

**RECOMMENDATIONS  
FOR THE ORGANIZATION  
OF A  
DEPARTMENT OF GENERAL SERVICES  
REPORTED BY  
THE GOVERNOR  
TO  
THE GENERAL ASSEMBLY OF VIRGINIA**



**House Document No. 11**

**COMMONWEALTH OF VIRGINIA  
Department of Purchases and Supply  
Richmond  
1977**



# COMMONWEALTH of VIRGINIA

Office of the Governor

Richmond 23219

December 21, 1976

Mills E. Godwin, Jr.  
Governor

TO: Members of the General Assembly

Ladies and Gentlemen:

Pursuant to a recommendation of the Commission on State Governmental Management, House Bill 1240 was passed by the General Assembly at the 1976 Session which created the position of a Director of Support Services, subordinate to the Secretary of Administration and Finance, to be appointed by and serve at the pleasure of the Governor.

This Act required that, at the direction of the Governor, the Director of Support Services prepare a plan for the organization of such a department, together with appropriate legislative proposals, for submission by the Governor to the 1977 General Assembly. The responsibilities entailed in this Act have been discharged. I have received the report prepared by the Acting Director of Support Services, with the report prepared by the Acting Director of Support Services, with the assistance of the heads of the agencies involved, which includes specific proposals as to the organization of the Department, the required legislation and a projected initial annual cost.

I commend this report to you. Should this study, in response to your action at the last Session, receive your favorable consideration, such monetary requirements as are initially involved must also receive your attention. In light of this, I am suggesting an effective date of July 1, 1978.

Sincerely,

A handwritten signature in cursive script, reading 'Mills E. Godwin, Jr.', with a long horizontal flourish extending to the right.

Mills E. Godwin, Jr.

jyw

Attachment

cc: Maurice B. Rowe

RECOMMENDATIONS  
FOR THE ORGANIZATION  
OF A  
DEPARTMENT OF GENERAL SERVICES

A Report  
Pursuant to Section 2.1-421  
of the  
Code of Virginia

Prepared by:  
H. Douglas Hamner, Jr.  
Acting Director

December, 1976



# COMMONWEALTH of VIRGINIA

Division of Engineering and Buildings

209 Ninth Street Office Building

December 15, 1976

H. DOUGLAS HAMNER, JR.  
DIRECTOR

RICHMOND, VIRGINIA 23213  
(804) 786-3283

The Honorable Mills E. Godwin  
Governor of Virginia  
State Capitol  
Richmond, Virginia

Dear Governor Godwin:

Pursuant to your directive of mid-July, 1976, in which you appointed me Acting Director for the purpose of fulfilling the requirements of Chapter 775 of the 1976 Acts of the Assembly, I am pleased to transmit a report containing recommendations and proposed legislation for the organization of a Department of General Services.

Within the time constraints, it was not possible to develop a detailed internal organization for this Department, nor was it possible to pursue potential economies. Although the action of the Legislature, pursuant to the study of the Commission of State Governmental Management, was not based on projected cost reductions in the immediate future, it seems apparent that opportunities exist for future economies and increased efficiencies and effectiveness with the organization of such a Department.

This report is a result of many hours of effort by the heads of the involved agencies and the staff, and was completed with minimal cost. The cooperation and genuine dedication to this task by all involved is noteworthy. In light of the legislative mandate of Chapter 775, the recommendations contained herein are generally acceptable to those comprising the study committee.

We shall be pleased to respond to any questions you may have regarding the contents of this document.

Respectfully,

A handwritten signature in cursive script, appearing to read "H. Douglas Hamner, Jr.", written in dark ink on a light background.

H. Douglas Hamner, Jr.

HDHJr:di

Attachment

cc: Secretary of Administration and Finance

CHAPTER 775

An Act to amend the Code of Virginia by adding in Title 2.1 a chapter numbered 26 containing sections numbered 2.1-377 and 2.1-378, relating to the creation of powers and duties of the Director of Support Services.

[H 1240]

Approved

Be it enacted by the General Assembly of Virginia:

1. That the Code of Virginia is amended by adding in Title 2.1 a chapter numbered 26 containing sections numbered 2.1-377 and 2.1-378 as follows:

CHAPTER 26.

Director of Support Services.

§ 2.1-377. *Creation of position of Director of Support Services; appointment.*—There is hereby created, subordinate to the Secretary of Administration and Finance, a Director of Support Services, who shall be appointed by and serve at the pleasure of the Governor.

§ 2.1-378. *Powers and duties.*—The Director shall assist the Secretary of Administration and Finance in directing the activities of the Division of Engineering and Buildings, the Department of Purchases and Supply, the Department of Property Records and Insurance, the Division of Records, the Virginia Public Telecommunications Council, and the Division of Consolidated Laboratory Services. At the direction of the Governor and the Secretary of Administration and Finance, the Director shall prepare a plan for the organization of a Department of Support Services, which plan, together with such legislative proposals as may appear appropriate, shall be submitted by the Governor to the General Assembly not later than November first, nineteen hundred seventy-six.

.....  
President of the Senate

.....  
Speaker of the House of Delegates

Approved:

.....  
Governor



COMMONWEALTH of VIRGINIA

Office of the Governor

Richmond 23219

July 13, 1976

Mills E. Goswin Jr.  
Governor

MEMORANDUM

TO: The Heads of Those Agencies Included Under The Provisions  
of House Bill 1240

Philip R. Brooks  
George L. Hall  
H. Douglas Hamner, Jr.  
Patricia R. Perkinson  
Clarence L. Puryear, Jr.  
A. W. Tiedemann, Jr.

Pursuant to the memorandum of June 16, which you received from the Secretary of Administration and Finance, I am asking Mr. H. Douglas Hamner, Jr., director of the Division of Engineering and Buildings, to serve as acting director for the purpose of fulfilling the requirements as set forth in House Bill 1240.

You will be contacted in the immediate future for a discussion of the study mission and your participation. I know that you will offer full support and cooperation for this important assignment.



cc: Maurice B. Rowe

#### STUDY COMMITTEE

Mr. Philip R. Brooks, Director  
Department of Purchases and Supply

Mr. George L. Hall, Director  
Virginia Public Telecommunications Council

Mrs. Patricia R. Perkinson  
Secretary of the Commonwealth

Mr. C. L. Puryear, Jr., Administrator  
Department of Property Records and Insurance

Dr. A. W. Tiedemann, Jr., Director  
Division of Consolidated Laboratory Services

Mr. H. Douglas Hamner, Jr., Director  
Division of Engineering and Buildings

#### STAFF

Department of Support Services  
Mrs. Patty W. Fowler, Assistant  
Mrs. Dorothy E. Ivankoe, Secretary

Department of Management Analysis and Systems Development  
Mr. Donald L. McCreary, Management Analyst  
Mrs. Dorothy G. Bridgers, Research Analyst

Attorney General's Office  
Mr. Robert P. Kyle, Assistant Attorney General

Sincere appreciation is extended to committee members for the many hours they devoted to this study. Their advice and assistance was invaluable. Appreciation also should be expressed to the many state officials of Virginia and other states who made significant contributions.

H. Douglas Hamner, Jr.

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BACKGROUND

The 1976 General Assembly enacted legislation implementing those recommendations of the Commission on State Governmental Management which pertained to Administration and Finance agencies with the exception of its recommendations regarding agencies that provide supportive services to other state agencies. While measures were introduced during the 1976 Session which would have totally implemented the recommendations of the Commission in this area, House Bill 1240, which dealt with the general service agencies, suffered from drafting problems too complex to reconcile during the Session. The Legislature, however, endorsed and preserved the concept of the Commission's recommendation to group agencies providing supportive services by enacting an amended version of House Bill 1240 (Chapter 775 of the 1976 Acts of Assembly).

This act created the position of Director of the Department of Support Services to be appointed by the Governor and to serve under the Secretary of Administration and Finance. The act further called for preparation of a plan for organization of a Department of Support Services, together with appropriate legislative proposals, for submission by the Governor to the General Assembly by November 1, 1976.

On July 12, 1976, Governor Godwin appointed H. Douglas Hamner, Jr., Acting Director of the Department of Support Services for the purpose of fulfilling the requirements set forth in House Bill 1240. Mr. Hamner accepted this responsibility, in addition to those of his current position as Director of the Division of Engineering and Buildings, with the understanding that it would be necessary to defer the target date for completion of the report to as late as January 1, 1977.

The Commission on State Governmental Management divided the agencies reporting to the Secretary of Administration and Finance into three functional areas: Executive Management, Support Services and Finance. The Commission's recommendations for the Department of Support Services encompassed six agencies and certain activities currently housed in other agencies. Specifically, these were:

- The Division of Consolidated Laboratory Services
- The Division of Engineering and Buildings
- The Department of Property Records and Insurance
- The Virginia Public Telecommunications Council
- The Department of Purchases and Supply
- The Division of Records

The Archives and the Records Management programs of the Virginia State Library

The Central Garage and Motor Pool activities

Additionally, it was the Commission's intent that a Computer Resources Center (currently in the Department of Management Analysis and Systems Development) be established to report directly to the Secretary of Administration and Finance until the State's data processing program "reaches maturity," at which time it would be merged into the Department of Support Services.

The Commission further recommended that responsibility for preparation and administration of the capital outlay budget which is currently lodged with the Division of Engineering and Buildings, be transferred to the Department of Planning and Budget.

The stated rationale of the Commission for creating a Department of Support Services was as follows:

"(1) it will facilitate better integration of services; (2) it will enable the establishment of an acceptable span of control for the Secretary of Administration and Finance by removing the necessity of direct supervision of several separate agencies; and (3) it will fix responsibility for quality of central service operations in a single individual."

In preparing for the study, Mr. Hamner sought and received the assistance of the Department of Management Analysis and Systems Development. On September 1, 1976, Mrs. Dorothy Bridgers, a Research Analyst, and Mr. Donald McCreary, Management Analyst of MASD's Management Consulting Division, were assigned to the project on an "as required" basis. In addition, Mr. Robert Kyle, Assistant Attorney General, was assigned to assist in the drafting of the legislation. Mrs. Dorothy E. Ivankoe, a secretary, was employed to provide secretarial services for the duration of the study, and on September 30, Mrs. Patty W. Fowler was employed to assist in the study.

The Acting Director chose to utilize a working committee comprised of those agency heads most affected by the proposed reorganization to assist in the study. During its initial meeting on July 27, the committee met with Mr. Maurice B. Rowe, Secretary of Administration and Finance. Meeting on a regular weekly basis throughout the study period, subsequent meetings involved Mr. Patrick M. McSweeney, the Executive Director of the Commission on State Governmental Management, and Delegate W. L. Lemmon, a member of the Commission.

The committee members agreed that the approach to the study would be a positive one with the objective of reducing the Secretary's span of control. This would be accomplished by grouping appropriate agencies and functions whose basic purposes were described as supportive to other state agencies in the November, 1975, Report of the Commission of State Governmental Management.

Before making any final determinations, the committee felt it would be wise to study the organizational structures of state governments which have established similar departments, and to seek the advice of officials in those states in order to benefit from their experience. The states visited were selected from among those suggested by the Council of State Governments, legislators and agency heads, and materials received from the various states in response to inquiries by the Acting Director. The Acting Director, Staff Assistant and Management Consultant spent one full day meeting with appropriate officials in each of the following states: Maryland, Pennsylvania, Wisconsin, Minnesota, Iowa, South Carolina, Arkansas and Kentucky.

Meetings also were held with the individual agencies involved to determine specific problems anticipated in a transition and to identify types and numbers of staff which could be placed in central administrative functions of a newly created department. Additionally, the Acting Director of the Department of Support Services and the Executive Director of the Commission on State Governmental Management met with members of the boards and councils which would be affected, i. e., the Consolidated

Laboratory Services Operational Board, the State Insurance Board, the Virginia Public Telecommunications Council, and the Board of Purchases and Supply. The boards were briefed on the purpose of the study and the intent of the Commission was explained. Constructive input and recommendations regarding board roles were solicited from each board by the Acting Director.

While the legislative mandate was to prepare a plan of organization for a Department of Support Services, the Acting Director also elected to question whether such a department should be developed. Many issues related to the proposed department were explored, but this report will address only those which the committee felt were most significant.

#### Feasibility of Consolidating Support Service Agencies

This question received considerable discussion throughout the study. Three alternatives were considered: (A) Maintaining Status Quo; (B) Forming Two or More Agencies; and (C) Forming One Large Agency.

##### (A) Maintaining Status Quo:

A great deal of concern was expressed regarding the advisability of bringing together so many agencies having such diverse responsibilities. Also concern was expressed by some affected by HB 1240 that one director could not give adequate attention to each of the areas, or have intimate knowledge of the technicalities involved.

This concern highlighted the difficulties now faced by the Secretary of Administration and Finance and was one of the basic reasons for the Commission on Governmental Management to point out the need for a reduction in the Secretary's span of control. The committee agreed that it not only would be humanly impossible for a director to have an intimate or technical knowledge of each area, but that this, in fact, would not be desirable. It was the consensus that the director of the department should be a good administrator who would utilize basic management principles which dictate the delegation of authority and responsibility in appropriate divisions of the organization.

Visits to other states confirmed that grouping of diverse activities could work well so long as proper management practices were followed. Five of the eight states visited had separate Departments of General Services. Three had larger departments which also incorporated financial and other administrative activities. The activities performed by these general or administrative service agencies varied considerably among the states, but most basic services recommended for inclusion by the Commission on Governmental Management were components of these departments. In addition, the majority of the states visited confined the activities of their departments of general services to those that were central and supportive in nature.

Observations were made that the Virginia agencies, as currently formed, are operating effectively and with relatively little direct contact with the Secretary of Administration and Finance. Thus, the need for reduction in his span of control was questioned by some since so little of his time was taken by the agencies involved.

Instead of supporting the maintenance of status quo, the lack of frequent contact with the Secretary of Administration and Finance emphasized the need for consolidation inasmuch as the agencies may not be receiving the direction necessary or desirable to assure that agency policies and decisions are in keeping with administration goals.

The cost effectiveness of merging agencies was also questioned. It was the consensus that there would be no immediate economy in drawing the agencies together, and that costs, initially, may well be higher.

It should be remembered that the Commission itself did not anticipate, nor was it the intent of their recommendation, that there would be immediate savings or that there would be an avoidance of short run costs. It is interesting to note that in the eight states visited, only one had based the organization of its general service agency on economy. That particular state established its department five years ago. It was not able to demonstrate immediate savings, but is just now beginning to document limited savings. All states felt that their reorganizations had resulted in increased efficiencies but these were difficult to translate into dollar amounts. Many of the states contended that because of inflationary factors and automatic growth of state government, it was impossible to show a savings in one year over another. However, they were quick to point out that the rate of increased expenditures had been decreased, and could also point to some dollars saved by streamlining operations and centralizing activities after a period of time.

Based on all of the above, the committee unanimously agreed that status quo should not be maintained.

#### (B) Creating Two or More Agencies

One proposal considered would have established a Department of Technical Services and a Department of General Services; however, no agreement could be reached as to which department the various functions would be assigned, and a logical rationale could not be established for such a division. The main reason for this proposal was an expressed fear that personnel with highly technical expertise might not be attracted to or retained in key positions within an agency having a departmental name which did not recognize the significance of the technical aspects involved.

Another proposal was to establish three departments: The Department of Administrative Services, the Department of Purchases and Supply and the Department of Capital Outlay and Real Estate. This proposal, when analyzed, was recognized as equivalent to maintaining the status quo. Also, rationale for the proposed grouping of activities among the three agencies could not be established.

Other views presented by the involved agency heads included consolidating all agencies except, as would be expected, their own. Most agency heads felt the activities in their area of operation to be just as unique and worthy of separate identity as others. It was the conclusion of the committee that with the exception of functions within the Division of Records, none of the activities or responsibilities of member agencies differed sufficiently in nature to justify excluding one and not all of the others.

(C) One Agency

The Council of State Governments in its publication, THE BOOK OF THE STATES 1976-77, Section III, Administrative Organization, states: "One clear trend in recent years has been consolidation of general services functions such as purchasing, construction, communications, and insurance protection under the unified management of a general services agency."

