

POLICY AND PROCEDURE MEMORANDA

Office of the Governor Division of Administration Office of the Commissioner

PPM 64—Printing and Mailing Procedures

Title 4

ADMINISTRATION

Part V. Policy and Procedure Memoranda

Chapter 27. Printing and Mailing Procedures—PPM Number 64

Subchapter A. Introduction

§2701. General Applicability; Effective Date

A. This Policy and Procedure Memorandum rescinds, supersedes, and cancels revised Policy and Procedure Memorandum Number 64 dated July 1988. This memorandum also cancels all previous delegation of authority, delegated under R.S. 43:1(B)(2), and special exemption previously granted prior to January 2022, for any printing under R.S. 43:31(A) and R.S. 39:245(A).

B. The provisions of this Policy and Procedure Memorandum Number 64 shall take effect with the approval of the Commissioner of Administration, on November 1, 2022.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:1, R.S. 43:31(A), and R.S. 39:245(A).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:429 (July 1988), amended LR 48:2527 (October 2022).

Subchapter B. Purchase of Printing and Engraving; Central Purchasing; Louisiana Procurement Code; Power and Authority of State Chief Information Officer (R.S. 43:1)

§2703. Provisions

A. Procurement of Printing, Engraving, and Mailing

1. All administrative boards, commissions, departments, agencies, institutions, and offices within the executive branch of the state government shall purchase all printing, mailing, and printing and mailing services through the Division of Administration, Office of Technology Services (OTS), Production Support Services (PSS) section. This provision, however, shall not apply to postsecondary institutions of education and their management boards, including the Board of Regents; to secondary institutions of education, special schools, and other institutions under the supervision of the State Board of Elementary and Secondary Education; to the port authorities of the state; to the legislature, the legislative fiscal officer, and other instrumentalities of the legislature; to the office of the State Bond Commission in the Department of the Treasury; or to the judiciary. All procurement of such printing, mailing, and printing and mailing services for the executive departments of state government shall be done under, and in accordance with, the provisions of the Louisiana Procurement Code.

2. The provisions of this Section shall be construed to apply to the Board of Elementary and Secondary Education, excepting institutions under supervision of the same; to the Department of Education, and to the state superintendent; and to the Department of Treasury, except as otherwise exempted.

B. Power and Duties of the State Chief Information Officer. In order to carry out the duties and functions imposed by this Chapter, in conjunction with the Louisiana Procurement Code, the state chief information officer shall have the power and authority:

1. to consult, review, and make recommendations with regard to all printing requirements in order that the best and most economical methods may be employed, and to delegate authority for the same to competent authority;

2. to delegate the purchase of printing to any instrumentality covered by this Chapter whenever, in the state chief information officer's written opinion, the best interests of the state will be served thereby; and

3. to use any and all powers and authority granted to the state chief information officer by law or otherwise delegated to the state chief information officer by competent authority.

C. Centralized Procurement of Printing, Engraving, and Mailing. All requirements for printing, mailing, printing services, and mailing services shall be submitted directly by the agency to the Office of Technology Services and shall not be handled at the agency level through printing or mailing vendors or their representatives. All printing requests shall be forwarded to the OTS Production Support Services (PSS) section for processing, except that:

1. the state chief information officer, or the state chief information officer's designee, may return a printing request to the submitting agency with delegated purchasing authority under Subchapter E of this Chapter, for solicitation of competitive pricing by the Office of State Procurement, in accordance with the Louisiana Procurement Code; or

2. if the state chief information officer, or the state chief information officer's designee, notifies a requesting agency in writing that the Office of Technology Services is unable to process an individual printing request, for any reason, the agency should forward to the Office of State Procurement that request and associated delegation of purchasing authority; and

3. at all times and in all cases, the right is reserved for the state chief information officer and the state chief information officer's designee to approve for processing at the agency level, in accordance with all laws, rules and regulations, and executive orders, any request for printing, mailing, or printing or mailing services. The dollar level at which this delegation may occur shall be described in writing by the state chief information officer or the state chief information officer's designee.

