agency;
  - (G) a description of the agency’s progress toward achieving the objective provided by Section 2165.104, if the agency is subject to that section; and
  - (H) any other information helpful to describe the agency’s use of space;
- (3) an itemization of all fees paid by the agency for professional or consulting services provided under Subchapter A or B, Chapter 2254, including the name of each person receiving those fees and the reason for the provision of the services;

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Part III. Reports Required to Be Filed by All State Agencies

- (4) an itemization of all fees paid by the agency for legal services, other than legal services provided by an agency employee or the attorney general, including the name of each person receiving those fees and the reason for the provision of the services;
- (5) a copy of the form prepared by the agency under Section 2205.041, relating to the agency's use and cost of operating aircraft that are state-owned or under rental or long-term lease;
- (6) an itemization of any purchases made under Section 2155.067, including each product purchased, the amount of the purchase, and the name of the vendor;
- (7) for each fiscal year ending in an even-numbered calendar year:
  - (A) a copy of the master file report verification form certified by the General Land Office, if applicable to the agency, to confirm that the agency is in compliance with Subchapter E, Chapter 31, Natural Resources Code; or
  - (B) if the agency's inventory record is inaccurate or incomplete, a statement that the agency will submit the appropriate forms to the General Land Office not later than the 15th day after the date the agency submits its annual report;
- (8) a copy of the report prepared by the agency under Section 2161.124, relating to the agency's use of historically underutilized businesses;
- (9) a report of each transfer of appropriated money between appropriation items that shows the sum of all transfers affecting each item;
- (10) an itemization of each passenger vehicle the agency purchased, including the make, model, purchase price, assigned type of use, and fuel efficiency as expressed by the manufacturer's fuel efficiency rating;
- (11) a schedule, applicable to state agencies determined by the Legislative Budget Board, detailing total expenditures by or on behalf of the agency for:
  - (A) employee benefits, including social security, health insurance, retirement contributions, benefit replacement pay, and workers' and unemployment compensation payments;
  - (B) bond debt service; and
  - (C) payments for general governmental services as defined by the comptroller, including services of the comptroller, the attorney general, the General Services Commission, the Department of Information Resources, and the state auditor;
- (12) for an institution of higher education, the total amount of lump-sum vacation and compensatory leave payments made to employees who separated from state service during the fiscal year;
- (13) the name and job title of each state officer or employee authorized to use a state-owned or state-leased vehicle and the reasons for the authorization, in accordance with Section 2113.013; and
- (14) a report of expenditures made for each commodity or service identified under Section 2155.448, including:
  - (A) the total amount spent on those commodities and services;
  - (B) the total amount spent for commodities and services purchased that accomplish the same purpose; and

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Part III. Reports Required to Be Filed by All State Agencies

- (C) the total amount spent for all other recycled, remanufactured, or environmentally sensitive commodities or services, itemized by type of commodity or service.

Assessment: Reporting requirement should be retained.

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**Title:** Notification–Agency Publications  
Report No:  
Required by: Texas Government Code, Section 2052.002(a)  
Due Date: Prior to Distribution  
Recipient: Members of the Legislature

A state agency that issues a publication relating to the work of the agency and distributes the publication to members of the legislature shall send to each member before distributing the publication an electronic notice to determine whether the member wants to receive the publication.

Assessment: Reporting requirement should be retained.

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**Title:** Notification–Agency Reports  
Report No:  
Required by: Texas Government Code, Section 2052.0021(d)  
Due Date: Prior to Distribution  
Recipient: Members of the Legislature

At the time a report required by law is ready for distribution outside the state agency, the agency shall send written notice to each member of the legislature that the report is available. The agency shall send the notice electronically. The notice must briefly describe the subject matter of the report and state: the manner in which the member may obtain the report electronically; and that the agency will send a printed copy of the report to the member at the request of the member.

Assessment: Reporting requirement should be retained.

