



DEPARTMENT OF GENERAL SERVICES  
GERALD R. ANDERSON, DIRECTOR

September 23, 1991

Ms. Diane Bolender  
Director, Legislative Service Bureau  
Capitol Building  
L O C A L

Dear Diane:

I am writing you to officially request permission to load a copy of the Iowa Code into the online publications system that Information Services Division (ISD) is implementing on a nine month pilot basis. Currently the Code is available via the LEGS application for viewing only. The LEGS version of the Code will remain in place for the 1992 legislative session.

Online publications is used to display documentation, books, and other printed material on host based terminals or PCs. Text can be viewed sequentially or navigated to any specific topic in the book. A book or series of books can be searched for specific words and phrases. The text containing those words or phrases can be viewed. There is additionally links between references so that the reader can move directly to the text of the reference and then back to the reference point. Selected text of a book can be printed. It is possible to copy selected text to another file or if authorized to edit the source text. Editing would be disabled for the Code.

Online publications does have the capability to create, revise, and store information for printing as well as for online viewing. There is also a information management system to allow only authorized personnel to revise, replace, or delete source information.

It is ISD's intent to place the Iowa Code in the online publications system as a live demonstration of the viewing capabilities of the online publications system. The advantages of using the Code as a demonstration are:

- the typesetting markup is already present
- the current work flow is unaffected
- the potential users are familiar with the Code

We will be ready to begin working with the Code on October 1. If you need additional information, please contact me at 281-4885. Thanks for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Linda Schlenker".

Linda Schlenker  
Manager, Office Systems & Technologies



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF GENERAL SERVICES  
GERALD R. ANDERSON, JACK B. WALTERS, DIRECTOR

M E M O R A N D U M

DATE: September 24, 1991

TO: Diane Bolander, Director  
Legislative Service Bureau

FROM: Kristi Little, Superintendent  
General Services Printing Division

RE: 1991 Iowa Acts

I have compiled costs for the 1991 Iowa Acts. Based on increases in postage and printing and with a total of 1052 pages in this publication, I recommend an increase to \$50.00 for sale to the public.

This increase will also help to offset the cost of free distribution to State Government of 3405 copies.

Please advise if the Legislative Council agrees.

# GENERAL ASSEMBLY OF IOWA

## LEGAL AND COMMITTEE

## SERVICES DIVISION

JOHN C. POLLAK, ADMINISTRATOR

### LEGAL COUNSELS

DOUGLAS L. ADKISSON

AIDA AUDEH

MARY M. CARR

JULIE A. SMITH CRAGGS

SUSAN E. CROWLEY

MICHAEL J. GOEDERT

MARK W. JOHNSON

GARY L. KAUFMAN

MICHAEL A. KUEHN

LESLIE E. WORKMAN

### RESEARCH ANALYSTS

PATRICIA A. FUNARO

KATHLEEN B. HANLON

THANE R. JOHNSON

GARY D. RUDICIL



## LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING

DES MOINES, IOWA 50319

(515) 281-3566

FAX (515) 281-8027

DIANE E. BOLENDER, DIRECTOR

RICHARD L. JOHNSON, DEPUTY DIRECTOR

## ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING (515) 281-5285

PHYLLIS V. BARRY

ADMINISTRATIVE CODE EDITOR

## LEGISLATIVE INFORMATION OFFICE

CAPITOL BUILDING (515)-281-5129

JULIE E. E. LIVERS

DIRECTOR

## IOWA CODE DIVISION

LUCAS BUILDING (515) 281-5285

JoANN G. BROWN

IOWA CODE EDITOR

JANET L. WILSON

DEPUTY IOWA CODE EDITOR

November 18, 1991

**TO:** ADMINISTRATION COMMITTEE OF THE LEGISLATIVE COUNCIL  
**FROM:** JOANN BROWN, IOWA CODE EDITOR  
**RE:** PUBLICATIONS QUESTIONNAIRE

At the request of the Legislative Council's Administration Committee, the Legislative Service Bureau (LSB) has surveyed state agencies that receive free copies of LSB legal publications, to determine the number each agency receives, the number it needs, whether soft-bound volumes or computer access could be substituted for hard-bound volumes, and related questions. A copy of the survey questions, with total responses added, is attached as Appendix A.

Statutory authority for the free distribution is found mainly in section 18.97 of the Code, and to some extent in sections 18.89, 18.92, 18.95 and 18.96. Copies of these sections are attached as Appendix E.

The survey results, and other figures obtained from the State Printer's Office, or assumed and to some extent verified by the State Printer's Office, or verified by telephone calls, were then compared to the authorizations in section 18.97, subsection by subsection. To determine a list of "principal state offices and major subdivisions" authorized to receive one copy each under subsection 11, the 1990 State Roster was consulted. Duplication and overlapping were found to exist in the provisions of section 18.97, making the comparison difficult in some cases. Also, the survey responses and the State Printer's data were not always complete. However, the comparison, attached as Appendix B, seems to be potentially useful in determining whether changes are needed in the statutory authority that controls free distribution.

Although section 18.97 appears to authorize full distribution of the Code, Code Supplement, Session Laws, and Court Rules, according to its terms, it provides for the Administrative Code, Administrative Bulletin, and State Roster to be distributed only upon request. Therefore, a much wider diversity between numbers authorized and numbers received or needed is generally found for these publications.

Although, as a rule, the agencies surveyed stated that they needed the number of copies they had been receiving, there were some that expressed a need for more, and a few who expressed a need for fewer copies. This information is attached as Appendix C.

Appendix D, also attached, contains cost figures compiled from information supplied by the State Printer's Office.

