



## ANNUAL REPORT

The Public Affairs Officer shall prepare an “Annual Report of the Idaho Transportation Department.” Information generated for the Annual Report shall be coordinated with the Budget, Policy and Intergovernmental Relations’ budget preparation to ensure consistency in management evaluations and technical data. The report shall contain:

- Statistics on highway, aeronautics, rail, motor vehicle, and public transportation operations,
- Status reports on services and facilities,
- System needs,
- Program summaries and evaluations,
- Revenue and expenditure data, and
- Other relevant information.

Each Division Administrator shall review/approve the information pertinent to their Division and overall approval shall be given by the Director.

The Annual Report shall be submitted to the Governor and legislators just prior to the department’s presentation to the Germane Committees. Published copies are available to interested citizens at their request.

\_\_\_\_\_ signed \_\_\_\_\_

Date: \_\_\_\_\_ 2/22/02 \_\_\_\_\_

DWIGHT M. BOWER  
Director

This policy based on:

- Section 67-2203, Idaho Code
- Decision by the Director

Department-wide supervision and coordination assigned to:

- Public Affairs Officer and Budget, Policy and Intergovernmental Relations Manager

Direction for activity and results delegated to:

- Division Administrators

Department procedures contained in:

- This policy

Former dates of A-01-03:

-0- (formerly A-09-01-3/13/85)

Cross-reference to related Administrative Policies:

- [A-01-02, BUDGET PREPARATION](#)
- [A-20-01, RELEASE OF DEPARTMENT INFORMATION TO THE MEDIA](#)