Executive Order 2009 – 07S

Printing and Mail Services Guidance

The recent Governor's Executive Order 2009-07S provides mandatory spending control strategies for all Executive Agencies that include requirements relating to printing and mailing. The following information is provided as additional guidance to assist Executive Agencies in implementation of the spending controls in the areas of printing and mailing:

INTEROFFICE MAIL USE – With the exception of Cincinnati, Toledo, and Youngstown areas, interoffice mail service is available to all state agencies. Executive Order 2009-07S directs all Executive Agencies to use interoffice mail for all deliveries to other state government offices within central Ohio. This free service is available for a large portion of state government offices outside central Ohio as well and all agencies are encouraged to use interoffice services whenever possible. If you have specific question regarding this service please call Kevin Fowler in the DAS Central Mail Center at 466-8684 or Harry Ivory at 728-2597.

PRINTING AND RELATED SERVICES – Paragraph 8d(ii) of Executive Order 2009-07S directs all Executive Agencies to eliminate internal operations relating to "production-level copying, mainframe printing, and mail preparation activities" by October 1, 2009.

- **Production-level copying:** The definition of production-level copying can be defined by either type or volume of copying being printed within the agency and by the size of the copying equipment within the agency. Generally, office copy equipment should not exceed 65 pages per minute speeds for black and white machines and 20 pages per minute for color machines. There may be exceptions to this depending on the type of copying necessary within the office. It is difficult to provide exact requirements as to what should be sent to the DAS central printing operation and what should be copied on the office copier. The functional and situational needs of an office will vary so it will be necessary to make fiscally sound decisions based on those needs. The State Printing Handbook, Chapter 2, paragraph 2.1 will provide additional guidance in determining what should be copied on office equipment and what should be sent to the central printing facility. This information can be found at: http://das.ohio.gov/gsd/printing/pdfs/aph/pdf.

  Executive Agencies shall not maintain a dedicated printing facility and staff after October 1, 2009. DAS is currently working with agencies having large printing operations to plan the transition of that printing to the DAS facilities. Executive Agencies having dedicated staff and equipment in smaller printing operations should also begin planning to eliminate these functions by October 1, 2009. For more information please contact Joe Tucker at 644-6355.

- **Mainframe printing:** DAS is currently working with Executive Agencies with mainframe printing operations to transition those responsibilities to the DAS central facility.

- **Mail preparation activities:** This specifically relates to mail metering activities. The intent is to eliminate redundant and underutilized mail metering equipment. The DAS Central Mail Service provides this service at no cost to state agencies. Purchasing or leasing mail metering machines by agencies may create unnecessary expense especially if those machines are used to meter small amounts of mail. DAS is currently gathering cost and utilization data from agencies in an effort to eliminate unnecessary metering equipment. If you are within an Executive Agency with metering equipment and have not already received an email request for information relating to your metering equipment, please contact Kevin Fowler at 466-8684.