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**Title:** Performance Measures Report  
Report No: 753  
Required by: H.B. 1, 82nd Leg., R.S., art. IX, sec. 7.01(a)(3), p. IX-35  
Due Date: As determined by LBB, see below  
Recipient: Governor, Appropriate Legislative Committees, LBB, State Auditor, Legislative Reference Library, Texas State Library and Archives Commission

Each state agency shall file a report on performance measures. The report shall analyze the agency's performance relative to the attainment of stated outcome, output and efficiency targets of each funded goal and strategy. The report shall contain a comparison of actual performance for the reporting period with targeted performance based on the level of funding appropriated.

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Part III. Reports Required to Be Filed by All State Agencies

- 1st Quarter (Sept., Oct., Nov.) .....Due first Friday in January.
- 2nd Quarter (Dec., Jan., Feb.) .....Due first Friday in April.
- 3rd Quarter (March, Apr., May) .....Due first Friday in July.
- 4th Quarter (June, July, Aug.) .....Due first Friday in October.
- Annual (Sept.--Aug.) .....Due first Friday in October.

Assessment: Reporting requirement should be retained.

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**Title:** Performance Rewards and Penalties Report  
**Report No:** 428  
**Required by:** H.B. 1, 82nd Leg., R.S., art. IX, sec. 6.13(d)(3), (4), p. IX-31  
**Due Date:** 60 days prior to implementation  
**Recipient:** Governor, Senate Finance Committee, House Appropriations Committee, Comptroller, and LBB,

To be eligible for reward of enhanced compensation state agencies must file a report describing the success of the innovative program and criteria used to assess the improvements; and file a report describing in detail how the agency intends to use this flexibility to further the goals of this section.

Assessment: Reporting requirement should be retained.

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**Title:** Performance Variances  
**Report No:**  
**Required by:** S.B. 1, 81st Leg., R.S., art. IX, sec. 6.13(b)(2), pp. IX-30–31  
**Due Date:** As determined to be necessary  
**Recipient:** Senate Finance Committee and House Appropriations Committee

A state agency shall provide testimony as to the reasons for any performance variances.

Assessment: Reporting requirement should be retained.

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**Title:** Planned Procurement Schedules for IT Commodity Items  
**Report No:** 1220  
**Required by:** Texas Government Code, Section 2054.1015(b)  
**Due Date:** If required, before the biennial operating plan is approved  
**Recipient:** DIR

If required by DIR, a state agency must provide a planned procurement schedule for commodity items to the department before the agency’s operating plan may be approved under Section 2054.102.

Assessment: Reporting requirement should be retained.

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**Title:** Planned Procurement Schedules for IT Commodity Items, Notification of Change to  
**Report No:** 1763  
**Required by:** Texas Government Code, Section 2054.1015(d)  
**Due Date:** Quarterly  
**Recipient:** LBB, State Auditor, and DIR

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Part III. Reports Required to Be Filed by All State Agencies

A state agency shall provide notice of substantive changes to its planned procurement schedule for IT commodity items.

Assessment: Reporting requirement should be retained.

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**Title:** Property Inventory, Annual  
Report No: 1026  
Required by: Texas Government Code, Section 403.273(f)  
Due Date: No later than 20 days after the last day of the fiscal year  
Recipient: Comptroller

The head of a state agency shall submit to the comptroller:

- (i) a signed statement describing the methods used to conduct the agency’s annual physical inventory;
- (ii) a copy of the results of the inventory; and
- (iii) any other information concerning the inventory that the Comptroller requires.

Assessment: Reporting requirement should be retained.

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**Title:** Public Funds Investment - Report on Compliance Audit of Management Controls  
Report No: 1749  
Required by: Texas Government Code, Section 2256.005(n)  
Due Date: Not later than January 1 of each even-numbered year  
Recipient: State Auditor

A state agency that invests funds pursuant to Texas Government Code Chapter 2256 must arrange for a compliance audit of management controls on investments and adherence to the agency’s established investment policies. The compliance audit shall be performed by the agency’s internal auditor or by a private auditor employed in the manner provided by Texas Government Code, Section 321.020. A state agency shall report the results of the most recent audit performed.

