

MISCELLANEOUS.

CHAPTER 82.

PUBLIC PRINTING AND BINDING.

AN ACT to Amend, Revise, and Consolidate the Various Acts Relating to the Public Printing and Binding and the Publication and Distribution of the Public Documents and the Journals of the Two Houses, and Relating to the Election and Duties and Compensation of State Printer and Binder. S. F. 261.

Be it enacted by the General Assembly of the State of Iowa:

SECTION 1. The State printer and the State binder shall be elected at each regular session of the General Assembly, and shall hold their offices for two years from the time they enter upon the duties of such offices, which time shall be on the first day of May in the year following that in which they are elected; but from and after the year 1893 the term of each of the officers named shall begin on the first day of January in the odd numbered year. Election of Printer and Binder and Term of office.

SEC. 2. They shall keep their respective offices at the seat of government sufficiently equipped to enable them promptly to print and bind the laws, Journals, reports, and to do all other printing and binding required for the State officers, or by or for the General Assembly, or either branch thereof; *provided*, that nothing in this section shall be construed as including letter-heads, envelops, or postal-cards, nor as interfering with the authority of the executive council to apportion so much of the public printing and binding as it may deem advisable to have done at the Institution for the deaf and dumb. Location of office. Institution Deaf and Dumb.

SEC. 3. All such work shall be done in a neat, substantial, and workmanlike manner and promptly delivered to the proper officer, so that the public business shall not be delayed or suffer from any failure to have the work done in a reasonable and proper time. Work to be done workmanlike and prompt.

SEC. 4. The State printer shall promptly deliver to the State binder the printed sheets of laws, Journals, and other publications as the work progresses, as well as all other work requiring stitching or binding and the State binder shall, upon completion of the work as required, deliver the same to the Secretary of State, taking his receipt therefor; and it is the duty of the secretary of State to see that the proper number of copies is so delivered. All printing which does not require binding shall be Duties of Printer, Binder and Secy of State.

promptly delivered by the State printer to the secretary of State, or the officer ordering the work.

Regular form of order to be used.

SEC. 5. No work shall be ordered of the State printer except upon a regular form of blank furnished by the secretary of State, and kept in his office. Whenever printing is ordered by either house of the General Assembly the secretary or clerk thereof shall immediately notify the secretary of State of such order, and when such printing is done the same shall be delivered to the secretary of State for distribution subject to the instructions of the house ordering the printing.

Secy of State to make examination of work.

SEC. 6. The secretary of State, upon the completion of any printing or binding for the state, or the presentation of any bill for such printing or binding, shall make examination of the work done and ascertain whether it has been done in accordance with the provisions of this chapter. If he find there has been a compliance herewith, he shall certify the same, stating the amount to which the officer presenting the bill, is entitled. In case such work has not been properly done, or any item in said bill has not in his Judgment been earned, he shall refuse to certify as to such item, or shall state what reduced amount, if any, the officer is entitled to, as compensation for such defective work.

May refuse to certify.

Warrant for work done.

SEC. 7. The Auditor of State, upon presentation to him of the foregoing certificate, shall draw his warrant upon the Treasurer of State, for the amount therein stated to be due.

Biennial reports.

SEC. 8. The regular biennial reports of the various officers, institutions, commissions, &c. required to be made by law, shall be laid before the governor of the state, in the odd numbered years, at the times following :

Reports due Aug. 15.

(a) On or before August 15. Those of all boards of trustees of State institutions except the Agricultural College.

Reports due Sep. 15.

(b) On or before September 15. Those of the fish commissioner, the board of health, the commission of pharmacy, the oil inspector, the mine inspectors, the visiting committee to the hospitals for the insane, the wardens of the penitentiaries, and the board of curators of the State historical society.

Reports due Oct. 1.

(c) On or before October 1. Those of the State librarian, and the commissioner of labor statistics, and that of the secretary of State pertaining to the State land office.

Reports due Nov. 1.

(d) On or before November 1: Those of the Auditor of State, the Treasurer of State, the superintendent of public instruction; the State university and the State normal school.