a. The right is reserved for any state board, commission, department, institution, or office covered by this Section to obtain any printing, copying, folding, binding, pressure-sealing, envelope inserting, or similar work using a device owned, rented, leased, or otherwise provisioned to and operated by employees of that entity.

b. The right is reserved to use state facilities as designated by the Commissioner of Administration for all printing, mailing, and similar work for all state departments, boards, commissions, and any other state agencies to which this Chapter applies.

c. To effect a uniform, consolidated print and mailroom for the benefit of all state agencies, the right is reserved for the state chief information officer to designate mail equipment operated by any state department, board, commission, or other state agency covered by this Chapter for discontinuation and may direct the processing of mail and mailing services performed using equipment so designated to the Office of Technology Services.

i. This Subsection shall not apply to state colleges and universities, their management boards, or to the Board of Regents, unless the state chief information officer verifies that inclusion of such state colleges and universities, their management boards, or the Board of Regents would result in a savings to that respective college, university, or board.

D. Requests for Printing

1. Standard Form DA-200 (Request for Printing). All requests for printing and printing services shall be submitted to the Office of Technology Services using a Form DA-200 (Request for Printing) in hard copy format, via fax, or via email. Form DA-200 shall be created, maintained, and promulgated to all agencies on the website of the Office of Technology Services, and which shall be furnished to agencies upon request to the Office of Technology Services. Agencies may request common types of printed materials with similar specifications on the same DA-200, but agencies should not combine different types of printed materials on the same DA-200, except upon approval by the Office of Technology Services. Examples of types of printing covered by this subpart include without limitation:

- a. books of any size and any binding type, including leaflets, catalogs, periodicals, and newsprints)
- b. business cards;
- c. brochures, including flyers, multi-panel materials, and maps;
- d. multi-part forms, including carbonless replication forms;
- e. flat printing, including collated copies;
- f. post cards and self-mailer forms;
- g. rack cards;
- h. variable data and transactional prints, including letters, notices, and statements;
- i. variable data and transactional negotiable instruments, such as bank checks; and
- j. wide format printing, including signage, decals, stickers, banners, and posters.

2. Each request for printing must be accompanied by complete specifications (size, color, and kind of paper, construction, numbering information, etc.) and, if possible, original sample(s) or, preferentially, an electronic print layout in a format approved by PSS. For reprints of existing documents, buyers should reference a previous request for printing from the Office of Technology Services by including a prior job number.

3. The standard file format for receipt by PSS of matter for printing is PDF, and PSS shall provide specifications for this and other file formats upon request.

E. Delegation of Authority for Printing and Mailing

1. The state chief information officer may directly delegate the purchase of printing and mailing to any instrumentality, when the best interests of the state are thereby served. The amount of this delegation shall be

described in writing by the state chief information officer, or the state chief information officer's designee.

2. Where unusual problems are encountered and a public agency considers additional delegated authority necessary, the requesting agency shall submit to the state chief information officer, or to the state chief information officer's designee, an application presenting qualifying supporting information about the request for printing and justification for exception to this Memorandum. The application for additional delegated purchasing authority, and written disposition by the chief information officer responsive to such requests, shall be public documents and shall be open for public inspection and copying as provided by R.S. 44:1 et seq.

