

CHAPTER 102
STATE PRINTING
[Prior to 8/18/04, see 401—Ch 5]

11—102.1(8A) Purpose. The purpose of this chapter is to provide for the operation of printing services by the department, the use of office copiers by state agencies, and the establishment of the publication rates of certain legal notices.

11—102.2(8A) Definitions.

“Agency” or “state agency” means a unit of state government, which is an authority, board, commission, committee, council, department, examining board, or independent agency as defined in Iowa Code section 7E.4, including but not limited to each principal central department enumerated in Iowa Code section 7E.5. However, “agency” or “state agency” does not mean any of the following:

1. The office of the governor or the office of an elective constitutional or statutory officer.
2. The general assembly, or any office or unit under its administrative authority.
3. The judicial branch, as provided in Iowa Code section 602.1102.
4. A political subdivision of the state or its offices or units, including but not limited to a county, city, or community college.

“Department” means the department of administrative services.

“Director” means the director of the department of administrative services or the director’s designee.

“Printing” means the reproduction of an image from a printing surface made generally by a contact impression that causes a transfer of ink, the reproduction of an impression by a photographic process, or the reproduction of an image by electronic means and shall include binding and may include material, processes, or operations necessary to produce a finished printed product, but shall not include binding, rebinding or repairs of books, journals, pamphlets, magazines and literary articles by a library of the state or any of its offices, departments, boards, and commissions held as a part of their library collection.

“Printing equipment” means offset presses, gravure presses, silk-screen equipment, large format ink jet printers, digital printing/copying equipment, letterpress equipment, office copiers and bindery equipment.

11—102.3(8A) Location. The state printing office is located at the capitol complex in Des Moines, Iowa. Correspondence shall be addressed to State Printing, Department of Administrative Services, Hoover State Office Building, Des Moines, Iowa 50319.

[ARC 4053C, IAB 10/10/18, effective 11/14/18]

11—102.4(8A) State printing. The state printing operation maintains a centralized printing facility in the Hoover State Office Building with satellite offices in other locations not necessarily at the capitol complex.

State printing provides short-run turnaround printing services. When a request is made for state printing and the quantity of a printing order is such that it can be handled economically by state printing, state printing will produce it. Other work will be contracted out by state printing. State printing equipment is available at all times to serve the best interests of the state and provide high-quality, cost-effective printing services to state agencies, state officials, and other branches of state government.

[ARC 4053C, IAB 10/10/18, effective 11/14/18]

11—102.5(8A) Printing equipment.

102.5(1) Use of printing equipment. A state agency may consult with the department regarding the agency’s purchase of printing equipment, including office copiers, for direction on how to best meet the needs of the agency.

102.5(2) Private use of printing equipment. No state-owned printing equipment may be used to produce printing for private purposes. Items produced on state printing equipment shall be items for state agencies. However, state employees, persons doing business with the state of Iowa, and those requesting copies of public records may purchase copies produced on office copiers. The selling price

of these copies will be the actual cost of the copy including any search or supervisory costs involved, pursuant to 11—subrule 4.3(7).

11—102.6(8A,49) Publication of ballot and notice. A sample ballot as prescribed in Iowa Code section 49.53 may be published in a reduced size. When a ballot is reduced, the candidates' names on the ballot must not be smaller than six-point type.

This rule is intended to implement Iowa Code section 49.53.

11—102.7(8A,49) Cost of publication—sample ballot. The charges for the publication of a sample ballot shall not be more than the usual or customary display advertising rate that the newspaper charges its regular advertisers. In a city in which no newspaper is published and with a population of 2000 or less, a maximum cost has been established. The maximum cost for a quarter-page sample ballot must not exceed \$250 and maximum cost for a half-page sample ballot must not exceed \$350.

This rule is intended to implement Iowa Code section 49.54.

[ARC 4053C, IAB 10/10/18, effective 11/14/18]

11—102.8(8A,618) Fees paid to newspapers. The fees paid to newspapers for official publications, notices, orders, citations or other publications required or allowed by law shall not exceed the rate set June 1 of each year by the director. The director shall calculate a new rate for the following fiscal year as prescribed in Iowa Code section 618.11 and shall publish this rate as a notice in the Iowa Administrative Bulletin prior to the first day of the following calendar month. The new rate shall be effective on the first day of the calendar month following its publication. The calculation and publication of the rate by the director shall be exempt from the provisions of Iowa Code chapters 17A and 25B.

This rule is intended to implement Iowa Code section 618.11.

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