

7 such carrier; but if the owner does not so elect, nothing herein shall  
8 be construed to affect any other right or remedy.

1 SEC. 7. **Penalty.** Any common carrier subject to the provisions  
2 hereof, or any director or officer thereof, or any receiver, trustee,  
3 lessee, agent or employee, who alone, or with any other director,  
4 officer, receiver, trustee, lessee, agent or employee, shall wilfully  
5 take, use, divert or appropriate, any coal, coke or oil, or suffer or per-  
6 mit the same to be taken, shall be guilty of a misdemeanor, and upon  
7 conviction thereof, be fined not more than five thousand dollars, or  
8 less than five hundred dollars for each offense.

1 SEC. 8. **Publication clause.** This act, being deemed of immedi-  
2 ate importance, shall be in full force and effect from and after its  
3 publication as provided by law in the Des Moines Register and Des  
4 Moines Capital, newspapers published at Des Moines, Iowa.

Approved April 16, A. D. 1921.

I hereby certify that the foregoing act was published in the Des Moines Register  
and the Des Moines Capital April 20, 1921.

W. C. RAMSAY, *Secretary of State.*

## CHAPTER 286

### STATE PRINTING BOARD

#### SUPERINTENDENT OF PRINTING

#### STATE REPORTS AND DOCUMENTS

S. F. 781

AN ACT to create a state board of printing, to prescribe its powers and duties, to provide for the public printing, to regulate the contracts therefor, to create the office of superintendent of printing, to define his powers and duties, to provide for the preparation, filing and printing of state reports and other documents and papers, to provide for the distribution of such publications, to make an annual appropriation for said several purposes, and to repeal sections one hundred twenty-one (121), one hundred twenty-four (124), one hundred twenty-seven (127) to one hundred twenty-nine (129) inclusive, one hundred thirty (130), one hundred thirty-one (131), one hundred thirty-four (134), one hundred thirty-five (135) and one hundred forty-two (142) of the code; also to repeal sections one hundred eighteen (118) to one hundred twenty (120) inclusive, one hundred twenty-two (122), one hundred twenty-five (125), one hundred twenty-six (126), one hundred twenty-six-a (126-a) to one hundred twenty-six-d (126-d) inclusive, one hundred thirty-seven (137), one hundred thirty-seven-a (137-a), one hundred forty-four-b (144-b) to one hundred forty-four-d (144-d) inclusive, of the supplement to the code, 1913; also to amend section one hundred twenty-three (123), supplement to the code, 1913, (C. C. Sec. 297); also to repeal sections one hundred forty-four-e (144-e) to one hundred forty-four-o (144-o) inclusive, one hundred thirty-two-a (132-a) to one hundred thirty-two-d (132-d) inclusive, one hundred thirty-six (136), one hundred thirty-eight (138) and one hundred forty-one (141) of the supplemental supplement to the code, 1915; also to repeal chapters nine (9) and one hundred eighty-three (183), acts of the thirty-seventh general assembly; also to repeal chapter four hundred thirteen (413), acts of the thirty-eighth general assembly (C. C. sections 176 to 241 inclusive and 296).

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

1 SECTION 1. **State printing board.** A state printing board, here-  
2 inafter referred to as "the printing board", is hereby created. Said

3 board shall be composed of the secretary of state, auditor of state,  
4 attorney general and of two appointive members to be appointed by  
5 the governor.

1 SEC. 2. **Qualifications.** The appointive members of said board  
2 shall be residents of this state, of good moral character, and shall  
3 have had at least five years actual experience in the printing trade.

1 SEC. 3. **Disqualifications.** No member of said board shall be  
2 financially interested, directly or indirectly, in any plant or business  
3 in which work is performed, under the provisions of this chapter, for  
4 the state, nor shall he be so interested in any contract let hereunder.

1 SEC. 4. **Tenure.** The term of each appointive member shall com-  
2 mence on the first day of July of the year of appointment, and shall  
3 be for two years, except that appointees to fill vacancies shall serve  
4 from the date of appointment and qualification and for the unexpired  
5 term.

1 SEC. 5. **First appointees.** As an exception to the last preceding  
2 section, the first appointments hereunder shall be so made that one  
3 appointee shall serve from the day of appointment and qualification  
4 to July 1, 1922 and the remaining appointee shall serve from the day  
5 of appointment and qualification to July 1, 1923.

1 SEC. 6. **Compensation.** The appointive members shall receive a  
2 compensation of ten dollars and actual expenses for each day actually  
3 employed hereunder in the business of the state.

1 SEC. 7. **Duties.** The printing board shall:

2 1. Let contracts, except as provided in section twenty-nine (29)  
3 hereof, for all printing for all state offices, departments, boards and  
4 commissions when the cost of such printing is payable out of any  
5 taxes, fees, licenses or funds collected for state purposes.

6 2. Direct the manner, form, style and quantity of all public print-  
7 ing when such matters are not otherwise expressly prescribed by  
8 law.

