

**Executive Department  
Dover**

**EXECUTIVE ORDER  
NUMBER THIRTY-NINE**

**TO: Heads of all State Departments and Agencies**

**RE: Printing and Publishing**

WHEREAS, the State of Delaware has established a central printing agency, the Division of Graphics and Printing of the Department of Administrative Services; and

WHEREAS, the Division of Graphics and Printing is able to realize considerable savings through the centralization of ' printing services; and

WHEREAS, Title 29, Delaware Code, Sections 534 and 902, require the Department of State to establish standards for paper and ink to be used in the creation of public records; and

WHEREAS, there now exists no satisfactory administrative procedure to enforce paper and ink standards; and

WHEREAS, many documents of a permanent nature have been produced on paper that is not permanent in nature; and

WHEREAS, many state publications have been printed in expensive formats, on expensive paper not appropriate to the straitened financial condition of state government; and

WHEREAS, there is a demonstrated need to control and catalogue the production of material printed by and for state government; and

WHEREAS, Title 29, Delaware Code, Sections 507 and 8610 require the deposit of state, local, and county publications for public reference and preservation in the state archives, various libraries, and other repositories; and

WHEREAS, to implement these provisions of the Code it is necessary to identify and catalogue the publications of state government; and

WHEREAS, each agency of state government has been instructed by the Secretary of State to appoint one or more records officers pursuant to Executive Order Seventeen; effective January 1, 1978:

1. All printing to be provided for agencies of the executive branch of the State of Delaware shall be controlled by the Director of the Division of Graphics and Printing. All orders for printing work shall be addressed to that agency. The Director shall determine whether each job should be printed by the Division or by an outside printer.
2. All printed matter produced by or for any agency of the executive branch of the State of Delaware shall bear on its face a unique catalogue control number to be assigned as directed by the Director of the Division of Graphics and Printing.
3. Each agency's records officer shall maintain a list of the printed matter it produces or purchases, and shall regularly transmit the list, with the control numbers for each document, to the Division of Graphics and Printing.
4. The use of permanent-durable paper, high rag-content paper, and other expensive stocks shall be limited to permanent records. The Director of the Division of Historical and Cultural Affairs and the Director of the Division of Graphics and Printing shall issue a list of paper qualities appropriate for the several types of document created by state, local, and county government in Delaware.
5. The Secretary of the Department of Administrative Services is authorized to forbid the printing of any publication in a format that would be unnecessarily expensive to produce. No publication may be issued, using more than two colors of ink, or employing any unusual printing, folding, binding, or packaging technique, without the express written consent of the Secretary of the Department of Administrative Services.
6. Effective immediately, no agency may purchase any printing equipment without the express written consent of the Secretary of the Department of Administrative Services.
7. The Department of Finance shall not approve for payment any invoice for printing that does not bear a document control number.
8. All contracts for paper to be purchased through the Division of Purchasing of the Department of Administrative Services shall reflect the paper standards to be established pursuant to Title 29, Sections 534 and 902.
9. The Secretary of the Department of Administrative Services and the Secretary of State are directed to publish regulations for the implementation of this Executive Order.
10. The Secretary of Administrative Services may waive the requirement to submit printing orders to the Division of Graphics and Printing in cases where agencies operate their own printing plants. Other requirements of this order will continue to apply in these cases.

APPROVED this 5<sup>th</sup> day of December, 1977.