

<b>AGENCY NAME:</b>	<b>Legislative Council</b>		
<b>AGENCY CODE:</b>	<b>A15</b>	<b>SECTION:</b>	<b>91C</b>

**Fiscal Year 2017-18  
Accountability Report**

**SUBMISSION FORM**

**AGENCY MISSION**

The mission of Legislative Council is to provide high quality bill drafting and legal services to the General Assembly on a timely basis in compliance with the highest ethical standards and to accurately publish enactments of the General Assembly in codified form for use by government, the courts, and the general public.

**AGENCY VISION**

To continuously strive to improve our processes relating to the provision of high quality bill drafting and legal services to the General Assembly on a timely basis in compliance with the highest ethical standards and the accurate publishing of enactments of the General Assembly in codified form for use by government, the courts, and the general public.

Please select yes or no if the agency has any major or minor (internal or external) recommendations that would allow the agency to operate more effectively and efficiently.

	<b>Yes</b>	<b>No</b>
<b>RESTRUCTURING RECOMMENDATIONS:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please identify your agency's preferred contacts for this year's accountability report.

	<i><u>Name</u></i>	<i><u>Phone</u></i>	<i><u>Email</u></i>
<b>PRIMARY CONTACT:</b>	Ashley V. Harwell-Beach	803-212-4500	<a href="mailto:ashleyharwellbeach@scstatehouse.gov">ashleyharwellbeach@scstatehouse.gov</a>
<b>SECONDARY CONTACT:</b>	W. Andrew Beeson	803-212-4500	<a href="mailto:andybeeson@scstatehouse.gov">andybeeson@scstatehouse.gov</a>

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I have reviewed and approved the enclosed FY 2017-18 Accountability Report, which is complete and accurate to the extent of my knowledge.

**AGENCY DIRECTOR  
(SIGN AND DATE):**

*Ashley V. Harwell-Beach, 8/28/18*

**(TYPE/PRINT NAME):**

Ashley V. Harwell-Beach, Acting Code Commissioner and Director

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## AGENCY'S DISCUSSION AND ANALYSIS

### A. Introduction

In 2017-2018, Legislative Council marked the second year of a two-year legislative session in which the quantity of legislation generated again surpassed the levels produced in any two-year session over the past decade, continuing a growth trend seen in recent years. Despite having an increased workload and working within the constraints of a shortened session, we maintained high levels of efficiency and effectiveness throughout our operations. We attribute this ongoing success to deliberate efforts to increase the quality of our work product while increasing the efficiency with which it is delivered. We believe similar efforts will enable us to continue improving our services while meeting potentially greater demands.

Although we directly serve only the General Assembly, our work indirectly advances Statewide Enterprise Strategic Objectives because our office drafts legislation related to them. In 2017-2018, our research and drafting services were instrumental in furthering complex legislative responses to the failed V.C. Summer Nuclear Station construction project and the opioid epidemic, issues with far-reaching impact on the population of South Carolina.

### B. Performance measures

The quality of our work performance primarily lies in the soundness of the legislative solutions we provide and the skill with which we draft legislation and perform research, both of which are highly subjective criteria that cannot be adequately measured using conventional quantitative methods. Measuring our output in terms of the volume of research requests we fulfill or bills and resolutions we draft fails to capture the essence of our mission and the degree to which our performance meets expectations.

The complexity of research and drafting requests received by Legislative Council varies tremendously, with some requests involving a quickly produced, one-page solution and others involving hundreds of pages and dozens of versions. Consequently, measuring the precise time taken to fulfill a request is not indicative of the quality of the work product from drafting or legal standpoints. However, we can subjectively measure our efficiency in handling these requests by making each drafting attorney responsible for the timely production of bills to which he or she has been assigned, and holding the attorney accountable for content quality and delivery efficiency. Periodic reviews of our document database make us aware of any requests that have been outstanding for an inordinate amount of time.

The ultimate measure of our success comes from the subjective feedback we receive from legislators and legislative staff, which is overwhelmingly positive. We promptly and directly address any negative feedback, which we value as a tool in our efforts to continuously improve our performance.

