

FPPC Website Documents

Protecting Documents

Document Types and Count

Word Documents

6,527 Total

All but one are Advice Letters, 1 Enforcement Letter from 2009

PDF

47,699 Total

Document Types Breakdown

13,790	Advice Letters
2,101	Commission Violations
3	"Download" documents
3	External Education Division documents
9,192	Enforcement Letters
262	Form 462
25,682	Form 700
3	Form 801
3,245	Form 803
152	Opinions
25	Position Letters
15	PRA Revision drafts
2,886	Stipulations

Tasks for Securing Documents

Individual File Tasks

- Download File from AEM
- Apply Security Settings
- Upload File to AEM
- Tag File with Search Fields

Overall Tasks

- Publish Files
- Test Search
- Software Adobe Acrobat DC - \$180.00 per copy per year

Preliminary Estimates to Sign Documents

Document Type	# Documents	Time to Process	Total Minutes	Hours	Days	Weeks	Months
Advice Letters	13,790	3	41,370	690	115	26	6
Commission Violations	2,101	2	4,202	70	12	3	1
Enforcement Letters	9,192	2	18,384	306	51	11	3
Form 462	262	2	524	9	1	0	0
Form 700	25,682	2	51,364	856	143	32	7
Form 803	3,245	2	6,490	108	18	4	1
Opinions	152	2	304	5	1	0	0
Stipulations	2,886	2	5,772	96	16	4	1
Totals	<u>-57,310</u>		<u>128,410</u>	<u>2,140</u>	<u>357</u>	<u>79</u>	<u>18</u>
Table of Values							
Hours a Day	6						
Days in a Week	4.5						
Weeks in a Month	4.33						