It appears, as a result of the work done on compiling this questionnaire, that section 18.97 does not closely control the free distribution of LSB legal publications, but that, in combination with sections 18.89, 18.92, 18.95, and 18.96, it gives considerable discretion over free distribution to the State Printer's Office, which is responsible for sales and distribution. If this discretion is acceptable, it would be helpful at least to amend section 18.97 to eliminate the overlapping categories. If the general assembly wishes to alter the present system of free distribution in some respect, or to obtain greater statutory control over the system, one or more of the following approaches might be considered:

1. Greater discretion could be clearly given to the State Printer's Office. In this case, in order to maintain some accountability, it might be useful to require written requests to be submitted by each entity as to the number of copies needed, and the types of entities entitled to free copies would need to be defined in some way.
2. The sections and subsections which appear to authorize unlimited free distribution could be amended to insert clear limitations. In order to avoid rigidity, provision could be made for a decrease in the number, or for a limited increase, to be available upon written request.
3. Rather than completely free distribution, the entities presently entitled to free copies might be required to pay a reduced flat rate, or a percentage of the cost, for each copy requested.
4. Free copies could be totally eliminated. This would reduce the cost of the publications considerably since, at present, the buyers of the publications subsidize the free distribution, as noted in Appendix D. Under section 17.22, the costs of printing, binding, distribution, paper stock, and compilation and labor costs are to be considered by the Legislative Council in setting the price of LSB publications (the State Roster is omitted from mention in this section), and the Council has generally spread this cost across only the number of publications expected to be sold. Overhead costs have not been included in these determinations, and labor costs have generally not included the cost of employee benefits, but have been determined on a "per hour" salary basis.

Questions or suggestions in regard to the material in this report should be directed to Peter Dubec, Assistant Iowa Code Editor (281-8871) or to JoAnn Brown, Iowa Code Editor (242-6459).

APPENDIX A

Survey of State Agencies:  
Legislative Service Bureau Legal Publications  
April 8, 1991

AGENCY NAME \_\_\_\_\_

AGENCY CONTACT \_\_\_\_\_

1. How many copies of the following LSB publications do you need to perform the duties of your agency?

Total Response:

Iowa Code	<u>2,114</u>	Iowa Administrative Code	<u>429</u>
Iowa Code Supple.	<u>2,114</u>	Iowa Administrative Bulletin	<u>359</u>
Session Laws	<u>2,036</u>	State Roster	<u>809</u>
Iowa Court Rules	<u>1,119</u>		

Do you contemplate any change in this need over the next few years? If so, what change? Few agencies responded to this question.

2. Please list the position classifications of all persons who presently receive free copies of the following listed LSB publications and the number of copies received by each different position classification.

(The number of position classifications is extensive. For more information, please consult the original survey forms filed with the Iowa Code Office.)

Total Response:

Iowa Code and Iowa Code Supplement: 2,113

Session Laws: 2,071

Iowa Court Rules: 1,053

Iowa Administrative Code: 380

Iowa Administrative Bulletin: 359

State Roster: 1,235

3. What percentage or number of the persons listed in question #2 have convenient access to any LSB publications on computer? Which publications?

Approximately 25 percent of the personnel listed in question #2 have at least some computer access to LSB publications (primarily the Iowa Code).

4. In your agency, could any form of computer access replace printed LSB publications?

Yes--25 percent; No--65 percent; Maybe--10 percent

5. In your agency, could microfiche replace printed LSB publications?

No--100 percent

6. Please indicate the importance to your agency of access to the printed copy of the following LSB publications (The figures represent the number of agencies responding):

Iowa Code and Code Supplement	
<u>42</u> Essential	<u>0</u> Convenient
Session Laws	
<u>38</u> Essential	<u>3</u> Convenient
Iowa Court Rules	
<u>22</u> Essential	<u>14</u> Convenient
Iowa Administrative Code	
<u>34</u> Essential	<u>5</u> Convenient
Iowa Administrative Bulletin	
<u>39</u> Essential	<u>3</u> Convenient
State Roster	
<u>17</u> Essential	<u>20</u> Convenient

7. What percentage or number of the persons listed in question #2 would be willing to substitute access to only a portion of the printed LSB publications if that were an option (for example, copies of selected chapters, titles, or volumes of the Iowa Code or Administrative Code)?

15 percent

8. Does your agency publish or otherwise make available reproduced copies of Iowa Code or Administrative Code chapters or sections for your agency's own use and at your agency's own expense? If so, what do you publish or reproduce? (If available, when returning this questionnaire, please send a current or old copy of your agency's own publication or reproduction of Code or Administrative Code chapters or sections.)

Yes--56 percent; No--44 percent. The materials sent by the agencies are available for review upon request.

9. Would soft-bound copies of the Iowa Code or Session Laws meet your agency's needs?

No--63 percent; Yes--37 percent. The figures represent the percentage of persons who use the publications.

10. Comments/Suggestions: See next page.

**FOLLOWING ARE COMMENTS (PRIMARILY IN QUESTION #10) BY STATE AGENCIES CONCERNING ISSUES RAISED BY THE LSB SURVEY/QUESTIONNAIRE.**

"Geography, not position classification, is the most important factor in determining distribution of all these publications. In addition to the Ames headquarters, we provide copies to seven locations in Des Moines and six highway district offices throughout the state." (Department of Transportation)

"Currently, we have offices in the Capitol, Grimes, Hoover, Lucas and Wallace Buildings, as well as in Ames, Iowa City and Waterloo. Future plans include centralization of the Capitol complex audit offices into one location. We will review our needs for LSB publications at that time to see if it is possible to reduce the number of copies we receive." (Auditor of State)

The Secretary of State's office advocated publishing Code sets and partial Codes (titles/sections relevant for a particular agency) in ring binders so that "we would still have a sturdy cover and only pages that actually have changes would need to be printed."

