

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 1991

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SENATE BILL 350

Short Title: State Publication Guidelines.

(Public)

Sponsors: Senator Sherron.

Referred to: Travel, Tourism, and Cultural Resources.

March 28, 1991

A BILL TO BE ENTITLED

AN ACT TO PROVIDE THAT THE STATE LIBRARY SHALL ADMINISTER STATE PUBLICATION GUIDELINES.

The General Assembly of North Carolina enacts:

Section 1. G.S. 143-170.2 reads as rewritten:

"§ 143-170.2. Publication procedure manuals.

(a) ~~The Department of Administration, in consultation with at least the State Librarian and the State Auditor, shall establish, distribute,~~ The State Librarian in consultation with the State Auditor shall administer and periodically revise guidelines to be used by all State agencies and community colleges in developing publication procedures manuals for public documents. The initial guidelines developed by the Department of Administration shall be released no later than December 1, 1989 and shall address at least the following elements of publication production for public documents:

- (1) Bibliographic style, substantially in accord with a recognized style manual approved by the State Librarian; provided, however, the Department shall not develop guidelines concerning the design, layout, size or appearance of publications except as otherwise permitted herein;
- (2) Procedures for the notification of the State Library for title changes in serial publications;
- (3) Pricing of documents for resale;
- (4) Use of publication services at State-operated printing facilities;
- (5) Purchase of commercial publication services; and

1 (6) The distribution of publications.

2 The Department of Administration shall submit the initial guidelines to State
3 agencies for review and comment for a period of 60 days; provided, however, that
4 submission to the University of North Carolina General Administration shall satisfy this
5 requirement with respect to universities. The Department, in consultation with at least
6 the State Librarian and the State Auditor, shall consider the comments of the State
7 agencies before adopting final guidelines. The Department of Administration shall
8 adopt and release the final guidelines no later than four months after the release of the
9 initial guidelines.

10 (b) Upon the adoption and release of final guidelines by the Department of
11 Administration, each State agency and community college shall within four months
12 thereafter adopt a publication procedures manual for public documents consistent with
13 the guidelines established pursuant to subsection (a) of this section and an
14 administrative review and approval process to ensure appropriate review and approval
15 of its public documents.

16 (c) Each State agency and community college shall submit to the ~~Department of~~
17 ~~Administration—State Library~~ for review and retention a copy of its publication
18 procedures manual and its administrative review procedure for public documents. Any
19 revisions made by an agency shall also be submitted to the State Library within 30 days
20 of adoption by the agency. ~~documents, and any revisions thereto, within 30 days of adoption.~~
21 ~~The Department shall retain a copy of each agency's submissions. The publication procedures~~
22 ~~manual, the administrative review procedure, and any revisions shall be implemented upon~~
23 ~~adoption.~~

24 ~~-(d) The Department of Administration may revise its final guidelines after July 1,~~
25 ~~1990 in the same manner as provided in this section for the adoption of its initial and~~
26 ~~final guidelines, provided that the period of agency review and comment shall be thirty~~
27 ~~(30) days."~~

28 (d1) The State Library may revise the final statewide guidelines, originally issued
29 April 1, 1990, by the Department of Administration, on any time after July 1, 1990,
30 provided that there be distribution of any proposed revisions to all agencies and
31 institutions subject to these provisions, and that there be a 30-day review period for
32 these agencies to comment."

33 Sec. 2. This act is effective upon ratification.