3. Authority is delegated to all agencies covered by this Chapter to purchase printed materials in the following circumstances, without prior approval by the state chief information officer or the state chief information officer's designee.

a. Agencies have unlimited authority to purchase existing publications, such as textbooks, newspapers, subscriptions, periodicals, or foreign publications, when purchased directly from the publisher, and not from an agent or authorized reseller, of such publications. All procurement files shall include documentation proving that the furnishing contractor is the publisher.

i. No employee, agent, officer, agency, board, commission, or other instrumentality of the state covered by this Chapter shall publish or cause to be published any copywritten matter solely for the purposes of obtaining such material directly from a publisher or to circumvent the requirements of this Chapter or of the Louisiana State Procurement Code.

b. Agencies may purchase within their designated purchasing authority for office supply commodities, and in accordance with proper procurement procedures, the following types of items:

i. blueprints, including wide-format and plotter prints referred to as "blueprints";

ii. award plaques, name plates, award pins, and cast, carved, engraved, or 3D-printed items bearing the agency logo or other such information;

iii. stock item labels, which are blank stock items inventoried by suppliers and which are not printed;

iv. standard xerographic paper, fine printing papers, and other printing media available on a state contract, if the materials are purchased from that state contract

4. All purchases, whether made by the Office of Technology Services, by the Office of State Procurement, or by an agency under the delegated authority provisions of this Chapter, shall be made in compliance with R.S. 39:245, R.S. 43, and with the Louisiana Procurement Code.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:245, R.S. 43:1, R.S. 43:29, and R.S. 43:31.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:429 (July 1988), amended LR 48:2527 (October 2022).

Subchapter C. Printed Matter Prohibitions, Uniform Standards, and Needs Assessment

§2705. Requirements for Public Documents

A. Printed Matter Prohibitions

1. No branch, department, agency, official, employee, or other entity of state government shall print or cause to be printed any bulletin, leaflet, Christmas card, personalized memorandum stationery, or other similar communication, circular, book, report, or similar publication, except those required by law. The state department, board, commission, or agency submitting a request for print or printing services shall be responsible for ensuring compliance with all provisions of this Subchapter.

2. All printed matter shall be effected in a uniform manner as to basic content, size, quality of paper, and use of color as contained in standards established and promulgated by the Office of Technology Services. The state chief information officer, or the state chief information officer's designee, is empowered to make such exceptions to the provisions of this Subchapter affecting the executive branch of state government, as may be in the state's best interests.

3. No public official of any branch, department, agency, or other entity of state or local government shall affix his or her name or picture on drivers' licenses, except their own personal driver's license, issued by the state, or any publicly owned motor vehicle; nor shall any such official cause his name or picture to be so affixed.

4. Exceptions. The provisions of this Section shall not be construed to prohibit the printing or publication of any printed matter required by any federal law or regulation in order that the state or any department or agency thereof may obtain or receive federal funds, grants, or assistance.

a. The provisions of this Section shall apply to printed matter printed pursuant to any such federal law or regulation to the extent that this Section does not conflict with any such law or regulation.

b. The Louisiana Workforce Commission is not prohibited from printing, or causing to be printed, any statistical or other information, including legal publications, relating to employment conditions of workers or other

publications, not required by law that would be helpful to any person affected by laws or rules and regulations of the commission.

c. The Department of Culture, Recreation and Tourism is not prohibited from printing, or causing to be printed, any new promotional materials that enhance the development and implementation of cultural, recreational, and tourism programs when funds have been appropriated for that purpose.

d. The Department of Wildlife and Fisheries is not prohibited from printing, or causing to be printed, any new promotional materials that enhance the development and implementation of natural, recreational, and tourism programs when funds have been appropriated for that purpose.

B. Needs Assessment

1. Any department, agency, branch, official, employee, or other entity of state government seeking to print or have printed any public document shall perform a needs assessment to determine the basis of requirement for such publication, prior to the commencement of work the publication.

2. The needs assessment shall include information relative to the content of the matter to be printed, the reason for printing, the number of copies to be printed, the distribution and mailing list for the printing, and any other relevant specifications such as paper weight and color.

3. If the printed matter is to include a picture of a public official or employee, the needs assessment shall further include a specific reason for the inclusion of the picture in the publication.

4. The needs assessment shall be provided to and approved by the appropriate administrative head or department secretary prior to the expenditure of any funds for the printing of such document. The Needs Assessment shall be a public document and shall be open for public inspection and copying as provided by R.S. 44:1 et seq.