Assessment: Reporting requirement should be retained.

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**Title:** Public Information Requests, Report on  
Report No: 1156  
Required by: Texas Government Code, Section 552.010(a)  
Due Date: Monthly (as determined by Attorney General), see below  
Recipient: Attorney General

A state agency shall report:

- (i) the number and nature of requests for information a state agency processes under Texas Government Code Chapter 552 in the period covered by the report; and
- (ii) the cost to the state agency in that period in terms of capital expenditures and personnel time of:

Part III. Reports Required to Be Filed by All State Agencies

- (A) responding to requests for information under the Public Information Act; and
- (B) making information available to the public by means of the Internet or another electronic format.

(The Attorney General considers this report due on the 10<sup>th</sup> of each month.)

Assessment: Reporting requirement should be retained.

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**Title:** **Records Retention Schedules**  
**Report No:** 1077  
**Required by:** Texas Government Code, Section 441.185(a), (b)  
**Due Date:** As determined by Texas State Library and Archives Commission  
**Recipient:** Texas State Library and Archives Commission

Each records management officer shall survey the state records of the agency and prepare and submit a records retention schedule. The records retention schedule must list the state records created and received by the agency, propose a period of time each record shall be maintained by the agency, and provide other information necessary for the operation of an effective records management program.

Assessment: Reporting requirement should be retained.

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**Title:** **Recycled, Remanufactured, or Environmentally Sensitive Commodities or Services, Report on**  
**Report No:** 430  
**Required by:** Texas Government Code, Section 2155.448(c)  
**Due Date:** Date set by Comptroller  
**Recipient:** Comptroller

A state agency shall include in the report required by Texas Government Code, Section 2101.0115, and in an annual report to the Comptroller, expenditures made during the preceding year for each of the following commodities or services: recycled, remanufactured, or environmentally sensitive.

Assessment: Reporting requirement should be retained.

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**Title:** **Reporting Requirements Review**  
**Report No:**  
**Required by:** Texas Government Code, Section 2052.402  
**Due Date:** Not later than August 1, 2012  
**Recipient:** Governor; Lieutenant Governor; Speaker; Chair of the House Committee on Government Efficiency and Reform; Chair of the Senate Committee on Government Organization; Chair of each standing committee of the Senate and House of Representatives with jurisdiction over the agency; LBB; and Texas State Library and Archives Commission

The Executive Director of each state agency shall review the agency’s reporting requirements established by a state statute enacted before January 1, 2009, and not amended since that date, and identify each reporting requirement that the executive director determines: is not necessary to accomplish the objectives of the statute that contains the reporting requirement; is redundant of other statutory reporting requirements; or is required under statute to be provided at a frequency for which data is not available. The report must be provided electronically. Reports required by federal law are exempt and not to be included in the review. This review requirement expires 09/01/2014.

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Part III. Reports Required to Be Filed by All State Agencies

Assessment: Agencies going through Sunset must do a similar review. The statute should be amended to exempt agencies that are currently going through Sunset and providing the review of reporting requirements under that statutory requirement. Expiration date should be extended and due date should be changed to August 1 of each even-numbered year.

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**Title:** Representation Before State Agency Report  
**Report No:** 411  
**Required by:** Texas Government Code, Section 2004.00  
**Due Date:** Not later than the 10th day of the month after the end of the calendar quarter for which the report was prepared  
**Recipient:** Texas Ethics Commission

A state agency shall prepare a report that includes the information from all registrations filed with the agency under Texas Government Code, Section 2004.002 in a calendar quarter.

- Report for January 1—March 31 .....Due April 10.
- Report for April 1—June 30 .....Due July 10.
- Report for July 1—September is 30.....Due October 10.
- Report for October 1—December 31.....Due January 10.

Assessment: Reporting requirement should be retained.

