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Format Types

Annual Reports

Summary of the activities of an organization or program over the course of a year. Can be fiscal or calendar year.

Audit Reports

Final report following a formal examination of an organization's financial statements.

Biennial Reports

Summary of the activities of an organization or program over the course of a biennium.

Brochures

Material intended for promotional or publicity purposes.

Budget Reports

Statements of revenue, expenditure, and financial proposals related to the budget cycle.

Comprehensive Plans

Information about land use control law, zoning, and urban redevelopment to describe the plans of cities or towns for housing, industry, commercial, and recreational facilities and their impact on environmental factors.

Directories

List of names, addresses, and other data about specific groups, persons, or organizations.

Economic Impact Reports

Analysis and report of the effects of a policy, project, activity or event on the economy.

Environment Impact Statements

Analysis and report of the effects of major projects or programs on the quality of human, plant, or animal habitats.

FAQs

List of questions and answers relating to a particular subject or program.

Financial Reports

Report specifically about the financial aspects of the state agency's business.

Guidebooks

General information about a specific topic.

Handbooks

Information for how to do something.

Instructional Materials

Document intended for use in the classroom to promote learning including standards, guidelines, activities and education/curriculum materials.

Manuals

Instruction regarding how to conduct business.

Maps

Geographical representations of the Earth's surface used to relay information.

Master Plans

Long-range vision or plan of action used by the DNR for environmental planning of state parks and trails.

Newsletters

Periodic publication that communicates news relating to activities of a department and/or its programs.

Regulations

Rules or laws designed to control or regulate behavior of individuals, corporations, or other entities.

Reports

The most broad term when no other format type can be utilized.

Speeches

Content of any public address or talk.

Statistics

A report analyzing data collected about a specific topic.

Strategic Plans

Organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy.

Task Force Reports

Work done by special groups or committees assigned to analyze, investigate or solve a specific problem.

Technical Reports

Reports that are about a scientific or technical issue.

Toolkits

Set of tools designed to be used together. State documents often use toolkits that help implement a program that is initiative based.

Web Pages

Document that is presented in a web page format. Web pages are smaller portions of a website that are subject/topic based, not the entire website.

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