The Departments of Human Services and Natural Resources strongly supported computer access to the publications.

The Auditor of State's office and the Judicial Department, among others, cited the need to retain hard covers for volumes which are much used. Among agencies willing to accept soft-bound publications "if necessary," the Legislative Information Office noted that, in the face of considerable usage, "a hard cover is a wonderful protection."

"Don't cut back our access to law and administrative code in order to save dollars. We need that access to do our jobs." (State Historical Society)

"It would be helpful to have an agency's administrative rules available by sections or by agency identification number." (Department of Inspections and Appeals)

**APPENDIX B**  
**Free Distribution of Publications - Numbers Authorized in §18.97 vs. Numbers Received**

Iowa Code §18.97	Provisions	A = Number Assumed S = Number Obtained by Survey of State Depts. SP = Number Supplied by State Printer	Numbers Authorized in §18.97	Code/ Code Supp.	Session Laws	Court Rules	Iowa Admin. Code/ Supp.	Iowa Admin. Code/ Supp.	State Roster
Sub. 1.	State law library, for exchange purposes . . . . .	65	31-S	36-S	9-S	3-S	2-S	7-S	
Sub. 2.	Law library - SUI, for exchange purposes . . . . .	60	60-S	60-S	60-S	---	---	---	
Sub. 3.	Historical Division, Cultural Affairs Dept. . . . .	2	2-S	2-S	0-S	---	1-S	---	
Sub. 4.	State Historical Society	2		(Combined in survey with Historical Division, above) Subsections 1-4 and 17 all cover purposes included in the survey of the Cultural Affairs Department. It was possible to separate these amounts from the survey results for that department, so the totals of subsections 1-4 and 17 have been deducted from the total survey results for the department shown under subsection 11.					
Sub. 5.	<u>Each Supreme Court Justice, Court of Appeals Judge, and district Court Judge --- 2 . . . . .</u> <u>Each District Associate Judge and Judicial Magistrate --- 1 . . . . .</u> (It is not clear whether Senior Judges are included) . . . . . Note: The publications are distributed to the Judicial Branch through the State Court Administrator and the District Court Administrators, who have unlimited access under subsection 14, paragraphs e and f.	Unlimited (230) (200) (19) (449)							
Sub. 6.	<u>Each Federal Court Judge --- 1 . . . . .</u>	16	16-SP	16-SP	16-SP	---	---	---	
Sub. 7.	<u>Supreme Court Clerk . . . . .</u>	1 (+unlimited)							
Sub. 8.	<u>Each Federal Court Clerk --- 1 . . . . .</u>	4	4-SP	4-SP	4-SP	---	---	---	
Sub. 9.	<u>Each state institution under Dept. of Corrections, Board of Regents and Dept. of Human Services --- 1 . . . . .</u>	25	50-S	50-S	4-S	17-S	17-S	0-S	
									Publications sent to these institutions are not included in the survey results for departments under subsection 11 since they are accounted for in this subsection

Iowa Code §18.97	Provisions	A = Number Assumed S = Number Obtained by Survey of State Depts. SP = Number Supplied by State Printer	Numbers Authorized in §18.97	Code/ Code Supp.	Session Laws	Court Rules	Iowa Admin. Code/ Supp.	Iowa Admin. Code/ Supp.	State Roster
Sub. 10.	<u>Each elective state officer --- 2 . . . . .</u>  Governor/Lt. Governor Secretary of State Auditor of State Treasurer of State Secretary of Agriculture  <u>Attorney General (Also <u>unlimited</u> under subsection 14, paragraph b below)</u>		4 2 2 2 2 2 <hr/> 14		The elective officers were surveyed as part of their departments. The number authorized here is assumed to have been available to the officers. The total survey figures for the officers' departments are included under subsection 11.				
Sub. 11.	<u>Each separate department of principal state offices and each major subdivision thereof, including elected officers and institutions where applicable. (It was difficult to determine what was meant by "principal" state offices and "major" subdivisions. The 1990 State Roster was used as a source and each department and division, as well as nearly all deputies, boards, and commissions, were assumed to have a need for, and be entitled to, a copy of the publications. See the department-by-department breakdown on pages 4 and 5.)</u>		330	2,113-S	2,071-S	1,053-S	380-S	359-S	1,235-S
Sub. 12.	<u>Each member of the General Assembly --- 1 . . . . .</u>		150	150-S	150-S	150-S	---	---	---
Sub. 13.	Chief Clerk of the House and Secretary of the Senate . . . . .		Unlimited	120-S	120-S	120-S	---	---	---
Sec. 14.	Following offices . . . . .  a. Code/Administrative Code b. Attorney General c. Legislative Service Bureau d. Legislative Fiscal Bureau e. State Court Administrator f. Each District Court Administrator  (Survey figures for the Judicial Dept. (sub. 11) include the numbers credited to justices, judges, and clerks under subsections 5 and 7 above and 15 below)		Unlimited		The total survey figures for these offices are included under subsection 11.				