### C. Legislation

Over the past decade, Legislative Council has produced an average of 1,531 bills and resolutions during the second year of each two-year legislative session. We exceeded this average by approximately seven percent in the 2018 session, generating a total of 1,642 such documents. This total exceeds that of any second year of a two-year session over the past decade. We also ratified and enrolled 164 acts in 2018, an increase of approximately thirty percent over the number produced during the 2017 session. In addition to preparing legislation and processing acts, we prepared 1,579 amendments and budget provisos for the General Assembly in 2018, an increase of approximately thirteen percent over the number produced in the 2017 session, which in part reflects our

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increased role in this process from the addition of two proviso coordinators whose function was transferred to Legislative Council from the Office of Revenue and Fiscal Affairs.

In total, Legislative Council produced 3,385 bills, resolutions, acts, and amendments during the 2018 legislative session. This number represents a decrease of approximately seven percent below the historically high 3,646 bills, resolutions, acts, and amendments we produced in 2017. Such a decrease is common in the second year of a two-year legislative session, when fewer legislative measures are introduced as time runs out to pass legislation already under consideration.

**D. Regulations**

Legislative Council processed 119 regulations and necessary related documents totaling 838 pages during the 2017-2018 fiscal year, while accommodating the changing landscape that rulemaking agencies faced from the impact of the shortened legislative session on the General Assembly’s statutorily provided 120-day review period for submitted regulations.

In the course of processing these regulations, our agency frequently lent its considerable expertise to the state agencies that promulgate regulations. Many of these agencies do not promulgate regulations often enough for their staffs to develop a deep familiarity with the evolving promulgation process, so they often must rely heavily on our highly experienced staff to help navigate this complex and critically important lawmaking process.

**E. Research**

Another major function of our agency is the processing of research requests by our research office and staff attorneys.

Our research department recorded approximately 1,633 research requests in 2018, a greater number than recorded in any year from the past decade and a seven percent increase over the number recorded in 2017. Although impressive, these numbers do not capture all of the research requests handled by Legislative Council because many are received and fulfilled by our research staff and our staff attorneys so rapidly during the hectic course of a legislative day that time does not reasonably permit recording them all.

**F. Codification**

The most visible part of our work occurs during the legislative session, but Legislative Council works throughout the year on the production of the updated South Carolina Code of Laws to reflect all legislative enactments from the previous session. Our Deputy Director works closely with the Research Director, the Director of Drafting and Publication Services, and our proofreaders to have all acts proofread a second time, correct errors within the scope of our authority, and produce related publications as required by law. As employees with key functions in the Code production process assume other responsibilities or prepare for retirement, we have engaged in succession planning and cross-training efforts to enable several experienced staff members to expand their responsibilities to assist with various functions essential to Code production.

Our Deputy Director also oversees the annual replacement of two volumes of the Code, working with our Research Director and other staff attorneys to review text and catchlines of the Code to ensure these replacement volumes are as accurate and error free as possible. This process results in a cost savings to our office and makes growing volumes of the Code more manageable for our users. In addition, our Deputy Director works closely with our

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editor at Thomson Reuters Publishing to explore other cost-saving and time-saving measures. The Code is now updated online and in print significantly earlier than past years.

Coordination and communication with our editor at Thomson Reuters is ongoing and constant as we work to produce the updated Code each year in a timely manner, mindful of Thomson Reuters’s production and shipping schedule and the goal of providing Code supplements and replacement volumes as quickly as possible without compromising quality. Although intensive and time-consuming, this process is essential to our agency’s core mission.

Again this year, our agency was able to improve the online Code product this year by updating it during session with acts passed through mid-session. In addition, the online Code will be updated in fall of this year rather than January as has been the practice in the past depending on the General Assembly’s planned fall return to address budget vetoes and any other pending legislation. Expediting the online updating of the Code has involved cooperation among Legislative Council, Legislative Services Agency, and Thomson Reuters. Additionally, more information continues to be provided online for the benefit of our users. Code text, numbering, history, and Effect of Amendments, Editor’s and Code Commissioner’s notes are now provided.

**G. Succession planning and cross-training**

Legislative Council continued to benefit from deliberate and thoughtful succession planning and cross-training efforts during fiscal year 2017-2018. Nowhere was this more evident than when our Deputy Director stepped in as Acting Director during the absence of our Director. Cross-training and development enabled her to seamlessly assume the responsibilities of Acting Director including management of business matters, office procedures, and delivery of drafting services without compromising the quality of services Legislative Council is counted on to provide.