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**Title:** Risk Assessment, Annual  
**Report No:** 591  
**Required by:** Texas Government Code, Section 2102.013  
**Due Date:** Annually at time prescribed by State Auditor  
**Recipient:** State Auditor

A state agency shall annually conduct a formal risk assessment consisting of an executive management review of agency functions, activities, and processes. The risk assessment must:

- (i) evaluate the probability of occurrence and the likely effect of financial, managerial, and compliance risks and of risks related to the use of information technology; and
- (ii) rank risks according to the probability of occurrence and likely effect of the risks evaluated.

Assessment: Reporting requirement should be retained.

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**Title:** Risk Management Losses Report (SORM 200 Report)  
**Report No:** 432  
**Required by:** Labor Code, Section 412.053; 28 T.A.C. Section 252.203  
**Due Date:** Not later than the 60th day before the last day of each fiscal year  
**Recipient:** SORM

Each state agency shall report for each fiscal year:

- (i) the location, timing, frequency, severity, and aggregate amounts of losses by category of risk including open and closed claims and final judgments;

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Part III. Reports Required to Be Filed by All State Agencies

- (ii) loss information obtained by the agency in the course of its administration of the workers' compensation program;
- (iii) information on existing and potential exposure to loss, including property location and values, descriptions of agency operations, and estimates of maximum probable and maximum possible losses by category of risk;
- (iv) estimates by category of risk of losses incurred but not reported;
- (v) information SORM determines necessary to prepare a Texas Workers' Compensation Unit Statistical Report; and
- (vi) additional information that SORM determines to be necessary.

(Submitted electronically through SORM system–SORM considers this report due 60 days *after* the last day of the fiscal year, October 30th)

Assessment: The statute specifies a due date no later than the 60<sup>th</sup> day *before* the last day of each fiscal year: July 2<sup>nd</sup>. SORM considers this report due on the 60<sup>th</sup> day *after* the last day of each fiscal year: October 30<sup>th</sup>. The statute should be amended to coincide with the reporting deadline used by SORM. A full snapshot of an agency's losses during the fiscal year cannot be reported if the report deadline is before the end of the fiscal year.

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**Title:** Risk Management, Report on Sources of Funding for Assessed Allocations for  
**Report No:** 752  
**Required by:** H.B. 1, 82nd Leg., R.S., art. IX, sec. 15.02(k), p. IX-62  
**Due Date:** As determined by SORM  
**Recipient:** SORM

A state agency shall submit information regarding the specific funding sources from which the agency pays its assessed allocation amounts for workers' compensation coverage for its employees.

Assessment: Reporting requirement should be retained.

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**Title:** Salary Supplementation Report  
**Report No:** 749  
**Required by:** H.B. 1, 82nd Leg., R.S., art. IX, sec. 3.02, p. IX-18  
**Due Date:** As Needed  
**Recipient:** Comptroller and Secretary of State

Prior to expending appropriated funds for payment of salary to a person whose classified or exempt salary is being supplemented from other than appropriated funds, a state agency must submit a report showing the amount and sources of salary being paid from other sources.

Assessment: Reporting requirement should be retained.

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**Title:** Salvage or Surplus Property, Notifying Comptroller of  
**Report No:**  
**Required by:** Texas Government Code, Section 2175.182(c)  
**Due Date:** As Needed  
**Recipient:** Comptroller

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Part III. Reports Required to Be Filed by All State Agencies

Upon determination of the status of property pursuant to Government Code, Section 2175.182(b), a state agency shall inform the comptroller of the property’s kind, number, location, condition, original cost or value, and date of acquisition.

Assessment: Reporting requirement should be retained.

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**Title:** Salvage or Surplus Property, Notification of Direct Transfer of  
Report No:  
Required by: Texas Government Code, Section 2175.185(a)  
Due Date: As Needed  
Recipient: Comptroller

Participating state agencies shall report the direct transfer of property.

Assessment: Reporting requirement should be retained.