Reports due Dec. 1.

(e) On or before December 1: That of the board of trustees of the agricultural college, that of the Adjutant General and that of the Secretary of State pertaining to criminal convictions.

SEC. 9. The biennial fiscal term of the State ends on the 30th day of June in each odd numbered year, and the succeeding fiscal term begins on the day following; and the reports of officers and institutions shall cover the period thus indicated, and shall show the condition of their offices and institutions respectively on that day: provided, however, that the period to be covered by the report of the Superintendent of public instruction and the Adjutant General shall extend to the 30th day of September inclusive; and provided, further, that this section shall not apply to the Agricultural College.

Biennial fiscal term ends June 30.

SEC. 10. The Governor shall cause the foregoing reports, and all others required by law to be made, to be printed. He shall however cause to be omitted from the printed copy all matters he may deem not of sufficient importance to warrant publication thereof at the States expense. Such parts of the reports as emanate from boards or officers directly required by law to report, may be leaded with six to pica leads. All extracts copied therein as well as reports and papers submitted therewith shall be set solid. No tables of any character shall be leaded, and all tables shall be set in (in) as compact a form as practicable. Itemized accounts of receipts and disbursements together with inventories, accompanying the reports, shall be omitted from the printed report, unless the Governor deem the same of sufficient importance to warrant their publication. Provided that this section shall apply to the reports of the State agricultural and State horticultural societies, and the stock breeders association, and all officers and bodies required by law to make annual reports. Provided further, that no banquet speeches or advertising shall be included in the printed proceedings of any report.

Reports caused to be printed.

Specifications for printing the reports.

SEC. 11. There shall be printed of the various public documents the number of copies hereinafter designated, to wit; Of the biennial message, twelve thousand copies; Of the inaugural address, six thousand copies; Of the biennial report of the Auditor of State, six thousand copies; Of the annual report of the Auditor upon insurance, four thousand copies; Of the report of the Superintendent of public instruction, six thousand copies; Of the report of the Agricultural College, six thousand copies; Of the report of the State board of health, five thousand five hundred copies; Of the report of the Commissioners of Pharmacy, five thousand copies; And that of the Secretary of State pertaining to lands, three thousand copies; Of the reports of the State visiting committee to the hospitals for the insane, the State inspector of oils, and the examiners in dentistry, three thousand copies each; Of the reports of Joint Committees of the General Assembly to visit State institutions, three thousand copies; and of all other reports, three thousand copies. Provided that of the reports which may be required by virtue of Statutes hereafter enacted, the number of copies to be printed thereof shall, where not provided for by law, be fixed by the Executive Council at any number not exceeding five thousand

Number of reports to be printed.

of said reports, five hundred copies each shall be bound in cloth and the remainder in double thick paper covers. Reports of legislative visiting and special committees shall be printed and stitched without covers.

Distribution of the various reports.

SEC. 12. The Secretary of State shall make distribution of the various public documents turned over to him, as follows:

(a) To the members of the General Assembly six thousand copies of the Message, fifteen hundred copies of the report of the Auditor of State, Superintendent of public instruction and Agricultural College respectively, two thousand copies of the report of the Commissioners of pharmacy, and of the Secretary of State pertaining to lands; seven hundred copies of the reports of the Joint visiting Committee of the General Assembly to the several State institutions; five hundred copies of the reports respectively of the State visiting Committee to the hospitals for the insane, the State inspector of Oils, and the examiners in dentistry; of the report of the State board of health, two thousand copies; of all other reports fifteen hundred copies.

Doc's for use of future G. As.

(b) six hundred copies of the Message; two hundred copies of each of the reports of the Joint visiting committees, and five hundred copies of each of the other documents to remain with the State for the use of future General Assemblies and specials calls therefor.

Specifications for binding Documents.

