

**7A.1 Official reports — preparation.**

1. State officials, boards, commissions, and heads of departments shall prepare and file written official reports, in simple language and in the most concise form consistent with clearness and comprehensiveness of matter, required by law or by the governor.

2. Before filing any report, the author shall carefully edit the report. The author shall strike from the report all minutes of proceedings, and all correspondence, petitions, orders, and other matter which can be briefly stated, or which is not important information concerning public affairs, and consolidate so far as practicable all statistical tables.

3. Any report failing to comply substantially with [this section](#) shall be returned to its author for correction, and until made so to comply shall not be printed.

4. [This section](#) shall not be construed as depriving the director of the department of administrative services of the right to edit and revise the report.

[C24, 27, 31, 35, 39, §244; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §17.1]

C93, §7A.1

[98 Acts, ch 1119, §25](#); [98 Acts, ch 1164, §40](#); [2003 Acts, ch 145, §106](#); [2017 Acts, ch 29, §3](#)

Referred to in [§476.16](#)