Cross-training a member of our research staff to handle basic business functions such as payroll management and human resources proved invaluable when our office manager took maternity leave. Another member of our research team is being trained to assist the Deputy Director with the codification process. In anticipation of the retirements of senior staff working in publication services and office administration, among others, other staff members have been identified to assume responsibilities in these areas and are being trained accordingly.

**H. Risk assessment and mitigation strategies**

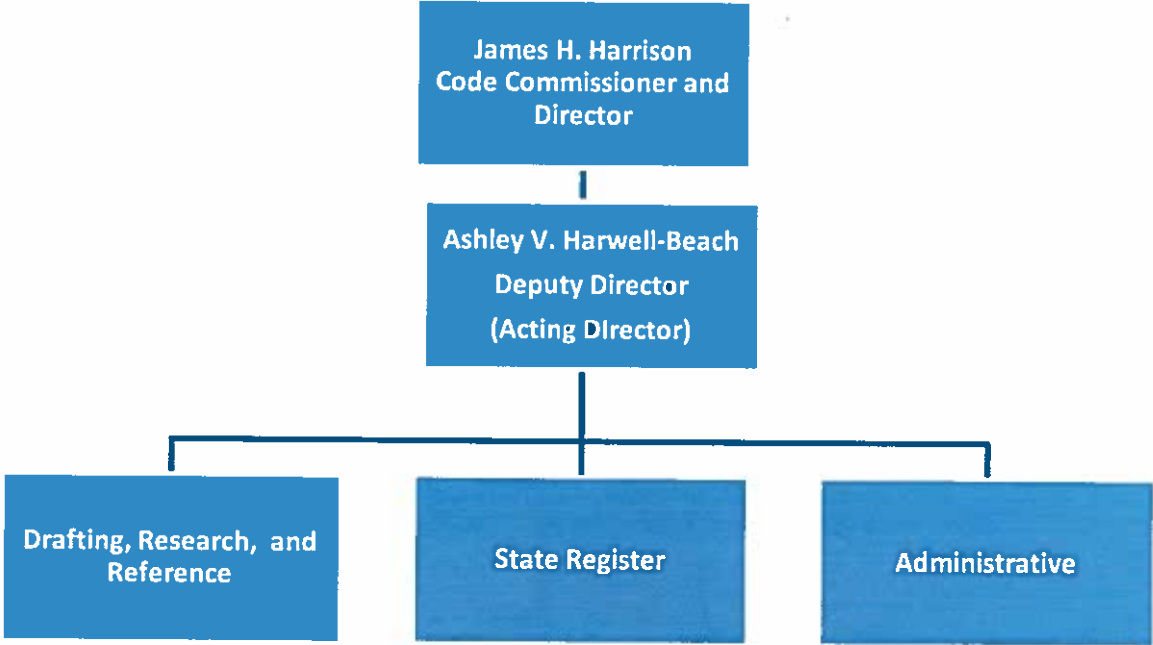
The agency exists to support the General Assembly and does not provide anything other than incidental services directly to the public. The public is affected by our office to the extent the General Assembly relies on our legal advice and drafting in the furtherance of its legislation actions.

**I. Restructuring Recommendations**

This section is not applicable to our agency.

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**J. Organizational Chart**



**K. Overarching goal for 2018-2019**

Looking to 2018-2019, Legislative Council will persevere to maintain our steadfast commitment to continuously improving our ability to provide our services with exceptional quality. We also intend to continue modernizing our administrative functions and cultivating our talented staff for future opportunities for growth and enrichment to ensure a bright future for our agency.

