

GENERAL ASSEMBLY OF IOWA

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May 25, 1993

MEMORANDUM

TO: CHAIRPERSON PALMER AND MEMBERS OF THE ADMINISTRATION COMMITTEE

FROM: Diane Bolender, Director *DB*

RE: Administrative Code Update

Background and Purpose

The purpose of this memorandum is to bring you up to date on the progress made on the project to place the Iowa Administrative Code (IAC) and Iowa Administrative Bulletin (IAB) in electronic format. The IAC is the compilation of administrative rules adopted and administered by state agencies in implementing state law and policy. The IAC was originally issued in 1974 in a looseleaf format and since that time new pages have been published and various pages have been republished as needed. A supplement to the IAC consisting of new pages is typeset and issued every two weeks. The IAC is currently 20 looseleaf volumes on 6" x 9" inch paper.

These rules are very important because they have the force and effect of law. A lengthy process of public notice and input and legislative review is used in the rules adoption process. The IAB is the official means of public notice used in the rules adoption process. It is published every two weeks and typically consists of 75 to 125 pages on 8.5" x 11" paper. The IAB is now being typeset in-house.

The project to bring the IAC and the IAB into an electronic format was initiated to achieve four major purposes. These purposes are:

1. To improve public access and create sales and print efficiencies. Currently a subscriber to the IAC must purchase the entire 10,500 page document and receives updates to the entire document every 2 weeks. Electronic technology would permit sale of distinct portions of the IAC which may expand the IAC's distribution and

sale. In addition, publication could be performed at a lower cost due to savings in typesetting and paper production costs. Typesetting costs for the IAC Supplement for FY 93 are estimated at \$120,000.

2. To create an archiving system. Rules which are amended or deleted have a legal effect for the period of time they were in effect. Currently, previous versions of a rule only exist in paper files and microfilm and it is quite a task to determine the exact language of a rule in effect on a specific date in the past. Electronic storage will improve research capabilities and may reduce the amount of storage required.
3. To provide search and retrieval capabilities. The ability to locate a rule affecting a particular topic without manually paging through the rules will be very useful.
4. To automate the rules process. Migration to an electronic format will eventually reduce the amount of paper which must be physically carried between the various offices. An electronic docketing process would be developed to improve the tracking of rules throughout the rules adoption process.

In the spring of 1992, a committee composed of Diane Bolender, John Pollak, Phyllis Barry, Kathy Bates, and Gary Rudicil from the Legislative Service Bureau; Joe Royce, Administrative Rules Review Committee Staff; and Paula Dierenfeld, Administrative Rules Coordinator, selected an independent consultant to develop an RFP for the project. The consultant met with the committee, held workshops, and developed a draft Request for Proposals for the project. Funding for the costs of the consultant was paid partially from Legislative Service Bureau funds and partially, pursuant to authorization by the Legislative Council, from moneys collected from the sale of the Iowa Code database.

The consultant indicated that there are 2 possible avenues for computerization of the IAC and the IAB. Under the first option, the consultant estimated that it would cost several million dollars to provide the IAC on an electronic database and to provide access to the approximately 1,000 state employees who either draft or administer administrative rules. Under this system, there would also be sufficient capacity to sell access to private parties such as law firms. Under the second option, which the consultant estimated would cost about \$250,000 spread over a 2 to 3 year period, the IAC would be developed into an electronic database accessible to the legislative branch and the Administrative Rules Coordinator. Under the second option, access can be provided to the executive branch but in a less convenient format than under the first option. With either option, it is believed that it will require at least one full year to complete the process of placing the rules in electronic format and verifying their accuracy.

The committee held several meetings with representatives from the executive branch to determine whether the funding for the 1,000 user system might be recommended by the executive branch for the next fiscal year. The executive branch did not recommend this expenditure.

The Legislative Service Bureau proceeded with the project by issuing an RFP to provide for a system accessible to the legislative branch of government in order to determine whether there are any bidders and whether the consultant estimate of \$250,000 for the legislative option was accurate.

