

2024

# *AGENCY PUBLICATIONS* OFFICER MANUAL



**PUBLICATIONS CLEARINGHOUSE**  
200 N.E. 18th Street  
Oklahoma City, OK 73105

# Introduction

Since 1913, Oklahoma state government agencies have been required by law to deposit copies of their publications with the Oklahoma State Library ["State publications - copies for library" citation Laws 1913, SB 87, c. 159, §8, emerg. eff. May 1, 1913]. In 1978, the legislature created the Oklahoma Publications Clearinghouse (OPC) as a unit of the Oklahoma Department of Libraries, and a formal effort to gather and preserve state publications began.

This manual is designed to assist Publications Officers and other state agency personnel in compliance with the statutory requirement to deposit state publications with the Oklahoma Publications Clearinghouse [[65 O.S. § 3-114](#)]. All publications should be submitted in digital format to [Documents.OK.Gov](#) unless the format of publication prevents that from being possible; for example, road maps, and large posters. In those cases, two physical copies should be deposited at the Oklahoma Department of Libraries.

*"It is the intent of the Legislature that state agencies issue publications in an electronic format whenever possible, unless such issuance would interfere with the availability to the public of such publications and the information contained therein. It is the further intent of the Legislature that the Publications Clearinghouse and the Oklahoma Department of Libraries disseminate links to or other means by which to access publications to the same recipients required by law to receive copies or who have traditionally received copies of publications not published in an electronic format [[65 O.S. § 3-113.1](#)]"*

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# **I. Publications Clearinghouse**

Oklahoma Statutes govern the Publications Clearinghouse.

## **A. Director of the Oklahoma Department of Libraries**

The Director of the Oklahoma Department of Libraries shall promulgate rules necessary to implement the functions and duties of the Publications Clearinghouse as provided for by law [[65 O.S. § 3-113.1-115](#)].

## **B. Chief Information Officer**

The “Oklahoma State Government Open Documents Initiative” designates the Chief Information Officer of the Office of Management and Enterprise Services to promulgate procedures by which each state agency, board, commission, and public trust having the State of Oklahoma as a beneficiary shall submit a searchable electronic version of each publication to the “documents.ok.gov” website. The procedures shall require submission to the site of all publications otherwise required by law to be submitted to either the Publications Clearinghouse of the Department of Libraries, the Governor, the Speaker of the House of Representatives or the President Pro Tempore of the Senate. The procedures shall require the electronic documents to be provided in an indexed format which enables the document to be searched by specific term [[62 O.S. § 34.11.3](#)].

## **C. Duties of the Publications Clearinghouse**

The purpose of the Publications Clearinghouse is to compile, maintain, preserve, and provide open access to permanent records of state publications for citizens of Oklahoma. The Oklahoma Publications Clearinghouse collection is a permanent collection and publications are not deleted even if superseded.

Most printed state publications from territorial time to the present are available at the Department of Libraries. These publications may be borrowed by State Library cardholders and accessed by the public during normal business hours. State publications uploaded to the [documents.ok.gov](#) site are made available based on the educational fair use provisions of copyright laws. Users are referred to agencies originating the publication for questions concerning any other usage of electronic publications.

The Publications Clearinghouse reserves the right to reformat electronic state government publications as needed to facilitate the access and preservation of these publications [[65 O.S. § 3-113.3](#)]. This may include conversion to Adobe PDF from other file formats and splitting large files into multiple files to ease the download of publications by users.

The Publications Clearinghouse has a duty to notify the Director of the Department of Libraries of agencies that fail to comply with [65 O.S. § 3-114](#). The Director will provide written notice of the compliance failure to the chief administrative officer of the agency. The agency will have 30 days to fully comply with statute. If the agency is still not in compliance, the failure shall be reported in writing to the Speaker of the House of Representatives, the President Pro Tempore of the Senate, and the Attorney General. The Attorney General will institute mandamus proceedings to secure compliance by the agency.

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## II. Agency Publications Officer

Oklahoma Statute governs publications officers for state agencies [[74 O.S. § 3106.1](#)].

### A. Agencies are required to designate a Publications Officer

Each agency is required to appoint one of its employees as their agency's Publications Officer and to keep the Publications Clearinghouse updated should a change in employees occur:

*“Every state agency shall designate one of its employees as the publications officer for the agency and shall notify the Publications Clearinghouse of the Department of Libraries of the name of the publications officer and of the name of any new publications officer should a change occur”* [[74 O.S. § 3106.1\(A\)](#)].

