§ 12. Responsibilities of state agencies. 1. Every state agency shall:
   (a) designate a public information officer with knowledge of the
       agency's organizational structure who will serve as the liaison between
       the agency and both the gifts and exchange division of the state library
       and the legislative library regarding the distribution of public
       documents. It shall be the responsibility of such officer:
       (i) to forward thirty copies, upon completion, of each public document
           issued to the gifts and exchange division of the state library; and
       (ii) with regard to the production of those public documents included
           in the state library's list of core documents, to forward a total of one
           hundred fifty copies, once issued, to the gifts and exchange division
           of the state library; and
       (iii) to forward three copies, upon completion, of the agency's annual
           report, and any other public document which the agency is required by
           law to submit to the legislature or to any particular legislative
           officers or chairpersons, to the legislative library; and
       (iv) to forward the requisite number of copies of public documents to
           the gifts and exchange division of the state library, and to the
           legislative library, free of charge, even if copies of these documents
           must be purchased by the general public; and
       (v) to forward a copy of each public document recorded in an
           electronic, online or machine readable format to the gifts and exchange
           division of the state library in such electronic, online or machine
           readable format.
   (b) submit written notification to the gifts and exchange division of
       the state library and to the legislative library of the identity of
       the designated public information officer.

2. (a) Each state agency shall incorporate within its annual report a
      listing of all public documents and any journal, booklet, brochure,
      consumer guide, newsletter, official statement made in connection with
      the issuance of a debt obligation, code, regulation, pamphlet, book,
      leaflet, map, directory, periodical, serial, magazine, training manual,
      yearbook, compendium, film, video cassette or other electronic
      information program that the agency has issued in multiple copies and
      distributed to the public during the preceding year. For each document
      the title, author and terms of distribution shall be included in the
      listing. A state agency may omit from such listing any documents or
      portions thereof that are compiled for law enforcement purposes and
      which, if disclosed, would interfere with law enforcement investigations
      or judicial proceedings, deprive a person of a right to a fair trial or
      impartial adjudication, identify a confidential source or disclose
      confidential information relating to a criminal investigation or reveal
      criminal investigative techniques or procedures, except routine
      techniques and procedures.
      (b) Upon written request, the state library shall be entitled to
           thirty copies of any document listed within an agency's annual report
           pursuant to the provisions of paragraph (a) of this subdivision.
      (c) Upon written request, the legislative library shall be entitled to
           three copies of any document listed within an agency's annual report
           pursuant to the provisions of paragraph (a) of this subdivision.

3. (a) Each state agency shall incorporate within or include with all
      of its public documents a notice requesting the document recipient to
      notify the agency if the recipient wishes to be deleted from its mailing
      list or if the address of the recipient has changed.
      (b) Each state agency shall include within or include with all public
           documents submitted to the state library and the legislative library a
           notice of the availability, if any, of each document in electronic,
           online or machine readable format, large print, braille or voice tape.
4. (a) Whenever state law requires a state agency to make, issue, submit, deliver, distribute or forward a report to the "legislature" or to "members of the legislature" or to "both houses of the legislature," or to any particular legislative officers or chairpersons of legislative committees, subcommittees or commissions, the agency shall satisfy such requirement by either:

(i) making, issuing, submitting, delivering, distributing or forwarding a printed copy of the report to each member of the legislature, or to the specified legislative officers or chairpersons, as the case may be; or

(ii) making such document available on its website and sending a printed letter or notice to each member of the legislature, or to the specified legislative officers or chairpersons, as the case may be, indicating the availability of such report on the agency's website.

(b) Such letter or notice shall include the name of the specific report, the specific web address at which the report can be accessed or instructions on how to access the report from the agency's homepage, and the name of the person at the state agency to whom the legislator may direct a request to obtain a printed copy of the report, free of charge, if so desired.