Statewide Energy Strategic Objective

Item #	Type	Goal	Strategy	Measure	Challenge	Target	Actual	Time Available	Cost Source and Availability	Calculation Method	Frequency of Monitoring
<b>Government and Citizens</b>											
1	G	1	1.1	Provide timely and high-quality regulatory research, drafting, and code research	Research production speed and quality of research	Unquantifiable	Unquantifiable	7/1/17-6/30/18	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of timely responses
M			1.1.1	Research turnaround time	Research quality	Unquantifiable	Unquantifiable	7/1/17-6/30/18	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of quality research
3	M		1.2	Establish production speed and quality of bills, resolutions, and amendments	Bill, resolution, and amendment drafting turnaround time	Unquantifiable	Unquantifiable	7/1/17-6/30/18	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of timely responses
M			1.2.1	Bill, resolution, and amendment drafting quality	Bill, resolution, and amendment drafting quality	Unquantifiable	Unquantifiable	7/1/17-6/30/18	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of quality drafting
5	M		1.9	Establish production speed and quality of acts	Act preparation turnaround time	Unquantifiable	Unquantifiable	7/1/17-6/30/18	Internal	Subjective internal monitoring	Continuous awareness of the importance of rapid turnaround
M			1.9.1	Act quality	Act quality	Unquantifiable	Unquantifiable	7/1/17-6/30/18	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of quality preparation
<b>Government and Citizens</b>											
2	G	2	2.1	Provide timely and high-quality updates to the Code and provide annual Code replacement production	Code replacement volume and Code supplement production	Unquantifiable	Unquantifiable	7/1/17-6/30/18	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of timely updates
M			2.1.1	Code replacement volume and Code supplement production	Code replacement volume and Code supplement production	Unquantifiable	Unquantifiable	7/1/17-6/30/18	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of quality production
5	M		2.2	Establish speed and quality of updating online version of the Code	Online Code update delivery speed	Unquantifiable	Unquantifiable	7/1/17-6/30/18	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of timely delivery from publisher to USA
M			2.2.1	Online Code update delivery speed	Online Code update delivery speed	Unquantifiable	Unquantifiable	7/1/17-6/30/18	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of timely delivery from publisher to USA
M			2.2.2	Code update quality	Code update quality	Unquantifiable	Unquantifiable	7/1/17-6/30/18	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of quality updates
<b>Government and Citizens</b>											
3	G	3	3.1	Publish the State Register in a timely manner while meeting the highest levels of quality	The State Register compilation, editing, and production time	Unquantifiable	Unquantifiable	7/1/17-6/30/18	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of meeting deadlines
M			3.1.1	Proposed regulation submission, review speed, including communication with agencies about deadline and formatting requirements	Proposed regulation submission, review speed, including communication with agencies about deadline and formatting requirements	Unquantifiable	Unquantifiable	7/1/17-6/30/18	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of meeting deadlines
M			3.1.2	The State Register editing and production time	The State Register editing and production time	Unquantifiable	Unquantifiable	7/1/17-6/30/18	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of meeting deadlines

Statewide Inquiries Strategic Objective

Item #	Type	Goal	Strategy	Measure	Objective	Start	End	Fiscal Year	Start	End	Unit	Reporting Period	Measurement Method
<b>Government and Citizens</b>													
3	S	1.1	1.1.1	1.1.1	Provide timely and high-quality legislative research, drafting, and analysis			2018-19					
	M			1.1.1	Maintain production speed and quality of research	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of timely responses
	M			1.1.2	Research turnaround time	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of quality research
	S	1.2			Maintain production speed and quality of bill, resolution, and amendments	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of timely responses
	M			1.2.1	Bill, resolution, and amendment drafting turnaround time	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of quality drafting
	M			1.2.2	Bill, resolution, and amendment drafting quality	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of quality drafting
	S	1.3			Maintain production speed and quality of acts	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of timely turnaround
	M			1.3.1	Act preparation turnaround time	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of timely turnaround
	M			1.3.2	Act quality	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of quality legislation
<b>Government and Citizens</b>													
	S	2			Provide timely and high-quality updates to the Code and amend Code supplements	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of quality development
	M			2.1	Maintain speed and quality of Code replacement volume and amend Code supplement production	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of quality development
	M			2.1.1	Code replacement volume and Code supplement compilation, production, and distribution times	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of quality development
	M			2.1.2	Code replacement volume and Code supplement compilation, production, and distribution times	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of quality development
	S	2.2			Maintain speed and quality of updating online version of the Code	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of timely delivery from publisher to USA
	M			2.2.1	Online Code update delivery speed	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of timely delivery from publisher to USA
	M			2.2.2	Online Code update delivery quality	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous review and provision of corrections to USA
<b>Government and Citizens</b>													
	S	3			Publish the State Register in a timely manner while ensuring the highest level of quality	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of quality development
	M			3.1	The State Register compilation, editing, and production times	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of quality development
	M			3.1.1	Proposed regulation submissions processing speed including communicating with agencies about deadline and formatting requirements	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of quality development
	M			3.1.2	The State Register editing and production times	Unquantifiable	Unquantifiable	Unquantifiable	7/1/18	6/30/19	Internal	Subjective monitoring and feedback	Continuous awareness of the importance of quality development