Iowa Code §18.97	Provisions  <b>A</b> = Number Assumed <b>S</b> = Number Obtained by Survey of State Depts. <b>SP</b> = Number Supplied by State Printer	Numbers Authorized in §18.97	Code/ Code Supp.	Session Laws	Court Rules	Iowa Admin. Code/ Supp.	Iowa Admin. Code/ Supp.	State Roster
Sub. 15.	<u>Each Clerk of the District Court</u>  County Attorney County Auditor County Recorder County and City Assessors (112) County Treasurer Sheriff's office (110 estimated) Public Defender's office (six positions -- now under Inspections and Appeals but entered here and excluded from sub. 11) Administrators of Area Education Agencies (15) Courtroom (unknown number -- included under 14f above) - 1 each	105 99 99 99 112 99 110 6 15 <u>Unlimited</u> 744 (+ Unlimited)						
Sub. 16.	U.S. Supreme Court library --- 1 . . . . .	1	1-A	1-A	1-A	1-A	1-A	1-A
Sub. 17.	Library Division -- Cultural Affairs Department for <u>each</u> depository library --- 1 . . . . .	48	48-S	48-S	48-S	38-S	38-S	38-S
Sub. 18.	<u>Each</u> member of Iowa Congressional Delegation --- 1 . . . . .	8	8-SP	8-SP	8-SP	---	---	---
Sub. 19.	<u>Each</u> County Board of Supervisors --- 1 . . . . .	99	99-A	99-A	99-A	---	---	---
Sub. 20.	<u>Each</u> juvenile referee - 1 (22) (Covered in unlimited number in 14e and 14f above)	Unlimited	---	---	---	---	---	---

Total number of each LSB publication authorized for free distribution by §18.97: 2,033 plus "Unlimited"

DEPARTMENTS, § 87, SUBSECTION 11

Comparison of numbers of free publications authorized vs. numbers received  
 (All figures cited in publications columns are survey results)

	<b>Department</b>	<b>Numbers Authorized</b>	<b>Code/ Code Supp.</b>	<b>Session Laws</b>	<b>Court Rules</b>	<b>Admin. Code/ Supp.</b>	<b>Admin. Bulletin</b>	<b>State Roster</b>
1.	Agriculture and Land Stewardship	26	28	28	0	8	10	10
2.	Auditor of State	5	22	22	0	1	1	1
3.	Department for the Blind	2	1	1	1	1	1	1
4.	Campaign Finance Disclosure Commission	1	1	1	1	1	1	1
5.	Civil Rights Commission	1	8	8	8	1	1	2
6.	Commerce Department	21	69	69	21	18	25	10
7.	Computer Support Bureau	1	1	0	0	0	0	0
8.	Corrections Department (includes Board of Parole; excludes institutions in sub. 9)	7	48	38	6	4	4	4
9.	Cultural Affairs Department (excludes numbers covered in subs. 1-4 and 17)	15	18	27	2	4	4	3
10.	Economic Development Department	21	6	6	1	1	1	3
11.	Education Department	22	16	16	2	6	3	2
12.	Elder Affairs Department	3	3	3	1	1	1	2
13.	Employment Services Department	5	15	15	19	4	4	0
14.	Executive Council	1	1	1	0	1	0	1
15.	General Services Department	11	10	10	0	1	3	10
16.	Governor (includes Lt. Governor and Administrative Rules Coordinator)	5	10	10	1	1	2	21
17.	Human Rights Department	21	10	10	0	1	2	0
18.	Human Services Department (excludes institutions in sub. 9)	20	64	38	20	47	31	2
19.	Inspections and Appeals Department	13	39	37	5	8	15	2
20.	Justice Department - Attorney General	Unlimited (see §18.97, sub. 14b)	158	158	158	6	7	13

DEPARTMENTS, § 7, SUBSECTION 11

	<b>Department</b>	<b>Numbers Authorized</b>	<b>Code/ Code Supp.</b>	<b>Session Laws</b>	<b>Court Rules</b>	<b>Admin. Code/ Supp.</b>	<b>Admin. Bulletin</b>	<b>State Roster</b>
21.	Legislative Offices include Legislative Service Bureau, Citizens' Aide, Legislative Information Office, Iowa Code and Administrative Code, Legislative Fiscal Bureau	Unlimited (See §18.97, sub. 13, 14a, 14c, 14d)	94	94	17	22	22	70
22.	Management Department	12	12	12	1	1	1	1
23.	Natural Resources Department	20	17	17	1	1	2	1
24.	Personnel Department	4	3	3	1	3	3	0
25.	Public Defense Department	9	5	3	2	3	3	2
26.	Public Employment Relations Board	1	10	10	5	1	1	1
27.	Public Health Department	34	20	20	0	8	15	1
28.	Public Safety Department	12	103	103	3	3	3	3
29.	Board of Regents (excludes institutions authorized one copy each in sub. 9)	2	29	29	1	1	1	0
30.	Revenue and Finance Department	12	44	44	9	3	21	1
31.	Secretary of State	6	5	4	1	2	2	2
32.	Transportation Department	12	70	70	13	16	18	1
33.	Treasurer of State	5	4	4	0	0	1	0
34.	Judicial Department	Unlimited (per sub. 14e, 14f)	1,033	1,033	686	138	87	998

AppendB

**APPENDIX C**  
**SURVEY RESULTS**

The first figure in each column represents the number of copies of that particular publication now received by that state agency. The second figure is the number of publications that agency says it needs, according to the survey.