The committee reviewed the structures of other states and their reasons for consolidation. It considered the recommendations of the 1970 Governor's Management Study, the recommendations of the committee of eight state agency employees to the Subcommittee on Budget and Management of the Commission on State Governmental Management, and the Commission's recommendations, all of which called for one agency to provide services. It also considered the following advantages and disadvantages if the recommendation to establish a consolidated department were to be implemented:

- (1) The Governor would have a more direct line of authority without intercession of administrative boards or councils.
- (2) The span of control for the Secretary of Administration would be significantly reduced, enabling better communication between and among management levels.
- (3) A structure would be established which would tend to insulate departmental division heads having truly professional and technical functions from improper political influence. (Every state visited felt this to be highly desirable, particularly in the areas of centralized purchasing and the administration of public contracts.) Concurrently this also would tend to encourage and stabilize the services of qualified technical and professional employees.

- (4) One person would be responsible, and thereby accountable, for overall results in the delivery of general supportive services.
- (5) No immediate or obvious economy would be realized; but there should be some savings in the future through centralization of common internal functions. The majority of support services would be grouped together to facilitate better integration of services with an opportunity for greater effectiveness and efficiency, including avoidance of duplication of effort. Additional economies could be anticipated in future years if the agency is formed, as the Legislature or the Governor could add functions as necessity dictates rather than establish new agencies.
- (6) Operations currently functioning smoothly might suffer normal "reorganization pains" during the initial transition period.

Based upon the above and the rejection of other alternatives, it is recommended that a Department of General Services be established under the Secretary of Administration and Finance.

The name "General Services" is recommended because it would be more consistent with designations given to similar agencies of state government across the country. Such consistency in names of state departments throughout the nation facilitates interstate and intergovernmental working relationships.

#### Role of Boards and Councils

There are four boards or councils which would be affected by the proposed Department of General Services. In individual meetings with the Acting Director each board discussed in depth the proposed reorganization and its implications to the board's role. In addition, the Acting Director invited each board to submit an official position for consideration prior to finalizing recommendations regarding the future role of the board if a Department of General Services were to be organized.

#### The Consolidated Laboratory Service<sup>s</sup> Operational Board

This is a governing board with total administrative control, including the appointment of all personnel. Membership of the Board is comprised of heads of user agencies and the Chairman of the State Crime Commission. Members expressed concern in losing the authority to "hire and fire" the Director and to have "final approval" of the budget. Several members expressed fears that the needs of the user agencies would not be met if the user agencies themselves did not continue to control all aspects of the

operations. The Board, in a subsequent meeting, voted to register opposition to any legislation which would change the Board as it currently exists.

#### The State Insurance Board

The State Insurance Board currently hires the Administrator of the Department of Property Records and Insurance and has authority for administrative policy decisions. In addition, the makeup of the Board currently includes a member of the Legislative branch. Members of the Board felt that there was merit in having the proposed department served by the Board in an advisory but not in an administrative capacity. Further, the Chairman of the State Insurance Board (the Legislative member) indicated that he would not expect to continue on the Board after a reorganization is effected.

#### Virginia Public Telecommunications Council

The Virginia Public Telecommunications Council currently has administrative responsibilities, although in practice it limits its activities in this regard to the appointment of the Director. Initially some concern was expressed by certain members in the loss of overall control by being placed solely in an advisory capacity. Membership of the Council includes two legislators.

#### The Board of Purchases and Supply

The Board of Purchases and Supply by law is an appeals board and, when requested by the Director, an advisory board. In practice, the Board meets only to hear appeals and has met only once for that purpose in the past two and one-half years. Its second meeting was for the purpose of discussing this proposed department. Members of the Board expressed concern regarding the cost effectiveness of merging the Department of Purchases and Supply into a larger department, and seemed to have strong feelings that the Department should not be required to relinquish its departmental status because its operations would be hindered and the authority of the Director diluted by adding a second position between the Director of Purchases and Supply and the Governor.

Officials in all the states visited recommended that any boards established be advisory only. Some felt that a central service agency should not have need of boards and that if the opportunity existed, all should be eliminated. None of the states visited had boards similar to the four in question; however, none had consolidated laboratory services or a unit handling telecommunications in the same manner as handled in Virginia.

The committee recommends that all current boards and councils be continued with members appointed by the Governor. The committee further recommends that

the Board of Purchases and Supply be an appeals board only, as constituted prior to 1972, and, consistent with the recommendations of the Commission on State Governmental Management, that the remaining boards be advisory only. The committee feels that the advice of the various boards is highly desirable and envisions continued active and beneficial involvement; however, it strongly recommends that no board have administrative responsibilities or authorities. The committee does not take exception with the Commission's recommendation that such boards and councils should not have legislative members.

#### Agencies and/or Programs Considered

##### The Division of Consolidated Laboratory Services

The Division of Consolidated Laboratory Services furnishes technical and scientific services to state agencies and technical services to all law enforcement agencies in the Commonwealth. To the best of our knowledge Virginia's system is currently unique among the states. Certainly, its counterpart was not found in the states visited. The responses of other states were consistent when asked for opinions as to where such a department, if they had one, should be located. All felt that such a service would not work in their state unless it were placed in General Services, and pointed out problems that would arise if it were to be placed in a user agency. Additionally, the states went so far as to say that such a board by now should have served its useful purpose and should be eliminated.

The Director of the Consolidated Laboratory, in representing his board, advanced the position that the user agencies could not be assured of satisfactory services from the Laboratory unless an operational board, constituted of representatives of the user agencies, continued as a full administrative board with the right to "hire and fire, etc." The committee felt that this position was no more valid for laboratory services than any other service that would be provided by the Department of General Services.

It is recommended that the Division of Consolidated Laboratory Services become a part of the Department of General Services and that a policy advisory board be appointed to include heads of user agencies.

##### The Division of Engineering and Buildings

It is recommended that the Division of Engineering and Buildings become a part of the proposed Department of General Services with the exception of certain functions

which will be discussed later. Of the states visited only Arkansas did not include the property and construction management program in General Services. Officials of that state indicated that this was one of the mistakes made in their reorganization and felt the activity should be included in General Services.

One activity of the Division of Engineering and Buildings which deserves special consideration is that of capital outlay administration. The Commission on Governmental Management recommended that this activity be placed within the new Department of Planning and Budget.

The Acting Director and the study committee is of the firm belief that the State's capital outlay program would not move as expeditiously, nor receive as much attention in its many facets as is both appropriate and necessary unless this activity remains within this Division of the proposed Department of General Services.

There was considerable evidence to support this view in the states visited. The very reason for the initial reorganization in Wisconsin was based upon the fact that the capital outlay program had become "bogged down in red tape." Both Iowa and Wisconsin have a system similar to the one Virginia has at present. Minnesota had this same system until a recent transfer of capital outlay to the Finance Department. The move of the capital outlay program from General Services was initiated by their Finance Department. Officials of the Minnesota Department of Administration contend that unofficially they still handle the program and anticipate a variety of problems until it is returned to that Department. This may occur in the near future. Pennsylvania is currently in the process of splitting the capital outlay activities from the maintenance and operating budget, with the view of placing the capital outlay program in the Department of General Services. Kentucky's structure is such that the construction program and the budget office are in the same department. The interaction that takes place internally eliminates problems which occur when the two activities are in separate departments.

Those general service agencies which did not prepare and administer the capital outlay budget did not appear to have adequate controls on the capital outlay projects from a cost effective standpoint.

It is recommended that the preparation and administration of the capital outlay budget be included in the Department of General Services at this time. If for no other reason, it would be a mistake to burden the Department of Planning and Budget with the new responsibility of the capital outlay program until such time as it has had the opportunity to adapt to its new responsibilities and until the program budgeting system has become fully operational.

If the General Assembly accepts the recommendations of the Commission on State Governmental Management and enacts legislation which would permit the Governor to reorganize departments of the State subject to the disapproval of either House, the Governor could transfer this activity to the Department of Planning and Budget when and to the extent appropriate.

The committee recommended that several activities within the Division should not be retained in the new Department of General Services.

(1) Capitol Police: This is a law enforcement activity and more properly fits in the area of public safety. It is recommended that the Capitol Police be placed under the jurisdiction of the Secretary of Public Safety.

Normal internal security of buildings (watch personnel) in the Capitol area should remain a function of the Department of General Services.

(2) Capitol Hostesses: It is recommended that the function be placed within the Division of Legislative Services.

Most of the Capitol Building through which tours are conducted by the Capitol Hostesses is under the jurisdiction of the Legislative Branch. The fact that the hostesses occupy space in the rotunda erroneously indicates to the citizen that tour services should extend to seating in the galleries of both Houses while the Legislature is in Session. Because of their current placement in the Executive Branch, the hostesses have no role or authority in this area. This causes misunderstandings and even hard feelings on the part of citizens and citizen groups, and at times on the part of Legislators who are trying to assist citizen groups. It is more appropriate that they function in a full-time legislative office to better coordinate these activities.

(3) Executive Mansion Budget and Staff: Currently the budget for the Executive Mansion is incorporated into the budget of the Division of Engineering and Buildings. Additionally, the Mansion staff are employees of the Division. It is recommended that these functions be placed under the direction and control of the Governor's Office. Employees who serve the Governor and the First Lady personally should be responsible to the Housekeeper of the Mansion who is under the direct supervision of the Governor and the First Lady. Unlike classified employees, these employees should serve at the pleasure of the Governor. It is also more appropriate that the Executive Mansion budget be prepared and executed under the direct supervision of the Governor's Office, with the Governor maintaining full control of those expenditures relating to his residence.

The responsibility for maintaining the records, control and storage of the Executive Mansion furnishings should continue to be the responsibility of the Division of Engineering and Buildings.

#### The Department of Property Records and Insurance

It is recommended that the Department of Property Records and Insurance become a part of General Services. The Administrator of the agency and its Board agree that this is logical. In six of the eight states visited, the insurance program is a part of General Services. The committee feels that by placing the insurance program within the Department of General Services, the activities of real estate records and property records can be combined to enhance the effectiveness of both functions. In addition, since the basic goal of the new department will be to provide supportive services to other agencies, the insurance program could encompass some activities currently performed by individual agencies.

#### The Virginia Public Telecommunications Council

The Director of the Virginia Public Telecommunications Council agrees that his agency should be a part of General Services, but that specific areas of assignment should be established in the Code.

Telecommunications was a part of General Services in seven of the eight states visited, but in each instance responsibility for ETV was vested elsewhere in state government. The committee feels it would be a mistake to separate functions of this agency, and it is recommended that all current responsibilities of the Council be placed within the Department of General Services.

#### The Department of Purchases and Supply

The Director of the Department of Purchases and Supply feels that the Department, in its present status, has proven itself to be effective and has contributed to the economic welfare of the state. However, he concurs with the majority vote of the committee to merge all the agencies proposed into the Department of General Services.

It is recommended that the Department of Purchases and Supply be placed within the proposed Department of General Services. Without exception, procurement activities were a part of the general or administration and finance agency in each state visited. In all instances the various directors or responsible officials of purchasing felt strongly that the procurement activities were not only properly placed in a central services agency, but that such placement better assured (1) sound purchasing procedures, (2) retention of technical and administrative expertise by removing the position from political appointment, (3) fewer opportunities for improper political influence, and (4) strengthening of authority by having the backing of both the Governor and the Director.

### The Division of Records

The Division of Records is located within the office of the Secretary of the Commonwealth, and the activities involved are a conglomeration of functions which apparently were placed there to enable the public to have access to services. The activities performed in the Division of Records are not ones that are supportive of other agencies, but are more of a public service nature. In addition, many of the functions are seasonal and can be performed by the same staff who are required to perform those duties which the Commission on State Governmental Management recommended remain as a part of the Secretary's office. Therefore, to place these functions in General Services would require the hiring of duplicate staff to implement them.

The only activity which the committee felt might merit removal from the Secretary's office was that of the registration of lobbyists. While this could be placed with the Clerks of the House and Senate, it would be questionable if lobbyists should be registered by "those being lobbied." The committee concluded that the activity is a service for the public and the lobbyists' registration and report records should be available to the public through the Division of Records.

It is recommended that all of the activities currently in the Secretary of the Commonwealth's office remain there. The Secretary of State performs these activities, including the registration of lobbyists, commissioning notaries public and handling services of process, in the majority of states, and the committee does not feel sufficient rationale exists for placement of the activities in an agency responsible for providing support services to other units of state government.

### Records Management and Archives

Records Management is currently an activity located in the State Library, as is Archives. It is recommended that Records Management be moved to General Services on the effective date of the reorganization, but that Archives remain a part of the State Library.

In pursuing the recommendations of the Commission on State Governmental Management, the Acting Director and staff met with the State Librarian and the Director of Library Services. The matter was also presented to the State Library Board. The Library Board had maintained the Records Management function as a separate entity because it envisioned possible transfer from the jurisdiction of the State Library. The activity at this time is basically a microfilming and scheduling program and is purely an administrative function of State Government. The program must be expanded including facilities for record storage, whether it remains in the State Library or is

moved to General Services. Expertise exists within the Library Division to expand the activity into a true records management program and existing staff could be transferred without detracting from other activities of the State Library. Records Management is truly a support service and the State Librarian and the Board agree that it should be placed in General Services if the program receives proper attention. They do not agree that Archives should be a part of General Services and feel strongly that the Archivist should continue to review disposition schedules and make the determination as to what records are of historic value. The committee fully agrees with this position.

#### Computer Resources Center

The Commission on State Governmental Management recommended that the operation of the State's computer centers should be separated from the Department of Management Analysis and Systems Development and become a Computer Resources Center reporting to the Secretary of Administration and Finance. The Commission further recommends that the Center be merged into the Department of General Services when the State's data processing program reaches "maturity."

Only one of the eight states visited would recommend separating operations from policy, solely for the reason it felt systems development should not control the use of computer time. The other seven states gave strong arguments for not separating administration and planning from operations. Of the seven, four states currently have the total program in General Services; one state has no centralized control; one has the operation under the Comptroller even though the law places it in General Services; and one state is currently opposing the placement of the program in General Services. It would seem, based upon the committee members' experience with ADP operations and the testimony of other states, together with that of the Director of Management Analysis and Systems Development, that the disadvantages of separation are far too great to alter the current structure. If separated, the Secretary of Administration and Finance would be called upon frequently to resolve interagency disputes, since he would be the only recourse for decision when problems arise between the two agency directors-- one director having much greater technical expertise in the field than the other. Such an arrangement would give each agency an opportunity to avoid responsibility or to claim a nonexistent quality of performance in striving to attain system operational objectives. Accountability and responsibility would not be vested in a single department head but, in fact, would be vested only in the Secretary of Administration and Finance.

Considering the philosophy of its current Director, that performing management analysis and developing overall information systems are primary roles, with computers

being a necessary tool in the overall program, the Department of Management Analysis and Systems Development should remain intact reporting directly to the Secretary of Administration and Finance.

#### Central Garage Car Pool

The administration of a motor pool and other state vehicle services varied more among the states visited than any of the functions examined. Of the eight states visited, general service agencies in five states administered centralized motor pools and formulated and exercised policy for fleets ranging from 190 to 12,000 vehicles. Relationships with the departments of transportation varied from total inclusion to total exclusion. Methods of servicing vehicles included a mixture of contracting with private garages, utilization of highway facilities for fuel and minor or emergency repairs, and reliance on general service facilities. Purchasing of vehicles was handled in the most consistent manner in that the general service agencies handled purchasing of all passenger cars in five states and one additional state handled purchasing of all cars, with the exception of those owned by the Department of Transportation and institutions of higher education.

Virginia has a motor fleet consisting of approximately 2300 passenger cars. Of that number, 2,000 are permanently assigned to state agencies, including 540 to the Department of Highways and Transportation, and the remaining 300 comprise the central motor pool. This figure does not include 150 cars owned by the Virginia Polytechnic Institute and State University and the University of Virginia, nor approximately 1100 cars owned and maintained by the Department of State Police.

The Central Garage Car Pool Committee, established by Executive Orders in 1971 and continued by a succeeding Executive Order issued in 1976, is charged with formulating policies for administration of the Central Garage Car Pool and for the use of all state-owned passenger type vehicles. Also by Executive Order, The Department of Highways and Transportation furnishes a full-time employee to manage the centralized fleet and is authorized to purchase gasoline, oil, tires, spare parts, etc., and to employ such persons as necessary to properly care for the vehicles. Purchasing of cars is also handled by that Department. The costs of administering the car pool are reimbursed by the user agencies.