9 3. Employ and discharge all assistants necessary to enable the  
10 board to perform its duties and determine the compensation of such  
11 assistants when not otherwise determined by law.

12 4. Prescribe rules, not inconsistent with law, for the conduct of  
13 its business.

14 5. Keep a full and detailed record of all its meetings, actions and  
15 proceedings.

16 6. Hear and determine all complaints which may be made to it  
17 with reference to any official action of the superintendent of printing.

18 7. Make biennial reports to the governor as to the cost of the  
19 public printing for each department during the preceding fiscal  
20 term, with recommendations of any retrenchments that can be made  
21 therein.

22 8. Perform all other duties required by law.

1 SEC. 8. **Terms defined.** The term "printing" as used in this  
2 chapter shall include "binding" and may include material, processes,  
3 or operations necessary to produce a finished printed product.

1 SEC. 9. **Institutional plants.** The power of the printing board to

2 let contracts shall not embrace printing for any state institutions  
3 when such institution, through its governing board, is able and de-  
4 sires to do such printing in its own printing plant.

1     **SEC. 10. Printing in institutional plants.** The printing board  
2 may without advertising for bids, enter into contracts or make pro-  
3 vision for doing any of the work coming under the provisions of this  
4 chapter at any school or institution under the ownership or control  
5 of the state. In all such cases, the work shall be done under condi-  
6 tions substantially the same as though provided for in the case  
7 of contracts with individuals and the same standard of quality or  
8 product shall be required.

1     **SEC. 11. Specifications and rules.** The printing board shall,  
2 from time to time, adopt and print specifications and rules covering  
3 all matters relating to printing that are the subject of contracts,  
4 which specifications and rules shall contain, among other things, the  
5 following:

6     1. *Classifications.* Provisions for the grouping of the work to be  
7 done or material furnished, so far as the same can be made the sub-  
8 ject of general contracts, into classes according to the character or  
9 use thereof, or with relation to the department for which intended,  
10 or in any manner most convenient for securing bids and entering  
11 into contracts. All or any part of the printing needed for any de-  
12 partment, board or commission may be placed in a class by itself.

13     2. *Estimates.* Estimates of the probable amount of work to be  
14 done, or material to be purchased, under each class or item, during  
15 the period of the proposed contracts.

16     3. *Samples.* Provisions for furnishing and keeping on file sam-  
17 ples of work or stock, and other things necessary to assure com-  
18 pliance with the contracts.

19     4. *Standards.* Fixed standards for books, and booklets, and for  
20 other printing so far as practicable, and for stock and material.

21     5. *Maximum rates.* A schedule of maximum rates or prices, so  
22 far as the same can be made applicable, with provision that bids not  
23 within the maximum (each class being computed as a unit), may be  
24 rejected.

25     6. *Deliveries.* Details as to the delivery of stock to the state and  
26 placing the same in possession of contractors, and for delivery of  
27 the finished product and for a complete accounting for stock and  
28 reasonable allowance for waste where it is unavoidable.

29     7. *Part payment.* A rule as to part payment for work in pro-  
30 cess of completion, or material in process of delivery, in proportion  
31 to the part completed or delivered.

32     8. *General regulations.* General regulations necessary to assure  
33 prompt and satisfactory compliance with the proposed contracts,  
34 the submission of samples, the delivery of the product (which may  
35 be at the expense of the state), the preparation and filing of bills, and  
36 such general matters as will assure to the state the utmost economy  
37 and efficiency.

1     **SEC. 12. Advertisements for bids.** The secretary of the board  
2 shall, from time to time as directed by the board, advertise for bids  
3 for the doing of the public printing. Such advertisements shall be  
4 published once each week for three consecutive weeks in seven news-

5 papers in seven different cities of the state, one of which newspapers  
6 shall be published in Des Moines.

1     **SEC. 13. Details of advertisements.** Said advertisements shall  
2 state where and how specifications and other necessary information  
3 may be obtained, the time during which the board will receive bids,  
4 and the day, hour and place when bids will be publicly opened and  
5 contracts awarded.

1     **SEC. 14. Information furnished bidders.** The secretary of the  
2 board shall supply prospective bidders and others on request with the  
3 specifications and rules of the board, blank forms for bids, samples  
4 of printing so far as possible, and all other information pertaining  
5 to the subject.

1     **SEC. 15. Public inspection of specifications.** The specifications  
2 shall be kept on file in the office of the secretary, open to public in-  
3 spection, together with samples, so far as possible, of the work to be  
4 done or the material to be furnished.

1     **SEC. 16. Bids—requirements.** Bids must be:  
2     1. In writing and only on the blanks furnished with the specifi-  
3 cations.  
4     2. Signed by the bidder.  
5     3. Submitted in sealed envelopes which shall be properly indorsed.  
6     4. In the hands of the secretary of the board by the time fixed in  
7 the advertisements for bids.