	Iowa Code/ Supplement	Session Laws (Iowa Acts)	Iowa Court Rules	Iowa Admin. Code/Supp.	Iowa Admin. Bulletin	State Roster
Agriculture	28-28	28-28	*0-1	8-8	10-10	10-10
Auditor	22-22	22-22	0-0	1-1	1-1	1-1
Blind	*1-2	1-1	1-1	1-1	1-1	*1-4
Campaign Fin. Disc. Comm.	1-1	1-1	1-1	1-1	1-1	1-1
Citizens' Aide Ombudsman	9-9	9-9	1-1	1-1	1-1	12-12
Civil Rights Commission	8-8	8-8	8-8	1-1	1-1	2-2
College Student Aid Comm.	2-2	2-2	1-1	1-1	1-1	2-2
Commerce	69-69	69-69	21-21	18-18	25-25	10-10
Corrections	71-71	71-71	9-9	11-11	11-11	1-1
Cultural Affairs <sup>1</sup>	102-102	111-111	64-64	49-49	49-49	67-67
Economic Development	6-6	6-6	1-1	1-1	1-1	3-3
Education	16-16	16-16	2-2	6-6	3-3	2-2
Elder Affairs	3-3	3-3	1-1	1-1	1-1	2-2
Employment Services	15-15	15-15	19-19	4-4	4-4	0-0
Executive Council	1-1	1-1	0-0	1-1	0-0	1-1
General Services <sup>2</sup>	10-10	10-10	0-0	1-1	3-3	10-10
Governor's Office	*10-12	*10-12	1-1	1-1	2-2	21-21
Human Rights	10-10	10-10	0-0	1-1	2-2	*0-1
Human Services	73-73	38-38	20-20	*56-81	40-40	2-2
Inspections and Appeals	*39-73	*37-73	*5-70	*8-28	*15-14	*2-6
Judicial <sup>3</sup>	*1,033-989	*1,033-952	686-686	138-138	87-87	*998-557
Justice Dept. (Atty. General)	*158-160	*158-160	*158-160	6-6	7-7	*13-15

	Iowa Code/ Supplement	Session Laws (Iowa Acts)	Iowa Court Rules	Iowa Admin. Code/Supp.	Iowa Admin. Bulletin	State Roster
Legislative Computer Support Bureau	1-1	*0-1	*0-1	*0-1	*0-1	*0-1
Legislative Fiscal Bureau	14-14	14-14	0-0	2-2	2-2	0-0
Legislative Service Bureau	71-71	71-71	16-16	19-19	19-19	58-58
Management	*12-14	*12-14	*1-0	1-1	1-1	1-1
Natural Resources	*17-19	*17-19	1-1	1-1	2-2	*1-0
Parole Board	11-11	1-1	1-1	1-1	1-1	3-3
Personnel	3-3	3-3	1-1	3-3	3-3	0-0
Public Defense	5-5	*3-5	2-2	3-3	3-3	*2-6
Public Employ. Relations	10-10	10-10	5-5	1-1	1-1	1-1
Public Health	20-20	20-20	0-0	8-8	15-15	1-1
Public Safety	103-103	103-103	3-3	3-3	3-3	3-3
Regents Board	36-36	36-36	1-1	1-1	1-1	0-0
Revenue and Finance	44-44	44-44	9-9	3-3	*21-20	*1-2
Secretary of State	5-5	*4-2	*1-0	2-2	2-2	2-2
Transportation	*70-72	*70-72	13-13	*16-19	*18-19	1-1
Treasurer	4-4	*4-3	0-0	0-0	1-1	0-0
<b>TOTAL</b>	<b>*2,113-2,114</b>	<b>*2,071-2,036</b>	<b>*1,053-1,119</b>	<b>*380-429</b>	<b>359-359</b>	<b>*1,235-809</b>

#### FOOTNOTES

\* An asterisk denotes any pair of figures where there is a difference between the number of publications received and the number needed.

<sup>1</sup> The Department of Cultural Affairs includes the Law Library Section and the Documents Depository Unit and Information Services Section of the State Library, which account for nearly all of the publications numbered here.

<sup>2</sup> The Department of General Services returned only the first page of the survey.

<sup>3</sup> Figures for the Judicial Department include the State Court Administrator's Office and the eight judicial districts of the Iowa District Court. The SCA Office provided much of the data, which was gathered in a phone survey. Some of the information was provided by the State Printing Office, and the rest came as a result of phone interviews conducted by the Iowa Code Office. The numbers for the Administrative Code and Bulletin are low because only three judicial districts responded to this part of the questionnaire. Also, the number of Iowa Court Rules may be significantly "soft."

## APPENDIX D

	IOWA CODE COMPARISONS			2-14-91
	'91C	'89C	'87C	'85C
Pages:	6150	5649	5285	4958
Number Printed:	8700	8585	8700	8706
Number Free Distribution: (per state printer)	3577	3510	3300	2600
Number Sold: (per state printer)	3828 (to date)	4380	1391 (inaccurate)	4136
Number Leftover: (per state printer)	N/A	164	300	unknown
Price:	\$197.10	\$145.00	\$110.00	\$90.00
Costs: LSB Costs	\$131,000	\$146,000 (includes 20% for benefits)	\$150,000	\$122,000
TS Costs	\$20,600	\$22,600	\$37,000	\$24,000
Printer Costs	\$361,000	\$363,000	\$291,000	\$300,000
Distribution Costs (per state printer)	\$220,000	\$200,000	\$174,000	\$130,500
<b>TOTAL COSTS</b>	<b>\$732,600</b>	<b>\$731,600</b>	<b>\$652,000</b>	<b>\$576,500</b>

	Copies Sold	Copies Distributed Free	TOTAL
Code (1991)	3,828	3,577	7,405
Code Supplement (1989)	1,695	3,404	5,099
Session Laws (1990)	955	3,405	4,360
Administrative Code	332	643	975
Administrative Bulletin	250	850	1,100
Court Rules (1990)	1,230	1,127	2,357
	8,290	13,006	21,296