5. The provisions of Subsection B shall not apply to colleges, universities, or any other higher education institutions.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:31 and R.S. 43:31.1

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 48:2529 (October 2022).

Subchapter D. Uniform Requirements for Printing and Mailing

§2707. Uniform Standards for Printing

A. Cost Statement Requirement. All printed matter, except documentation in connection with proceedings of the executive branch of state government, printed, or caused to be printed, by any department, agency, official, employee, or other entity of the executive branch of state government shall contain the following statement, hereafter referred to as the “cost statement,” with required information inserted, printed on the publication adjacent to the identification of the agency responsible for publication:

This public document was published at a total cost of \$(total cost of one unit of this printing). (Number of copies in this issue) copies of this public document were published in this (number: first, second, third, etc.) printing at a cost of \$(total cost of all copies in this printing). The total cost of all printing of this document including reprint is \$(total cost of all printings). This document was published by (OTS Production Support Services, 627 N 4th Street, Baton Rouge, LA 70802, or information of company delegated this printing) on behalf of (name of entity requesting the printing) in order to (concise statement of purpose) under authority of (citation of law requiring publication, or of special exception by Division of Administration pursuant to Subchapter C, Section 2705.A, Paragraph 2). This material was printed in accordance with the standards for printing by state agencies established pursuant to R.S. 43:31.

1. If the printing of the material was not done by a state agency, the above statement shall include the following additional language.

Printing of this material was purchased in accordance with the provisions of Title 43 of the Louisiana Revised Statutes.

2. The provisions of this Subsection shall not apply to printed matter used by the following entities: the Department of Economic Development, for the purpose of attracting new industry to locate within the state of Louisiana; the Office of Tourism in the Department of Culture, Recreation and Tourism, relative only to new promotional materials; and public colleges and universities, and vocational and technical schools. The following three factors shall be utilized in computing cost data:

- a. preparation of the public document for publication, including authorship and editorial services, design, and composition;
- b. printing, including all expenditures for reproduction, whether on bid or in-house;
- c. circulation, including all estimated expenditures for postage or distribution of the public document.

B. Preparation of Cost Statements for Public Documents. Cost statements shall be prepared according to the following procedure.

1. All printed matter referred to in Subsection A is assumed by the Office of Technology Services to refer to types of printing material described in R.S. 43:31(A).2. When practical, the cost statement shall be printed in the same size type as the body copy of the document and shall be set in a box composed of a one-point rule.

a. Where design limitations constrain the foregoing requirements, the cost statement shall be printed in Arial, or a similar sans-serif font, at a point size sufficient for legibility, and shall be contained in a box of not less than one point rule.

b. The required cost statement may be placed on the title page, fly leaf, or rear cover of books. On leaflets, brochures and other publications, the cost statement should be placed in a position of conspicuity or prominence to the layout, below the logo or name of the agency requesting the printing.

2. Preparation of the cost statement is detailed below:

This public document is published at a total cost of \$(a)_____. (b)_____ copies of this public document were published in this (c)_____ printing at a cost of \$(d)_____. The total cost of all printings of this document, including reprints is \$(e)_____. This document was published by (f)_____ to (g)_____ under authority of (h)_____. This material was printed in accordance with standards for printing by state agencies established pursuant to R.S. 43.31. (i) Printing of this material was purchased in accordance with the provisions of Title 43 of the Louisiana Revised Statutes.

a. total cost of one unit of this printing;
b. number of copies printed in this issue;
c. number of times this exact document has been published (number: first, second, third, etc.), where substantive changes to copy or composition are excluded;

d. this figure should reflect only the printing cost for this issue;
e. this figure should include a total of all factors set forth in R.S. 43:31(c) for all printings. (If this is the first printing, the figures for (d) and (e) should be the same. If this is a reprint, then this figure should include the total cost for all publications from the beginning;

f. OTS Production Support Services, PO Box 94095, Baton Rouge, LA 70804-9095, or the name of company delegated the printing of this issue, followed by the name and address of the agency requesting the printing of this issue;

g. the reason for publishing this public document;

h. the law that authorized the printing of the public document; or, absent such a state or federal law, the following language: "under special exception by the Division of Administration" if exception has been so obtained;

i. this language shall be included only if the printing of this issue was not performed by the Office of Technology Services.