Members of the Central Garage Car Pool Committee are appointed by and responsible to the Governor. The Secretary of Administration and Finance is a member of the Committee.

The existing method is generally acceptable to the various agencies and seems to be working well. The study committee, however, could not justify recommending exclusion of this function from the proposed department solely on the basis that it is currently "working well," since the same could be said of all other functions and agencies considered for inclusion.

The activity is indeed a central and supportive one, and neither the study committee nor the Central Garage Car Pool Committee could establish additional reasons for retaining the function in a user agency if a central services agency is created. Certainly it is not a basic function of the Department of Highways and Transportation, and services provided by the Department are accomplished on a contractual basis with the Central Garage Car Pool Committee.

While current operating costs seem reasonable, opportunities for more economical services would be enhanced if this function were placed in an agency whose services are supportive and the rendering of such services its primary mission and concern. Current and past fleet managers have been most capable individuals, but the position is used as a step in the "career ladder" for an engineer within the Department of Highways and Transportation, and valuable training and experience is lost each time an incumbent is promoted "up the ladder."

It is recommended that functions of the Central Garage Car Pool Committee and the administration of the Central Garage Car Pool be transferred to the Department of General Services on or before December 31, 1978, enabling contractual relationships to be developed with the Department of Highways and Transportation for continuation of fuel and maintenance services currently performed. At the time of transfer the Central Garage Car Pool Committee should become a policy advisory board similar to the proposed board for laboratory services. In addition, the responsibility for purchasing of agency vehicles should also be transferred to General Services.

In the interim, it is recommended that the Director of General Services replace the Secretary of Administration and Finance on the Committee and that the Committee report to the Governor through the Secretary of Administration and Finance.

The study committee feels that this action will assure the employment of a career professional fleet manager and will provide opportunities for more uniform and economical services.

The recommendations are not incorporated into the proposed legislation since they can be accomplished by Executive Order under Section 2.1-47 of the Code of Virginia.

#### Register of Regulations

While this activity appears to be a part of Records Management, the committee is not prepared to make a specific recommendation regarding the inclusion of this activity into General Services. The committee does feel that the placement of this function under the Code Commission merits reexamination to determine if, in fact, that is the proper place for the activity.

Problem Areas

Those problems which other states experienced in their reorganizations seemed for the most part to center around two areas: (1) centralized services within the department and (2) housing of departmental employees. In those states where personnel were scattered in location, department unity and efficiency greatly increased when later brought together. Major problems were experienced in the accounting, personnel and purchasing areas until fully staffed and centralized. The committee recommends that special attention be given to adequate staffing and housing of the consolidated agency.

It would seem that no time is a good time for changes in State Government. The timing of the establishment of the proposed Department of General Services is no exception. The budget process is a major concern in such a consolidation. All committee members agreed that it would be easier to make a change at the end of the fiscal year at the midpoint of the biennium rather than at the end of a biennium. However, the difficulties in preparing a consolidated budget immediately after establishment of the department would be near insurmountable.

Therefore, it is recommended that the Department of General Services be established effective July 1, 1977, but that each agency be responsible for preparing individual agency budgets for the 1978-80 biennium under the supervision of the Director and the Secretary of Administration and Finance. The Director of the Department of General Services should submit the budget request for the central administration of the the department.

SUMMARY OF RECOMMENDATIONS

- A Department of General Services should be established effective July 1, 1977. The Director should be appointed by the Governor and should be responsible to the Secretary of Administration and Finance. Directors of Divisions within the Department should be appointed by the Director of the Department, and their positions should be included in the classified service.

- The activities of the Division of Consolidated Laboratories, the Division of Engineering and Buildings, the Department of Purchases and Supply, the Department of Property Records and Insurance and the Virginia Public Telecommunications Council should be placed within the Department of General Services, with the exception of three functions currently performed by the Division of Engineering and Buildings (Capitol Police, Capitol Hostesses and Executive Mansion Budget and Staff).

- Records Management, currently located in the State Library, should become a part of General Services at the time the new department is established.

- The Director of the Department of General Services should become a member of the Central Garage Motor Pool Committee (replacing the Secretary of Administration and Finance) and the Committee should report to the Secretary of Administration and Finance until the activity is merged into the new department. On or before December 31, 1978, the Committee should become advisory, and the administration of the Central Garage Motor Pool should be placed in the Department of General Services.

- All boards and councils should be appointed by the Governor and should have neither administrative responsibilities nor legislative members. The Purchases and Supply Board should be retained as an appeals board only. The State Insurance Board, a Council of Public Telecommunications and a Laboratory Services Policy Advisory Board should be established to function in an advisory capacity to the Director and the appropriate Division head of the Department.

- The following functions should be excluded from the Department of General Services:

The Division of Records should remain in the Office of the Secretary of the Commonwealth.

The Capitol Hostesses should be transferred to the Division of Legislative Services.

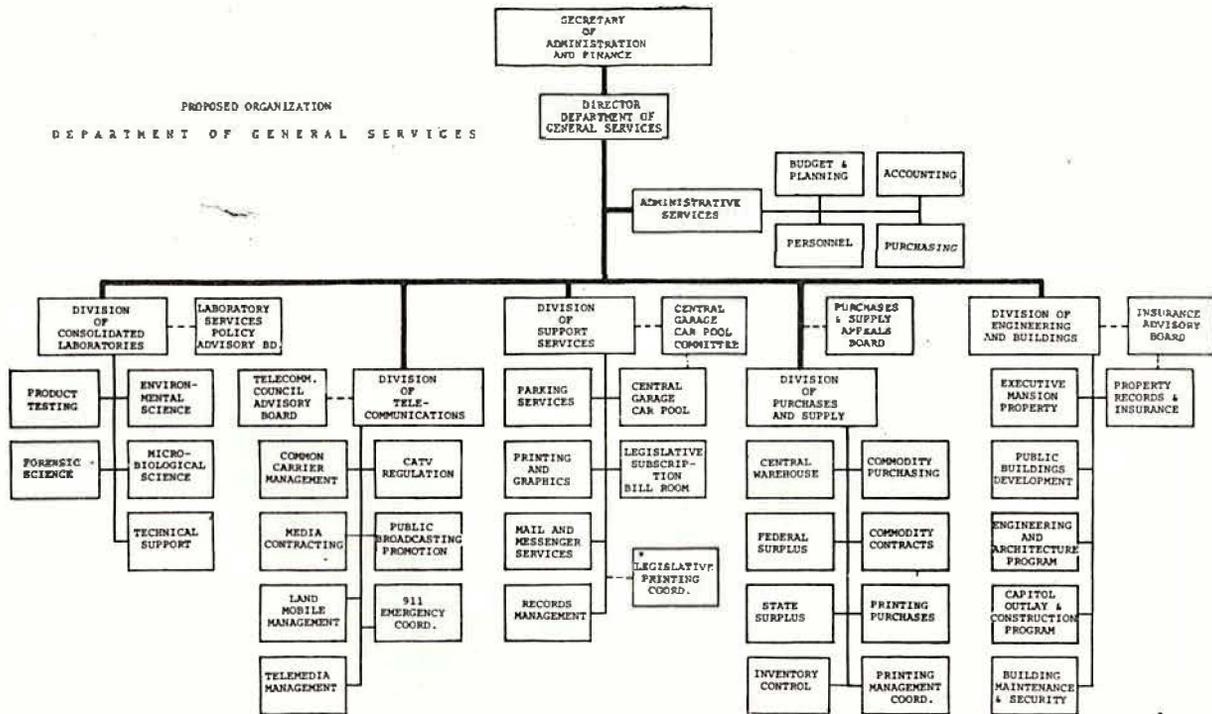
The Capitol Police should be placed under the Secretary of Public Safety.

- . The Executive Mansion budget and staff should be placed under the direction and control of the Governor's Office per se.
- . The computer operations center should not be separated from Management Analysis and Systems Development.

The placement of the Registrar of Regulations should be reexamined to determine if it should be removed from the Code Commission and placed in General Services at a future date.

- In order to make the transition as smooth as possible, the agencies as currently structured should prepare separate biennial budget requests for the 1978-80 biennium and the Director of the Department of General Services should prepare a budget for the central administration of the Department.

PROPOSED ORGANIZATION  
DEPARTMENT OF GENERAL SERVICES



\*LEGISLATIVE SERVICE

ANTICIPATED COST

To establish the central office of the Department an additional appropriation of \$165,000 would be required for fiscal year 1977-78. This would include a Director, clerical staffing, essential costs in the areas of personnel, fiscal administration and management analysis, as well as other expenses pertinent to the normal operation of an office.

If established, the Department of General Services would incorporate approximately 1200 existing employees. For the Department to function properly, its central administrative office should be staffed adequately. To do so, an initial annual budget approximating \$250,000 could easily be justified.

The recommendation of \$165,000 for the first year would somewhat restrict the department head in organizing the new agency and could result in delaying the effectuation of such economics as could be attained in the early history of the Department. For example, employment of a Director for the Division of Support Services could not be accomplished during the first year; staffing in the area of information systems would not be possible and the amount of data services which could be purchased would be limited.

Under more normal circumstances, one would assume that most funding and personnel could be drawn from existing agencies. However, with the reduction of appropriations over the past three fiscal years, and an imminent reduction for the coming year, no latitude exists in the current appropriations of the affected agencies. Some rearranging of administrative personnel would occur, but some additional personnel is necessary.

The committee, cognizant of current fiscal restraints, felt its recommendation should cover only bare necessities to establish the department, and that \$165,000 is the minimum amount required for the first year if such a department is created.

PROPOSED LEGISLATION

A Bill to amend the Code of Virginia by adding in Title 2.1 a Chapter numbered 32 containing articles numbered 1 through 6 and sections numbered 2.1-422 through 2.1-553; to amend and reenact §§ 2.1-38, 30-28.16 and 42.1-79 as severally amended, of the Code of Virginia; to add §§ 2.1-51.18:1 and 2.1-51.18:2 of the Code of Virginia; and to repeal Chapter 9 containing sections numbered 2.1-82 through 2.1-109.07, Chapter 9.2 containing sections numbered 2.1-109.6 through 2.1-109.8, and Chapter 15 containing sections numbered 2.1-235 through 2.1-294 of Title 2.1; Chapter 16 containing sections numbered 22-331 through 22-244 of Title 22; Chapter 2.1 containing sections numbered 32-31.1 through 32-31.8 of Title 32; and sections numbered 42.1-76, 42.1-80, 42.1-81, 42.1-82, 42.1-84 and 42.1-85 of Title 42.1, all as severally amended, of the Code of Virginia; relating to the creation and powers of the Department of General Services; penalties for certain violations.

Be it enacted by the General Assembly of Virginia:

1. That the Code of Virginia is amended by adding in Title 2.1 a chapter numbered 32 containing Articles numbered 1 through 6 and sections numbered 2.1-422 through 2.1-553 as follows:

CHAPTER 32

Department of General Services

Article 1

General Provisions

§ 2.1-422. Creation of Department of General Services; appointment of Director. -- There is hereby created, subordinate to the Secretary of Administration and Finance, a Department of General Services. The Department shall be headed by a Director who shall be appointed by the Governor to serve at his pleasure for a term coincident with his own.

Whenever in this title and in the Code of Virginia, reference is made to a division, department or agency hereinafter transferred to this Department, it shall mean the Department of General Services, through the division to which the powers and duties of that division, department or agency are assigned.

§ 2.1-423. Supervision of the Department. -- The Director of the Department of General Services shall, under the direction and control of the Governor, and the Secretary of Administration and Finance, exercise such powers and perform such duties as are conferred or imposed upon him by law and he shall perform such other duties as may be required of him by the Governor and the Secretary of Administration and Finance.

§ 2.1-424. General powers of the Department. -- The Department shall have the following general powers, all of which,

with the approval of the Director of the Department, may be exercised by a division of the Department with respect to matters assigned to that division.

(a) To employ such personnel as may be required to carry out the purposes of this chapter.

(b) To make and enter into all contracts and agreements necessary or incidental to the performance of its duties and the execution of its powers under this chapter, including, but not limited to, contracts with the United States, other State agencies and governmental subdivisions of the Commonwealth.

(c) To accept grants from the United States government and agencies and instrumentalities thereof and any other source. To these ends, the Department shall have the power to comply with such conditions and execute such agreements as may be necessary, convenient or desirable.

(d) To prescribe rules and regulations necessary or incidental to the performance of duties or execution of powers conferred under this chapter.

(e) To establish fee schedules which may be collectible from users when general fund appropriations are not applicable to the services rendered.

(f) To do all acts necessary or convenient to carry out the purposes of this chapter.

§ 2.1-425. General duties of Director. -- The Director shall be responsible for the overall supervision of the Department, and its divisions, programs and personnel. Under

his direction the Department shall serve as an agency whose services are primarily for the support of other State agencies in carrying out their programs.

Upon written request of the Director of the Department of General Services, the Joint Legislative Audit and Review Commission may direct the Comptroller to establish working capital fund accounts on his books and record therein the receipts and expenditures for appropriate functions of the Department. The Comptroller shall provide the Department with working capital advances with which to finance these operations pursuant to appropriations made by law. Charges for services rendered sufficient to offset costs involved in these operations shall be established.

To the end that the Department's overall responsibilities may best be met the Director may assign or reassign the duties of the Department's divisions to such of these divisions as may best perform them. The Director may establish or eliminate a division within the Department with the consent of the Secretary of Administration and Finance.

Article 2

Consolidated Laboratory Services

§ 2.1-426. Division of Consolidated Laboratory Services transferred to Department of General Services. -- The Division of Consolidated Laboratory Services, heretofore existing as an independent agency, is hereby transferred to the Department of General Services, which shall exercise the powers and duties described in this article through the Division of Consolidated Laboratory Services. The Division shall provide certain laboratory services for various agencies of the Commonwealth; provide forensic laboratory services to all law enforcement agencies throughout the Commonwealth, and, provide laboratory services, research and scientific investigations for agencies of the Commonwealth in an efficient, effective and professional manner. The provisions of this article shall in no manner limit the authority and responsibilities of institutions of higher learning from conducting laboratory services, research and scientific investigations independent of the Division.

§ 2.1-427. Laboratory Services Advisory Board. -- The Laboratory Services Advisory Board, hereinafter referred to in this article as the Board, shall consist of the following members: Three nongovernmental members, one of whom shall be a microbiologist, one of whom shall be an experienced manager of analytical chemical activities and one of whom shall be an

experienced forensic scientist; the Commissioner of the Department of Agriculture and Commerce; the Commissioner of the Department of Health; the Executive Secretary of the State Water Control Board; the Executive Director of the State Air Pollution Control Board; the Chairman of the Alcoholic Beverage Control Commission; the Secretary-Treasurer of the State Board of Pharmacy; the Superintendent of the Department of State Police; and the Director of the Division of Justice and Crime Prevention. The Board shall elect its chairman and vice-chairman. Members of the Board shall receive no compensation for their services as members of the Board, but the non-governmental members shall receive actual and necessary expenses. The Board shall meet at the call of the Chairman or Director of the Department of General Services.

§ 2.1-428. Functions of the Board. -- The Board may review laboratory operations of the Division and make recommendations concerning the quality of services furnished to user agencies.

The Board shall review and make recommendations to the Director or his designee on the following:

(a) New major programs and plans for activities of the Division and elimination of programs no longer needed;

(b) Allocation of space in the Consolidated Laboratory Building;

(c) Policy and priorities in response to agency needs;

(d) The general fund biennium operational budget and any major changes in appropriated funds;

(e) Actions to foster and promote coordination and co-operation between the Division and the sundry user programs which are served;

(f) Rules and regulations to carry out the purposes and intent of this article.

§ 2.1-429. Laboratory, testing, and analytical functions. -- The Division shall provide, but not be limited to, the following specific laboratory, testing and analytical functions:

(a) Maintain laboratories for the examination of clinical material and pathological specimens submitted by members of the medical profession of the State. Such examination shall be made free of charge.

(b) Provide forensic laboratory services upon the request of the Superintendent of State Police, any attorney for the Commonwealth, any chief of police, sheriff or sergeant responsible for law enforcement in the jurisdiction served by him, any local fire department or any State agency in any criminal matter. The Division may provide such services to any federal investigatory agency within the availability of resources.