1     **SEC. 17. Deposits with bid.** Each bidder must deposit with the  
2 board at the time he files his bid, a certified check payable to the state  
3 treasurer for an amount to be fixed in the specifications, either cov-  
4 ering all classes or items, or separate checks for each bid in case he  
5 makes more than one bid. Checks deposited by unsuccessful bidders,  
6 and by successful bidders when they have entered into the contract,  
7 shall be returned to them.

1     **SEC. 18. Opening bids—award of contract.** All bids shall be  
2 publicly opened and read and the contracts let at the time and place  
3 fixed therefor, or on such adjourned day or days as may be named by  
4 the board, of which adjournment all parties shall take notice. In  
5 the award of contracts, due consideration shall be given not only to  
6 the price bid, but to the mechanical and other equipment, and finan-  
7 cial responsibility of the bidder, and his ability and experience in the  
8 performance of like or similar contracts.

1     **SEC. 19. Rejection of bids.** The board shall have the right to  
2 reject any or all bids, and in case of rejection or because of failure of  
3 a bidder to enter into a contract, the board may advertise for and  
4 secure new bids.

1     **SEC. 20. Combinations.** When the board is satisfied that bid-  
2 ders have presented bids pursuant to an agreement, understanding  
3 or combination to prevent free competition, it shall reject all of them  
4 and readvertise for bids as in the first instance.

1     **SEC. 21. Acceptance of bid.** Each accepted bid shall have in-  
2 dorsed thereon, over the signature of the printing board or of a ma-  
3 jority thereof, the word "accepted" with the date of such acceptance,

4 which indorsement shall constitute immediate notice to the bidder of  
5 the fact of acceptance.

1     **SEC. 22. Term of contract.** Contracts for printing and for work  
2 and materials relating thereto shall be for a period not exceeding one  
3 year.

1     **SEC. 23. Duty to enter into contract—forfeiture.** Each success-  
2 ful bidder must within ten (10) days after the award, enter into  
3 a contract in accordance with his bid, and unless this is done, or the  
4 delay is for reasons satisfactory to the board, the certified check  
5 submitted with the bid shall be forfeited to the state. The specifica-  
6 tions on which the bid is made shall constitute a part of the con-  
7 tract.

1     **SEC. 24. Contract requirements.** Such contracts shall, among  
2 other provisions, provide:

3     1. *Unfinished work.* That the contractor shall complete all un-  
4 finished portions of jobs or orders in hand at the expiration of the  
5 contract.

6     2. *Cancellation.* That the contract may be cancelled, or other  
7 agreed penalty imposed, for failure to perform the terms thereof in  
8 a manner satisfactory to the printing board.

9     3. *Release of contractor.* That the contractor may be released on  
10 such conditions as may be agreed on, in case of injury to his plant  
11 by fire, or other providential contingency.

12     4. *Deliveries.* That, in order to avoid delay and inconvenience  
13 in the departments, and unnecessary transportation charges to the  
14 state, deliveries of printing for the various state officials, depart-  
15 ments, boards and commissions shall be made in such manner as the  
16 printing board, after consultation with the various departments,  
17 shall order.

1     **SEC. 25. Bond.** A bond for the faithful performance of the con-  
2 tract shall be required in connection with each contract, in an amount  
3 to be fixed by the printing board, which bond shall be filed with and  
4 approved by the board.

1     **SEC. 26. Orders for printing.** No printing shall be performed  
2 under any contract except on written orders therefor, on detailed  
3 forms prescribed by the printing board, and duly signed by the sec-  
4 retary of the board or by some person authorized by the board.  
5 Every order shall designate the contract under which the order is  
6 given, the class of the required printing, the definite quantity and  
7 kind thereof, and be issued in duplicate with a stub copy preserved.  
8 A separate series of stubs and duplicate shall be used for each class  
9 of printing.

1     **SEC. 27. Assistants outside capital.** The printing board may, at  
2 the various points in the state, outside the city of Des Moines, at  
3 which state institutions or departments are located, appoint assistants  
4 and empower such assistants to issue in the name of the printing  
5 board, orders for printing. Such assistants shall be furnished with  
6 a copy of the contract under which the orders are to be given, nec-  
7 essary blank order books and proper instructions as to their pro-

8 cedure. Such assistants on issuing an order shall immediately for-  
9 ward the original thereof to the printing board.

1 SEC. 28. **Acceptance of printing—damages.** No printing shall  
2 be accepted as in compliance with the contract when such printing  
3 is not of the grade of workmanship which is usually employed by  
4 first-class printers on printing of such class, nor when such print-  
5 ing is not of the full quality contracted for. If immediate necessity  
6 and lack of time to procure printing elsewhere compel the use of  
7 defective printing furnished by a contractor, it shall be accepted  
8 without approval, and one-half of the contract price thereof shall  
9 be deducted as liquidated damages for such breach of contract.

1 SEC. 29. **Departments may secure bids.** The printing board may  
2 authorize the managing board, or head, or chief executive officer of  
3 any institution or department of the state located outside the city  
4 of Des Moines to secure, under the specifications of the board, com-  
5 petitive bids for printing needed by such institution or department,  
6 and submit such bids to the printing board. If said board approves  
7 any of said bids, such authorized board, head or officer may con-  
8 tract for such printing with such bidder, but such contract shall not  
9 be valid until a duplicate copy thereof is filed with and approved  
10 by the printing board.

