

**Appendix C**  
**Instructions for Electronic Filing of Annual Reports According to the 2005 and 2006**  
**Separation of Powers Enactments**

1. Agency affected by the 2005 or the 2006 enactments prepares an Annual Report addressing the specific topics set forth in the enactments.
2. Agency converts the Annual Report to a Portable Document Format (PDF). If Agency needs help in converting the Annual Report to a PDF format, contact the Division of Information Technology's Enterprise Service Desk at 574-9709.
3. Once the Annual Report has been prepared in PDF format, the Agency sends the Annual Report as an email attachment to the Division of Information Technology (DOIT). The email should be sent to Mary Joyce McAuley of DOIT. Her email address and telephone number is:

Mary Joyce McAuley

[MaryM@gw.doa.state.ri.us](mailto:MaryM@gw.doa.state.ri.us) 222-4316

4. An email will be sent to the Agency in order to acknowledge receipt of the Annual Report attachment. If the Agency does not receive the acknowledgement email within two business days of submitting an Annual Report via email, contact the DOIT Enterprise Service Desk at 574-9709.

Following receipt of the Annual Report, DOIT will forward the Annual Report to the Secretary of State and General Assembly for posting on the following websites:

General Assembly: <http://www.rilin.state.ri.us>

Secretary of State: <http://sec.state.ri.us/library>

DOIT will send a copy of the forwarding email to the Agency.

5. The Agency should check the websites of the General Assembly and the Secretary of State to verify that the Annual Report was posted correctly. If there are any questions about this process, the Agency should contact the DOIT Enterprise Service Desk at 574-9709.