Agency Name: LEGISLATIVE COUNCIL (LEGAL DEPARTMENT)

Agency Code: A150 Section: 91C

Fiscal Year 2017-2018  
Accountability Report

Program/Title	Purpose	FY 2017-18 Expenditures (Actual)			TOTAL	FY 2018-19 Expenditures (Projected)			Associated Measure(s)
		General	Other	Federal		General	Other	Federal	
I. Administration	Agency management and legislative research and drafting services for the General Assembly, production of Code supplements, replacement volumes, and other legislative publications	\$ 3,050,151			\$ 3,050,151	\$ 3,050,151			1.1.1, 1.1.2, 1.2.1, 1.2.2, 1.3.1, 1.3.2, 2.1.1, 2.1.1, 2.1.2, 2.2.1, and 2.2.2
II. Development and Printing of the State Register	Administrative and production functions concerning the State Register	\$ 85,893			\$ 85,893	\$ 85,893			3.1.1 and 3.1.2
III. Employee Benefits	Employer contribution to employee fringe benefits	\$ 920,037			\$ 920,037	\$ 920,037			All

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who your agency must or may serve? (Y/N)	Does the law specify a product or service your agency must or may provide?	If Yes, what type of service or product?	If it is a title or product, please specify what service or product.
1	Part 1B, Section 91.11	State	Proviso	Authorizes Legislative Department to carry forward appropriations to subsequent fiscal year	No	No - Does not relate directly to any agency deliverables		
2	Part 1B, Section 91.17	State	Proviso	Authorizes Legislative Council reimbursement for Code costs from public sector recipients	No	Yes		
3	Part 1B, Section 91.24	State	Proviso	Exempts Legislative Department from certain legislation having effect of expending revenue	No	No - Does not relate directly to any agency deliverables		
4	Section 1-23-20	State	Statute	Establishes the State Register and related responsibilities of Legislative Council	Yes	Yes	Other service or product our agency must/may provide	The State Register
5	Section 1-23-30	State	Statute	Creates procedures for filing regulations; mandates distribution and use of the State Register	Yes	Yes	Other service or product our agency must/may provide	The State Register
6	Section 1-23-40	State	Statute	Specifies documents required when filing proposed regulations with Legislative Council	No	Yes	Other service or product our agency must/may provide	The State Register
7	Section 1-23-50	State	Statute	Requires Legislative Council to establish procedures relating to the State Register	No	Yes	Other service or product our agency must/may provide	The State Register
8	Section 1-23-60	State	Statute	Establishes the effect of filing documents for the State Register with Legislative Council	No	Yes	Other service or product our agency must/may provide	The State Register
9	Section 1-23-80	State	Statute	Concerns expenses and revenues related to the State Register	No	Yes	Other service or product our agency must/may provide	The State Register
10	Section 1-23-90	State	Statute	Authorizes Legislative Council to compile and produce the Code of Regulations	No	Yes	Other service or product our agency must/may provide	The SC Code of Regulations
11	Section 1-23-100	State	Statute	Requires Legislative Council to publish certain orders of the Governor in the State Register	No	Yes	Other service or product our agency must/may provide	The State Register
12	Section 1-23-680	State	Statute	Exempts Administrative Law Court from reimbursing Legislative Council for certain expenses	Yes	Yes	Other service or product our agency must/may provide	The SC Code of Laws, supplements, and replacement volumes
13	Section 1-11-55	State	Statute	Exempts Legislative Council from certain real property leasing provisions	No	No - Does not relate directly to any agency deliverables		
14	Section 2-3-65	State	Statute	Enables Legislative Council to issue warrants on approved accounts for extra clerical services	Yes	No - Does not relate directly to any agency deliverables		
15	Section 2-3-70	State	Statute	Enables Legislative Council to purchase its supplies and equipment	No	No - Does not relate directly to any agency deliverables		
16	Section 2-13-10	State	Statute	Provides the election, term, and compensation of Code Commissioner by Legislative Council	No	No - Does not relate directly to any agency deliverables		
17	Section 2-13-20	State	Statute	Requires Legislative Council to elect a successor when Code Commissioner vacates office	No	No - Does not relate directly to any agency deliverables		
18	Section 2-13-30	State	Statute	Establishes Legislative Council Code responsibilities concerning revising, maintaining, and supplementing general permanent statutory laws; creates Committee on Statutory Laws	No	Yes	Other service or product our agency must/may provide	The SC Code of Laws, supplements, and replacement volumes
19	Section 2-13-50	State	Statute	Designates Code Commissioner as secretary of the Committee on Statutory Laws	No	No - Does not relate directly to any agency deliverables		
20	Section 2-13-60	State	Statute	Describes duties of Code Commissioner	No	Yes	Other service or product our agency must/may provide	The SC Code of Laws, supplements, and replacement volumes; Acts & Joint Resolutions, Indexes
21	Section 2-13-65	State	Statute	Directs Code Commissioner to delete certain references	No	No - Does not relate directly to any agency deliverables		
22	Section 2-13-66	State	Statute	Authorizes Code Commissioner to add enacted crimes and offenses based on category	Yes	Yes	Other service or product our agency must/may provide	The SC Code of Laws, supplements, and replacement volumes
23	Section 2-13-70	State	Statute	States Code Commissioner not Constitutional officer; requires annual financial accounting	Yes	Yes	Report our agency must/may provide	Annual report of appropriations expenditures
24	Section 2-13-80	State	Statute	Provides for annual cumulative supplements to the Code	No	Yes	Other service or product our agency must/may provide	Annual cumulative supplements to the SC Code
25	Section 2-13-90	State	Statute	Provides for the replacement of Code volumes	No	Yes	Other service or product our agency must/may provide	SC Code of Laws