1 SEC. 30. **Emergency contract.** The board may at any time award  
2 a special contract or may authorize its assistants, as designated in  
3 section twenty-seven (27) to award a special contract for any work  
4 or material coming within the provisions of this chapter but not in-  
5 cluded in contracts already in existence, or which can not properly  
6 be made the subject of a general contract, if the amount of each  
7 such contract shall not exceed the amount of two hundred dollars  
8 (\$200.00), and if special bids have been duly solicited by the said  
9 board from persons or firms engaged in the kind of work under con-  
10 sideration who have indicated a desire to bid on the class of work to  
11 be done.

1 SEC. 31. **Disposal of stock—purchase of paper.** The printing  
2 board may, on the most advantageous terms obtainable, dispose of  
3 the present stock of paper owned by the state and deposit the pro-  
4 ceeds in the state treasury, or the board may continue the purchase  
5 of paper, or may contract for paper as part of the printing.

1 SEC. 32. **Accounts required.** The printing board shall keep an  
2 account with each separate officer, board, department and commis-  
3 sion of the state to which printing is furnished by the state, and in  
4 such manner as to show in detail at all times what printing has been  
5 so furnished, and the cost thereof.

1 SEC. 33. **Appropriation.** There is hereby annually appropriated  
2 out of any unappropriated funds in the state treasury a sum sufficient  
3 to pay all obligations incurred under this chapter.

1 SEC. 34. **Payments—department charged.** All bills for print-  
2 ing shall be paid from the funds herein appropriated. On the pay-  
3 ment of a warrant for printing, if the official, board, department or  
4 commission for which the printing was furnished has a contingent or  
5 support or other fund in the state treasury from which said warrant

6 would be paid were it not for this section, the treasurer of state shall  
7 at once charge said fund with the amount of the cost of said printing.  
8 If such official, board, department or commission has no such fund in  
9 the state treasury but has such fund in his or its own possession,  
10 the treasurer of state shall at once notify such official, board, de-  
11 partment or commission of the amount so paid by him for such print-  
12 ing, and said official, board, department or commission shall at once  
13 reimburse the treasurer of state from his or its contingent or support  
14 fund for such payment, which reimbursement shall be credited to the  
15 unappropriated funds of the state.

1 SEC. 35. **Duty of secretary in re payments.** Should the amount  
2 of a warrant for printing include printing for more than one officer,  
3 board, department or commission, the secretary of the board of  
4 printing shall at once furnish the treasurer with a statement of the  
5 correct amounts chargeable under the preceding section to each  
6 officer, board, department or commission.

1 SEC. 36. **Bills—requirements—audit.** All bills accruing under  
2 contracts for printing shall be filed with the printing board. They  
3 shall be in duplicate, or in larger number if ordered by the board,  
4 verified and itemized with full details necessary for computation ac-  
5 cording to the terms of the contract and orders given in relation  
6 thereto or according to law, and shall be accompanied by samples of  
7 the work or materials when practicable and when so ordered by the  
8 board. All such bills shall be examined and approved by the print-  
9 ing board and the duplicate vouchers passed to the state board of  
10 audit. All bills approved by the board shall be indorsed accordingly  
11 before presentation to the state board of audit.

1 SEC. 37. **Superintendent of printing—qualifications—bond—**  
2 **tenure.** The printing board shall, by a majority vote, appoint some  
3 person having the same qualifications as the appointive members of  
4 the board, who shall be officially known as superintendent of print-  
5 ing, and be *ex officio* secretary and general executive officer of the  
6 board. Said superintendent shall qualify and give bond in the sum  
7 of five thousand dollars (\$5000.00) for the faithful discharge of the  
8 duties of his office. Said superintendent shall serve during the pleas-  
9 ure of the board.

1 SEC. 38. **Disqualifications.** The superintendent of printing shall  
2 not be financially interested, directly or indirectly in any plant or  
3 business in which work is performed under the provisions of this  
4 chapter, for the state, nor shall he be so interested in any contract  
5 let hereunder.

1 SEC. 39. **Duties.** The superintendent of printing shall:

2 1. *Office.* Have an office at the seat of government and devote  
3 his entire time to the duties of his position.

4 2. *Equipment and supplies.* Have charge of the office equipment  
5 and supplies of the printing board and of the stock, if any, required  
6 in connection with printing contracts.

7 3. *General supervision.* Have general supervision, under the  
8 direction of said board, of all matters pertaining to the enforcement  
9 of the contracts of the printing board.

10 4. *Records.* Keep a detailed record of all meetings and proceed-

11 ings of the printing board and of the award of contracts by said  
12 board.

13 5. *Specifications.* Prepare, under the directions of said board,  
14 the specifications and advertisements for printing.

