

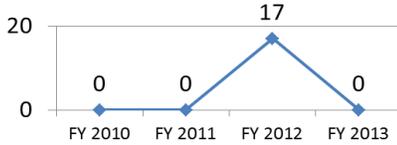
Legislative Branch



DAS CUSTOMER SERVICES SUMMARY FOR FY 2012-2013

Administrative Rules

Number of Staff Attending Rules Training



Archives and Records Service

FY 2012

FY 2013

Agency consultations/trainings	11	15
Volume of records at Records Center	735	717
Projected destructions for FY2014 (cubic feet)	N/A	15
Historical records volume (cubic feet)	1,753	1,838

Facilities Construction & Management

FY 2012

FY 2013

Average cost per office square foot (leases)	\$ -	\$ -
Average cost per square foot (operations & maintenance)	\$ -	\$ -

**DFCM does not work directly with the Legislative Branch*

Finance

FY 2013

Post-Audit Error Rate*	7.69%
Employees with time-based pay NOT using ESS for time entry	96.83%
P-card Dollars Spent**	\$ 51,664

**State Average: 3.66%*

*** % of State P-card spend: 0.26%*

Fleet

FY 2012

FY 2013

Count of vehicles*	0	0
Tickets purchased	87	73
Annual airline travel savings	\$ 392.37	\$ 1,975.38

**The legislature does not lease any vehicles from the Division of Fleet Operations*

Purchasing and General Services

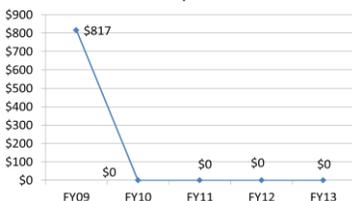
FY 2012

FY 2013

Use of State Contracts	\$ -	\$ -
Pieces of Mail Processed	6,948	6,732
Number of Surplus Items	65	2

Risk Management

Workers Comp Claim Costs



Loss Control Activities FY12-FY13