26	Section 2-13-100	State	Statute	Enables Legislative Council to contract for production of annual cumulative supplements	No	Yes	Other service or product our agency must/may provide	Annual cumulative supplements to the SC Code
27	Section 2-13-140	State	Statute	Grants Code Commissioner and Legislative Council access to State papers and documents	No	No - Does not relate directly to any agency deliverables	Other service or product our agency must/may provide	SC Code of Laws; supplements, and replacement volumes
28	Section 2-13-150	State	Statute	Requires Legislative Council to determine inclusion of matters in Code and report on them	No	Yes	Other service or product our agency must/may provide	SC Code of Laws
29	Section 2-13-160	State	Statute	Requires Code Commissioner to remove certain proposed provisions from Code	No	Yes	Other service or product our agency must/may provide	Advance Sheets
30	Section 2-13-180	State	Statute	Requires Code Commissioner to provide advance sheets to USA throughout session	Yes	Yes	Other service or product our agency must/may provide	Advance Sheets
31	Section 2-13-200	State	Statute	Authorizes Legislative Council to sell advance sheets; provides for use of proceeds	No	Yes	Other service or product our agency must/may provide	Advance Sheets
32	Section 2-13-210	State	Statute	Requires Code Commissioner to provide advance sheets to USA throughout session after adjournment	Yes	Yes	Other service or product our agency must/may provide	Advance Sheets
33	Section 2-13-240	State	Statute	Requirements of Legislative Council for mandatory Code distributions and optional sales	Yes	Yes	Other service or product our agency must/may provide	SC Code of Laws; supplements, and replacement volumes
34	Section 2-15-90	State	Statute	Requires Legislative Council to help Legislative Audit Council draft certain legislation	Yes	Yes	Other service or product our agency must/may provide	Legislation drafting services
35	Section 2-47-20	State	Statute	Requires Legislative Council, among others, to assist Joint Bond Review Committee	Yes	No - Does not relate directly to any agency deliverables	Other service or product our agency must/may provide	
36	Section 2-51-10	State	Statute	Requires Legislative Council to provide legal services to permanent committee studying aging	Yes	No - Does not relate directly to any agency deliverables	Other service or product our agency must/may provide	
37	Section 7-13-2120	State	Statute	Designates Code Commissioner as member of Constitutional Ballot Commission	Yes	No - Does not relate directly to any agency deliverables	Other service or product our agency must/may provide	SC Code of Laws and other specific publications
38	Section 8-15-30	State	Statute	Grants Code Commissioner discretion in providing certain mailing lists and delivering Code to certain local officials	Yes	Yes	Other service or product our agency must/may provide	Bound volumes of House and Senate Journals
39	Section 11-25-620	State	Statute	Requires Legislative Council to deliver bound copies of the House and Senate Journals to	Yes	Yes	Other service or product our agency must/may provide	
40	Section 11-35-310	State	Statute	Excludes Legislative Council from the Consolidated Procurement Code	No	No - Does not relate directly to any agency deliverables	Other service or product our agency must/may provide	
41	Section 14-3-840	State	Statute	Requirements of Legislative Council for distributing reports of SC Supreme Court opinions	Yes	Yes	Other service or product our agency must/may provide	Reports of SC Supreme Court opinions published by the court
42	Section 14-27-20	State	Statute	Designates Director of the Legislative Council as member of Judicial Council	No	No - Does not relate directly to any agency deliverables	Other service or product our agency must/may provide	
43	Section 22-2-30	State	Statute	Directs Legislative Council to prepare certain legislation concerning jury areas	Yes	Yes	Other service or product our agency must/may provide	Legislation drafting services
44	Section 29-6-250	State	Statute	Exempts Legislative Council from certain payment bond requirements of government bodies	No	No - Does not relate directly to any agency deliverables	Other service or product our agency must/may provide	