15 6. *Document department.* Have control and direction of the docu-  
16 ment department.

17 7. *General duties.* Perform such other duties as are necessary,  
18 or incident to his position, or which may be ordered by the printing  
19 board, or required by law.

1 SEC. 40. *Edit of manuscripts.* The manuscript of every report  
2 or document, or for any book, booklet, bulletin or anything to be  
3 printed, or a copy thereof, shall be transmitted to the superintendent  
4 of printing at the time it is filed or as soon as it is ready for print-  
5 ing, with all photographs, drawings, maps, engravings, charts or  
6 other material properly a part thereof. He shall edit, revise, con-  
7 dense and arrange the same for printing, simplify where practicable  
8 the typographical arrangement, and, when not otherwise covered,  
9 give all necessary instructions for the type, illustrations, headings,  
10 titles, paper, cover, binding and other similar details. The authority  
11 here given to edit, revise, condense and eliminate portions of manu-  
12 script shall apply notwithstanding any provisions elsewhere. Where  
13 tables or other matters are once printed it shall be sufficient there-  
14 after to refer to the same without repeating them.

1 SEC. 41. *Preparation of manuscript.* It shall be the duty of the  
2 said superintendent to advise with the officials and heads of depart-  
3 ments as to the preparation of manuscript or copy for any printed  
4 matter, so the same may be handled in the most economical man-  
5 ner in the editing and printing. Officials or employees shall con-  
6 form so far as practicable to all regulations of the superintendent  
7 for the improvement of the reports or other publications, or for de-  
8 creasing the expense of preparation, printing or distribution.

1 SEC. 42. *Appeals.* In case of a disagreement between the super-  
2 intendent and the head of any department as to the editing of manu-  
3 script, an appeal may be taken to the printing board which shall  
4 have authority to determine the matter in controversy.

1 SEC. 43. *Reports as to documents.* The superintendent shall  
2 keep a record of the number of each report or document ordered  
3 printed, the number received and the number and manner of dis-  
4 tribution.

1 SEC. 44. *Reserve supply of reports.* The superintendent shall  
2 designate, subject to the approval of the printing board, the num-  
3 ber of copies of reports and publications to be held in reserve, and  
4 copies thus held in reserve shall be distributed only upon the written  
5 request of the head of the department, approved by the superin-  
6 tendent, and ordered by the printing board.

1 SEC. 45. *Condemnation of old reports.* The superintendent shall  
2 from time to time make report to the printing board of any docu-  
3 ments in his custody deemed not needed and which have been printed  
4 five (5) years or more, and if such report has the written approval  
5 of the head of the department from which the documents were



6 issued, the printing board may condemn and order such documents  
7 sold, and the proceeds turned into the unappropriated funds of the  
8 state.

SEC. 46. **Custody of reports and storage rooms—distribution.**  
1 The superintendent shall receive and have the custody of the Iowa  
2 documents, reports, and all other printed matter and make and super-  
3 vise the distribution of the same in such manner as will be most  
4 economical and useful to the public. He shall have charge of the  
5 state storage building or rooms, in which he shall keep the reports  
6 and documents.

1 SEC. 47. **Information to public.** The superintendent shall ad-  
2 vise the public of the publication of reports and documents and of  
3 the nature of the material therein, and give information as to the  
4 publications that are for free distribution and how to obtain them.

1 SEC. 48. **Mailing lists.** The superintendent shall require from  
2 officials or heads of departments mailing lists, or addressed labels or  
3 envelopes, for use in distribution of reports and documents. He  
4 shall revise such lists, eliminating duplications and adding thereto  
5 libraries, institutions, public officials and persons having actual use  
6 for the material. He shall arrange such lists so as to reduce to the  
7 minimum the postage or other cost for delivery.

1 SEC. 49. **Distribution to departments.** The superintendent shall  
2 furnish the various officials and departments with copies of their re-  
3 ports needed for office use or to be distributed to persons calling  
4 for the same.

1 SEC. 50. **Members of general assembly.** The Iowa documents,  
2 the official reports, the completed journals of the general assembly,  
3 the miscellaneous documents, other publications, and at least thirty  
4 (30) copies of the official register, shall be sent to each of the mem-  
5 bers of the general assembly, and, so far as they are available, ad-  
6 ditional copies upon their request.

1 SEC. 51. **Libraries.** The Iowa documents, the completed journals  
2 of the general assembly and the official register shall be sent to each  
3 free public library in Iowa, the state library, the library commis-  
4 sion, libraries at state institutions and college libraries.

1 SEC. 52. **Newspapers.** The journals of the general assembly and  
2 the official register shall be sent to each newspaper of general cir-  
3 culation in Iowa, and editors of newspapers in Iowa shall be en-  
4 titled to other publications on request when they are available.

1 SEC. 53. **Library of congress.** Two (2) copies of each publica-  
2 tion shall be sent to the library of congress.

1 SEC. 54. **County auditors.** The Iowa documents, the completed  
2 journals of the general assembly and the official register shall be sent  
3 to each county auditor, who shall be required to keep the same at all  
4 times available for the inspection of the public.