Request for Proposals

The Legislative Service Bureau issued the RFP in September 1992. A conference was held with various vendors on November 4, 1992. The conference demonstrated a great deal of interest among vendors about this project but a number of questions were raised about such topics as funding and technology concerns. Based on discussions with legislative leaders and to clarify various technology questions, a decision was made to withdraw and revise the RFP with the intent to revisit the project following the 1993 legislative session.

Senate File 359

During the 1993 legislative session the issue was raised independently by the new Senate committee which focuses upon technology. The Senate passed SF 359 sponsored by the Committee on Communications and Information Policy, which would require the publication and availability of the Iowa Administrative Code in electronic format by July 1, 1995. A fiscal note was prepared to estimate the cost of the project. This estimate was \$150,000 to \$200,000 over a two-year period with some cost offsets due to sales of the electronic version. The House Committee on State Government was assigned the bill and it remains eligible for consideration when the General Assembly next convenes.

Recent Activities

The Legislative Service Bureau has recently worked with the Computer Support Bureau which has developed a list of potential computer hardware requirements to optimize compatibility with the legislative computer network. Discussions have been held with executive branch staff with the goal of making this project as compatible as possible with executive branch computer resources. Staff are currently reviewing computer software in order to locate programs that could be adapted for the project.

Proposed Activities

The following activities are proposed in connection with this project:

1. Proceed with scanning of the printed IAC to get the document into an initial electronic form.
2. Restructuring of LSB proofreading staff resources in order to check the scanned document.
3. Legislative Council approval to use the Mead Data moneys (\$25,000) for costs associated with this project.
4. Use of any LSB funds projected to be remaining at the end of the fiscal year for scanning and computer costs associated with this project.

5. When suitable computer software and hardware is located and following Legislative Council approval, proceed with development based upon the attached tentative timetable.

The Administration Committee will be updated with any new developments.

TENTATIVE Timetable - ACO Project

	6/93	7/93	8/93	9/93	10/93	11/93	12/93	1/94	2/94	3/94	4/94	5/94	6/94	7/94	8/94	9/94	10/94	11/94	12/94	1/95	2/95	3/95	4/95	5/95	6/95	7/95
Scanning into Ami Pro format	█	█																								
Evaluation of need for Unix Server, search for software vendors with appropriate products	█	█	█																							
Proofreading (in house)			█	█	█	█	█	█	█	█	█	█	█	█												
Entering corrections of scanned result			█	█	█	█	█	█	█	█	█	█	█	█												
Editing to add bi-weekly updates and bring current since scan, continuous update in Ami Pro			█	█	█	█	█	█	█	█	█	█	█	█												
Select software and system integrator, determine system acceptance					█	█																				
Installation of minimal hardware					█	█																				
Install initial software							█	█																		
Debugging and final system approval									█	█																
Training on software										█	█	█	█	█												
Installation of remaining hardware if necessary											█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Formatting scanned result													█	█	█	█	█	█	█	█	█	█	█	█	█	█
Optional production of CD version																									█	█

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May 25, 1993

MEMORANDUM

TO: CHAIRPERSON PALMER AND MEMBERS OF THE ADMINISTRATION COMMITTEE

FROM: Diane Bolender, Director *DB*

RE: Code of Iowa CD-ROM

During the past two years the Legislative Service Bureau has been investigating the feasibility of publishing the Code of Iowa in CD-ROM (Compact Disk - Read Only Memory) format. The format is produced on a small laser disk, similar to an audio compact disk, can hold the entire Code of Iowa on only a portion of the disk, and usually includes a search program on the disk. To use such a CD-ROM disk the user needs an IBM compatible PC and an internal or external CD-ROM reader. A reader can be purchased from \$300 on up. The advantages of publishing the Code of Iowa in this format would be that a user could easily search the Code of Iowa (using Boolean logic similar to Code of Iowa searches on the mainframe legislative computer) and that the CD-ROM disks could be published and distributed several months earlier than the printed version of the Code of Iowa.

The last several months the Legislative Service Bureau has sought specific cost information from companies which could produce CD-ROM disks of the Iowa Code, compiling both cost and time estimates of anticipated production schedule. The cost estimates range from \$8,800 to \$33,900 for the production of 100 CD-ROM disks. The time estimates range from one month to three months for 100 CD-ROM disks.