### B. Duties of the Publications Officer

1. **Regularly submit all publications upon release to the Publications Clearinghouse of the Department of Libraries.** For information on becoming a registered uploader and procedures for uploading documents, please read the step-by-step instructions for submitting electronic



publications located at [oklahoma.gov/libraries/opc-submissions](http://oklahoma.gov/libraries/opc-submissions). If further assistance is needed, please contact OPC at 405-522-3505 or email [Samuel.Johnson@libraries.ok.gov](mailto:Samuel.Johnson@libraries.ok.gov). Please ensure that electronic documents are provided in a PDF format that allows the document to be searched by specific term.

2. **Consult the Agency Publications Officers Manual for updates on standards, processes, and procedures.** If the prior Publications Officer is unavailable to review the duties, please call the Clearinghouse (405) 522-3505 for a short phone briefing or email [Samuel.Johnson@libraries.ok.gov](mailto:Samuel.Johnson@libraries.ok.gov).
3. **By January 31<sup>st</sup> of each year, provide the Publications Clearinghouse a list of state publications that your agency has published during the prior year, or a statement that no agency publications have been issued during that 12-month period.** [[OAC 405:20-5-2](#)].
4. **Notify the Publications Clearinghouse of the production of audiotapes, videotapes, films, filmstrips, slides, or other audiovisual publications.** Every state agency shall preserve one copy of each audiovisual publication, or the publications officer shall deposit one copy of each audiovisual publication with the Publications Clearinghouse for preservation.

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### III. What is a State of Oklahoma Publication?

Oklahoma Statute defines the term “state publications” as:

*“State publications” means any informational materials, regardless of format, method of reproduction, or source, which originate in or are produced with the imprint, by the authority, or at the total or partial expense of an agency supported wholly or in part by state funds and which are distributed to persons outside of the creating agency or are required by law. “State publication” incorporates those publications that may or may not be financed by state funds but are released by private entities pursuant to a contract with or subject to the supervision of any agency”* [[65 O.S. § 3-113.2\(2\)](#)].

## A. Determining Factors

Generally, the easiest way to determine if specific “informational material” is a “publication” is to answer the question, “Has the informational material been distributed outside of the agency?”

1. **If the informational material is intended for public distribution or is required by law** (e.g., copies sent to the Speaker of the House of Representatives, President Pro Tempore of the Senate, and/or the Governor), **then it more than likely is a state publication.** For example, every agency, board, department, commission, or institution of this state shall submit its annual, semiannual, or biennial reports as required by the provisions of Section 3-114 of Title 65 of the Oklahoma Statutes [[74 O.S. § 3104](#)].

Informational material that is not distributed outside of the agency is not considered to be a state publication even if it is posted on the agency's website. For example, a staff newsletter on an agency website is not considered a state publication because its intended audience is the agency staff - not the public.

If the informational material is intended for agency personnel and board members only, then it may fall into the category of state government records, which is addressed through the records management program of the State Archives of the Department of Libraries in conjunction with the Archives and Records Commission.

Size (e.g., brochure, pamphlet, poster, etc.), format (electronic, paper, audiovisual), method of reproduction (e.g. photocopy, offset printing, letterpress, laser printing), and method of distribution (website, e-newsletter, mail, stores, etc.) are not factors to consider.

2. **Entire agency websites are not to be deposited.** The Oklahoma Department of Libraries will use independent means of collecting and preserving entire agency websites. **Agencies should not block harvesting on the agency website by the Oklahoma Department of Libraries or its authorized service provider.** Any harvesting of state agency websites will not include password-protected information or services.

**3. Publications include materials produced under contract.** It is important to remember that entities other than state agencies may also produce state publications. This occurs when an organization produces a report, study, etc. because of a contract with, or under the supervision of, a state agency or under the sponsorship of a state agency. Contracts that include production of a publication should comply with [65 O.S. § 3-113.2\(2\)](#) and [65 O.S. § 3-114A](#). Publications of colleges and universities are exempt from the deposit requirement, but publications from any board of regents for higher education must be deposited. However, if a college or university produces a publication for a state agency because of a contract with that state agency, then the state agency is required to deposit copies of the publication with the Publications Clearinghouse.

**4. Publications produced by cooperative projects.** Cooperative projects including more than one state agency, or a state agency and other participants, may produce state publications. Responsibility for the deposit of state publications falls to the state agency physically producing or distributing the print publication, contracting for the print publication, hosting the electronic publication, or contracting for the hosting site. For cooperative projects including more than one state agency, the deposit of publications by a single participant is sufficient. Websites funded by state agencies are subject to the state publications statutes.