1 SEC. 55. **County superintendent.** The official register shall be  
2 distributed, in addition to the foregoing provisions, to the school  
3 libraries, through the county superintendent of schools to whom they

4 shall be sent in bulk, and who shall direct their distribution each in  
5 his own county.

1 SEC. 56. **Miscellaneous distribution.** The superintendent may  
2 send additional copies of publications to other state officials, in-  
3 dividuals, institutions, libraries or societies that make requests there-  
4 for.

1 SEC. 57. **State geologist.** The reports and bulletins of the geo-  
2 logical survey shall be placed at the disposal of the state geologist.

1 SEC. 58. **Secretary of state.** The codes, supplements and session  
2 laws shall be turned over to the secretary of state for distribution.

1 SEC. 59. **Journals and bills to subscribers.** The daily journals  
2 of the general assembly and the printed bills shall be sent by the  
3 superintendent of printing by mail to subscribers therefor. The  
4 journals of both houses for any one (1) session shall be sent on pay-  
5 ment of two dollars (\$2.00), and the bills on payment of five dollars  
6 (\$5.00). The said superintendent shall cause to be printed a suf-  
7 ficient number of copies to fill orders received and reported to him.

1 SEC. 60. **Cumulative bulletin of bills.** The superintendent of  
2 printing shall, throughout each legislative session, and commencing  
3 with the close of the third week thereof, compile and cause to be  
4 printed, each week, a cumulative bulletin of bills and joint resolu-  
5 tions, which bulletin shall contain a brief history of each bill, and  
6 detailed information as to the status of legislation and shall be con-  
7 veniently indexed. The last issue of each bulletin shall be brought  
8 down to the time of final adjournment and shall be promptly fur-  
9 nished to all members of the general assembly and to such others as  
10 the superintendent may determine.

1 SEC. 61. **Enrolling clerks to keep record.** The enrolling clerks  
2 of the senate and house shall under the directions of the secretary  
3 of the senate and house, respectively, keep a daily cumulative record  
4 of the information required in the preceding section and in such  
5 manner that the same may be promptly furnished to the superin-  
6 tendent at the close of each week.

1 SEC. 62. **State reports — preparation — immaterial matter.**  
2 State officials, boards, commissions and heads of departments shall  
3 prepare and file written official reports, in simple language and in  
4 the most concise form consistent with clearness and comprehensive-  
5 ness of matter required by law, or by the governor. Before filing any  
6 report its author shall carefully edit the same and strike therefrom  
7 all minutes of proceedings, and all correspondence, petitions, orders  
8 and other matter which can be briefly stated, or which is not import-  
9 ant information concerning public affairs and shall consolidate, so  
10 far as practicable, all statistical tables. Any report failing to comply  
11 substantially with this section shall be returned to its author for  
12 correction, and until made so to comply shall not be printed. This  
13 section shall not be construed as depriving the superintendent of  
printing of the right to edit and revise said report.

1 SEC. 63. **Biennial reports.** Reports of the following officials and  
2 departments shall be for the biennial period ending June thirtieth of

3	each even-numbered year, except as otherwise provided, and shall		
4	be subject to the following limitations, to-wit:		
5		Maximum number	Maximum number
6		of allowable	of copies to be
7		pages	published
8	1. Governor, on pardons and		
9	commutations of sentences.....		
10	2. Secretary of state.....		
11	3. Auditor of state.....		
12	4. Treasurer of state.....		
13	5. Attorney general.....		
14	6. Superintendent of public instruction.....		
15	7. Adjutant general.....		
16	8. Adjutant general, on public build-		
17	ings and property.....		
18	9. Librarian of the state library.....		
19	10. Industrial commissioner.....		
20	11. Labor commissioner.....		
21	12. Printing board.....		
22	13. Fish and game warden.....		
23	14. Board of examiners of short-		
24	hand reporters.....		
25	15. Live stock sanitary board.....		
26	16. Mine inspectors.....		
27	17. Board of control.....		
28	18. Board of education.....		
29	19. Board of health.....		
30	20. Board of parole.....		
31	21. Board of engineer examiners.....		
32	22. Board of accountancy.....		
33	23. Board of conservation.....		
34	24. Board of vocational training.....		
35	25. Entomologist.....		
36	26. Steamboat inspectors.....		
37	27. Curator of the historical department.....		
38	28. Board of curators of the state		
39	historical society.....		

1	SEC. 64. Annual reports. Reports of the following officials and		
2	departments shall be for the annual period ending June thirtieth,		
3	except as otherwise provided, and shall be subject to the following		
4	limitations, to-wit:		
5		Maximum number	Maximum number
6		of allowable	of copies to be
7		pages	published
8	1. Board of railroad commissioners.....		
9	2. Executive council,		
10	on railway assessments.....		
11	3. Auditor of state,		
12	on municipal finances.....		
13	4. Commissioner of insurance.....		
14	5. Superintendent of banking.....		
15	6. Food and drug commissioner.....		
16	7. Fire marshal.....		