(c) Fifteen hundred copies of each report shall be stitched and bound in half sheep containing a copy of each report, to be arranged as follows the message, the inaugural address, the reports of the auditor, the treasurer, the Secretary pertaining to lands and other reports of officers and commissions not herein otherwise provided for, in the first volume; in the second volume, the report of the superintendent of public instruction to be followed by those of the University, the Normal school, the agricultural college, the Soldier's Orphan's home, the Soldier's home, the institution for the deaf and dumb, the college for the blind, the institution for the feeble minded, the hospitals for the insane, the State visiting committee to the hospitals and the state historical Society; in the third volume the Message of the Governor concerning (concerning) pardons, the Secretaries reports of convictions, and the reports of the industrial schools and the Penitentiaries; in the fourth volume the reports of the commissioner of labor statistics and the mine inspectors; in the fifth volume the reports of the board of health, the veterinary surgeon, the commissioners of pharmacy, the oil inspector, the dental examiners and the weather service; in the sixth volume the reports of the railway commissioners and those of the executive council concerning the valuation of railroads. Other reports shall be placed with those of a kindred character, and all reports of Joint legislative visiting committees to public institutions, &c, must follow those of such institutions respectively. Provided that any two volumes may be bound together at the

discretion of the Secretary of State. Some distinctive mark shall be put on the even numbered pages of each document to indicate its place in the bound document, with the year of the report on each odd numbered page after the manner of the Iowa documents of 1882, and in each volume shall be placed a table of contents of all the volumes. These fifteen hundred copies shall be distributed as follows; One copy to the Lieutenant Governor, to the Speaker, to each member of the General Assembly, to the Secretary of the Senate, and the Clerk of the House of Representatives; One copy each to the Governor of the State and his private Secretary, the Secretary of State, the Auditor of State, the Treasurer of State, the Attorney General, the Superintendent of Public instruction and the clerk and reporter of the Supreme Court and each of their deputies, the Commissioner of labor statistics, the Adjutant General, the Custodian of the capitol, the fish commissioner and the director of the weather service, and one copy to each of their several offices to remain therein; One copy to each Judge of the Supreme and District and Superior Courts; One copy to the offices of the board of health, the mine inspectors the commission of pharmacy and the railroad commissioners to remain therein; One copy to each railroad commissioner, mine inspector and commissioner of pharmacy; one copy to the State librarian and the Secretary of the State board of health respectively; one copy to each officer not hereinbefore enumerated required by law to make annual or biennial reports; One copy to each member of the boards required to make annual or biennial reports; One copy to each state institution to remain therein; one copy to the office of each county Auditor to remain therein; eighty copies to the State historical Society; one copy to each college and incorporated institution; one copy to each public library and literary institution having a number of books for circulation not less than five hundred; one copy to each ex-governor of the State; one copy to each Senator and Representative in Congress from this State during his term of office; one copy to each of the other States and each territory reciprocating the same, and to each foreign nation or province desiring to exchange like reports; twenty five copies to the State library. The remaining copies to be placed under the control of the executive council, to be disposed of as that body may see fit, the persons so receiving them to pay express charges thereon.

Distinctive mark to be put on even numbered pages.

Distribution of the 1500 Vols.

(d) The remaining copies to be distributed to the officers, institutions and committees making report.

Remaining copies.

Sec. 18. The State Printer shall be furnished daily, during the sessions of the General Assembly, with a copy of the Journal of each house thereof, at such hours and by such officers as may be directed by the houses respectively. The State Printer shall thereupon print and after the same are properly stitched at the State bindery deliver for the use of the Senate and House respectively on the following legislative day, at such hours as may be prescribed by the proper officer, two hundred copies of

Daily Journal of each House.

the proceedings of the Senate and three hundred copies of those of the House of Representatives. Provided that when session is held after seven o'clock P. M. the proceedings thereof shall be furnished the printer as soon after the close of such session as practicable.

Written journal corrected.

SEC. 14. Upon the return to the Printer by the proper officer of each body of the daily proceedings corrected as shall be directed by the House to which they pertain, the Printer shall correct the same, the Secretary and Clerk correcting the written Journal when necessary to correspond.

300 copies Senate, 500 copies House Journals to be printed, for daily use.