C. The Division of Administration assumes that the intent of the legislature was not to increase either administrative or printing costs with the passage of R.S. 43:31; therefore, in computing cost data, estimated costs may be used. The estimated costs should include:

1. printing costs given by printer, whether in-house, and inclusive of raw materials and setup costs; or printing costs given by the Office of Technology Services; or

2. if printed by an agency using devices and materials owned by that agency, an estimated portion of the salaries, benefits, and other administrative expenses of all agency personnel involved in preparing, printing, finishing, and distributing the public document; an estimated cost of all materials, including media, supplies, and consumables; any other agency costs directly attributable to the publication; and

3. estimated handling and postage or freight charges for distribution of the issue.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:31 et seq.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:431 (July 1988), amended LR 41:883 (May 2015), LR 48:2529 (October 2022).

§2708. Uniform Standards for Mailing

A. Statewide Uniform Consolidated Mailroom. The Office of Technology Services shall establish a uniform, consolidated mailroom operation to provide messenger, mail processing, and presorting services for the benefit of public agencies statewide.

B. Powers and Duties of the State Chief Information Officer

1. The state chief information officer, or the state chief information officer's designee, shall establish a set of specifications for mailed matter, to be used by all state agencies, including:

a. type of envelopes;

b. sizes of envelopes; and

c. address print requirements.

2. The state chief information officer is authorized to adopt all necessary standards and guidelines to implement a uniform consolidated mailroom operation and is authorized to promulgate all rules and regulations necessary and proper toward that end, pursuant to the provisions of the Administrative Procedure Act.

C. Production Support Services Mailroom

1. All departments, agencies, officials, employees, and other entities of state government shall source all requirements for mail and mailing services from the uniform, consolidated mailroom operation provided by the Office of Technology Services, Production Support Services section.

2. The provisions of this Section shall not apply to colleges and universities, their management boards, and the Board of Regents, unless it can be verified that inclusion would result in a savings to the respective college, university, or board.

3. Subject to the requirements of the Administrative Procedure Act, the state chief information officer may establish a procedure for verification that inclusion of a college, university, or board would result in a savings to that respective college, university, or board.

D. Appointment of Mail Coordinators

1. The head of each department, agency, board, commission, or other public entity subject to this Section shall identify and designate to the Office of Technology Services specific persons with responsibility for coordinating requests for mailing services on behalf of the public entity.

2. At least one full-time employee of the public entity must be designated the primary mail coordinator, with authority on behalf of the agency:

- a. to receive and possess mail items both inbound and outbound;
- b. to request mailing services from the Office of Technology Services, and to encumber funds for the same;
- c. to prepare and submit to the Office of Technology Services outbound mail items for processing;
- d. to administer the agency's mailing account with the Office of Technology Services; and
- e. to designate additional persons to serve as secondary mail coordinator.

3. At least one other person shall be designated as secondary mail coordinator with authority on behalf of the agency:

- a. to receive and possess mail items both inbound and outbound;
- b. to request mailing services from the Office of Technology Services, and to encumber funds for the same;
- c. to prepare and submit to the Office of Technology Services outbound mail items for processing; and
- d. at the election of the primary mail coordinator, to act with full authority on behalf on the primary mail coordinator.

coordinator.

E. Mailing Standard. Items submitted to the Office of Technology Services shall be suitable for mailing in accordance with the provisions of this Section and with the United States Postal Service® Domestic Mail Manual, hereafter referred to as the DMM. The Office of Technology Services may reject for processing any items not prepared in accordance with the DMM or not consistent with the standards for state mailings established by the state chief information officer.