(c) Operate a Forensic Science Academy to provide specialized training to law enforcement agencies in the collection and preservation of evidence.

(d) Provide laboratory services for the testing and/or analysis of various products, foods, drinks, economic poisons

and other materials regulated or controlled by the Commonwealth.

(e) Provide laboratory services for the analysis and examination of samples and materials related to environmental control.

(f) Establish and conduct programs of inspection and certification of other laboratories in the State as requested or mandated by federal or State requirements.

§ 2.1-430. Security and protection of evidence, etc. -- The Division shall provide for security and protection of evidence, official samples, and all other samples submitted to the Division for analysis or examination.

§ 2.1-431. Special conservators of the peace. -- Upon application of the Department of General Services the Circuit Court of the City of Richmond may appoint security personnel employed by the Department as special conservators of the peace, who shall exercise the powers and functions of conservators of the peace throughout the State for the time specified in the order of appointment, while in the performance of their official duties as security personnel. Such appointments as special conservators of the peace shall terminate upon the order of the Department or upon the termination of employment as security personnel of the Department. The Circuit Court shall be notified forthwith by the Department whenever an appointment is terminated.

§ 2.1-432. Disposal of certain hazardous materials. -- Any material which is seized in any criminal investigation,

and which is deemed to be hazardous to health and safety, may be disposed of upon written application of the Division to the Commonwealth's attorney in the city or county where the material is seized or where any criminal prosecution in which such material is proposed to be evidence is pending. Upon receipt thereof, the Commonwealth's attorney shall file the application in the circuit court of such county or city. A sworn analysis report signed by a person designated by the Director of the Department of General Services shall accompany the application for disposal and shall clearly identify and designate the material to be disposed of. The application shall state the nature of the hazardous materials, the quantity thereof, the location where seized, the person or persons from whom the materials were seized and the manner whereby such material shall be destroyed. Where the ownership of the hazardous material is known, notice shall be given to the owner thereof at least three days prior to any hearing relating to the destruction, and, if any criminal charge is pending in any court as a result of such seizure, such notice shall be given to the accused if other than the owner. Upon receipt of the analysis report and the application, the court may order the destruction of all, or a part of, such material; provided, however, a sufficient and representative quantity of such material shall be retained to permit an independent analysis where a criminal prosecution may result from such seizure. A

return under oath, reporting the time, place and manner of de-  
struction shall be made to the courts. Copies of the analysis  
report, application, order and return shall be made a part of  
the record of any criminal prosecution. The sworn analysis  
report shall be admissible as evidence to the same extent as  
the disposed material would have been admissible.

§ 2.1-433. Rights of accused person or his attorney to  
results of investigation or an investigation. -- Upon the re-  
quest of any person accused of a crime, or upon the request  
of such accused person's attorney, the Division shall furnish  
to such accused or his attorney the results of any investi-  
gation which has been conducted by it and which is related in  
any way with a crime for which such person is accused. In  
any case in which an attorney of record for a person accused  
of violation of any criminal law of the Commonwealth, or such  
person, may desire such scientific investigation, he shall,  
by motion filed before the court in which said charge is pend-  
ing, certify that in good faith he believes that such scien-  
tific investigation may be relevant to such criminal charge.  
The motion shall be heard ex parte as soon as practicable  
and such court shall, after hearing upon such motion and  
being satisfied as to the correctness of such certification,  
order that the same be performed by the Division of Consoli-  
dated Laboratory Services and shall prescribe in its order

the method of custody, transfer, and return of evidence submitted for scientific investigation. Upon the request of the Commonwealth's attorney of the jurisdiction in which the charge is pending, he shall be furnished the results of such scientific investigation.

§ 2.1-434. Reexamination by independent experts. -- Independent experts employed by an attorney of record for a person accused of violation of any criminal law of the Commonwealth, or such person, for the purpose of reexamination of materials previously examined in any laboratory of the Division of Consolidated Laboratory Services shall conduct their analysis or examinations independent of the facilities, equipment or supplies of the Division.

Article 3

Purchases and Supply

§ 2.1-435. Division of Purchases and Supply established. --

The Department of Purchases and Supply, heretofore existing as an independent agency, is hereby transferred to the Department of General Services, which shall exercise the powers and duties described in this article through a Division of Purchases and Supply.

§ 2.1-436. Purchases and Supply Appeal Board created. --

There is hereby created a Purchases and Supply Appeal Board which shall consist of five members appointed by the Governor for terms coincident with his own. This Board shall hear appeals as provided in § 2.1-437. Board members, while serving on official business, shall be entitled to receive actual and necessary travel and subsistence expenses.

§ 2.1-437. Appeals to the Purchases and Supply Appeal Board. -- Any department, division, institution, officer, agency, bidder, or other person aggrieved by any action taken by the Division of Purchases and Supply pursuant to the provisions of this article relating to centralized purchasing or the procurement of public printing may appeal to the Purchases and Supply Appeal Board, which shall hear and determine the matters in the appeal; but notice of such appeal must be given the Division, in writing, within 10 days from the date of the action which is the subject of the appeal. The decision of the Appeal Board shall be final.

§ 2.1-438. Accounting and records; payment of monies into State Treasury. -- The Division shall maintain such system of accounting as shall be devised and installed by the Auditor of Public Accounts.

All monies collected by the Division shall be paid promptly into the State Treasury and reported to the State Comptroller for appropriate credit.

§ 2.1-439. Records, etc., open to public inspection. -- All proceedings, records, contracts and orders of the Division of Purchases and Supply shall be public records, open to the inspection of any citizen, or any interested person, firm or corporation, at all reasonable hours, except as provided in § 2.1-442.

§ 2.1-440. Using agencies to purchase through Division of Purchases and Supply. -- Except as the Division shall direct and authorize otherwise, every department, division, institution, officer and agency of the State, hereinafter called the using agency, shall purchase through the Division of Purchases and Supply all materials, equipment and supplies of every description, the whole or a part of the costs whereof is to be paid out of the State Treasury; the Division shall make such purchases in conformity with this article.

§ 2.1-441. Rules and regulations as to estimates and requisitions; submission of estimates. -- The Division shall

prescribe and enforce rules and regulations under which estimates of the needs of the using agencies shall be submitted and requisitions made, and under which contracts for purchases may be made. Estimates of the amount and quality of materials, equipment and supplies needed by the using agencies shall be submitted at such periods as may be prescribed by the Division.

§ 2.1-442. Purchases to be made in accordance with rules and regulations of Division; exempt purchases; competitive bidding. -- All purchases made by any department, division, officer or agency of the State shall be made in accordance with such rules and regulations as the Division may prescribe. The Division shall have authority to make, alter, amend or repeal regulations relating to purchase of materials, supplies and equipment, and may specifically exempt purchases below a stated amount or particular agencies or specified materials, equipment and supplies. When purchases are made through competitive bidding, the contract shall be let to the lowest responsible bidder, taking into consideration the quality of the articles proposed to be supplied, their conformity with specifications, the purposes for which required, and the times of delivery; provided, however, that whenever the Division has reason to believe that the low bid is not the best price, it shall have authority to enter into further negotiations with the apparent low bidder to the end that the price paid shall be the best price obtainable. Bids shall be received

only in accordance with standards and standard specifications, if any, adopted by the Division. All bids may be rejected. Each bid with the name of the bidder shall be entered of record, and each record, with the successful bid indicated, shall, after the letting of the contract, be open to public inspection.

§ 2.1-443. Bond. -- When any bid has been accepted, the Division may, in its discretion, require of the successful bidder a bond payable to the Commonwealth with good and sufficient surety, in the sum of not less than one-third of the amount of the bid, conditioned that the bidder will fully, faithfully, and accurately execute the terms of the contract into which he has entered. The bond shall be filed with the Division.

§ 2.1-444. Execution of contracts. -- All contracts entered into by the Division shall be executed in the name of the Commonwealth of Virginia.

§ 2.1-445. Acquisition of surplus or other materials, etc., from United States government. -- The Division may purchase from the United States government or any of its agencies any surplus or other materials, supplies or equipment which may be offered for sale and needed by any of the agencies of the State when, in its judgment, such purchases may be made to the advantage of the State. Such materials,

supplies and equipment may be purchased for storage and subsequent distribution, or, for immediate distribution to the agencies of the State, to the extent of the amount of funds available for such purpose.

The Division may also accept by gift or transfer any materials, supplies or equipment which may be available to the State by the United States government or any of its agencies for use by agencies of the State.

§ 2.1-446. Standardization of materials, equipment and supplies. -- So far as practicable, all materials, equipment and supplies, purchased by or for the officers, departments, agencies or institutions of the State, shall be standardized by the Division, and no variation shall be allowed from any established standard without the written approval of the Division. Such standards shall be determined upon the needs of all using agencies, so far as their needs are in common, and for groups of using agencies or single using agencies so far as their needs differ. When changes or alterations in equipment are necessary in order to permit the application of any standard, such changes and alterations shall be made as rapidly as possible.

§ 2.1-447. Direct purchases by using agencies. -- The Division shall have the power, by general rule or special order, to permit purchases of any material, equipment or supplies

whatsoever to be made by any using agency directly, and not through the Division, whenever it shall appear to the satisfaction of the Division that by reason of the excess transportation costs, a lower price with equal quality can be obtained by the using agency, or for any other reason, which in the judgment of the Division warrants such exemption.

§ 2.1-448. Preference to materials, etc., produced or sold in Virginia. -- The Division shall, in the purchase of materials, equipment and supplies, give preference, so far as may be practicable, to materials, equipment and supplies produced in Virginia or sold by Virginia persons, firms and corporations.

§ 2.1-449. Materials for State buildings not to be purchased from architect or engineer in charge; penalty. -- No building materials, supplies and equipment for any building or structure being erected or constructed or hereafter erected or constructed by, for, or on behalf of the Commonwealth, or any department, division, institution or agency thereof, shall be purchased from any person employed or acting as architect or engineer for such building or structure, or from any partnership, association or corporation of which such person employed or acting as such architect or engineer is an officer, director or stockholder, or in which such person is otherwise financially interested. If any person shall buy, sell or supply, or contract so to do, any building materials,

supplies or equipment in violation of the provisions of this section, he or it, as the case may be, shall be guilty of a misdemeanor and upon conviction shall be punished accordingly, and in addition thereto all such contracts and agreements shall be null and void and of no effect.

§ 2.1-450. Purchases from Commission for Visually Handicapped; violation. -- All such services, articles and commodities as (1) are required for purchase by the Division or by any person authorized to make purchases in behalf of the Commonwealth and their departments, agencies and institutions, (2) are performed or produced by persons or in schools or workshops under the supervision of the Virginia Commission for the Visually Handicapped (3) are available for sale by it and (4) conform to the standards established by the Division shall be purchased from the Commission at the fair market price. When convenience or emergency requires it the executive secretary of the Commission may upon request of the purchasing officer relieve him from the obligations of this section. Any purchasing officer who violates its provisions shall be guilty of a misdemeanor and upon conviction punished accordingly.

§ 2.1-451. Cases in which purchasing through Division not mandatory. -- Unless otherwise ordered by the Governor, the purchasing of materials, equipment and supplies through

the Division of Purchases and Supply is not mandatory in the following cases:

(1) Telephone and telegraph service, and electric light and power service, and such materials, equipment and supplies as are incident to the performance of a contract for labor or for labor and materials;

(2) Technical instruments and supplies, and technical books and other printed matter on technical subjects; also manuscripts, maps, audiovisual materials, books, pamphlets and periodicals purchased for the use of the Virginia State Library or any other library in the State supported in whole or in part by State appropriation; but no instrument, supply, equipment or other commodity shall be considered technical unless so classified by the Division of Purchases and Supply;

(3) Perishable articles, provided that no article except fresh vegetables, fresh fish, eggs and milk shall be considered perishable within the meaning of this clause, unless so classified by the Division of Purchases and Supply;

(4) Automobile license number plates;

(5) Materials, equipment and supplies needed by the State Highway and Transportation Commission; provided, however, that this exception may include office stationery and supplies, office equipment, janitorial equipment and supplies, coal and fuel oil for heating purposes only when authorized in writing by the Division;

(6) Materials, equipment and supplies needed by the Virginia Alcoholic Beverage Control Board; provided, however, that this exception may include office stationery and supplies, office equipment, janitorial equipment and supplies, coal and fuel oil for heating purposes only when authorized in writing by the Division.

§ 2.1-452. Article not applicable to A.B.C. Board. -- The provisions of this article relating to purchases and to purchasing shall not apply either to the purchasing by the Virginia Alcoholic Beverage Control Board of alcoholic beverages, as defined in the Alcoholic Beverage Control Act, or to the making of leases and the purchasing of real estate by the Virginia Alcoholic Beverage Control Board. Such alcoholic beverages and such real estate shall be purchased, and such leases shall be made, in accordance with the provisions of the Alcoholic Beverage Control Act.

§ 2.1-453. Purchase of products of the penitentiary, etc. -- The provisions of this article shall be subject to the provisions of Title 53 relating to the products and services of the penitentiary and State farms required by State departments, institutions, and agencies, and the purchase of the same through this Division.

§ 2.1-454. Aid and cooperation of Division may be sought by political subdivisions; educational television entities and local officers in making purchases; use of facilities of central

warehouse. -- The boards of supervisors, or other governing bodies, of political subdivisions, the several counties and the councils of the several cities and towns, the governing bodies of educational television entities in Virginia and the officers of counties, cities, towns, political subdivisions and educational television entities who are empowered to purchase material, equipment and supplies of any and all kinds for local public or educational television use, may, in their discretion, seek the aid and cooperation of the Division of Purchases and Supply in purchasing such material, equipment and supplies, to the end that, by central purchasing, cheaper prices may be obtained. When any such governing body of a county, political subdivision or educational television entity, council of a city or town, or duly authorized officer or officers of a county, city, town, political subdivision or educational television entity request the Division to obtain bids for any material, equipment and supplies, and such bids accordingly have been obtained by the Division of Purchases and Supply, the Division may award the contract to the lowest responsible bidder, and such county, city, town, political subdivision or educational television entity shall be bound by such contract; the Division shall set forth in the purchase order that such material, equipment and supplies be delivered to, and that the bill therefor be made out to and forwarded to such county, city, town, political subdivision

or educational television entity, any such bill shall be a valid and enforceable claim against the county, city, town, political subdivision or educational television entity responsible, requesting the Division to seek such bids.

Notwithstanding any of the foregoing, any such political subdivision or educational television entity shall have the right to reject all bids without any liability unless said political subdivision or educational television entity purchases the same or similar item or items upon which such bids were taken within a period of three months thereafter from someone other than the bidder to whom the order was awarded at the bid price. Whenever all bids have been rejected by the political subdivision or educational television entity, it may again call for bids on the same or similar items through the Division of Purchases and Supply, with the approval of the Division.

The Division shall encourage the seeking of such aid and cooperation by the tender of its services by letter, and otherwise, and specially by the dissemination of facts by letter or otherwise, concerning the savings of public funds which may be effected by central purchasing of material, equipment and supplies.

Upon request of the governing body of any county, city, town, other political subdivision or educational television entity, or any duly authorized officer thereof, the Division

may make available to any such county, city, town, other political subdivision or educational television entity the facilities of the central warehouse maintained by the Division; provided, however, that the furnishing of any such services or supplies shall not limit or impair any services or supplies normally rendered any department, division, institution or agency of the State.

The Division of Telecommunications shall furnish to the Division of Purchases and Supply a list of educational television entities in Virginia for the purposes of this section.

§ 2.1-455. Payment for purchases by Division. -- All purchases made by or through the Division of Purchases and Supply shall be paid for in the same manner and out of the same funds as if the purchase had not been made by or through it.

§ 2.1-456. When warrants for purchases not to be issued; intentional violations of article. -- The Comptroller shall not issue any warrant upon any voucher issued by any using agency covering the purchase of any material, equipment or supplies, when such purchases are made in violation of any provision of this article.

Intentional violations of the centralized purchasing provisions of this article by any using agency, continued after notice from the Governor to desist, shall constitute malfeasance in office, and shall subject the officer or officers

responsible for such violations to suspension or removal from office, as may be provided by law in other cases of malfeasance.

