

**ADMINISTRATIVE PROCEDURE #23**  
**Publication Approval Process**  
**September 15, 2003 – P.T. 2003.23**

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**23.1 Purpose**

The purpose of the administrative procedure is to establish the Department's policy regarding the request and approval of printed materials intended for distribution to, and viewing by, members of the public.

**23.2 Publication Approval and Printing Policy**

For purposes of this administrative procedure, materials submitted to the Print Shop for printing fall into one of two categories:

- (1) a new printed piece requiring approval; and
- (2) a reprint of a previously approved and printed piece.

All materials that are destined to be seen by the public and/or press, including all training materials, must also be screened and approved by the Office of Communications **prior to** production.

**23.3 New Printed Piece**

- a) Individuals or divisions requesting design and/or printing of a new piece must first call the Office of Communications (217) 524-1970 and request a consultation appointment to discuss the design, printing and possible costs associated with the production of that piece.
  - 1) At this time it will be determined whether the piece should be printed in black and white, two-color or full-color.
  - 2) If it is determined that the most cost-effective means of reproducing the piece is to have it printed by an outside vendor, it is the responsibility of the requesting department to pay for the printing out of their Division's printing budget. This source of funding must be identified **prior to** approval from the Office of Communications.
  - 3) Divisions are prohibited from using their printing budgets to pay for outside printing of materials without the written consent of Martin Sutherland, State Procurement Officer.

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- b) If the requesting individual has not already done so, a **CFS 105, Work Order for Duplicating** shall also be filled out at this time. Before a new printed piece may be submitted for printing, the **CFS 105** must be signed off on by the requesting Division's Deputy Director. A sample of the printed piece along with a completed **CFS 105** should be submitted to:

Jennifer Florent  
Office of Communications  
406 E. Monroe Street  
Mail Station #65  
Springfield, IL, 62701-1498

- c) Individuals submitting materials for approval must allow two weeks for consideration from the Office of Communications. It is the responsibility of the individual requesting the material to begin the approval and printing process far enough in advance to also allow the Print Shop a minimum of two weeks for in-house production. A minimum of four weeks is needed for production of materials that will be commercially printed. The time needed for production is in addition to the two-week timeframe needed by the Office of Communications to review and approve the proposed material. Exceptions to these timeframes may be considered, but must have the written consent of Martin Sutherland, State Procurement Officer.
- d) Upon approval, the Deputy Director of Communications will sign the **CFS 105** accompanying the piece. This signed **CFS 105** should be kept on file and copies of it be used for reprints of that piece. This **CFS 105** is valid only for the approved piece in its approved form. Any changes to an approved piece necessitate a new publication approval process.

#### **23.4 Reprints of a Previously Approved Piece**

- a) Requests for reprints of materials that have been previously approved may be sent directly to the print shop for reprinting, as long as the request is accompanied by the original, signed **CFS 105**. The **CFS 105** is valid only for the approved piece in its approved form. Any changes to an approved piece necessitate a new publication approval process. Orders received without the **CFS 105** will be returned to the order originator.
- b) A list of those jobs submitted directly to the Print Shop is given to the Communications Office daily. If necessary, production will be held up in the effort to insure that all jobs are in compliance with the Publication Approval process.

#### **23.5 Printing Process**

Once the material has been approved for printing, the Office of Communications will forward all electronic files, disks, hard copies, and the signed **CFS 105** to the Print Shop for production.