SEC. 15. The State Printer shall forthwith make the corrections indicated, print three hundred copies of the Senate proceedings and five hundred copies of the House proceedings, and deliver them to the State binder sufficiently early to permit the latter to fold, stitch and deliver them to the Secretary of the Senate and Clerk of the House, respectively, not later than noon of the third day following that to which the proceedings pertain. Of the printed proceedings of the Senate, one hundred and twenty five copies shall be delivered to the Sergeant at Arms of the House for distribution therein, and seventy five copies of the proceedings of the House shall be delivered to the Sergeant at Arms of the Senate for distribution therein. The remaining copies shall be under the control of the respective houses for distribution.

2500 copies of Journal printed for future distribution.

SEC. 16. The State printer shall thereupon proceed to print twenty five hundred copies each of the Journals for distribution as hereinafter provided. Within fifteen days after the adjournment of the General Assembly, a complete and thorough index of each Journal shall be delivered to the State Printer, who shall forthwith print the same, and within fifteen days thereafter deliver the sheets complete to the State binder, who shall within thirty days thereafter bind one thousand copies of each Journal in half sheep and fifteen hundred in paper covers, and deliver the same to the Secretary of State.

Final distribution of the Journals.

SEC. 17. The Secretary of State shall make distribution of the Journals of the respective Houses as follows—

(a) Of the bound Journals of the respective Houses five copies of each shall be distributed to each member thereof, five copies each to the Secretary of the Senate and Clerk of the House respectively, and one copy to each officer, employe and reporter of the respective Houses.

(b) The remaining copies shall be distributed as follows; one copy each to the Governor, Lieutenant Governor, the state officers and deputies as provided in Section 12, for the distribution of the documents.

Also one copy of each Journal to each newspaper of general circulation in the State.

(c) The undistributed number shall be under the control of the executive council.

Index to Journals.

SEC. 18. The officers making the index shall receive therefor such pay as may be allowed by the general assembly; but

in the absence of such provision each shall receive such compensation as may be allowed by the executive council, the auditor drawing his warrant therefor upon certificate of the Secretary of State that the work is done.

SEC. 19. The original Journals of the Senate and house shall be filed with the Secretary of State by the secretary and clerk respectively. Original journals filed.

SEC. 20. Within fifty days after the Secretary of State shall deliver to the State printer a copy of the laws, Joint Resolutions and Memorials, passed at any session of the general assembly he shall print all the copies thereof that may be by law required and the Secretary of State shall within five days after the same are printed make out and deliver to such printer an index of the same who shall within ten days after receiving such index, print the same, and deliver to the State binder such copies in sheets as are required for binding; but this section shall not apply to any revised Code adopted by the General Assembly. Printing of session laws.

SEC. 21. The laws, Journals, and all other printing in book form shall be set in long primer, brevier, or nonpareil type: the titles to the laws and resolutions, all indexes, and all messages, reports, and resolutions copied in the Journals, to be in brevier rule and figure work in either brevier or nonpareil as may be directed by the officer ordering the work; all other matter to be in long primer. The pages shall measure not less than seventeen hundred and fifty ems. Whenever a subject is begun, whether it be the name of member or otherwise, the subject matter shall follow in the same line, unless such line is filled by such word. The report of each motion or resolution shall be embraced in one paragraph And where the Yeas and Nays are given each division list shall be in one paragraph, with the names set in alphabetical order and the result in the last line. Specification for printing laws and journals.

SEC. 22. The Secretary of State shall provide a "state" paper receipt book, and whenever he shall deliver to the State printer paper for any kind of printing, a receipt therefor shall be entered in said book, which receipt shall describe the kind and quality of paper so delivered. Receipt for paper.

SEC. 23. The State Printer shall be paid the following prices for all work done for the state in an acceptable manner, as hereinbefore provided and no more. Schedule of prices for printing.

(a) For composition on laws, Journals, reports, circulars and all other printed matter, except blanks, fifty cents per thousand "Ems" and seventy cents per Thousand for figure work when figures are arranged in columns and three or more Justifications are required, and ninety cents per Thousand "Ems" for rule and figure work. *Provided* plain indexes such as those of the Statutes of this State shall be reckoned as ordinary composition. Composition.