§ 2.1-457. Transfer or sale of surplus supplies or equipment. -- The Division of Purchases and Supply shall transfer surplus supplies or equipment from one State department, division, institution or agency to another, and sell surplus supplies or equipment which may accumulate in the possession of any State department, division, institution or agency and pay the proceeds derived therefrom into the State Treasury to the credit of the department, division, institution or agency owning the surplus supplies or equipment. The Division may dispose of such supplies or equipment by other means if the supplies or equipment are unsuitable for transfer or sale. Any disposition other than by transfer or sale shall be reported to the Auditor of Public Accounts. No such surplus supplies or equipment shall be transferred, sold, exchanged or disposed of, however, without the consent of the head of the department, division, institution or agency having possession, or unless ordered by the Governor. No such supplies or equipment shall be transferred, sold, exchanged or disposed of except as provided herein.

§ 2.1-458. What public printing, etc., to be furnished by Division; requisitions. -- The Division of Purchases and Supply shall be responsible for the procurement of all public

printing. The Division shall supply all the departments, di-  
visions, institutions, officers and agencies of the State with  
such printing, lithographing, engraving, ruling, and binding  
as may be required by them for the proper conduct of the busi-  
ness of the State. It shall be the duty of such departments,  
divisions, institutions, officers and agencies to order all of  
their printing, binding, ruling, lithographing, engraving and  
advertising by requisition upon such Division, stating clearly  
and distinctly the description of the work, the quantity and  
the time delivery is desired. The Division shall furnish the  
various departments, divisions, institutions, officers, and  
agencies with the necessary blank requisitions upon which or-  
ders for printing are to be made.

§ 2.1-459. Binding of literary material for State  
Library; printing of records of Supreme Court. -- The pro-  
visions of this article shall not apply, unless otherwise  
ordered by the Governor, to the binding and rebinding of the  
books and other literary material of libraries operated by the  
State or under its authority, nor shall it apply to the print-  
ing of the records of the Supreme Court.

§ 2.1-460. Competitive bids for printing, etc. --  
The Division of Purchases and Supply shall have done all  
the printing, binding, ruling, lithographing and engraving  
required by any department, division, institution, officer,  
or agency of the State, and authorized by law to be done,

or required in the execution of any law, upon competitive bids if practicable, in accordance with §§ 2.1-442 and 2.1-461, having due regard to the facilities and experience of the bidders.

§ 2.1-461. Procedure; terms of contracts. -- The Division of Purchases and Supply shall give notice of the time and place of such bidding either by newspaper publication or otherwise; it shall provide schedules or blanks stating clearly and distinctly the kind and character of the work to be done, upon which bids will be required to be submitted, which bid shall be open at a time specified in the presence of such bidders as see fit to attend. The Division may let out the work either upon annual contracts or for separate items as the best interests of the Commonwealth requires, in all cases reserving the right to reject any and all bids. The Division may require the party undertaking to do the work, or any part of it, to enter into a written contract, stating distinctly the terms thereof, embracing the prices to be paid for composition, presswork, folding, stitching, ruling, binding, and all other items in detail. The Division may require the person or persons making the contract to enter into bond with condition for the faithful performance and execution thereof, with a penalty equal to not less than one-third of the contract price for the work to be done. The form of the bond shall be approved by the Attorney General.

In arranging for printing of repetitive publications such as catalogs and bulletins for educational institutions, compilations of statutes relating to a department, division or bureau of any State agency, etc., the Division shall include in the contract for the printing of such publications provisions for holding or plating standing type for use in subsequent issues whenever, in its discretion, economy in printing said publications will be affected. It shall be the responsibility of the agencies of the State to notify the Division in all instances in which text matter of a publication to be printed will be reprinted in subsequent issues as is or with minor changes.

§ 2.1-462. Purchase of paper. -- The Division of Purchases and Supply shall purchase, upon competitive bids if practicable, and in such cases from the lowest responsible bidder, quality and price considered, after advertisement, the paper required for the printing and binding let out by it, and may purchase the same at such times and in such quantities as it deems proper, and furnish the same to the contractors for the printing, binding, and ruling as is needed, provided, however, that nothing herein contained shall prohibit the Division from letting the contract on printing which shall include the paper to be furnished by the printing contractor when the best interests of the State will be served.

§ 2.1-463. Division to employ another if printing, etc., not done satisfactorily; action on bond of defaulting contractor. -- If any department, division, institution, officer or agency of the State reports to the Division of Purchases and Supply any failure in the prompt and satisfactory execution of the printing, binding, ruling, engraving or lithographing, required by such department, division, institution, officer or agency, and in any case in which the Division is satisfied that the contractor has failed to comply with the stipulations of his contract, it shall be the duty of the Division to employ some other person to do the work, and to bring an action upon the bond of the defaulting contractor for any loss which may be sustained by the State in consequence of such default as soon as the same can be ascertained.

§ 2.1-464. Uniform standards for State forms. -- The Division of Purchases and Supply may set uniform standards for the design, utilization, procurement and inventory of State forms.

§ 2.1-465. Printing management coordination. -- The Division may establish criteria and procedures to obtain more economical operation of State printing facilities, provide guidelines to agencies regarding the most beneficial utilization of duplicating and reproduction equipment, and to centralize printing, duplicating and reproduction equipment and services.

§ 2.1-466. Printing of annual reports of State agencies. --  
The Division shall provide State agencies with technical assistance and advice, as far as may be practicable, in the manner and method of preparation of copy for, format of, method of reproduction of, etc., annual reports, whether required by statute or otherwise to be submitted to either the Governor or some other official or controlling body, board, commission, etc., of the State. If the Governor so directs, the Division shall edit for the purpose of reducing and condensing the reports, but the content of any annual report constituting all or any part of a formal opinion or decision of any administrative, agency or tribunal shall not be subject to any editorial change or deletion.

The cost of printing annual reports shall be borne by the agencies of the government for which said reports are printed.

In the printing of annual reports, as in all classes of the State work, the officer preparing the report or other documents shall in all cases be responsible for the matter contained therein.

§ 2.1-467. Distribution of annual reports. -- Unless otherwise provided by law, the Division shall cause to be distributed by the reporting department, agency or institution, the printed volumes of annual reports as follows:

(1) One or more copies to the Governor, as he may direct;

(2) One copy to the President of the Senate;

(3) One copy to each member of the General Assembly;

(4) One copy to each institution and head of department;

(5) Two copies together with such additional copies as may be necessary for exchange purposes to the State Library, and

(6) One copy to the Clerk of the Senate for the use of the Senate and one copy to the Clerk of the House of Delegates for the use of the House;

(7) Such number of copies to the Law Library of the University of Virginia as may be designated by the Law Librarian, pursuant to § 2.1-540 of the Code of Virginia;

(8) One copy to the Division of Purchases and Supply, Department of General Services.

§ 2.1-468. The Division of Purchases and Supply shall have available at all times flags of the Commonwealth of Virginia, to be offered for sale to the public in such manner and cost as the Division may determine.

Article 4

Public Telecommunications

§ 2.1-469. Definitions. -- As used in this article:

(a) "Telecommunications" means any origination, transmission, emission or reception of signs, signals, writing, images and sounds, or intelligence of any nature, by wire, radio, television, optical or other electromagnetic systems;

(b) "Telecommunications services" means telecommunications to serve education, health, safety, welfare and human development, including without limitation, uses for preschool, elementary, secondary, higher and continuing education and for public information, administrative, and cultural purposes;

(c) "Telecommunications facilities" means apparatus, equipment and material necessary or useful in the production, distribution or interconnection of electronic communications including without limitation, apparatus, equipment and material for towers, broadcast television and radio transmitters, instructional television fixed service, satellite communications, cable television, cassette-cable television, radio, television, film production, programs and receiving equipment, telephone and data transmission systems, buildings and structures to house such apparatus, equipment and material, and the land necessary therefor, and other technological innovations and inventions to produce, transmit, interconnect or receive electronic communications;

(d) "Division" means the Division of Telecommunications of the Department of General Services.

(e) "Project" means the construction, improvement, maintenance and operation or acquisition in any manner of any telecommunications facilities or the providing of telecommunications services, or a combination thereof, including the production and acquisition or programs therefor and technical assistance and State aid in the utilization of such facilities and services.

§ 2.1-470. Division of Telecommunications established. -- The powers and duties of the Virginia Public Telecommunications Council established under Title 22, Chapter 16, are hereby transferred to the Department of General Services, and shall be assigned to a Division of Telecommunications. The Virginia Public Telecommunications Council is hereby dissolved.

This Division shall be charged with assisting counties, cities, and towns, the various departments, agencies and institutions of the State, nonprofit educational telecommunications corporations, and others engaged in the nonprofit use of telecommunications services, in the construction, establishment, operation and use of telecommunications facilities and telecommunications services and programs therefor.

§ 2.1-471. General powers and duties. -- In carrying out the purpose of this article, the Department of General Services, through this Division, is authorized:

(a) To acquire such reports, make such inspections and investigations and prescribe such reasonable regulations as deemed necessary;

(b) To assist eligible applicants in planning, developing and operating a project and to grant and administer State aid therefor as permitted in this Article;

(c) To coordinate the development and use of telecommunications facilities and telecommunications services and to promulgate rules and regulations establishing reasonable standards and criteria for determining the eligibility of applicants for State aid as provided in this Article, the extent to which existing facilities may be considered in determining the applicant's share, if any, of the cost of a project, and to govern the method of transmission of telecommunications services;

(d) To acquire, produce and distribute programs for telecommunications services to any area of the State, and to acquire property and construct, maintain and operate telecommunications facilities and telecommunication services and the production of programs therefor.

§ 2.1-472. Public Telecommunications Advisory Council; appointment, terms, duties, compensation, etc. -- There is hereby created a Public Telecommunications Advisory Council consisting of eleven members appointed by the Governor from various regions of the State to serve at his pleasure during

his term in office. No member of the Council may be an employee of the Commonwealth, a member of the General Assembly, or an officer or employee of any commercial or noncommercial broadcast licensee organization, network, wire service, telephone or telegraph company, data transmission organization, or broadcast program or film production or distribution firm. The Governor shall designate a member to serve as Chairman and the members may elect from their number a Vice Chairman. The Council shall meet at the call of its Chairman, or upon the request of the Director of the Department of General Services or his designee, to consider and advise the latter on questions of public telecommunications policy. The Director of the Department of General Services shall designate an employee to act as secretary to the Council.

Council members, while serving on business of the Council, shall be entitled to receive actual and necessary travel and subsistence expenses while so serving away from their places of residences, to be paid from funds appropriated to carry out the provisions of this article.

§ 2.1-473. Division to make inventory and survey and develop plans for projects. -- The Division is authorized to maintain an inventory of existing telecommunications facilities, to survey the need for additional telecommunications facilities, and on the basis of such inventory and survey, to develop plans for projects which will, in conjunction

with existing telecommunications facilities and services,  
provide such facilities or services throughout the State.

§ 2.1-474. Requisites of plans. -- The plans shall provide, in accordance with regulations adopted under this Article, for adequate telecommunications facilities and services for the people residing in this State and, insofar as possible, shall provide for this distribution throughout the State in such manner as to make telecommunications services reasonably accessible to persons desiring the same throughout the State.

§ 2.1-475. Master Plan for State, modification, State agencies to cooperate. -- The Master Plan for Public Telecommunications approved by the Virginia Public Telecommunications Council shall remain in force. The Division shall from time to time review and modify as necessary the Master Plan so that there may be a continuous master plan for the development, establishment, administration, operation and coordination of telecommunications facilities and services throughout the State. In considering the Master Plan for telecommunications facilities and services, the Division should take into account those telecommunications facilities, including without limitation, cable television and other telecommunications systems, which are, or are likely to be owned or operated by private nonprofit organizations. All State agencies and institutions shall work in cooperation with the Division and will furnish such services as may be agreed upon.

§ 2.1-476. Applications for projects. -- Applications for projects for which State funds are requested shall be submitted to the Division in such form and manner as may be provided in the plans or regulations promulgated pursuant to this article.

§ 2.1-477. Transmission of funds to applicants; Telecommunications Facilities and Service Fund; payment of State funds towards cost of project. -- The Division is hereby authorized to receive funds in behalf of, and transmit them to, eligible applicants. The Telecommunications Facilities and Services Fund is continued separate and apart from all public monies and funds of the State. Money received for a project approved by the Division shall be deposited to the credit of this fund and shall be used solely for payments due applicants for work performed, or purchases made, in carrying out approved projects. Invoices for all payments from such fund shall bear the signature of a duly authorized agent of the Division for that purpose. The Division shall determine when payment of State funds is to be made toward the cost of an approved project and the conditions of such payment, such payment to be made by the Treasurer upon warrants signed by the Comptroller, and vouchers signed by the Director of the Department of General Services or his designee.

§ 2.1-478. Limit on contribution by State to cost of project. -- The contribution by the State to the cost of any project shall not exceed such amount as may be determined by the Division. No part of the State appropriation for the cost of any project shall be made available by the Division unless and until the Division has satisfactory assurances that the necessary funds to finance the remaining cost, if any, of any such project have been or will be made available from sources other than State funds. In making the determination of the applicant's share, the Division may consider the value of existing or partially completed telecommunications facilities, in accordance with rules and regulations promulgated hereunder.

In determining the amount of funds from sources other than State funds in or available to finance any project, the Division shall take into account the value of any building or space within any building and facilities thereof provided by funds of any local jurisdiction or jurisdictions of the State or part of any community college or other educational institution of the State or local government for the purpose of such project, provided such applicant has entered into a lease or occupancy agreement for a term of at least twenty years.

§ 2.1-479. State Public Telecommunications Networks. -- The Division is authorized to make provision for State public telecommunications networks for the purpose of interconnecting

the telecommunications facilities serving Virginia; to deter-  
mine the best methodology to be employed; to hold title to  
State-owned facilities where used; to make arrangements for  
the operation thereof; and, to pay the cost of building,  
maintaining and operating such interconnection facilities  
where State-owned.

Article 5

Engineering and Buildings

§ 2.1-480. Division of Engineering and Buildings transferred to Department of General Services. -- The Division of Engineering and Buildings, heretofore existing within the Office of the Governor, is hereby transferred to the Department of General Services, which shall exercise the powers and duties described in this article through the Division of Engineering and Buildings.

§ 2.1-481. Care of public buildings and property. -- The Division of Engineering and Buildings shall have charge of all public buildings, grounds and all other property at the seat of government not placed in the charge of others, and shall protect such properties from depredations and injury.

§ 2.1-482. Maintenance and utilization standards. -- The Division shall develop, in cooperation with State institutions and agencies concerned, maintenance and utilization standards for State buildings, and provide functional direction and service to institutions and agencies of the State government with respect to their policies, practices and administration of buildings and grounds.

§ 2.1-483. Preparation and administration of capital outlay budget. -- The Division shall be responsible for the preparation and administration of the capital outlay budget, to include receipt of such information from the institutions and agencies of the State as necessary for the preparation of budgetary recommendations, the review of projects, recommendations as to award of contract, and concurrence and acceptance on behalf of the Commonwealth of completed projects, with concurrence by the Director of the Department of Planning and Budget as to funding only.

§ 2.1-484. Review of easements, etc. -- The Division shall review all contractual agreements with utilities to serve State institutions or agencies that require the approval of the Governor, as well as all easements and rights-of-way granted by institutions and agencies to public and private utilities.

§ 2.1-485. Location, construction or lease of State consolidated office buildings.-- Subject to the authority of the Virginia Public Buildings Commission, the Division shall be responsible for the location and construction or lease of State consolidated office buildings at the seat of government and throughout the State for joint use by State agencies, departments, and institutions.

§ 2.1-486. Public Buildings Commission. -- The Virginia Public Buildings Commission, hereinafter in this article referred to as the Commission, is continued in existence as

heretofore constituted. The Commission shall consist of eight members, three of whom shall be appointed by the Speaker of the House of Delegates from the membership of the House of Delegates, two of whom shall be appointed by the Committee on Privileges and Elections of the Senate from membership of the Senate; such members shall be appointed for a term to expire on the date of the convening of the first regular session of the General Assembly in even-numbered years following their appointments; and the Governor shall appoint two members of the Commission from the public at large, who shall serve for terms coincident with his own. The Secretary of Administration and Finance and the Director of the Department of General Services shall be ex officio members of the Commission.