F. Standard Form DA-300, Request for Mail Service. All public entities requesting mailing services shall submit to the Office of Technology Services a completed Form DA-300 (request for mail service) for each such request, unless otherwise instructed by the Office of Technology Services.

G. Messenger Mail. The Office of Technology Services shall provide interdepartmental messenger services for the benefit of participating public agencies.

1. Items submitted for mailing via messenger mail shall be enclosed in an approved courier envelope, with the recipient's name and service location plainly indicated and legible, and shall make use of any service labels as the Office of Technology Services might require.

2. The Office of Technology Services shall create and make available for use by public agencies one or more approved types of courier envelopes for use with messenger mail services.

3. Public agencies shall not mark, imprint, damage, or otherwise impair the circulation of courier envelopes provided by the Office of Technology Services, unless otherwise directed by the Office of Technology Services.

4. Parcel matter submitted for mailing via messenger mail shall be sealed in a rigid container, such as a corrugated paperboard box, suitable for shipping and with the recipient's name and service location plainly indicated and legible on a label provided by the Office of Technology Services. The maximum weight of a parcel of such matter, including all shipping materials, shall be 40 pounds, unless otherwise exempted by the Office of Technology Services.

5. The Division of Administration, the Office of Technology Services, and all employees, contractors, agents, and assigns of the same shall be fully indemnified and held harmless from, and shall not be liable for, any service delays, lost or damaged matter, or other damages arising from the use by agencies of messenger mail services.

H. Content Standards for Messenger Mail

1. Public agencies may utilize messenger mail for delivery services among participating public agencies for any general correspondence, bills or statements of accounts, checks or negotiable instrument, or other matter, including supplies, goods, and property, which serve a specific public purpose, and which would be otherwise suitable for mailing by the United States Postal Service.

2. The right is at all times reserved for the Office of Technology Services to return, halt, and open with cause for inspection messenger mail items, such as to ascertain the intended recipient when the outer packaging is unlabeled or the labeling illegible, and in the case of suspicious matter. The Office of Technology Services shall establish a policy for the appropriate handling by employees of the Office of Technology Services of Messenger Mail matter.

G. Transmission by Messenger Mail of Federal Taxpayer Information

1. Public agencies may transmit by messenger mail matter containing restricted data, including Federal Taxpayer Information (FTI), provided that all FTI is transmitted in accordance with the provisions of IRS Publication 1075, Tax Information Security Guidelines for Federal, State, and Local Agencies, with the State of Louisiana Information Security Policy, and with all applicable laws, rules, and agency procedures for the handling of FTI.

2. Requests for shipment by messenger mail of paper or electronic FTI, including without limitation printed, type-written, written, or other physical matter, compact disks (CD), digital video disks (DVD), thumb drives, hard drives, tapes, microfilm, or any other media, shall be made only via written application by a duly authorized public official. All such matter shall be plainly and fully documented on a Form DA-300, or using a transmittal approved by the state chief information officer, or the state chief officer's designee; and delivery of such matter shall be made only upon signature of a designated and duly authorized recipient.

3. All FTI matter transported through messenger mail shall be double-sealed; that is, one envelope within another envelope. The innermost envelope containing the FTI must be marked "confidential," with some indication that only the designated official or delegate is authorized to receive and open its contents. The outermost envelope should not be labeled as FTI, or otherwise provide any indication that the contents contain FTI. Using appropriately sealed boxes serves the same purpose as double-sealing and prevents anyone from viewing the contents thereof.

H. First-Class Mail. Items submitted for mailing at first-class postage rates shall meet the minimum requirements for mail pieces designated in the DMM.

I. Content Standards for First-Class Letters

1. Public agencies shall utilize first-class letter mail for all general correspondence, bills and statements of accounts, checks and negotiable instruments, material containing information specific to the addressee, and material containing information derived from any database or mailing list owned, leased, rented, or otherwise used by a state agency covered by this Chapter, unless otherwise provided for in federal or state law.