(b) For book press work the compensation shall be \$2.50 for the 1st 1000 impressions of 16 pages and \$1.50 per thousand for each additional 1000 impressions from the same form. If in Press work.

finishing a job of press work it shall be necessary to print an 8 page form the compensation shall be the same as for a 16 page form, and if there shall not be 1000 impressions in any one book form the compensation shall be the same as for 1000. No extra charge shall be allowed for dry pressing of sheets which shall be done in all cases when so directed by the Secretary of State.

Blank work.

(c) For printing blanks on one side of a sheet of folio post or larger paper \$2.50 for the 1st 100 impressions, and 75 cents per 100 for each additional 100 impressions up to 500; each additional hundred above 500, 40 cents per 100. On paper smaller than folio post \$2.00 for 1st 100 impressions and 50 cents per 100 for each additional 100 impressions up to 500, each additional 100, 30 cents. Where both sides of a blank can be printed at once only one impression shall be paid for. *Provided*, That when the blank contains over 1000 ems of composition, pica or smaller measure, such additional composition shall be paid for as provided in subdivision (a) of this section, and when such matter must be adjusted to ruled lines 30 per cent additional shall be allowed on the composition therefor. When two or more blanks or Jobs are printed at the same time on this same slant, they shall be counted as a single impression.

No constructive charges allowed printer.

SEC. 24. No Constructive charges of any kind shall be allowed the State printer. And he shall be allowed only for press work done and type actually set up and imposed, or for paper actually printed, and he shall fill (file) with the Secretary of State a copy of each job of work, on which each item of charge is made at the time of rendering his account. Before the secretary can issue him the receipt contemplated by this Act, the actual number of "Ems" and number of impressions of press work in each Job shall be specified with a statement that the law has been strictly complied with, and that no constructive charges are embraced in his account, as rendered, which statement shall be verified by the affidavit of the State printer. Where type set for messages or documents shall be used twice, the State Printer shall have pay for the same but once, but he shall be allowed \$1.50 for reimposing each 16 page form where it is to be used a second time.

Schedule of prices to Binder.

SEC. 25. The State Binder shall be paid the following prices for all work done for the State in an acceptable manner as hereinbefore provided.

Folding and trimming.

(a) For folding and trimming all documents, not stitched, ten cents per hundred copies.

Folding, trimming and stitching.

(b) For folding, trimming and stitching documents not covered fifteen cents per one hundred copies.

Folding, trimming and binding.

(c) For folding, stitching and binding in paper covers all messages, reports, documents, not exceeding one sheet allowing sixteen pages for a sheet \$1.25 per 100 copies of sixteen pages or less, and for each additional sheet of sixteen pages or less 25 cents per 100 copies the cover to be counted as one sheet.

(d) For folding, sewing, and binding in paper covers the Journals in paper cover. journals of the two houses eighteen cents per copy.

(e) For folding, sewing, and binding in muslin or cases with Binding in muslin. gilt letters same style as agricultural report for the year 1886, 25 cents per copy for a volume of 400 pages or less, and for additional 100 pages or fraction thereof 4 cents.

(f) For folding, sewing and binding in half sheep, with gilt letters for title same style as the Iowa Documents for 1886, forty cents per copy for each volume of 400 pages or less and four cents for each additional hundred pages or fraction thereof.

(g) For folding, stitching and binding the Acts and resolutions of each General Assembly in board with muslin backs and paper sides, same as laws of 1886, 11 cents per copy. Session laws, boards.

(h) For folding, sewing and binding in law sheep same style Session laws, sheep. as the report of the Supreme Court fifty five cents per copy, for each volume of 400 pages, or less, and four cents for each additional 100 pages or fraction thereof.

(i) For ruling he shall be allowed the sum of 75 cents per hour for time actually employed. Ruling.

