

CHAPTER h:21-90

G E N E R A L I N F O R M A T I O N

- h:21-90-00** Purpose  
10 General Responsibility  
20 Types of Reports

h:

21-90-00 PURPOSE

Chapters 21-90 to 21-95 inclusive state policies and procedures for dealing with legislative matters within the Department, including legislative drafting, reports on proposed legislation or enrolled bills, and testimony on bills.

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21-90-10 GENERAL RESPONSIBILITY

- A. The Office of the General Counsel is responsible for:
1. Drafting all proposals for legislation originating in the Department and reviewing all proposed legislation submitted to the Department or to **any** principal **operating** component of the Department for comments;
  2. Preparing or reviewing reports and letters to Congressional Committees and the Office of Management and Budget and others'on proposed legislation; and
  3. Prescribing procedures to govern the routing and review within the Department of material relating to proposed legislation.
- B. These responsibilities are carried out through the Division of Legislation which is under the immediate supervision of an Assistant General Counsel;

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21-90-20 TYPES OF REPORTS

Reports may be requested on proposed bills either by the Office of Management and Budget or a Congressional Committee (see Chapter **h:21-92**). For reports on enrolled bills see Chapter **h:21-94**.