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| SUBJECT AGENCY PUBLICATIONS | POLICY NUMBER 11.02 |  |
| POLICY MAINTENANCE ADMINISTRATOR: Director, Office of Communications | | |
| PURPOSE/SCOPE: To establish guidelines for providing documents to the Department of State and purging publication mailing lists. | | |

I. AUTHORITY

Section 257.05, Florida Statutes, Public documents; delivery to, and distribution by, division

Section 283.55, Florida Statutes, Purging of publication mailing lists

Rule 1B-6.001, Florida Administrative Code, Definitions, Designation, Responsibilities, and Termination of Depository Status of Depository Libraries.

II. RELATED POLICIES

None

III. DEFINITIONS

- A. Divisional/Business Unit Liaison- The member from each division/business unit who has been appointed to provide a copy of all publications to the DHSMV Office of Communications.
- B. Public Document- As used in this policy, any document, report, directory, bibliography, rule, newsletter, pamphlet, brochure, periodical, or other publication, whether in print or non-print format, that is paid for in whole or in part by funds appropriated by the Legislature and may be subject to distribution to the public. Publications for internal use by an executive agency are not included in this definition.
- C. Publication - Any document, whether produced for public or internal distribution.

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| Executive Director SIGNED ORIGINAL ON FILE | Effective Date 07/01/1985 |
| Page 1 of 2 | Revision Date 03/03/2014 |

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| SUBJECT AGENCY PUBLICATIONS | POLICY 11.02 | PAGE 2 of 2 |
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IV. POLICY

Divisional/business unit liaisons are responsible for providing the DHSMV Office of Communications a copy of all publications (electronically if available) for annual distribution to the Department of State for distribution to the Division of Library and Information Services and other depositories. Divisional/business unit liaisons will audit and purge its publication mailing list in accordance with Florida Statutes as set forth in V.B. below.

V. PROCEDURES

A. Delivery to Department of State

In accordance with Section 257.05, F.S., the DHSMV Office of Communications is assigned the responsibility of providing the documents to the Division of Library and Information Services, Department of State.

B. Purging of Publication Mailing Lists

1. In accordance with Section 283.55, F.S., the divisional/business unit liaison will survey the addressees on each publication mailing list by March 1 of each odd-numbered year.
2. The survey form shall contain the following:
“(Name of publication)
Please choose one of the following options:
 I would like to receive this publication in hard copy format.
 I would like to receive this publication in electronic format. My e-mail address is: .
 I do not wish to receive this publication.
Should your response to this survey not be received by April 30, your name will be automatically purged from our mailing list.”
3. Action to purge or retain names will begin immediately after the April 30 deadline.
4. The Department is prohibited from supplying addressees with postpaid response forms.

C. Each division/business unit liaison shall annually provide written confirmation of compliance with the above provisions to the Director, Office of Communications.