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**Title:** Self-Evaluation Report  
Report No: 410  
Required by: Texas Government Code, Section 325.007  
Due Date: Before September 1 of the odd-numbered year before the year in which the agency is to be abolished  
Recipient: Sunset Advisory Commission

A state agency subject to the Texas Sunset Act shall report information regarding the application to the agency of the criteria in Texas Government Code, Section 325.011 and any other information that the agency considers appropriate or that is requested by the Sunset Advisory Commission.

Assessment: Reporting requirement should be retained.

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**Title:** Sick Leave, Statement on Policies and Procedures for an Extension of  
Report No: 1767  
Required by: Texas Government Code, Section 661.202(j)  
Due Date: Not Specified  
Recipient: State Auditor and all agency employees

A state agency shall file a written statement covering the policies and procedures for an extension of sick leave.

Assessment: Reporting requirement should be retained.

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**Title:** State-Owned Housing Report  
Report No: 436  
Required by: H.B. 1, 82nd Leg., R.S., art. IX, sec. 11.04(c), p. IX-49  
Due Date: Annually  
Recipient: Legislature

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Part III. Reports Required to Be Filed by All State Agencies

A state agency that provides employee housing shall report all employees who receive agency housing, the fair market rental value of the housing supplied, and the amount of revenue recovered to meet the mandated goals.

Assessment: Reporting requirement should be retained.

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**Title:** Stolen Property, Report of  
Report No: 1028  
Required by: Texas Government Code, Section 403.276(a)  
Due Date: Within 72 hours of discovery  
Recipient: Attorney General, Comptroller, and appropriate law enforcement agency (within 48 hrs)

If the head or property manager of a state agency has reasonable cause to believe that any property in the agency’s possession has been stolen, the head of the agency or property manager shall report the theft.

Assessment: Reporting requirement should be retained.

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**Title:** Strategic Plan  
Report No: 556  
Required by: Texas Government Code, Sections 2054.095, 2056.002, 2056.0021, 2056.0065, 2161.123  
Due Date: Each even-numbered year  
Recipient: Governor, Lieutenant Governor, Speaker, Comptroller, LBB, Sunset Advisory Commission, State Auditor, DIR, Legislative Reference Library (2 copies), and the Texas State Library and Archives Commission’s Publications Clearinghouse

A state agency shall make a strategic plan for its operations covering five fiscal years beginning with the next odd-numbered fiscal year. As part of the plan, a state agency shall conduct a strategic staffing analysis and develop a workforce plan, according to guidelines developed by the State Auditor, to address critical staffing and training needs of the agency, including the need for experienced employees to impart knowledge to their potential successors. In establishing the goals of a state agency, the agency shall consider the enhancement of military value to federally owned or operated military installations or facilities. A state agency shall include a written plan for increasing the agency’s use of historically underutilized businesses in purchasing and public works contracting.

Assessment: Reporting requirement should be retained.

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**Title:** Sunset Reporting Requirements Review  
Report No:  
Required by: Texas Government Code, Section 325.0075  
Due Date: Due Date: Before September 1 of the odd-numbered year before the year in which the agency subject to sunset is abolished  
Recipient: Governor, Lieutenant, each member of the Legislature, and the Sunset Advisory Commission

An agency subject to review by the Sunset Advisory Commission shall submit a report that lists each report that the agency is required by statute to prepare and evaluates the need for each report listed based on whether factors or conditions have changed since the date the statutory requirement to prepare the report was enacted.

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Part III. Reports Required to Be Filed by All State Agencies

Assessment: This new reporting requirement is similar to the requirement to review an agency’s rule pursuant to Texas Government Code, Section 2052.402. The statutes should be amended to require only one of the reporting reviews to be conducted by a state agency.

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**Title:** **Technological Innovations, Report on**  
**Report No:** 559  
**Required by:** Texas Government Code, Section 2111.002  
**Due Date:** Unspecified  
**Recipient:** Lieutenant Governor and Speaker

A state agency shall report on any technological innovation developed by the agency that:

- (i) has potential commercial application, is proprietary, or could be protected under intellectual property laws; and
- (ii) was developed:
  - (A) during the preceding calendar year; or
  - (B) before the preceding calendar year but was not previously reported.

