

Institute of Museum and Library Services
Plain Writing Act
Annual Compliance Report
April 13, 2012

Since our initial report of July 13, 2011, the Institute of Museum and Library Services (IMLS) has continued to take strong action to comply with the Plain Writing Act. As a result, the covered documents it produces are much easier for our constituents to understand.

Published Materials

Since July 13, each of our grant programs has issued its guidelines for fiscal year 2012. These guidelines make up the bulk of the [covered documents](#) we produce. Our grant program offices, Office of Communications and Government Affairs, Office of Grants Administration, and the Office of General Council, worked jointly to revise these guidelines so that they can be more easily understood. We have now established a plain-language boilerplate for those sections of the guidelines that each program has in common. The program-specific material has also been revised to comply with the Plain Writing Act. This was accomplished through many rounds of discussion and editing between all of the offices. We developed a new clearance procedure that gives the Office of Communications and Government Affairs (OCGA) a much stronger role in reviewing the guidelines than it previously had.

Training

The authors of the guidelines have been trained in plain writing through the editing process. They have become skilled at implementing the prescribed plain-writing standards. In addition, we held a training session for all IMLS employees. The session, presented by OCGA, was based on training materials provided on www.plainlanguage.gov and modified to provide agency-specific examples.

Public Comment

We announced the plain-language initiative on our web site and have not received any public comment.