§ 2.1-487. Commission to assist and advise Governor and Department. -- The Commission shall assist and advise the Governor and the Department of General Services in the preparation and maintenance of a long-range site plan at the seat of government, and in the determination of need for the acquisition of land, buildings and improvements, through purchases or construction.

§ 2.1-488. Expenses of members of Commission. -- The members of the Commission shall receive their actual expenses incurred in the performance of the duties imposed by this article to be paid from the funds transferred from other State departments, agencies or institutions under § 2.1-493, or from any funds which may be appropriated or made available for such purposes.

§ 2.1-489. Planning and construction by Division. --

The Department of General Services, through the Division of Engineering and Buildings shall, subject to written approval of the Governor:

(a) Prepare and, when necessary to meet changing conditions, amend a long-range site plan for the location of all State buildings, and improvements related thereto, in or adjacent to the City of Richmond.

(b) Acquire with such funds as may be appropriated for that purpose the necessary land for effectuation of the plan.

(c) Direct and control the execution of all authorized projects for the construction of State buildings and related improvements in or adjacent to the City of Richmond.

§ 2.1-490. Exemptions from § 2.1-489. -- The Governor is authorized to exempt from the provisions of subsections (b) and (c) of § 2.1-489. Those buildings and improvements which, in his opinion, should be planned and constructed under the direction of other State agencies and institutions.

§ 2.1-491. Buildings and property to conform to site plan. -- No building for State use shall be erected or acquired nor other property acquired for State use, in or adjacent to the City of Richmond, unless it shall first have been approved by the Governor as conforming to the site plan as approved by him.

§ 2.1-492. Information and assistance from other State agencies and institutions. -- To execute the duties imposed by this article, the Division may obtain information and assistance from other State agencies and institutions.

§ 2.1-493. Transfer of funds; acceptance of donations. -- The Governor may transfer to the Department of General Services for use by the Division of Engineering and Buildings funds appropriated to any State department, agency or institution for the construction, alteration, reconstruction and repair of any building to be erected or acquired for the use of such department, institutional agency, or for the acquisition of land therefor, or for planning, architectural, engineering or other studies in connection therewith, and may accept funds donated for such purposes.

§ 2.1-494. Authority of existing special commissions not effected. -- The provisions of this article shall not be construed to abolish or limit the authority of any special commission, now in existence, specifically charged by law with the acquisition or construction of any building for the use or occupancy of any State department or agency.

§ 2.1-495. Assignment of office space. -- The Division shall be responsible for the assignment of office space to agencies at the seat of government and buildings

under control of the Division, and for the establishment of standards for the utilization and furnishing of such space.

§ 2.1-496. Purchase of furniture for State buildings; repairs to buildings and furniture; surplus furniture. -- The Division shall cause to be purchased through the Division of Purchases and Supply with the approval of the Governor, all such furniture as may be required in the buildings within the master site plan of Capitol Square, accepting those assigned for use by agencies and departments, and have all such repairs made to either buildings or furniture thereof, as may be approved by the Governor; the cost of such repairs and furniture to be paid with such funds as approved by the Governor. The Division shall declare surplus that furniture which may no longer be satisfactorily used.

§ 2.1-497. Furniture for Executive Mansion. -- The Division shall requisition for the Executive Mansion such furniture as may be required by the Governor, and cause to be sold such old furniture as the Governor may direct, taking care not to exceed in expenditures such sums as may be appropriated therefor, in addition to the proceeds of old furniture sold. An account both of the sales and purchases shall be returned to the Comptroller before any warrant shall issue for any part of the sum appropriated, and then the warrant shall only be so much as by the account shall appear to be proper.

§ 2.1-498. Services for Capitol and other State buildings. -- The Division of Engineering and Buildings shall contract for water, electricity, gas, sewer service, fuel for heating, and such other utility services as may be required to serve the buildings within the master site plan of Capitol Square and for such other buildings as the Governor may designate. The cost of such services shall be paid out of funds appropriated therefor.

§ 2.1-499. Control of Capitol Square and other property at seat of government. -- The Department of General Services, through the Division of Engineering and Buildings, under the direction and control of the Governor, shall have control of the Capitol Square with the expense of the maintenance and control to be paid out of the fund appropriated for that purpose. The Division shall keep the keys of the Capitol Building and shall take charge of all the rooms in the Capitol Building, except in those areas under the control of the legislature, the public grounds and all other property at the seat of government not placed in specific charge of others. The Division shall have no control nor responsibility with respect to the old and new Senate chambers, the old and new halls of the House of Delegates, the Rotunda, the offices of the Clerks of the Senate and House of Delegates, the legislative committee rooms, the enrolling office, or any other area specifically designated as legislative space. The Division is to do such work and make such

repairs for the respective bodies of the General Assembly as may be requested by the clerks thereof with appropriate reimbursement of expenses to the Division.

§ 2.1-500. Rooms in Capitol and other property to be kept orderly and clean. -- The Division shall have all the rooms in the Capitol (other than the rooms expected in § 2.1-499), and the furniture thereof, and also the open parts of the Capitol, the public grounds and all other property at the seat of government not placed in the charge of others, kept in proper order and cleanliness at all times.

§ 2.1-501. Inventory of property and Governor's house; custody of house and property pending election of Governor. -- When the term of office of any Governor shall expire, or he shall die or resign, the Division shall take an inventory of all the public property and furniture in the Governor's house and outhouses and deliver such inventory to the Comptroller, to be preserved in his office; and shall, unless the house be occupied by the Lieutenant Governor, have charge of the house, furniture, and other public property, until a Governor shall be elected and take possession thereof.

§ 2.1-502. Quarters for veterans' organizations. -- The Division shall, when practicable, provide in the State office buildings, or other office space owned or under lease by the State, quarters for all organizations composed entirely of war veterans, upon the application of the department

commander thereof. Such quarters shall consist of two contiguous rooms which shall be for the exclusive use of the State or department headquarters of such organizations.

§ 2.1-503. Division may lease certain State property; preparation of leases by Attorney General; disposition of rentals. -- The Division of Engineering and Buildings, with the written approval of the Governor first obtained, may lease property owned by the Commonwealth which has been or is hereafter acquired for the development of the State site plan for permanent State office buildings and related structures and facilities lying near the Capitol Square. All such leases shall be prepared by the Attorney General; they may run for such time as the Governor may prescribe and shall be for such rental as appears proper. All rentals received therefrom shall be paid in the general fund of the State treasury.

§ 2.1-504. "Property" defined. -- As used in §§ 2.1-505 through 2.1-512, the word "property" shall be construed to mean only land and any structures thereon.

§ 2.1-505. State agencies, etc., to notify Division of property not used or required. -- Whenever any department, agency or institution of State government shall possess or have under its control state-owned property which is not being used or is not required for the purposes of such department, agency or institution, it shall so notify the

Division of Engineering and Buildings. The Division of Engineering and Buildings shall periodically inquire of all departments, agencies, or institutions as to the current and proposed use of all state-owned property under their control to determine if such property should be declared surplus to the needs of the State. Until permanent disposition of such property is effected, the property shall continue to be maintained by the department, agency, or institution possessing or controlling such property.

§ 2.1-506. Transfer of such property to Division. -- The Division of Engineering and Buildings shall examine such declared-surplus property and recommend to the Governor whether or not such property should be transferred to the possession or placed under the control of the Division of Engineering and Buildings. The Governor is authorized to transfer such property to the possession or control of the Division of Engineering and Buildings after which the department, agency or institution formally possessing or controlling such property shall have no further interest or control therein.

§ 2.1-507. Division to review proposed acquisitions of real property. -- The Division of Engineering and Buildings shall coordinate and review every proposed acquisition of real property either by gift, lease or purchase, by any agency or institution of this Commonwealth, except acquisitions of real property by the Department of

Highways and Transportation for the construction of highways.

§ 2.1-508. State agencies, etc., to inquire of the Division before acquiring land for capital improvements. -- Any State department, agency or institution shall, before purchasing or otherwise acquiring land for any capital improvement inquire of the Department of General Services if there is available any suitable land under the control of the Division of Engineering and Buildings or any other State department, agency or institution which can be authorized for the purpose for which additional land is needed.

§ 2.1-509. Division to determine if property should be declared surplus. -- The Division of Engineering and Buildings shall from time to time examine the condition of property under its control to determine if such property should be declared surplus.

§ 2.1-510. Transfer of property which would otherwise be declared surplus to State agencies, etc. -- In the event any one or more State departments, agencies or institutions notifies the Division of an interest in property which otherwise, in the judgment of the Division, should be declared surplus, the Governor may order a transfer of possession or otherwise determine the disposition of such property; including the conditions of transfer of possession from the Division of Engineering and Buildings.

§ 2.1-511. Temporary transfer of use of property between State agencies, etc. -- Whenever any department, agency, or institution of State government shall possess or have under its control state-owned property for which there is an anticipated future use so as to preclude such property from being declared surplus but for which there is no immediate use, such department, agency, or institution of State may effect an agreement in writing with any other department, agency, or institution of State government for the use of such property by such other department, agency, or institution during a period not to exceed five years. Such mutual agreement shall be subject to the concurrence of the Division of Engineering and Buildings and the approval of the Governor, both in writing first obtained. Any such mutual agreement may be extended beyond such five-year period on an annual basis in accordance with the procedures hereinabove prescribed.

§ 2.1-512. Sale or lease of surplus property. -- In the event no other department, agency or institution notifies the Division of an interest in such property, or in the event the Governor shall determine to declare such property surplus, the Division may dispose of such property as herein provided.

(a) After such declaration the Division may, with the approval of the Governor in writing first obtained, proceed to sell the property, either at public auction or by securing sealed bids. Notice of the time and place of sale, if by

public auction, and notice of sale, if sealed bids are to be sought, shall be given by advertisement in at least three newspapers published and having general circulation in the State, at least one of which shall have general circulation in the county or city in which the property to be sold is located. At least thirty days shall elapse between publication of such notice and the auction or the date on which sealed bids will be opened.

(b) The Division shall have the right to reject any and all bids received either at public auction or through sealed bids when, in the opinion of the Division, the price is inadequate in relation to the value of such property. If the Division deems the bid, in either case, fair and adequate in relation to the value of the property, it shall recommend acceptance of such bid to the Governor for approval. The deed conveying such property to the purchaser shall be executed in the name of the Commonwealth and shall be in form approved by the Attorney General. The terms of the conveyance shall be subject to the approval of the Governor in writing. In lieu of the sale of any such property, the Division may, with the approval of the Governor, lease the same to any responsible person, firm or corporation on such terms as shall be fair and adequate in relation to the value of such property. The provisions of this article requiring disposition of such property through the medium of sealed

bids or public auction shall not apply to any lease thereof. The deed or lease to such property shall be in a form approved by the Attorney General and shall be executed by the Division of Engineering and Buildings. The terms of any such lease shall be subject to the approval of the Governor, in writing.

(c) The proceeds from all such sales or leases, above the costs of such sale or lease, shall be paid into the general fund of the State treasury, so long as the sales or leases pertain to general fund agencies or the property involved was originally acquired through the general fund, except as provided in chapter 180 of the Acts of Assembly of 1966. Net proceeds from sales or leases of special fund agency properties or property acquired through a gift for a specific purpose shall be retained by such agency or used in accordance with the original terms of the gift.

(d) When the Division deems it to be in the best interest of the Commonwealth, it may, with the approval of the Governor, authorize the institution or agency to dispose of surplus property in accordance with the procedures set forth herein.

§ 2.1-513. Management, harvesting and sale of timber on lands under control of Division. -- The Division is authorized and empowered to manage and harvest timber on lands placed under its control in accordance with the best timber management practices, after receiving the advice of the State

Forester. It is also authorized to sell such timber, but before such sale is made, the State Forester or his deputy shall furnish the Division with an estimate of the value of such timber. In the event of sale, the proceeds shall first be used to defray the cost of the sale and the cost of maintenance of the property from which the timber is removed and the remainder, if any, of such funds shall be deposited in the general fund of the State treasury.

§ 2.1-514. "Building" defined. -- For the purposes of § 2.1-515 through 2.1-521, term "building" shall mean any building or facility, used by the public which is constructed in whole or in part or altered by the use of State, county or municipal funds, or the funds of any political subdivision of this State.

§ 2.1-515. "Physically handicapped persons" defined. -- For the purposes of this article, the term "physically handicapped persons" shall mean persons with:

(a) Impairments that, regardless of cause or manifestation, for all practical purposes, confine individuals to wheelchairs;

(b) Impairments that cause individuals to walk with difficulty or insecurity;

(c) Total blindness or impairments affecting sight to the extent that the individual functioning in public areas is insecure or exposed to dangers;

(d) Deafness or hearing handicaps that might make an individual insecure in public areas because he is unable to communicate or hear warning signals;

(e) Faulty coordination or palsy from brain, spinal, or peripheral nerve injury; or

(f) Those manifestations of the aging processes that significantly reduce mobility, flexibility, coordination and perceptiveness but are not accounted for in the aforementioned categories.

§ 2.1-516. Authority of Division to prescribe standards. -- The Division of Engineering and Buildings shall prescribe such standards for the design, construction, and alteration of buildings constructed in whole or in part or altered by the use of State funds (other than school funds) as may be necessary to insure that physically handicapped persons will have ready access to, and use of, such buildings.

§ 2.1-517. Authority of local governing bodies to prescribe standards. -- The governing body of a county, municipality or other political subdivision, shall prescribe such standards for the design, construction and alteration of buildings, not including public school facilities, constructed in whole or in part or altered by the use of the funds of such county, municipality or other political subdivision as may be necessary to insure that physically handicapped persons will

have ready access to, and use of, such buildings. The Division of Engineering and Buildings shall consult with the governing bodies upon request.

§ 2.1-518. Authority of State Board of Education to prescribe standards. -- The State Board of Education shall prescribe such standards for the design, construction and alteration of public school facilities constructed in whole or in part or altered by the use of public funds as may be necessary to insure that physically handicapped persons will have ready access to and use of such buildings. The Division of Engineering and Buildings shall consult with the Board upon request.

§ 2.1-519. What buildings to be constructed, etc., in accordance with standards. -- Every building or facility designed, constructed or substantially altered after the effective date of a standard issued under this article which is applicable to such building shall be designed, constructed or altered in accordance with such standard.

§ 2.1-520. Modification or waiver of standards; surveys and investigations. -- The Division of Engineering and Buildings with respect to standards issued by it, the governing body of any county, municipality or other political subdivision with respect to standards issued by it, and the State Board of Education, with respect to standards issued by it, are authorized:

(a) To modify or waive any such standard, on a case-by-case basis, upon application made by the head of the department, agency or other instrumentality concerned, upon determining that such modification or waiver is clearly necessary; and

(b) To conduct such surveys and investigations as may be deemed necessary to insure compliance with such standards.

§ 2.1-521. Article applicable to temporary as well as permanent buildings. -- The provisions of this article shall apply to temporary and emergency construction as well as permanent buildings.

§ 2.1-522. Powers and duties of Department of Property Records and Insurance transferred. -- The powers and duties of the Department of Property Records and Insurance, heretofore created and established under Title 2.1, Chapter 9.2 of the Code, are hereby transferred to the Department of General Services, and shall be assigned to the Division of Engineering and Buildings. The Department of Property Records and Insurance is hereby dissolved.

§ 2.1-523. Property and insurance records to be maintained. -- The Division shall establish and maintain a file of State-owned buildings and contents (hereinafter inclusively referred to as buildings or properties) and the actual cash value or replacement cost value if insured on replacement cost basis thereof, and the amount of fire and extended

coverage, vandalism and malicious mischief, optional perils or all risk insurance coverage thereon. All agencies of the State shall keep the Division informed as to the status of all properties under their control, both insured and uninsured. On properties that are insured, the Division shall also be informed as to the types and amounts of insurance, the term, premium, the dates when such insurance will expire, and such other information as may be required by the Division. The Division shall notify each agency at least 30 days in advance of the expiration or anniversary date of insurance. Prior to such expiration or anniversary date, each agency shall notify the Division as to compliance with the Division's instructions along with the insurance information required in this section. If upon the expiration or anniversary date, the information is not available, evidence or renewal or continuation of insurance must be furnished to the Division by the agency.