2. All matter containing FTI, all matter containing information subject to the Health Information Portability and Accountability Act (HIPAA), and all personally identifiable information (PII), with the exception of information like name and address information necessary for mailing, must be transmitted via first-class mail, unless otherwise provided for by federal or state law.

3. Items submitted for mailing as first-class letters shall bear a return address or other marking that readily and clearly identifies the public entity submitting the matter. Items submitted for mailing as first-class letters must bear a legible recipient address that includes a correct ZIP Code or ZIP+4 Code. The mailing address block shall not include any barcodes or other graphics, unless approved by the Office of Technology Services.

4. Items submitted for mailing at first-class automation postage rates shall additionally adhere to the standards for such matter established in DMM 201.3.0

5. Matter submitted in accordance with this subparagraph shall be processed by the Office of Technology Services using automation postage rates whenever possible, and the discounts derived therefrom shall be applied equally to the benefit of all public agencies covered by this Subchapter.

6. First-class letters shall be mailed with the return service requested postal ancillary endorsement, unless otherwise required by the requesting public agency.

7. The Office of Technology Services may provide for available other ancillary services, including endorsement of outbound matter, at as close to the actual cost of such service as can be determined.

8. The use of registered and certified mail optional services shall be restricted to such matter as required by federal or state law; and the state chief information officer may require public agencies to submit written justification for the use of registered or certified mail services. Such justification shall identify the applicable federal or state law that requires the matter be mailed with registered or certified mail.

9. Public agencies should minimize or eliminate wherever practicable any use of hand-written addressing methods for mailed matter.

10. The state chief information officer may establish a procedure for the identification and minimization of inaccurate and undeliverable addresses to which public agencies transmit First-Class Letters. Upon request by a public agency, the Office of Technology Services may obtain from the United States Postal Service, or a duly authorized designee thereof, corrected address records on behalf of the mailing agency; and upon authorization by a public agency, the Office of Technology Services may forward first-class letters to addresses corrected using USPS-approved methods.

11. All first-class matter not suitable for mailing at card or letter rates may be mailed as first-class flats.

12. Flats-sized matter submitted for mailing at first-class postage rates shall adhere to the standards for mail pieces described in DMM 200.4.0.

13. Presortation of First-Class Flats. Wherever practicable, when mailing flats, public agencies should utilize printed address labels using opaque, white stock. Addresses should be imprinted in a type no smaller than 14 point and only in black or blue ink.

14. Public agencies mailing flats should minimize the use of hand-written addressing methods.

15. Public agencies may request priority mail or priority mail express service for any qualified matter, in the following circumstances:

a. as required by federal or state law, or when first-class service parameters are unsuitable for a particular item presented for mailing;

b. via shipping services furnished by PSS in lieu of third-party carriers, provided such matter adheres to the standards for priority mail specified in DMM 123.1.4.2;

c. as needed for a specific, urgent public purpose;

d. by special exemption from the state chief information officer, of the state chief information officer's designee, when the best interests of the state are served thereby

J. Standards for Other Mail Classes. The state chief information officer, or the state chief information officer's designee, may establish a set of standards for matter mailed using other USPS mail classes, pursuant to the Administrative Procedure Act.

K. Mail Information Notices. The state chief information officer may promulgate mail information notices to all public agencies, their secretaries, undersecretaries, primary and secondary mail coordinators, and other interested parties, to apprise public mailers of important information affecting mailing services. Such notices shall also be retained and made available for public inspection on the website of the Office of Technology Services.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:245, R.S. 43:1, R.S. 43:29, and R.S. 43:31 et seq.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 48:2530 (October 2022).