Assessment: Reporting requirement should be retained.

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**Title:** **Travel to Washington, D.C.**  
**Report No:**  
**Required by:** H.B. 1, 82nd Leg., R.S., art. IX, sec. 6.12(b), (c), p. IX-30  
**Due Date:** Prior to Travel  
**Recipient:** Office of State-Federal Relations

Prior to traveling to the D.C. area, including a trip with a destination to Reagan-National, Dulles, or Baltimore Washington International airports, state agency personnel shall provide information on:

- (i) the timing of the trip;
- (ii) the purpose of the trip; and
- (iii) the name of a contact person for additional information.

Travel means activities involving obtaining or spending federal funds or impacting federal policies.

Assessment: Reporting requirement should be retained.

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**Title:** **Uniform Grant and Contract Management Report**  
**Report No:** 439  
**Required by:** Texas Government Code, Section 783.009(f)  
**Due Date:** Annually  
**Recipient:** Governor, Lieutenant Governor, Speaker, Legislature (each member who requests a copy), LBB

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Part III. Reports Required to Be Filed by All State Agencies

Each state agency that adjusts a matching funds requirement shall submit a report describing each adjustment made by the agency during the preceding fiscal year and the effects of each adjustment on the agency's programs. Report may be combined with the report filed under Texas Government Code, Section 2101.011 (report No. 418).

Assessment: Reporting requirement should be retained.

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**Title:** Utility Services, Report on Long-Range Plan for  
**Report No:** 1084  
**Required by:** Texas Government Code, Section 447.009(b)  
**Due Date:** As required by SECO  
**Recipient:** SECO

A state agency shall develop a long-range plan for the delivery of reliable, cost-effective utility services and submit the plan upon request. The state agency shall use the plan in preparing its five-year construction and major renovation plans. After other energy-saving or water-saving alternatives are considered, district heating and cooling or on-site generation of electricity may be considered in planning for reliable, efficient, and cost-effective utility services.

Assessment: Reporting requirement should be retained.

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**Title:** Vehicle Fleet Report  
**Report No:** 593  
**Required by:** Texas Government Code, Section 2171.101(a)  
**Due Date:** Not sooner than 45 days nor later than 60 days after the end of each fiscal quarter  
**Recipient:** Comptroller

Each state agency shall enter information on its vehicle fleet operations into an automated report system maintained by the Office of Vehicle Fleet Management.

Assessment: Reporting requirement should be retained.

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**Title:** Veterans Employment Preference Report  
**Report No:** 583  
**Required by:** Texas Government Code, Section 657.008(a)  
**Due Date:** Quarterly  
**Recipient:** Comptroller

A state agency shall report the percentage of the total number of employees hired by the agency during the reporting period who are persons entitled to a preference under Texas Government Code Ch. 657; the percentage of the total number of the agency's employees who are persons entitled to a preference under Texas Government Code Ch. 657; and the number of complaints filed with the governing body of the agency under Texas Government Code, Section 657.010 during that quarter and the number of those complaints resolved by the governing body.

Assessment: Reporting requirement should be retained.

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Part III. Reports Required to Be Filed by All State Agencies

**Title:** **Vulnerability Report**  
**Report No:** 1217  
**Required by:** Texas Government Code, Section 2054.077  
**Due Date:** Upon Completion  
**Recipient:** State Auditor, DIR, Executive Director of Agency, Any other information technology security oversight group specifically authorized by the Legislature to receive the report

Information resources manager may prepare or have prepared a report, including an executive summary of the findings, assessing the extent to which a computer, a computer program, a computer network, a computer system, an interface to a computer system, computer software, or data processing of the agency or of a contractor of the agency is vulnerable to unauthorized access or harm, including the extent to which the agency's or contractor's electronically stored information is vulnerable to alteration, damage, erasure, or inappropriate use. (Vulnerability report and any information or communication prepared or maintained for use in the preparation of the report is confidential and is not subject to disclosure under Texas Government Code chapter 552.)