§ 2.1-524. Inspection, determination of coverage, procurement. -- The Division may inspect or may administer a program of self-inspection for all State-owned properties and confer with the proper officials or employees of the several agencies of the State for the purpose of determining insurance coverages which shall be carried on or with respect to properties under their control, and to determine the manner whereby savings and costs of such insurance may be made. It may see

the assistance of insurance companies, and their representatives,  
the fire marshal of the State, and the State Insurance Board in  
devising means by which hazards may be reduced or eliminated.  
The Division shall have final responsibility with respect to  
coverage, noncoverage, provisions of policies, quantity and  
type of fire and extended coverage, vandalism and malicious  
mischief, and optional perils or all risk insurance coverage.  
The Division shall not have the authority to place or recom-  
mend that insurance, which is or may be carried by the several  
agencies of the State on the properties under their control,  
be placed with any particular insurance agency or agencies,  
unless so authorized by the agency effected. The Division,  
upon the request and with the assistance of an agency, may  
on its behalf negotiate with insurance agents or insurance  
companies the purchase of insurance protection on all propert-  
ies under its control, including such additional perils as may  
be included in the policy or added by endorsement. When-  
ever it is practicable and economical to do so, insurance  
to be carried on state-owned properties shall be placed with  
insurance agents whose principle offices are located within  
reasonable proximity to the properties to be insured.

The Division shall have the authority to change or dis-  
continue fire and extended coverage, vandalism and malicious  
mischief, optional perils or all risk insurance coverage  
carried pursuant to bond indentures and other contractual re-  
quirements, provided such change or discontinuance meets with

the written approval of the trustee or trustee of the bond in-  
denture and those signatory to the contracts.

§ 2.1-525. State Insurance Board -- There is hereby  
created a State Insurance Board, which shall act in advisory  
capacity to the Director of the Department of General Ser-  
vices or his designee. The Board shall consist of five mem-  
bers, appointed by the Governor for terms coincident with  
his own. The Director of the Department of General Services  
shall designate an employee to act as secretary to the Board.  
The Board shall annually select a chairman from its member-  
ship. The Board shall meet upon the call of the chairman  
or any other three members of the Board. Board members, while  
engaged upon business of the Board, shall be entitled to re-  
ceive the necessary expenses incurred in attendance upon meet-  
ings or otherwise incurred in the performance of their duties.

The Board shall study and advise on all phases of fire  
and extended coverage, vandalism and malicious mischief, op-  
tional perils or all risk insurance, the advisability of  
blanket coverage, noncoverage, deductible program, the rate  
of credit entitlement of the State due to diversity of risk  
and other aspects of property insurance which might lead to  
a more favorable insurance coverage of State property. The  
Board shall advise the Division as to policies, the applica-  
tion of which would be in the best interests of the State.

No member of the Board shall participate, directly or indirectly, in the consideration of the insurance to be effected upon any property when such property is insured by or through an insurance agency in which such member has an interest of whatsoever nature.

§ 2.1-526. State Insurance Reserve Trust Fund. --

The State Insurance Reserve Trust Fund established under § 2.1-109.8 of the Code is continued. Such fund shall consist of the payments required in paragraph (a) of this section. Such fund shall be under the management and control of the Department of General Services, through the Division of Engineering and Buildings, and any claims for losses payable out of such Fund shall be at the direction of the Division. Such Fund shall be invested in the manner provided for in § 2.1-185 of the Code of Virginia and interests shall be added to the Fund as earned; provided, however, such Fund shall not exceed the total sum of 4 million dollars exclusive of interest.

(a) Each agency, department, division, or institution of the State government having control over any State structure and contents thereof shall pay each year into the State Insurance Reserve Trust Fund an amount equivalent to its savings in insurance as determined by the Division of Engineering and Buildings under the formula set out in paragraph (b) of this section, and such amount shall be paid in

such installments as the Division may require. Whenever any building or structure is under the control of two or more agencies, departments, divisions or institutions of the State, the payment required herein shall be prorated upon the basis of percentage of the area controlled.

(b) For the purpose of determining the amount each agency, department, division or institution of the State government having jurisdiction and control over State property shall pay into the State Insurance Reserve Trust Fund, the Division shall determine the savings and insurance each year on the following basis: the amount of insurance savings will be the difference in cost of the actual coverage carried by the State and the cost of such coverage computed without regard to any rate or premium credits resulting from participation in the State self-inspection program, or the adoption of a deductible with the approval of the Division. When dates of expiration or anniversary occur in June in the second year of a biennium, the Division may compute the amount of the insurance savings on the basis of the information then on record.

(c) In the event of loss or damage exceeding \$250 to property on which there is no insurance recovery or limited insurance recovery is a consequence of any action by the Division of Engineering and Buildings resulting in noncoverage, reduced insurance, elimination of insured perils or

otherwise, the Division shall determine the amount, if any, payable out of the fund, and such amount, when approved by the Governor, shall be final. The amount payable shall be used for the purpose of restoring the damaged structure or rebuilding the same, as the circumstances may require, but in no event shall the amount payable on account of such loss exceed the actual cash value or the replacement cost value of the property in accordance with the basis of insurance, nor shall the amount payable when added to the insurance recovered exceed the actual cash value or the replacement cost value of the property, as recorded in the property and insurance records of the Division of Engineering and Buildings.

(d) In addition to the amounts payable under (c) above the costs of operating the Division which are properly allocated to its functions concerning the State Insurance Reserve Trust Fund and the cost of operating the State Insurance Board shall be paid out of the State Insurance Reserve Trust Fund, for which purposes said fund is hereby appropriated.

Article 6

Support Services

§ 2.1-527. Division of Support Services may be established. -- The Director of the Department of General Services may establish a Division of Support Services and assign to this Division any or all of the duties described in this article or otherwise imposed upon the Department of General Services.

§ 2.1-528. Mail handling, messenger and parcel service. -- The Division of Support Services shall operate a central service unit to provide all State departments, divisions, institutions and agencies in the Richmond area with mail handling, messenger and parcel service. These services may, if deemed appropriate, be extended to State departments, divisions, institutions and agencies in other areas of the State.

§ 2.1-529. Office equipment pool, repair, etc. -- The Division of Support Services may establish a general office equipment pool and central repair shop for such equipment, and may provide guidelines for the utilization of such equipment, provided, however, that electronic data processing equipment shall not be considered general office equipment.

§ 2.1-530. Printing and duplicating facilities. -- The Division of Support Services may operate a printing and duplicating facility in the Richmond area, and may establish criteria for its use, subject to the provisions of § 2.1-465.

§ 2.1-531. Parking of vehicles in Capitol Square; parking facilities for State officers and employees; violations. --

(1) Except as hereinafter provided, all parking in the Capitol Square of motor vehicles and animal-drawn vehicles is hereby prohibited; provided, that during the recess of the General Assembly the Division of Support Services may cause to be marked off certain portions of the driveways in the Capitol Square and permit such vehicles to be parked therein under such rules and regulations as may be prescribed. Parking areas on the west of the Capitol shall be reserved at all times for parking by members of the General Assembly.

(2) During sessions of the General Assembly, parking in the Capitol Square shall be subject to rules and regulations promulgated jointly by the Speaker of the House of Delegates and the President of the Senate.

(3) The Division is authorized, by and with the approval of the Governor, to utilize any property owned by the State and located in the Richmond area for the purpose of providing parking facilities for officers and employees of the State, and to allocate spaces therein. The Division may fix and collect fees for the use of such parking facilities. The Division may promulgate rules and regulations for such parking facilities, which rules and regulations shall include the enforcement provisions required by § 46.1-254.1 of the Code.

(4) Any person parking any vehicle contrary to the rules and regulations referred to in paragraph (2) or contrary to

the other provisions of this section, or contrary to any parking sign or "No Parking" sign erected by the Division pursuant to rules and regulations promulgated by it, shall be subject to a fine of not less than \$1 nor more than \$25 for each offense.

§ 2.1-532. Printing of bills, joint resolutions, etc. -- There shall be requisitioned by this Division through the Division of Purchases and Supply 250 copies of every bill, resolution, joint resolution, House Document, Senate Document, or other matter directed to be printed for use of the Senate or House of Delegates and intended for temporary use. The Division shall have authority to increase the number of copies of bills, and so forth, to be printed, whenever it shall become necessary, to supply the requirement of the General Assembly and to provide copies required for sale and distribution under §§ 2.1-533 through 2.1-535 of the Code of Virginia.

§ 2.1-533. Copies of bills, calendars, etc., to be furnished on application. -- The Division of Support Services shall furnish to such persons, firms, or corporations as may apply therefor and pay the fees and costs prescribed in § 2.1-534 copies of each bill printed for the House of Delegates and the Senate, the calendar of each house, and all joint resolutions, not exceeding one copy to any person, firm, or corporation.

§ 2.1-534. Fees and mailing costs. -- For the services rendered under § 2.1-533, the Division of Support Services shall charge and collect in advance a fee reasonable and sufficient to cover the cost of printing, binding, and handling, for each session of the General Assembly from each person, firm or corporation applying therefor; in addition to each such fee it shall also charge and collect an amount necessary to cover the cost of mailing, if such bills, calendars and resolutions are to be sent by mail.

§ 2.1-535. To whom two preceding sections not applicable. -- The provisions of §§ 2.1-533 and 2.1-534 shall not apply to any person or persons who may, from time to time, at irregular intervals, apply for one or more copies of any special or particular bill, nor to the officers of the State government, heads of State institutions, members of the General Assembly, and representatives of the press and radio, or either, reporting the proceedings of the General Assembly, desiring copies of the bills, journals, documents, etc., for their own use. If such bills, calendars and resolutions are to be sent by mail or express, the parties desiring the same shall pay an amount necessary to cover the cost of mailing or expressing the same.

§ 2.1-536. Printing and distribution of Acts of Assembly. -- The Division shall, within forty-five days following the adjournment of the General Assembly sine die, send to each

member of the General Assembly a copy of each Act of Assembly signed by the Governor or if otherwise enacted into law, in the form in which it is signed by the Governor or otherwise enacted into law. Each act so sent shall be clearly denominated with the House of Delegates or Senate bill number assigned to it by the respective houses of the General Assembly.

The Division shall also requisition, through the Division of Purchases and Supply, as soon as approved by the Governor, not in excess of five thousand copies of the acts and joint resolutions of the General Assembly. These it shall have bound in ordinary half binding, with the index and tables required by law to be printed with the acts and joint resolutions of the General Assembly, and as soon as practicable after the close of each session of the General Assembly, shall deliver by mail, express or otherwise:

One copy to the Governor; and such additional copies as may be requested for use in the Governor's office;

One copy to each of the Governor's Secretaries;

One copy to each head of department; each division of the Governor's office, Commissioner of Industrial Commission, Employment Commission and Division of Motor Vehicles, Executive Director of Commission of Game and Inland Fisheries and Executive Secretary of Compensation Board;

Twenty-five copies for the use of the Division of Legislative Services plus the number required for exchange with other states;

One copy to each member of the General Assembly; however, each member of the General Assembly may obtain up to four additional copies upon application therefor to the Division of Purchases and Supply;

One copy to the Lieutenant Governor;

One copy to each judge; however, each judge may obtain an additional copy upon application therefor to the Division of Support Services;

Five copies to the State Corporation Commission;

Twenty-five copies to the Attorney General;

One copy to each clerk of any court, attorney for the Commonwealth, the reporter of the Supreme Court, the Executive Secretary of the Supreme Court, each public library, and each school board which makes written application therefor to the Division of Support Services, each judge and clerk of any court held in this State under the laws of the United States and each attorney and marshall in this State holding office under the United States;

One copy to the city manager of a city, the mayor of a town and the county administrator, manager or executive depending on the counties' form of government, however, each of the above may obtain an additional copy for use within the

city, town or county upon written application therefor to the  
Division of Support Services.

Five copies to the State Library;

Five copies to the State Law Library;

One copy to the head of each university and college in  
this State;

One copy to the library of each university and college  
in this State;

One copy to the School for the Deaf and the Blind;

Five copies to the Clerk of the Senate for the use of the  
Senate;

Five copies to the Clerk of the House of Delegates for  
the use of the House;

Three copies to the Auditor of Public Accounts;

Three additional copies to the Comptroller; and

One copy to the county attorney in those counties which  
have created the office of the county attorney.

§ 2.1-537. Furnishing Acts of Assembly to county and  
city officers entitled to receive them. -- Whenever the Di-  
vision of Support Services is satisfied that any judge or  
other county or city officer entitled by law to receive the  
Acts of Assembly does not possess the same or any of them,  
and cannot otherwise procure them, it shall, on application  
of the circuit court, furnish the same; provided, the supply  
of the work so issued in his custody is not thereby diminished  
below twenty-five copies.

§ 2.1-538. Printing and distribution of journals for Senate and House. -- The Division of Support Services shall order through the Division of Purchases and Supply all printing done by direction of the Senate or the House of Delegates, or their respective clerks, and within ninety days after the close of each session of the General Assembly it shall cause to be printed and bound the journals for the Senate and House of Delegates, with an index thereto, in sufficient quantity to make the following distribution:

One copy to the Governor;

Five copies to each of the clerks of the Senate and the House;

Ten copies to the State Library;

One copy to the library of each educational institution in this State;

One copy to each public library which makes written application therefor to the Division of Support Services;

One copy to the President of the Senate and one copy to the Speaker of the House;

Two copies to the Division of Legislative Services; and

One copy to each member of the Senate and the House of Delegates.

The number of copies to be printed and the quality of binding shall be designated by the Division of Support Services.

§ 2.1-539. Donation of surplus copies to universities and colleges having law schools. -- The Division of Support Services shall furnish the universities and any incorporated college of the State in which a law school is established,

and which has not heretofore been furnished, out of any surplus copies on hand, with one copy of the Journal of the Senate, the Journal of the House of Delegates, the Journal of the Constitutional Conventions, the Acts of Assembly and the Codes.

§ 2.1-540. Furnishing certain law school libraries publications for exchange. -- The Division is authorized and directed to furnish to the Law Library of the University of Virginia and the Law Library of the Marshall-Wythe School of Law of the College of William and Mary fifty copies each of such publications printed under its authority as may be designated in writing by the Law Librarian of the University of Virginia and the Law Librarian of the Marshall-Wythe School of Law of the College of William and Mary prior to the time that any such publication so designated goes to press, to be used for exchanges for like publications with law libraries and institutions of other states, the national government and other governments, societies and others as they may see fit.

§ 2.1-541. Furnishing Virginia Reports and Acts to law libraries destroyed by fire. -- The Division of Support Services is authorized and directed to furnish to the law school of any university or incorporated college in the State whose law library has been destroyed by fire, out of any surplus copies on hand and available for such distribution, eight copies of each volume of the Virginia Reports, and two copies of each volume of the Acts of General Assembly, or so many

thereof as may be necessary to replace copies of such volumes which have been destroyed by such fire.

Nothing in this section shall be construed to require the Division of Support Services to purchase any such copies for distribution hereunder.

§ 2.1-542. Printing and binding of reports of Supreme Court. -- When notified by the reporter for the Supreme Court that he has sufficient copy to issue a volume of the Virginia Reports, or a substantial part thereof, the Division of Support Services shall order the printing of such copy. The Division shall order sufficient copies for distribution as set forth in § 2.1-544 and for sale to the public.

§ 2.1-543. Advance sheets of Virginia Reports. -- In addition to the copies authorized to be printed and bound under § 2.1-542 the Division of Support Services may have printed, for sale as advance sheets, a number of copies of each such report sufficient to fill orders received for advance sheets. It shall fix the price for advance sheets in an amount to cover the cost of printing, mailing and handling. All the funds collected from the sale of advance sheets shall be paid into the State treasury and reported to the Comptroller for credit to the general fund of the Commonwealth.

The Division of Support Services may also have printed as advance sheets a number of copies of each such report sufficient to furnish one copy of each such report to the following for their use and the use of their successors in office:

(1) The Clerk of the Supreme Court;  
(2) The Reporter of the Supreme Court;  
(3) The judges of each court of record of this State;  
(4) The Division of Legislative Services;  
(5) The Secretary of the Virginia State Bar;  
(6) Each justice of the Supreme Court;  
(7) Each judge of a general district court and each judge of a juvenile and domestic relations district court and such district courts as shall be designated by the Executive Secretary of the Supreme Court of Virginia not to exceed two hundred fifty copies; and

(8) The Attorney General, his deputies and assistants upon written application to the Division of Supply Services.