The cost of each LSB publication at present, excluding state tax, is:

- Iowa Code (1991) -- \$197.10
- Code Supplement (1989) -- \$30.00
- Session Laws (1991) -- \$55.00

- Iowa Administrative Code -- \$955.00/\$332.00 (The cost of a full set of the IAC and the updating supplement for a new subscriber for the first year is \$955. The annual cost of the updating supplement for other subscribers is \$332. Approximately two percent of the total subscriptions are new. These figures are factored into the table below.)
- Iowa Administrative Bulletin -- \$210.00
- Iowa Court rules -- \$89.50/\$65.00 (The publishing circumstances for Iowa Court Rules resemble the IAC, except that the first-year cost is \$89.50, and the annual updating supplement thereafter is \$65.00. This is factored into the table below.)

By multiplying the cost of each publication by the number sold, the total receipts are as follows:

	<b>Receipts</b>
Iowa Code	\$754,499
Code Supplement	50,850
Session Laws	52,525
Administrative Code	114,360
Iowa Administrative Bulletin	52,500
Court Rules	80,551
	<b>\$1,105,285</b>

It should be noted that sales of the paid publications generally cover the attributable costs and help defray the cost of the free publications.

Appendd

**§18.97, GENERAL SERVICES DEPARTMENT**

166

Each office, agency, or person receiving a free copy of a document under this section shall receive only the number of copies indicated free at the time of initial distribution and if a replacement document is necessary, it shall be provided only after payment of the normal subscription charge for such document.

[C73, §39; C97, p. 4, §42; S13, p. 1, §42; C24, 27, 31, 35, §235; C39, §238.1; C46, 50, 54, 58, 62, 66, 71, 73, §16.24; C75, 77, 79, 81, §18.97; 68GA, ch 1012, §5, ch 1015, §1]

83 Acts, ch 186, §10008, 10009, 10201; 84 Acts, ch 1301, §13; 85 Acts, ch 218, §13; 86 Acts, ch 1237, §1

**18.98 Book of annotations and tables of corresponding sections.**

The superintendent of printing shall make free distribution of the book of annotations to the Code, and of the supplements to said book of annotations, and of the book of tables of corresponding sections of the Code, as follows:

1. To state law library for exchange purposes ..... 60 copies
  2. To law library of state University of Iowa for exchange purposes ..... 75 copies
  3. To historical division of the department of cultural affairs ..... 2 copies
  4. To state historical society ..... 1 copy
  5. To the office of each judge of the supreme court, court of appeals and district court, including district associate judges and judicial magistrates, and to each judge of the federal courts in Iowa ..... 1 copy
  6. To the office of each clerk of the federal courts in this state, and of the supreme and district courts of this state ..... 1 copy
  7. To the office of governor, secretary of state, auditor of state, treasurer of state, commissioner of insurance, general counsel for the utilities board, and consumer advocate, each ..... 1 copy
  8. To the office of attorney general .. 10 copies
  9. To each member of the general assembly upon their request ..... 1 copy
  10. To the office of the Code editor .... 5 copies
  11. To the office of each county auditor, and county attorney ..... 1 copy
  12. To each courtroom of the district courts .... 1 copy
  13. To the library of the supreme court of the United States ..... 1 copy
  14. To the office of the legislative service bureau and to the office of the legislative fiscal bureau ..... 1 copy
- [C27, 31, 35, §238-a2; C39, §238.2; C46, 50, 54, 58, 62, 66, 71, 73, §16.25; C75, 77, 79, 81, §18.98]  
83 Acts, ch 127, §3

**18.99 Appellate court reports.**

The supreme court shall cause to be furnished without charge copies of any publication containing official reports of the supreme court and the court of appeals to the chambers of each judge of the district court in each county and to such other governmental agencies as the supreme court shall direct.

[R60, §119; C73, §159; C97, §215; SS15, §224-e; C24, 27, 31, 35, 39, §239; C46, 50, 54, 58, 62, 66, 71, 73, §16.28; C75, 77, 79, 81, §18.99]

**18.100 Exchange.**

The volumes delivered to the state law library shall be used for the purpose of effecting exchange with other states, foreign countries, and provinces, for similar reports. All books received in such exchange shall become a part of the library division of the department of cultural affairs.

[R60, §119; C73, §159; C97, §215; SS15, §224-e; C24, 27, 31, 35, 39, §240; C46, 50, 54, 58, 62, 66, 71, 73, §16.29; C75, 77, 79, 81, §18.100]  
86 Acts, ch 1237, §2

**18.101 Legislative journals and bills.**

The daily journals of the general assembly and the printed bills shall be sent by the superintendent of printing by mail to subscribers. The journals and bills for both houses for any one session may be purchased for the sum fixed by the superintendent. The superintendent shall cause to be printed a sufficient number of copies to fill orders received and reported to the superintendent.

[C97, §127, 130; SS15, §132-b, -c, -d; C24, 27, 31, 35, 39, §241; C46, 50, 54, 58, 62, 66, 71, 73, §16.30; C75, 77, 79, 81, §18.101]  
87 Acts, ch 115, §6

**18.102 Index to bills.**

The secretary of the senate and the chief clerk of the house shall throughout each legislative session compile and cause to be printed a cumulative bulletin of bills and joint resolutions which bulletin shall contain a brief history of each bill, and detailed information as to the status of legislation and shall be conveniently indexed. The bulletin shall be printed and delivered one day before the mid-term recess of each legislature and thereafter twenty-five days after the end of said recess except as may otherwise be provided by the joint rules of the general assembly. The last issue of each bulletin shall be brought down to the time of final adjournment and shall be promptly furnished to all members of the general assembly and to such others as the superintendent may determine.