Because of the low estimate of \$8,800 and the short one-month time frame needed for production, the Legislative Service Bureau wishes to proceed with publication of a merged version of the 1993 Code of Iowa and 1993 Code Supplement, which would include all codified laws enacted through the 1993 Regular Session of the 75th General Assembly incorporated into the Code of Iowa. The CD-ROM disks could be available for distribution around September 15, 1993. The purchase price has not yet been determined pending a major mailing to the approximately 4000 private purchasers of the Code of Iowa. The mailing would

solicit orders of the CD-ROM disks. The costs of producing the CD-ROM disks would be paid from the 1993-1994 printing budget of the Legislative Service Bureau. The Bureau would recoup the costs through the receipt of revenues from the CD-ROM disk sales .

Two issues are raised by the production and sale of the CD-ROM disks by the Legislative Service Bureau and the State Printing Division. The first issue relates to free distribution of the Code Supplement which would be contained on the CD-ROM disks. The Legislative Service Bureau would want to continue for this year to provide the printed Code Supplement at no cost to those state and local government agencies entitled to receive free copies. The Legislative Service Bureau would want to sell CD-ROM disks to those same entities if they are interested in buying them.

The second issue relates to potential buyers of large quantities of the CD-ROM disks. As attorneys are the largest group of purchasers of subscriptions to the Code of Iowa, and as the trade association for attorneys might be able to successfully market the CD-ROM disks to its association members, the Legislative Service Bureau would like to be able to establish two purchase prices for the CD-ROM disks: one price for the purchase of a single CD-ROM disk and a discounted price for the purchase of CD-ROM disks in lots of 50 or 100. The discounted price would allow the purchaser to cover some of the purchaser's marketing costs and would spread the risk of low sales between the State of Iowa and the volume purchaser.

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May 26, 1993

MEMORANDUM

TO: CHAIRPERSON PALMER AND MEMBERS OF THE ADMINISTRATION COMMITTEE

FROM: Mark W. Johnson, Legal Counsel *MWJ*

RE: Free Distribution of Legal Publications

During the past several years the Legislative Service Bureau, at the direction of the Administration Committee, has been collecting and reviewing information regarding the free distribution of legal publications. The Committee has expressed an interest in reviewing the entities who receive these publications and the cost associated with providing them since the cost of some of the legal publications to purchasers is based upon recovering the cost of the free distribution.

Statutory authority for the free distribution is found primarily in section 18.97 of the Code, with additional distribution directives contained in sections 18.89, 18.92, 18.95, and 18.96. In April 1991, the Legislative Service Bureau surveyed state agencies to determine the number of free legal publications received, the number each agency needs, whether soft-bound volumes or computer access could be substituted for hard-bound volumes, and related issues. A copy of the survey question, with total responses indicated, is attached.

While action concerning this issue has not been recommended by the Administration Committee prior to this time, a strong interest has been voiced by previous members of the Committee to attempt to identify options which may result in a reduction in the number of free legal publications provided and thereby reduce the costs associated with those publications. At the December 17, 1992 Administration Committee meeting, the Committee recommended that the Legislative Council request that the House and Senate direct the appropriate committees to review the free distribution of the Iowa Code, and also examine the expense and necessity of producing bound House and Senate Journals. While it does not appear that the free

distribution issue was specifically examined during the 1993 session, growing interest in the amount of printing done by state government and the associated cost was demonstrated by the submission of a request to the Legislative Fiscal Bureau to conduct a survey of state agencies to determine the number of documents published and the total number of pages printed in connection with those documents.

This issue may continue to be of interest to the Committee as the free distribution of publications has increased over the past several years. The pricing document developed for the 1993 Iowa Code included the figure of 3,625 as the number of free sets provided to the various entities. In a November 1, 1991 memo to the Administration Committee, the Iowa Code Editor indicated several options which might be considered by the General Assembly. Those included the following:

1. Greater discretion given to the State Printer's Office regarding who receives such publications.
2. Amendment of the Code sections authorizing the free distribution.
3. Rather than completely free distribution, entities entitled to receive the free copies could be required to pay a reduced flat rate, or a percentage of the cost for each copy requested.
4. Elimination of free distribution.

