

**Institute of Museum and Library Services**  
**Plain Writing Act Initial Implementation Report**

**July 13, 2011**

In compliance with the Plain Writing Act of 2010 (the Act), the Institute of Museum and Library Services (IMLS) has taken the following steps:

1. Mamie Bittner, Director of Communications and Government Affairs, has been designated as the agency's Senior Official for Plain Writing.
2. A plain writing section of the agency's website has been created at [www.ims.gov/open/plainlanguage.shtm](http://www.ims.gov/open/plainlanguage.shtm). This section is accessible from IMLS's open government webpage. It allows the public to comment on the agency's efforts to implement the Act and to nominate specific unclear documents for revision. Social media will also be used to solicit public comment.
3. All IMLS employees were informed of the Act's requirements. This was accomplished through an e-mail from the Senior Official for Plain Writing ([www.ims.gov/pdf/PlainWritingDirectivetoStaff.pdf](http://www.ims.gov/pdf/PlainWritingDirectivetoStaff.pdf)), announcements at staff meetings, and mention in the agency's weekly all-staff memo.
4. IMLS is in the process of planning a series of training sessions for employees, initially focusing on those who most frequently write material for public use. In the meantime, all IMLS employees have been given the Federal Plain Language Guidelines prepared by the Plain Language Action and Information Network.
5. IMLS has established a process by which the agency will oversee its ongoing compliance with the Act's requirements. Specifically, the Office of Communications and Government Affairs (OCGA) is responsible for ensuring that all communications comply with plain language guidelines. All documents covered by the Act will be cleared by OCGA. OCGA will provide training and provide feedback to help employees create documents that use plain language. Public feedback will be monitored regularly and used to guide the agency's efforts.
6. IMLS has prepared this initial implementation report and is giving the public the opportunity to comment on it.
7. IMLS has committed to annually publishing reports on its compliance with the Act by April 13 of each year. These reports will address measures taken during the previous year to use plain writing in documents, train staff in plain writing, solicit and address public comments on plain writing, and maintain the plain writing section of the agency's

website, and measure the effectiveness of these measures. The public will also be able to comment on the annual reports.