§2709. Election Material

A. Prohibition on Printing of Certain Election Materials. No branch, department, agency, official, employee, or other entity of state government shall expend funds of, administered by, or under the control of any branch, department, agency, employee, official, or other entity of state government to print, mail, or distribute material or otherwise to urge any elector to vote for or against any candidate or proposition on an election ballot, nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition on any election ballot or a proposition or matter having the effect of law being considered by the legislature or any local governing authority.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:245 R.S. 43:31.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:431 (July 1988), amended LR 41:884 (May 2015), LR 48:2532 (October 2022).

§2711. Violations

A. Any administrative head of any branch, department, agency, or entity who violates any provision of this Chapter and any employee who, without the authorization of his administrative superior, violates any provision of this Chapter shall be personally liable for the cost of any printing in violation of this Chapter. Any funds of, administered by, or under the control of any branch, department, agency, official, employee, or other entity of state government expended on any printing in violation of this Chapter may be recovered by the state in a civil action instituted by the attorney general or any taxpayer. In addition, any person who violates the provisions of this Section shall be assessed a fine by the court of not more than five hundred dollars.

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:31.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 14:431 (July 1988), amended LR 41:885 (May 2015), LR 48:2533 (October 2022).

Subchapter E. Distribution of Printed Matter

§2715. Distribution of Printed Matter (R.S. 43:32)

A. Except for interagency distribution and distribution otherwise required by law, and except for distribution of printed material by any public college or university to potential students for recruitment purposes, no state department, agency, or other instrumentality of state government shall distribute by mail or third-party courier any printed materials in excess of 10 pages in length, unless the availability of such printed materials has been announced by written notice stating the title and subject matter of the printed material and only upon receipt of a written request to such written notice for the materials. The publishing agency may solicit such written notice the names on the regular mailing list and to any others deemed by the publishing agency to be interested parties.

B. Each branch, department, agency, official, employee, or other entity of state government shall maintain a separate mailing list for each publication printed by such branch, department, agency, official, employee, or entity. Each mailing list shall be purged at least once every two years, and, except for mailings required by law, shall be replaced by a list of persons actively requesting receipt of a particular publication.

C. This Section shall not apply to address update requirements that conflict with existing state or federal laws or regulations.

D. The provisions of this Section shall not apply to the distribution of printed material by any public college or university to potential students for recruitment purposes.

E. This Section shall not apply to any printed publication for which federal funds have been provided.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:245, R.S. 43:1, R.S. 43:31 (A) (2), R.S. 43:32, and R.S. 43:33.1.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 48:2533 (October 2022).

§2719. Requests for Information

A. All requests for information shall be directed to:

Division of Administration
Office of Technology Services
PO Box 94095
Baton Rouge, LA 70804-9095

B. Questions regarding specifications, deliveries, and other matters pertaining to printing jobs shall be submitted directly by the agency to the Division of Administration via the Office of Technology Services, PO Box 94095, Baton Rouge, LA 70804-9095, and shall not be handled by public agencies through representatives or vendors.

C. Public Document Needs Assessment Form Example

**EXHIBIT A
EXAMPLE PUBLIC DOCUMENT NEEDS ASSESSMENT FORM**

Name of Agency:
Agency Mailing Address:
Quantity:
Estimated Amount \$
Description of Public Document(s):
Size:
Number of Pages:
Number of Sheets:
Paper Cover:
Text:
Ink(s) Cover:
Ink(s) Text:
Binding:
Finishing:

Give a brief statement of why this publication needs to be printed.

In the absence of legislation specifying the printing of a particular public document, include the following statement, adjusted as necessary, and inclusive of the required signature:

I hereby certify that the above public document(s) is (are) essential to the fulfillment of the programs approved for this agency by the Appropriation Act and that funds are available to print (and/or distribute) this (these) document(s).

I am, therefore, requesting an exception as provided for in R.S. 43:31(A).

/S/ Department Undersecretary or Undersecretary's Designee

AUTHORITY NOTE: Promulgated in accordance with R.S. 43:33.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 48:2533 (October 2022).