17	8.	Highway commission .....	.....
18	9.	Library commission .....	.....
19	10.	Apiarist .....	.....
20	11.	Weather and crop service .....	.....

1     **SEC. 65. Filing.** The official reports shall be filed with the gov-  
2     ernor as soon as practicable after the end of the reporting period,  
3     and except as otherwise provided, not later than the first day of the  
4     following September. At the time of filing with the governor, a  
5     duplicate shall be filed with the printing board.

1     **SEC. 66. Extension of time for filing.** The governor shall have  
2     authority to grant an extension of time for the completion of any  
3     report or any portion thereof, but in the case of any delay deemed  
4     by him to be unnecessary or unreasonable he shall enforce the pro-  
5     visions of the preceding section as to time of filing and take what-  
6     ever steps may be necessary to have the delayed report prepared for  
7     filing.

1     **SEC. 67. Attorney general—insurance commissioner—auditor.**  
2     The report of the attorney general shall cover the period of his regu-  
3     lar term and he may have until the conclusion of the term to file the  
4     portions of the record not available September first. The report  
5     of the insurance commissioner shall be due on May first of each  
6     year. The report of the auditor on municipal finances shall be filed  
7     on or before August first of each year.

1     **SEC. 68. Number published—style of printing.** The annual and  
2     biennial reports shall be published, printed and bound in such num-  
3     ber as the board of printing may order, not exceeding the number  
4     otherwise specified in this chapter. The officials and heads of de-  
5     partments shall furnish the printing board with information nec-  
6     essary to determine the number of copies to be printed. They shall  
7     be printed on good paper, in legible type with pages substantially  
8     six (6) inches by nine (9) inches in size. They may be divided for  
9     binding where one (1) portion should receive larger distribution  
10    than another, or be issued in parts or sections for greater conven-  
11    ience.

1     **SEC. 69. Iowa documents.** At the time of printing the official  
2     reports there shall also be printed from the same type or plates an  
3     edition of not less than one thousand (1,000) copies to be grouped  
4     together and bound in volumes of convenient size to be known as  
5     the Iowa documents, of which there shall be one (1) edition for each  
6     biennial period. Each volume as thus grouped shall contain a table  
7     of contents of all the volumes. There shall be included in the Iowa  
8     documents, in addition to the official reports, the inaugural address  
9     and the message and budget of the governor.

1     **SEC. 70. Journals.** The record of the transactions of the senate  
2     and house shall be published in a daily journal, printed in num-  
3     ber as authorized by the general assembly or directed by the super-  
4     intendent of printing. The completed journals shall be published  
5     in book form, with index and record of bills, in an edition of not  
6     less than one thousand (1,000) in library binding and not less than  
7     one thousand (1,000) in paper covers. There shall also be printed

8 for the general assembly or the members thereof such other mate-  
9 rial necessary for the transaction of legislative business.

1 SEC. 71. **Daily legislative proceedings—correction.** The reports  
2 of the legislative proceedings shall be delivered by the secretary of  
3 the senate and the chief clerk of the house to the superintendent  
4 of printing promptly upon completion, and he shall cause such re-  
5 ports to be printed in accordance with the contracts covering the  
6 same. He shall require that proof copies of the daily journal be  
7 furnished the next legislative day after date and shall promptly de-  
8 liver them to the sergeants at arms of each house. The corrections  
9 and changes made therein by the general assembly shall be made  
10 before the printing of the corrected or completed journal.

1 SEC. 72. **Completed journals.** The journal, as corrected by order  
2 of the general assembly, shall be printed promptly and be delivered  
3 by the superintendent to the sergeants at arms of each house. An  
4 index, record and history of bills, and list of bills passed, shall be  
5 prepared by the superintendent of printing for the completed edi-  
6 tion of the journal.

1 SEC. 73. **Legislative bills.** The bills introduced in the general  
2 assembly shall be printed on good paper with pages approximately  
3 eight (8) inches by ten (10) inches in size with type not less than  
4 ten-point in size, the lines spaced with pica slugs, each printed line  
5 to be one (1) line of the original bill as introduced, and the lines of  
6 each section to be separately numbered. The number of copies of  
7 each bill to be printed unless otherwise ordered shall be fixed by the  
8 superintendent according to the needs of the general assembly, and  
9 to supply subscribers therefor.

1 SEC. 74. **Non-public legalizing bills.** A bill which seeks to  
2 legalize the acts of any official or board or other official body, in re-  
3 gard to any matter not of public nature, shall not be considered  
4 until it is printed as a bill and distributed to members of the gen-  
5 eral assembly, and the printing shall be without expense to the state.  
6 The superintendent of printing shall not order any such bill printed  
7 until he has received a deposit to cover the cost thereof at the rate  
8 of not less than two dollars (\$2.00) per page, and shall exclude from  
9 the journals all such bills.