**Assessment:** Reporting requirement should be retained.

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**Title:** **Vulnerability Report - Summary**  
**Report No:** 1217a  
**Required by:** Texas Government Code, Section 2054.077(e)  
**Due Date:** Upon Request  
**Recipient:** Public

If vulnerability report is prepared under Texas Government Code, Section 2054.077(b), state agency must prepare a separate summary of the report that does not contain any information the release of which might compromise the security of the state agency's or state agency contractor's computers, computer programs, computer networks, computer systems, computer software, data processing, or electronically stored information.

**Assessment:** Reporting requirement should be retained.

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## **PART IV. REPEALED REPORTS**

Part IV. Repealed Reports

**Title:** Activity and Efficiency Report  
**Report No:** 62  
**Repealed by:** 2152.062, Repealed by Act of May 27, 2011, 82nd Leg., R.S., S.B. 1179, Sec. 25(72), eff. June 17, 2011  
**Due Date:** Not later than 30th day after start of Legislative Session  
**Recipient:** Legislature

The Commission shall report on activities during the preceding legislative interim. The Commission shall recommend amendments to law that would result in increased efficiency, economy, or productivity in the areas monitored by the Commission.

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**Title:** Debt Report  
**Report No:** 415  
**Repealed by:** Texas Government Code, Section 2107.005; Repealed by Act of May 27, 2011, 82nd Leg., R.S., H.B. 1781, Sec. 10(4), eff. June 17, 2011  
**Due Date:** Not later than the 90th day after the end of each fiscal year  
**Recipient:** Attorney General

Each state agency shall file an annual debt report. The report shall contain the information required by rules adopted under this section by the Attorney General.

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**Title:** Foreign Travel Approval  
**Report No:** 422b  
**Required by:** S.B. 1, 81st Leg., R.S., art. IX, sec. 5.08(i), p. IX-24  
**Due Date:** As Needed  
**Recipient:** Comptroller

A state agency's board or commission must approve foreign travel prior to departure and submit a copy of approval with each travel voucher.

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**Title:** Foreign Travel Expenditures Report  
**Report No:** 422  
**Required by:** S.B. 1, 81st Leg., R.S., art. IX, sec. 5.08(i), p. IX-24  
**Due Date:** By Oct. 1 of each year  
**Recipient:** Governor and LBB

Each state agency or institution of higher education must submit a report on all foreign travel with required approvals.

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**Title:** Funds Received and Disbursed Report  
**Report No:** 519  
**Repealed by:** Texas Government Code, Section 2152.063, Repealed by Act of May 27, 2011, 82nd Leg., R.S., S.B. 1179, Sec. 25(73), eff. June 17, 2011  
**Due Date:** Annually  
**Recipient:** Governor, Lieutenant Governor, and the Speaker of the House of Representatives

The Commission shall submit a report accounting for all money received and disbursed during the preceding fiscal year.

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Part IV. Repealed Reports

**Title:** **Public Information Requests, Internet Report on Cost of Copies for**  
**Report No:** 414a  
**Repealed by:** Texas Government Code, Section 552.274(b) as amended by Acts 2005, 79th Leg., ch. 329, Section 9; Repealed by Act of May 27, 2011, 82nd Leg., R.S., S.B. 1179, Sec. 25(62), eff. June 17, 2011  
**Due Date:** Before the 30th day after the date on which a regular session of the Legislature convenes  
**Recipient:** Posted on Agency’s Website

A state agency shall report detailed information describing the agency’s procedures for charging and collecting fees for providing copies of public information.