One additional issue which may need to be addressed in the future relates to the free distribution of publications in electronic format as a substitute for printed publications. For example, if the Code of Iowa is offered in CD-ROM format, should entities entitled to receive free publications be entitled to receive the CD-ROM formatted publication in lieu of the printed format? In addition, if the Administrative Code is republished in electronic format, which would also allow portions of the Administrative Code to be distributed in either electronic or printed formats, should entities entitled to receive free publications be entitled to receive all or just portions of the Administrative Code free of charge?

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
42 Essential 0 Convenient

Session Laws
38 Essential 3 Convenient

Iowa Court Rules
22 Essential 14 Convenient

Iowa Administrative Code
34 Essential 5 Convenient

Iowa Administrative Bulletin
39 Essential 3 Convenient

State Roster
17 Essential 20 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. Bulletin	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.	Each Supreme Court Justice, Court of Appeals Judge, and district Court Judge --- 2 Each District Associate Judge and Judicial Magistrate --- 1 (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)	It can probably be assumed that the justices, judges, and magistrates receive the copies they require under either this provision or the unlimited provisions of subsection 14, paragraphs e and f. The total survey figures for the Judicial Branch are included under subsection 11.					
Sub. 6.	Each Federal Court Judge --- 1	16	16-SP	16-SP	16-SP	---	---	---
Sub. 7.	Supreme Court Clerk	1 (+unlimited)	See explanation for subsection 5 above					
Sub. 8.	Each Federal Court Clerk --- 1	4	4-SP	4-SP	4-SP	---	---	---
Sub. 9.	Each state institution under Dept. of Corrections, Board of Regents and Dept. of Human Services --- 1	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	<p style="text-align: center;">A = Number Assumed S = Number Obtained by Survey of State Depts. SP = Number Supplied by State Printer</p>	Numbers Authorized in §18.97	Code/Code Supp.	Session Laws	Court Rules	Iowa Admin. Code/Supp.	Iowa Admin. Bulletin	State Roster
Sub. 10.	<p><u>Each</u> elective state officer -- 2</p> <p>Governor/Lt. Governor Secretary of State Auditor of State Treasurer of State Secretary of Agriculture Attorney General (Also <u>unlimited</u> under subsection 14, paragraph b below)</p>	<p style="text-align: center;">4 2 2 2 2 2 <hr/>14</p>	<p>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.</p>					
Sub. 11.	<p><u>Each</u> 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.)</p>	330	2,113-S	2,071-S	1,053-S	380-S	359-S	1,235-S
Sub. 12.	<p><u>Each</u> member of the General Assembly -- 1</p>	150	150-S	150-S	150-S	---	---	---
Sub. 13.	<p>Chief Clerk of the House and Secretary of the Senate</p>	Unlimited	120-S	120-S	120-S	---	---	---
Sec. 14.	<p>Following offices</p> <p>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)</p>	Unlimited	<p>The total survey figures for these offices are included under subsection 11.</p>					

Iowa Code §18.97	A = Number Assumed S = Number Obtained by Survey of State Depts. SP = Number Supplied by State Printer Provisions	Numbers Authorized in §18.97	Code/ Code Supp.	Session Laws	Court Rules	Iowa Admin. Code/ Supp.	Iowa Admin. Bulletin	State Roster
Sub. 15.	<u>Each</u> Clerk of the District Court 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 Unlimited 744 (+ Unlimited)	639-A	639-A	639-A	---	---	---
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 17. SUBSECTION 11

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

	Department	Numbers Authorized	Code/ Code Supp.	Session Laws	Court Rules	Admin. Code/ Supp.	Admin. Bulletin	State Roster
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, & SUBSECTION 11

	Department	Numbers Authorized	Code/ Code Supp.	Session Laws	Court Rules	Admin. Code/ Supp.	Admin. Bulletin	State Roster
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