SEC. 26. At any time during the progress of the printing or binding of the laws, or the Journals of either house, or any other work amounting to more than 100 pages the Secretary of State may issue his certificate for one half the value of the work thus far done, to be ascertained by said secretary, and upon said certificate being presented to the Auditor of State, he shall draw his warrant for the amount therein named. Secretary may issue certificate for one half value of work.

SEC. 27. Paragraph 11 of section sixty six of the Code is hereby amended by striking therefrom the words "Monday of November preceding each regular session", and by striking from said paragraph the words "ensuing two years" and inserting in lieu thereof the words "The term following that covered by his report." Sec. 66 Code amended.

SEC. 28. Section 81 of the Code is hereby amended by striking therefrom the words "that date" and inserting in place thereof the words "The first day of July preceding." Sec. 81 Code amended.

SEC. 29. Section 1583 of the Code is hereby amended by striking from the beginning thereof the words "He shall make a report to the general assembly at each regular session thereof" and inserting instead the following "He shall make to the Governor biennially a report. And section 1601 of the Code is amended by striking therefrom the words "General Assembly" and inserting instead the word "Governor." Sec. 1583 Code amended.

SEC. 30. Section 1632 of the Code is hereby amended by striking therefrom the last clause, namely, "to each regular session of the general assembly," and inserting instead the words "biennially to the Governor." Sec. 1632 Code amended.

SEC. 31. Section 1650 of the code is hereby amended by striking therefrom the word "November" and inserting instead the word "July." Sec. 1650 Code amended.

- Secs. 1677, 1694
Code amend'd. SEC. 32. Sections 1677 and 1694 of the Code are hereby amended by striking from each the word "November" and inserting in lieu thereof the word "August."
- Sec. 1897 Code
amended. SEC. 33. Section 1897 of the Code is hereby amended by striking therefrom the last ten words and inserting instead the words "To the Governor biennially."
- Sec. 1906 Code
amended. SEC. 34. Section 1906 of the Code is hereby amended by striking therefrom the word "Annually", and also by striking therefrom the word "December" and inserting instead the word "August."
- Sec. 4750 Code
amended. SEC. 35. Section 4750 of the Code is hereby amended by striking therefrom the words "twentieth day of December" and inserting instead the words "fifteenth day of September."
- Chap. 40, Acts
18 G. A.
amended. SEC. 36. Section 13 of chapter 40 of the Acts of the 19" General Assembly is hereby amended by striking therefrom the last nine words and inserting in lieu thereof the words "To the Governor biennially."
- Chap. 151, Acts
18 G. A.
amended. SEC. 37. Section 11 of chapter 151 of the Acts of the 18th General Assembly is hereby amended by striking therefrom the words "on or before the first day of December of each year preceding that in which the General Assembly meets."
- Chap. 185, Acts
20 G. A.
amended. SEC. 38. Section 5 of chapter 185 of the Acts of the 20" General Assembly is hereby amended by striking therefrom the words "State Auditor" and inserting instead the word "Governor."
- Chap. 189, Acts
20 G. A.
amended. SEC. 39. Section 4 of chapter 189 of the Acts of the 20" General Assembly is hereby amended by striking therefrom the words "on or before the 30" of June" of each year" and inserting instead the word "biennially."
- Sec. 203 Code
amended. SEC. 40. Section 203 of the Code is hereby amended by striking out the word "November" and inserting instead the word "August."
- Statutes re-
pealed. SEC. 41. The following named Statutes and parts of Statutes are hereby repealed. Chapters six (6) and seven (7) title two (2) of the Code. Also sections "3764", "3765", "3768", "3787" and "3788" of the Code; Chapter 159 of the Acts of the 16" General Assembly, Chapter 27 and chapter 175 of the Acts of the 19" General Assembly.
- Present Print-
er and Binder
not affected. SEC. 42. That nothing in this act shall be so construed as will in any manner affect the compensation of the present State Printer and Binder during the unexpired term of their offices.
- Chap. 74, Acts
18 G. A.
amended. SEC. 43. Section eleven of chapter 74 of Acts of the eighteenth General Assembly is hereby amended by striking out in line 23, the word "October" and inserting the word "December."

Approved April 7th, 1888.