Agency Name: LEGISLATIVE COUNCIL (LEGAL DEPARTMENT)

Fiscal Year 2017-2018  
Accountability Report

Agency Code: A150 Section: 91C

Divisions or Major Programs

Description

Service/Product Provided to Customers

Customer Segments

*Specify only for the following segments: (1) Industry Name; (2) Professional Organization Name; (3) Public Demographics.*

Customer Template

Research and Drafting Services

We research legal issues, prepare acts for ratification, and draft legislation, resolutions, and amendments for members of the General Assembly

Researching legal issues, preparing acts for ratification, and drafting legislation, resolutions, and amendments

Legislative Branch

N/A

The South Carolina Code of Laws

We update, edit, and coordinate the production of the Code of Laws, including code volumes, supplements, and replacement volumes, for the General Assembly

Updating, editing, and coordinating the production of the Code of Laws, including code volumes, supplements, and replacement volumes, for the General Assembly

Legislative Branch

N/A

The State Register

The Editor of the State Register receives regulations promulgated by State agencies for review by the General Assembly, and subsequently prepares and publishes the State Register monthly

Receiving regulations promulgated by State agencies for review by the General Assembly, and subsequently preparing and publishing the State Register monthly

Executive Branch/State Agencies

N/A

Agency Name: LEGISLATIVE COUNCIL (LEGAL DEPARTMENT)

Fiscal Year 2017-2018

Agency Code: A150 Section: 91C

Accountability Report

Name of Partner Entity Type of Partner Entity Description of Partnership Associated Goal(s) Partner Template

Legislative Services Agency (LSA) State Government LSA provides technical support relating to our computing, printing, and telephone needs; maintains our page on the State House website; and assists with the online publishing of the Code. 1,2,3

Thomson Reuters Publishing Private Business Organization Thomson Reuters Publishing assists with integrating changes to the Code and the State Register that result from the enactment of legislative measures and otherwise; producing the annual cumulative supplement to the Code in printed and digital formats; and issuing replacement bound volumes of the Code. 2

National Conference of State Legislatures (NCSL) Uniform Non-Governmental Organization Council of State Governments (CSG) Non-Governmental Organization Law Commission (ULC) These groups provide tremendous assistance with research projects, particularly legislative measures of various other states; keeps us abreast of trends and issues facing State legislative bodies; offers invaluable specialized training unique to our work; and promotes uniformity in certain areas of the law. 1,3

Agency Name: **LEGISLATIVE COUNCIL (LEGAL DEPARTMENT)**  
 Agency Code: **A150** Section: **91C**

**Report and External Review Template**

Item	Is this a Report, Review, or both?	Report or Review Name	Name of Entity Requesting the Report or Conducting Review	Type of Entity	Reporting Frequency	Current Fiscal Year Submission Date of Review Timeline (MM/DD/YYYY)	Summary of Information Requested in the Report or Reviewed	Method to Access the Report or Information from the Review
1	Internal Review and Report	State Auditor's Report	State Auditor	State	Annually	August-September 2018	Evaluation of the systems, processes and behaviors of Legislative Council for the fiscal year ended June 30, 2018	Available upon request