**Title:** **Public Information Requests, Report on Cost of Copies for**  
**Report No:** 414  
**Repealed by:** Texas Government Code, Section 552.274(b) as amended by Acts 2005, 79th Leg., ch. 716, Section 9; Repealed by Act of May 27, 2011, 82nd Leg., R.S., S.B. 1179, Sec. 25(62), eff. June 17, 2011  
**Due Date:** Not later than December 1 of each odd-numbered year  
**Recipient:** Attorney General

A state agency shall report the agency’s procedures for charging and collecting fees for providing copies of public information. (This report is created from an agency’s monthly reporting with the Attorney General under Report No. 1156)

**Title:** **Salvage or Surplus Property, Notification of**  
**Report No:** 1285  
**Repealed by:** Texas Government Code, Section 2175.122, Repealed by Act of June 28, 2011, 82nd Leg., 1st C.S., S.B. 1, Art. 29, Sec. 29.01, eff. Sept. 28, 2011  
**Due Date:** As Needed  
**Recipient:** Comptroller and the Commission

A state agency that determines it has surplus or salvage property shall report on the property’s kind, number, location, condition, original cost or value, and date of acquisition.

**Title:** **Salvage or Surplus Property, Report of the Direct Transfer of**  
**Report No:** 1286  
**Repealed by:** Texas Government Code, Section 2175.125(c), Repealed by Act of June 28, 2011, 82nd Leg., 1st C.S., S.B. 1, Art. 29, Sec. 29.01, eff. Sept. 28, 2011  
**Due Date:** As Needed  
**Recipient:** The Commission

A state agency shall report on the direct transfer of salvage or surplus property to another governmental entity or other eligible entity. The report must include a description of the property transferred, the reasons for the transfer, the price for the property transferred, and the recipient of the property transferred.

**Title:** **Salvage or Surplus Property, Reports on Violations in the Transfer of**  
**Report No:** 1287  
**Repealed by:** Texas Government Code, Section 2175.125(d), Repealed by Act of June 28, 2011, 82nd Leg., 1st C.S., S.B. 1, Art. 29, Sec. 29.01, eff. Sept. 28, 2011  
**Due Date:** As Needed  
**Recipient:** LBB

Part IV. Repealed Reports

If the Commission determines that a state agency has transferred salvage or surplus property in violation of state law or Commission rules, the Commission shall report the violation.

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**Title:** Utility Audit, Report on  
**Report No:** 1252  
**Repealed by:** Texas Government Code, Sections 2112.001, 2112.005(b); Repealed by Act of May 27, 2011, 82nd Leg., R.S., S.B. 1179, Sec. 25(71), eff. June 17, 2011.  
**Due Date:** Not later than 30th day after audit is completed  
**Recipient:** Comptroller and LBB

A state agency shall report on the savings resulting from an audit required by Texas Government Code, Section, 2112.001, including the source and the costs of the audit.

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**Title:** Utility Billing Audit, Report on Progress of  
**Report No:** 1251  
**Repealed by:** Texas Government Code, Section 2112.005(a); Repealed by Act of May 27, 2011, 82nd Leg., R.S., S.B. 1179, Sec. 25(71), eff. June 17, 2011  
**Due Date:** January and June of each year in which an audit is conducted  
**Recipient:** Comptroller and LBB

Every four years, each state agency shall perform an audit of its electric, telephone, gas, and water utility billing during the preceding four years or the maximum recovery period. Each agency shall report on the progress of its audit. The report must include a summary of the costs of the audit, current audit activity, a schedule of future activity, audit recommendations and results, pending refunds, and recovered refunds. [Texas Government Code, Section 2112.003(b), permits a state agency to opt out of this reporting requirement if it determines that any potential utility cost savings would be less than the cost of the audit.]

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**Title:** Vehicle, Report on Use of State  
**Report No:** 1288  
**Repealed by:** Texas Government Code, Section 2203.001; Repealed by Act of May 27, 2011, 82nd Leg., R.S., S.B. 1179, Sec. 25(75), eff. June 17, 2011  
**Due Date:** No later than the 10th day after the use of the vehicle  
**Recipient:** State Agency Head

A person who uses a state-owned automobile or truck shall, for each day that the vehicle is used, submit a separate written report of the use to the head of the state agency, including a department, institution, board, or commission of the state, in charge of the vehicle.

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