1 SEC. 75. **Miscellaneous documents.** There shall be published,  
2 printed and bound uniform with the official reports unless other-  
3 wise provided, and at the periods indicated, the following miscel-  
4 laneous documents, each of which shall be compiled by the head or  
5 secretary of the department having charge thereof, and shall be  
6 subject to the following limitations, to wit:

	Maximum number of allowable pages	Maximum number of copies to be published
10 1. Year book of agriculture, annually.....	.....	.....
11 2. Horticultural report, annually .....	.....	.....
12 3. Official register, biennially .....	.....	.....
13 4. Proceedings of state teacher's	.....	.....
14 association, annually .....	.....	.....

15	5. Proceedings of pioneer lawmaker's	
16	association, biennially .....	
17	6. Biennial state expense report,	
18	biennially .....	
19	7. Proceedings Iowa academy of	
20	science, annually .....	
21	8. Report on assessment of telegraph	
22	and telephone property, annually .....	
23	9. State census of Iowa, when taken	
24	and compiled .....	
25	10. Report of geological survey,	
26	annually .....	

1 SEC. 76. Additional publications. There shall be published  
2 other miscellaneous documents, reports, bulletins, books and booklets  
3 that are needed for the use of the various officials and departments of  
4 state, or are of value for the information of the general assembly or  
5 the public, in form and number most useful and convenient, to be  
6 determined by the printing board.

1 SEC. 77. Governor to fix date for completion. The governor  
2 shall have the right to fix a date for the completion of or filing of any  
3 copy or manuscript for any miscellaneous document or other publica-  
4 tion, or for any portion of the manuscript, and to compel compliance  
5 with such orders the same as in the case of the official reports. The  
6 superintendent of printing shall report to the governor any failure to  
7 furnish manuscript or other delay affecting any publication.

1 SEC. 78. Title pages—matter prohibited. The superintendent of  
2 printing shall provide the necessary printers' copy for a suitable title  
3 page for each publication requiring such title which shall contain the  
4 name of the author, but no such title shall have written or printed  
5 thereon or attached thereto the words "Compliments of" followed by  
6 the name of the author, nor any other words of similar import.

1 SEC. 79. Repeal. The following sections of the code are hereby  
2 repealed, to wit: Sections one-hundred twenty-one (121), one-hundred  
3 twenty-two (122), one-hundred twenty-four (124), one-hundred  
4 twenty-seven (127) to one-hundred twenty-nine (129) inclusive, one-  
5 hundred thirty (130), one-hundred thirty-one (131), one-hundred  
6 thirty-four (134), one-hundred thirty-five (135), and one-hundred  
7 forty-two (142). The following sections of the supplement to the  
8 code, 1913 are hereby repealed, to wit: Sections one-hundred eigh-  
9 teen (118), to one-hundred twenty (120) inclusive, one-hundred  
10 twenty-two (122), one-hundred twenty-five (125), one-hundred  
11 twenty-six (126), one-hundred twenty-six-a (126-a) to one-hundred  
12 twenty-six d (126-d) inclusive, one-hundred thirty-seven (137), one-  
13 hundred thirty-seven a (137-a), one-hundred forty-four b (144-b) to  
14 one-hundred forty-four d (144-d) inclusive. The following sections of  
15 the supplemental supplement to the code, 1915 are hereby repealed,  
16 to wit: one-hundred forty-four e (144-e), to one-hundred forty-four o  
17 (144-o) inclusive, one-hundred thirty-two a (132-a) to one-hundred  
18 thirty-two d (132-d) inclusive, one-hundred thirty-six (136), one  
19 hundred thirty-eight (138), and one-hundred forty-one (141).  
20 Chapters nine (9) and one-hundred eighty-three (183), acts of the

21 thirty-seventh (37) general assembly are hereby repealed.

22 Chapter four-hundred thirteen (413), acts of the thirty-eighth (38)  
23 general assembly is hereby repealed.

24 Section one-hundred twenty-three (123) supplement to the code,  
25 1913, (C. C. Sec. 297) is amended by striking from said section the  
26 following: "and the reports required in the preceding section shall  
27 cover the period thus indicated except when otherwise provided by  
28 law and shall show the condition of such offices and institutions,  
29 respectively on that day."

1 SEC. 80. **Printing board to report.** Prior to the convening of  
2 any extra session of the thirty-ninth general assembly and not later  
3 than the convening of the fortieth general assembly the printing  
4 board shall determine and report to the general assembly immediately  
5 upon their convening the fair maximum number of allowable pages  
6 which each of the several reports should contain and also the fair  
7 maximum number of copies of each report which should be pub-  
8 lished.

1 SEC. 81. **Publication clause.** This act is deemed of immediate im-  
2 portance and shall take effect from and after its publication in the  
3 Des Moines Capital and Iowa Forum, newspapers published at Des  
4 Moines, Iowa.

Approved May 2, A. D. 1921.

I hereby certify that the foregoing act was published in the Des Moines Capital May 5, 1921, and in the Iowa Forum May 4, 1921.

W. C. RAMSAY, *Secretary of State.*