[C24, 27, 31, 35, 39, §242; C46, 50, 54, 58, 62, 66, 71, 73, §16.31; C75, 77, 79, 81, §18.102]

**18.103 Enrolling clerks to keep records.**

The enrolling clerks of the senate and house shall, under the directions of the secretary of the senate and house, respectively, keep a daily cumulative record of the information required in section 18.102 and in such manner that the same may be promptly furnished to the superintendent at the close of each week.

[C24, 27, 31, 35, 39, §243; C46, 50, 54, 58, 62, 66, 71, 73, §16.32; C75, 77, 79, 81, §18.103]

[C97, §71; S13, §71; C24, 27, 31, 35, 39, §231; C46, 50, 54, 58, 62, 66, 71, 73, §16.18; C75, 77, 79, 81, §18.91]

#### **18.92 General distribution.**

The superintendent may send additional copies of publications to other state officials, individuals, institutions, libraries, or societies that may make request therefor.

[C24, 27, 31, 35, 39, §233; C46, 50, 54, 58, 62, 66, 71, 73, §16.19; C75, 77, 79, 81, §18.92]

#### **18.93 Geological reports.**

The reports and bulletins of the geological survey shall be placed at the disposal of the state geologist.

[C97, §126; S13, §126; C24, 27, 31, 35, 39, §234; C46, 50, 54, 58, 62, 66, 71, 73, §16.20; C75, 77, 79, 81, §18.93]

Sale and distribution of reports. §305.10

#### **18.94 Repealed by 81 Acts, ch 117, § 1097.**

#### **18.95 Old Codes — free distribution.**

The superintendent of printing may distribute gratuitously, to law enforcement officers and other persons in the superintendent's discretion, the Code of 1897 and all supplements and supplemental supplements thereto; also all Codes which have been issued subsequent to the Code of 1897 and which have been supplanted by a newly issued Code; also all session laws which antedate the publication of the last issued Code by at least four years; provided that the superintendent shall maintain in reserve such number of copies of each such books as may be fixed by the director. Such reserve when fixed shall not be distributed except on the order of the executive council.

[S13, §46-a; C24, 27, 31, 35, 39, §237; C46, 50, 54, 58, 62, 66, 71, 73, §16.22; C75, 77, 79, 81, §18.95]

#### **18.96 Distribution to colleges.**

Upon application, in writing, from the librarian or chief executive officer of any incorporated college in this state, the superintendent of printing shall, upon the approval of the director, forward to said applicant, without charge, bound volumes of the laws enacted.

[S13, p. 3; C24, 27, 31, 35, 39, §238; C46, 50, 54, 58, 62, 66, 71, 73, §16.23; C75, 77, 79, 81, §18.96]

#### **18.97 Free distribution of Code, supplements, rules, Acts, state roster.**

The superintendent of printing shall make free distribution of the Code, supplements to the Code, rules of civil procedure, rules of appellate procedure, rules of criminal procedure, supreme court rules, the Acts of each general assembly, and, upon request, the Iowa administrative code, its supplements, the Iowa administrative bulletin and the state roster pamphlet as follows:

1. To state law library for exchange purposes ..... 65 copies

2. To law library of state University of Iowa for exchange purposes ..... 60 copies
  3. To historical division of the department of cultural affairs ..... 2 copies
  4. To state historical society ..... 2 copies
  5. To each judge of the supreme court, the court of appeals and the district court, two copies; and to each district associate judge and each judicial magistrate ..... 1 copy
  6. To each judge of the federal courts in Iowa ..... 1 copy
  7. To the clerk of the supreme court of Iowa ..... 1 copy
  8. To the clerk of each federal court in Iowa ..... 1 copy
  9. To each state institution under the control of the department of corrections, the state board of regents or the state department of human services ..... 1 copy
  10. To each elective state officer ..... 2 copies
  11. To the separate departments of principal state offices and each major subdivision thereof ..... 1 copy
  12. To each member of the present and subsequent general assemblies ..... 1 copy
  13. To the chief clerk of the house and secretary of the senate such number as may be required by the house and senate.
  14. To the following offices such number of copies as will enable them to perform the duties of their respective offices.
    - a. Code editor.
    - b. Attorney general.
    - c. Legislative service bureau.
    - d. Legislative fiscal bureau.
    - e. State court administrator.
    - f. Each district court administrator.
  15. To the clerk of the district court and each separate office of the clerk, the county attorney, the county auditor, the county recorder, county and city assessor, the county treasurer, the sheriff and each separate office of a sheriff, the public defender's office, and the administrator of each area education agency in the state and also for use in each courtroom of the district court ..... 1 copy
  16. To the library of the United States supreme court ..... 1 copy
  17. To the library division of the department of cultural affairs of Iowa ..... 1 copy for each depository library
  18. To each member of the Iowa congressional delegation ..... 1 copy
  19. To each board of supervisors for each county ..... 1 copy
  20. To each juvenile referee ..... 1 copy
- In the case of copies of the free documents provided in this section to libraries, the superintendent of printing may provide microfiche copies in lieu of bound copies and may provide more copies than indicated in this section if the additional copies are microfiche copies.

approved by the superintendent, and ordered by the director.

