



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

JIM DOYLE
GOVERNOR

MICHAEL L. MORGAN
SECRETARY

Office of the Secretary
Post Office Box 7864
Madison, WI 53707-7864
Voice (608) 266-1741
Fax (608) 267-3842

DATE: August 12, 2009
TO: Agency Heads
FROM: Michael L. Morgan, Secretary
SUBJECT: 2007-09 Biennial Report Guidelines

Agencies are required under Section 15.04(1)(d), Wis. Stats. to submit a biennial report to the Governor and Legislature by October 15 every odd-numbered year. In the past, the Department of Administration (DOA) has requested additional information in the reports. This is information that is now, readily available on every agency's website.

In light of the easy access to agency information through the Internet, DOA is asking for the biennial reports to provide information on the following:

1. Review and comment on the performance and operation of the agency or department during the 2007-09 biennium.
2. Inclusion of the major program goals and objectives including program changes and policy directions as outlined in the 2009-11 Executive Budget submitted to the Legislature last February. This information may be found at <http://www.doa.state.wi.us/debf/execbudget.asp?locid=3> under the **PROGRAMS, GOALS, OBJECTIVES AND ACTIVITIES** section of each agency's report. Please include or omit program goals and objectives to reflect the biennial budget approved by the Governor and legislature.
3. A report on the agency's success or failure in developing and creating flexible-time work schedules, additional, permanent part-time positions and other alternative work patterns (Section 230.215(4) Wis. Stats.)

We encourage agencies to provide brief descriptions with links to web pages with pertinent information on the reported programs and policies. Agencies that publish an annual report may submit that report as the required biennial report and append materials as necessary.

DOA will post completed reports on our website at <http://www.doa.state.wi.us> under our "Quick Links" section. Please forward your agency report in PDF format by October 15 to: marsha.parker@wisconsin.gov for posting on the DOA website.

In addition, send 15 printed copies of your report to: Abby Swanton at the **DPI Reference and Loan Library at 2109 S. Stoughton Road, Madison, WI 53716** for distribution to state libraries. Agencies should determine printed quantities needed in excess of the 15 copies required for the libraries and distribute as needed. Agencies may take care of their own printing requirements or contact DOA DET Publishing and Distribution-Tony Kannenberg @ 266-5384 or BSI Quick Copy, for assistance.

If you have questions, please contact Tom Herman, Deputy Administrator, Division of Administrative Services at 266-0239 or tom.herman@wisconsin.gov.