§ 2.1-544. Custody and distribution of reports of Supreme Court. -- The Division shall be charged with the custody, disposal and sale of the published reports of the decisions of the Supreme Court. One copy of each volume of the reports hereafter published shall be furnished to each of the following for their use and the use of their successors in office;

(1) The Clerk and Executive Secretary of the Supreme Court;  
(2) The Reporter of the Supreme Court;  
(3) The judges and retired judges of each circuit court of this State;

- (4) The clerk of each such court;
- (5) Each judge of a general district court and each judge of a juvenile and domestic relations district court, and each such district courts as shall be designated by the Executive Secretary of the Supreme Court of Virginia not to exceed one hundred fifty copies;
- (6) The Clerk of the House of Delegates;
- (7) The Clerk of the Senate;
- (8) The Division of Legislative Services;
- (9) The Industrial Commission;
- (10) The Secretary of the Virginia State Bar;
- (11) The clerk of each of the district courts of the United States held in this State for the use of the courts and the members of the bar practicing therein;
- (12) The attorney for the Commonwealth in counties and cities, and the county attorney in those counties which created the office of the county attorney;
- (13) The Attorney General, his deputies and assistants on written application to the Division of Support Services.
- Two copies of each volume of the reports hereafter published shall be furnished to each of the justices of the Supreme Court and to the State Corporation Commission for their use and for the use of their successors in office. Eight copies of each volume of the reports hereafter published shall be furnished to each university and college in the State in which

a law school approved by the American Bar Association is established. Fifteen copies of each such volume shall be placed in the State Law Library at Richmond and two copies shall be placed in the other law library of the Supreme Court at Staunton.

The Division shall place in the Law Library at Richmond such additional copies of all of the decisions of the Supreme Court as are available, so as to make up fifteen complete sets of the Virginia Reports for the justices' private offices, conference rooms and the Law Library.

§ 2.1-545. Certain volumes declared to be lawful and conclusive record of debates on new Constitution; preparation and publication of debates validated; quantity, distribution, and storage of printed debates; selling price. -- (a) The volumes prepared under the direction of the respective houses of the General Assembly, containing the debates by the General Assembly at the nineteen sixty-nine special session upon the proposal of the new Constitution, are hereby declared to be the valid, true and only lawful record of the debates upon such Constitution. The material contained in such volumes shall be accepted as the final and conclusive record of such debates in any court or proceeding in which they may be involved.

(b) The actions of the two houses in arranging for the preparation and publication of such debates are hereby ratified, validated and confirmed in all respects.

(c) The Division of Support Services shall store the copies of the debates in a safe and convenient place where they will be available for sale. The Division may order additional copies as it may deem necessary. Each set shall be for sale at a price to be set by the Division, plus sales tax and postage required to send the same through the mail.

§ 2.1-546. Books for State Law Library. -- The Division of Support Services shall have placed in the State Law Library at Richmond, and in the branch thereof at Staunton, a copy of every law book which may be hereafter published for the Commonwealth in addition to the copies required by §§ 2.1-536 and 2.1-544.

§ 2.1-547. Sale and distribution of State publications. -- All publications of the State required, by any section of this article, to be distributed and/or sold by the Division shall be delivered to the said Division and the Division shall cause to be made the distribution and sales in accordance with law. Such publications as are available for sale may be sold at a price per volume fixed by the Division, said price to be reasonable and sufficient to cover the cost of printing, binding, mailing and handling. The receipts from such sales shall be paid into the State treasury and credited to the general fund. The Division may arrange for quantity, volume sales to book dealers or publishers for resale and on such quantity sales it may allow a reasonable discount; but the Division

may limit such sales whenever such sales would reduce the stock below a reasonable number of volumes to be held for sale to individuals for their own use.

§ 2.1-548. Disposition of obsolete or surplus State publications. -- The Division is authorized to dispose of all State publications in its custody deemed to be obsolete, excess or surplus, and not required by law to be kept or distributed in any other way, by donating such publications to the State Library, institutions of higher learning, law libraries or local public libraries within the State or by any other method deemed appropriate. When such publications are sold the proceeds therefrom shall be paid into the State treasury and credited to the general fund.

§ 2.1-549. Definitions. -- As used in §§ 2.1-550 through 2.1-553:

(a) "Permanent value" shall mean administrative, legal, fiscal, or historical value.

(b) "Public Records" shall mean all written books, papers, letters, documents, photographs, tapes, microfiche, microfilm, photostats, sound recordings, maps, other documentary materials or information in any recording medium regardless of physical

form or characteristics, including data processing devices and computers, made or received in pursuance of law or in connection with the transaction of public business by any State department, division, institution or agency. Non-record materials, meaning reference books and exhibit materials made or acquired or preserved solely for reference use or exhibition purposes, extra copies of documents preserved only for convenience or reference, and stocks of publications, shall not be included within the definition of public records.

§ 2.1-550. Records management for State agencies, etc. -- The Division of Support Services, with the advice and assistance of the State Librarian, shall formulate and execute a program to inventory, schedule and microfilm the public records, which it determines have permanent value, of all State departments, divisions, institutions and agencies, and to provide safe storage for the microfilm copies. It may operate a record center or centers.

§ 2.1-551. Division may issue regulations. -- The Division of Support Services after consultation with the State Librarian, may issue regulations not inconsistent with law for the management and preservation of public records of State departments, divisions, institutions and agencies.

§ 2.1-552. Confidentiality safeguarded. -- Any records made confidential by law shall be so treated. Records which by law are required to be closed to the public shall not be deemed to be made open to the public under the provisions of § 2.1-550 through § 2.1-553.

§ 2.1-553. Storage of records of State agencies. -- The Division of Support Services shall provide storage for all microfilm copies of records of State departments, divisions, institutions and agencies. The State Library may require that certain microfilm copies of these records be transferred to it for storage. Any original records deemed unnecessary for the transaction of business by a State department, division, institution or agency which are determined by the State Librarian to be of permanent value and worthy of preservation shall be stored in the State Library.

2. That § 2.1-38, as amended, of the Code of Virginia, is amended and reenacted as follows:

§ 2.1-38. Divisions in Governor's office; administrative assistants. -- In the Governor's office there shall be the following divisions: Division of the Budget, Division of Records, Division of Industrial Development, Division of Personnel, Division of State Planning and Community Affairs, Division of Engineering and Buildings, Highway Safety Division, Division of Automated Data Processing, Division of

Justice and Crime Prevention, and an Office of Economic Opportunity. In addition thereto, the Governor may employ such administrative assistants as may be necessary and may fix their salaries within the limitation of funds appropriated for executive control of the State. He may employ such staff as may be required to perform such services as may be necessary in the operation of the Executive Mansion.

3. That § 42.1-79, as amended, of the Code of Virginia is amended and reenacted as follows:

§ 42.1-79. ~~Records-management~~ Archival function vested in Board; State Library to be official custodian; State Archivist. -- The archival ~~and-records-management~~ function shall be vested in the State Library Board. The State Library shall be the official custodian and trustee for the State of all public records of whatever kind which are transferred to it from any public office of the State or any political subdivision thereof.

The State Library Board shall name a State Archivist who shall perform such functions as the State Library Board assigns.

4. That the Code of Virginia is amended by adding sections 2.1-51.18:1 and 2.1-51.18:2 as follows:

§ 2.1-51.18:1. Assignment of Capitol Police. -- The Secretary of Public Safety may assign to any agency for which he is responsible the Capitol Police.

§ 2.1-51.18:2. Powers, duties and functions of Capitol Police. -- The Capitol Police may exercise within the limits of the Capitol Square and, when assigned with the approval of the Governor, on any other property owned or controlled by the State or any agency, department, institution or commission thereof, all the powers, duties and functions which are exercised by the police of the city, or the police or sheriff of the county within which said property is located. Members of the Capitol Police, when assigned with the approval of the Governor, to accompany the Governor, members of the first family, the Lieutenant Governor, the Attorney General, or members of the General Assembly, shall be vested with all the powers and authority of a law-enforcement officer of any city or county in which they are required to be.

5. That § 30-28.16, as amended, of the Code of Virginia, is amended and reenacted as follows:

§ 30-28.16. Duties of Division and of Director. -- (1) The Division shall:

Collect and classify books, pamphlets, periodicals, documents and other literature relating to prospective or pending legislation;

Keep on file copies of all bills, resolutions, amendments thereto, reports of committees and other documents printed by order of either house of the General Assembly;

Accumulate data and statistics regarding the practical operation and effect of statutes of this and other states;

Carry out such research projects as shall be assigned to it by the Committees on Rules of the House of Delegates and the Senate;

Carry out research and obtain and analyze information for members of the General Assembly and its committees.

(2) Upon the request of the Governor, or any member of the General Assembly, or the head of any State agency, the Division shall:

Draft or aid in drafting legislative bills or resolutions and amendments thereto;

Advise as to the constitutionality or probable legal effect of proposed legislation;

Prepare summaries of existing laws affected by proposed legislation, compilations of laws in other states or countries relating to the subject matter of such legislation, and statements of the operation and effect of such laws;

Make researches and examination as to any subject of proposed legislation.

(3) Supervise and assist the Capitol Hostesses.

(4) The Director shall perform such other duties as may be required of him by the Committees on Rules of the House of Delegates and the Senate.

6. That Chapter 9 containing sections numbered 2.1-82 through 2.1-109.07, Chapter 9.2 containing sections numbered 2.1-109.6 through 2.1-109.8, and Chapter 15 containing sections numbered 2.1-235 through 2.1-294 of Title 2.1; Chapter 16, containing sections numbered 22-331 through 22-344 of Title 22; Chapter 2.1 containing sections numbered 32-31.1 through 32-31.8 of Title 32; sections numbered 42.1-76, 42.1-80, 42.1-81, 42.1-82, 42.1-84 and 42.1-85 of Title 42.1, all as severally amended, are repealed.

7. The Department of Planning and Budget shall identify and the Governor shall transfer to the Department of General Services at the appropriate time, any funds appropriated to or allocated by any other State agency for the performance of duties transferred to the Department of General Services pursuant to this act.

8. The Governor shall ensure the orderly, efficient and economical establishment of the Department of General Services and the transfer of duties necessary to carry out the provisions of this act.

9. For the 1978-1980 biennium only, each division of the Department of General Services may, with the approval of the Director of the Department of General Services, prepare and

submit separate budget requests or exhibits. The Director of the Department of General Services shall submit the budget request for the central administration of the Department and for such other functions as are not included in separate budget requests, provided, however, that upon the request of the Director of the Department of General Services, any department, division, institution or agency shall include in its budget request any function or activity included in its budget during the present biennium, but herein or hereafter transferred to the Department of General Services.

10. During the 1978-1980 biennium only, the Director of the Department of General Services may, with the approval of the Secretary of Administration and Finance, transfer an appropriation or portion thereof within the Department, or to or from any division of the Department, to support changes in organization or responsibility effected pursuant to this act.

§ 2.1-481. Care of public buildings and property; Virginia War Memorial Carillon. -- The Division of Engineering and Buildings shall have charge of all public buildings, grounds and all other property at the seat of government not placed in the charge of others, and shall protect such properties from depredations and injury.

The Division shall have custody, control and supervision of the Virginia War Memorial Carillon, provided, however, that nothing herein shall abrogate the obligation of the City of Richmond to provide for the upkeep and maintenance of the said Carillon.

## RESOURCES

### Virginia

Delegate W. L. Lemmon, Member, Commission on State Governmental Management

Mr. Maurice B. Rowe, Secretary of Administration and Finance

Mr. H. Selwyn Smith, Secretary of Public Safety

Mr. John E. Harwood, State Highway Commissioner

Mr. Donald R. Haynes, State Librarian

Mr. Patrick M. McSweeney, Executive Director, Commission on State Governmental Management

Mr. Richard C. Moschler, Jr., Director, Management Analysis and Systems Development

The Central Garage Car Pool Committee

The Consolidated Laboratory Services Operational Board

The State Insurance Board

The State Library Board

The Purchases and Supply Board

The Virginia Public Telecommunications Council

Staff Members of the Agencies Involved

Arkansas

Department of Finance and Administration

Mr. Richard R. Heath, Director of Finance and Administration  
Mr. Joseph V. Steward, Deputy Director and Assistant Director  
of Management Services

Division of Management Services

Office of Purchasing

Mr. Robert Sikes, Administrator  
Mr. Prentice Booe, Insurance Specialist

Division of Administrative Services

Mr. Jim Randolph, Assistant Director

Office of Telecommunications

Ms. Laurie Hensley, Administrator

Office of Information Systems

Supervisor of Production

Iowa

Department of General Services

Mr. Stanley L. McCausland, Director of General Services  
Mr. Jerry Gamble, Fiscal Officer

Division of Communications

Mr. Glen Anderson, Chief

Division of Purchasing

Mr. James Gay, Chief

Division of State Vehicles

Mr. Milford Juth, Vehicle Dispatcher

Division of Records

Mr. Phil Sickles, Chief and Deputy Director of General Services

Kentucky

Executive Department for Finance and Administration

Mr. Gordon Duke, Deputy Secretary of Finance and Administration  
Mr. Ken Houp, Deputy Director, Office of Policy and Management  
Mr. Bob Doris, Supervisor, Fiscal and Personnel  
Mr. J. Paul Warnecke, Coordinator, Kentucky Emergency Warning System

Bureau of Administrative Services  
Ms. Joyce Morse, Commissioner

Division of Purchases  
Mr. Ken Medaris, Director

Bureau of Facilities Management  
Mr. David H. Pritchett, Commissioner  
Mr. Clark Beauchamp, Chief Executive Assistant

Division of Engineering  
Mr. W. T. McConnell, Director

Bureau of Computer Services  
Mr. Robert Stone, Commissioner

Department of Insurance

Ms. Leota Derringer, Supervisor, Building Insurance

Maryland

Department of General Services

Mr. Max Millstone, Assistant Secretary of General Services

Office of Administrative and Fiscal Services  
Mr. Bob Sevirt, Assistant Director

Office of Engineering and Construction  
Mr. Keith Kelly, Director

Office of Central Services  
Mr. Robin Zee

Minnesota

Department of Administration

Mr. Richard L. Brubacher, Commissioner of Administration

Office of Administration

Mr. William G. Strusinski

Bureau of Real Property and Transportation Management

Mr. John C. Moen, Assistant Commissioner

Mr. Paul F. Cummings, Director, Architectural Engineering

Mr. Glenn H. Johnston, Director of Transportation

Bureau of Central Services and Personal Property Management

Mr. Norman Osterby, Assistant Commissioner

Mr. Vern S. Bruce, Director of Procurement

Office of Management

Bureau of Information Services

Mr. Daniel Magraw, Assistant Commissioner

Mr. Clinton H. Lomis, Director of Telecommunications

Mr. George L. Kieffer, Director of Information Systems

Pennsylvania

Department of General Services

Mr. Ronald Lench, Secretary of General Services

Division of Procurement

Mr. Bill McKenzie, Deputy Secretary

Division of Public Works

Mr. Bill McLaughlin, Deputy Secretary

Division of State Properties

Bureau of Risk and Insurance Management

Mr. Joe Delia, Chief

South Carolina

Division of General Services of the Budget Control Board

Mr. Rudy Counts, Deputy Director and Director of Agency Services

Division of Agency Services

Mr. Jim Barnes, Manager, Central State Purchasing

Mr. Bob Ingram, Manager, Motor Pool

Division of Engineering Services

Mr. Cecil Mills, Director

Insurance Fund

Mr. Paul Hawkins, Director

Division of Motor Vehicles Management

Allan J. Spence, Director

Wisconsin

Department of Administration

Ms. Becky Young, Deputy Secretary of Administration

Division of General Services Administration

Mr. Neal Steinhoff, Administrator

Bureau of Purchases and Services

Mr. John Short, Chief

Division of Executive Services

Bureau of Program Management

Mr. Bob Johnson, Chief, State Records Management

Mr. Gordon Gronert, Chief, Technical Assistance