[SS15, §144-j; C24, 27, 31, 35, 39, §220; C46, 50, 54, 58, 62, 66, 71, 73, §16.7; C75, 77, 79, 81, §18.80]

#### **18.81 Unused documents.**

The superintendent shall from time to time report to the director any documents in the superintendent's custody deemed not needed and which have been printed five years or more, and if the report has the written approval of the head of the department from which the documents were issued, the director may condemn and order the documents sold, and the proceeds turned into the unappropriated funds of the state. If a department no longer exists, approval by the head of the department shall not be required. If the condemned documents cannot be sold the director may order them destroyed.

[SS15, §144-l; C24, 27, 31, 35, 39, §221; C46, 50, 54, 58, 62, 66, 71, 73, §16.8; C75, 77, 79, 81, §18.81]

#### **18.82 Custody of documents and storage rooms.**

The superintendent shall receive and have the custody of the Iowa documents, reports, and all other printed matter and make and supervise the distribution of the same in such manner as will be most economical and useful to the public. The superintendent shall have charge of the state storage building or rooms, in which the superintendent shall keep the reports and documents.

[SS15, §144-m, -n; C24, 27, 31, 35, 39, §222; C46, 50, 54, 58, 62, 66, 71, 73, §16.9; C75, 77, 79, 81, §18.82]

Geological reports. §18.93

#### **18.83 Information as to documents.**

The superintendent shall advise the public of the publication of reports and documents and of the nature of the material therein, and give information as to the publications that are for free distribution and how to obtain them.

[SS15, §144-j, -n; C24, 27, 31, 35, 39, §223; C46, 50, 54, 58, 62, 66, 71, 73, §16.10; C75, 77, 79, 81, §18.83]

#### **18.84 Mailing lists.**

The superintendent shall require from officials or heads of departments mailing lists, or addressed labels or envelopes, for use in distribution of reports and documents. The superintendent shall revise such lists, eliminating duplications and adding thereto libraries, institutions, public officials, and persons having actual use for the material. The superintendent shall arrange such lists so as to reduce to the minimum the postage or other cost for delivery.

[SS15, §144-n; C24, 27, 31, 35, 39, §224; C46, 50, 54, 58, 62, 66, 71, 73, §16.11; C75, 77, 79, 81, §18.84]

#### **18.85 Copies to departments.**

The superintendent shall furnish the various officials and departments with copies of their reports needed for office use or to be distributed to persons calling for the same.

[SS15, §144-n; C24, 27, 31, 35, 39, §225; C46, 50, 54, 58, 62, 66, 71, 73, §16.12; C75, 77, 79, 81, §18.85]

#### **18.86 Assembly members.**

The official reports, the miscellaneous documents and other publications upon request, and the completed journals of the general assembly and ten copies of the official register, shall be sent to each member of the general assembly, and, so far as they are available, additional copies upon their request.

[SS15, §144-n; C24, 27, 31, 35, 39, §226; C46, 50, 54, 58, 62, 66, 71, 73, §16.13; C75, 77, 79, 81, §18.86]

#### **18.87 Libraries.**

The completed journals of the general assembly, and the official register shall be sent to each free public library in Iowa, the library division of the department of cultural affairs, the library commission, libraries at state institutions, and college libraries.

[SS15, §144-m, -n; C24, 27, 31, 35, 39, §227; C46, 50, 54, 58, 62, 66, 71, 73, §16.14; C75, 77, 79, 81, §18.87]

#### **18.88 Newspapers.**

The journals of the general assembly and the official register shall be sent to each newspaper of general circulation in Iowa, and editors of newspapers in Iowa shall be entitled to other publications on request when they are available.

[SS15, §144-m, -n; C24, 27, 31, 35, 39, §228; C46, 50, 54, 58, 62, 66, 71, 73, §16.15; C75, 77, 79, 81, §18.88]

#### **18.89 Congressional library.**

Two copies of each publication shall be sent to the library of Congress.

[C97, §126; S13, §126; SS15, §144-m, -n; C24, 27, 31, 35, 39, §229; C46, 50, 54, 58, 62, 66, 71, 73, §16.16; C75, 77, 79, 81, §18.89]

#### **18.90 County auditors.**

The completed journals of the general assembly, and the official register shall be sent to each county auditor, who shall be required to keep the same at all times available for the inspection of the public.

[C97, §126; S13, §126; SS15, §144-m, -n; C24, 27, 31, 35, 39, §230; C46, 50, 54, 58, 62, 66, 71, 73, §16.17; C75, 77, 79, 81, §18.90]

#### **18.91 School libraries.**

The official register shall be distributed, in addition to the foregoing provisions, to the school libraries.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF GENERAL SERVICES  
GERALD R. ANDERSON, ~~JACK B. WALTERS~~, DIRECTOR

November 18, 1991

Diane Bolander  
Legislative Service Bureau  
Statehouse

Dear Diane,

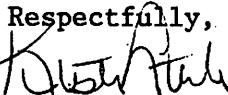
I have compiled the costs of the Supplement to the 1991 Code of Iowa and wish to submit my proposal for the selling price.

The computation is as follows:

Printing and Binding costs (Wm. C. Brown)	\$39,356.00
Compilation costs reported by Code Editor	\$89,268.65
Typesetting - Graphic Sciences	<u>\$ 3,427.70</u>
Total	\$132,052.35

132,052.35 divided by 5500	= \$24.01 per volume
Distribution cost	= <u>\$ 7.61 per volume</u>
	\$31.62 per volume

My recommendation is that the selling price be \$31.60 plus \$1.26 sales tax.  
Cost for 1989 supplement was \$30.00, plus \$1.20 sales tax. Please advise me if the Legislative Council agrees.

Respectfully,  
  
Kristi Little  
Superintendent of Printing