Illustration 1

Third Party State Publication

The University of Oklahoma  
COLLEGE OF CONTINUING EDUCATION

HOUSING MARKET ANALYSIS  
REAL ESTATE CONSULTATION  
Woodward County Market Analysis  
Woodward County, Oklahoma  
Effective Analysis: August 7, 2001  
Date of Report: March 25, 2002

Prepared For:  
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Oklahoma Department of Commerce  
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The attached Woodward County Residential Housing Market Analysis is part of a *Statewide Affordable Housing Market Study* and was financed in whole or in part by funds from the U.S. Department of Housing and Urban Development as administered by the Oklahoma Department of Commerce.

Center for Business and Economic Development, McCarter Hall, Room 620, 1610 Asp Avenue  
Norman, Oklahoma 73072-6405  
Phone: (405) 325-7331 FAX: (405) 325-7329



## IV. Standards for State Publications

Following standards for creating state publications allows users to correctly identify and locate desired Oklahoma documents.

Physical copies of publications should only be sent to the Oklahoma Department of Libraries if the type of publication (road maps, large posters, for example) cannot be easily digitized.

**Publications need to be clean (no permissions, tags, notes, etc.), text-searchable PDFs.** It is strongly recommended that the option “optimize for fast web view” be followed. Avoid settings that limit the usability of a publication.

### A. Electronic Publications Specifications

- **Include the front cover and back cover in electronic format.** If there is information on the inside of the front and back covers include it in the electronic format.
- **Title pages are necessary in electronic publications;** don’t begin with an Introduction or Foreword with no title indicated.
- **Advertising in print formats is part of the publication.** If the electronic format does not include the advertising, submit two copies of the print format publication to Oklahoma Publications Clearinghouse as well as filing the Publication Notice for the electronic format.
- **If the electronic publication does not include all the information the user might expect,** indicate how additional information can be located or requested. Examples might include extensive appendices, data files, photographs, etc., referred to in the publication but not posted by the agency.
- **Avoid posting a publication as a file too large to conveniently download.** Remember that users will be accessing these publications from a wide variety of equipment/connectivity.
- **Publications may be posted as multiple files.** Clearly indicate content of each file as follows: Chapter One, Alfalfa-Grant Counties, Executive Summary, Index, Appendices, Appendix A, Cover Letter, Etc. Make sure users can ascertain which files together constitute the publication. In addition, even when the publication is posted as multiple files, a larger “Complete” file can be provided on the page.

## **B. Bibliographic Format**

For the best identification of bibliographic elements of state publications, agencies are urged to observe the instructions set on [OAC 405: 20-7-1](#).

The following information, also called imprint, should be included on the title page or other suitable place near the beginning of each state publication required to be deposited with the Publications Clearinghouse:

- Full name of the issuing agency, including the division or subdivision responsible for publication, and the parent body
- Name of any personal author to whom credit is intended to be given
- Title of the publication
- Date and place of publication

Serials, like annual and biennial reports, rules, newsletters, journals, and conference proceedings should also contain:

- Frequency of issue
- Volume and number of issue
- Date of issue

## **C. Varying Titles**

State publications often include common words in their titles especially “Report,” “Annual Report,” “Rules” and so on. It is helpful to all who may be interested in obtaining your agency’s information to be consistent in title information included on title pages, covers, headers, footers, and other areas of the actual publication; use the same full or short title in news releases and especially on webpages.

For those publications issued more than one time, such as newsletters:

- Look at the title as it appeared in the immediate prior issue and see if it has been continued correctly on the draft copy of the new issue.
- Change the title only if required to reflect changes in the information included in the publication or for other planned reasons for better communication with potential users.
- Inadvertent changes in title, column/issue numbering, and dating cause trouble for potential users of that publication.

Most state agencies use Fiscal Year as the base dating for annual reports and similar publications. “2023” is understood as being FY 2022/23. If your publication is on a calendar, or other year basis such as Federal fiscal year, indicate this early in the publication, preferably on the title page.

#### **D. Titles in Webpages and Links**

It is not uncommon for web links to downloadable files (especially PDF files) to use entirely different “title” information than that appearing on the actual publication downloaded. The actual title information is preferred for the weblink over filenames.

On webpages listing agency publications, you should use the title that is on the publication, then add additional descriptive information as useful.

#### **E. Cost Statement**

Unless otherwise provided by law, every agency, department, board, commission, or institution of the State of Oklahoma shall list the following information at a prominent place near the beginning of each publication issued by them [[74 O.S. § 3105 \(A\)](#)]:

1. Name of issuing agency, department, board, commission, or institution.
2. Authorization for the publication. If such publication is not specifically authorized by statute, the name of the person or persons authorizing shall be stated.
3. Number of copies printed or identification of the website or websites where the publication is located.
  - a. For electronic only publications, the statement may read “copies have not been printed but are available through the agency website.”
4. If applicable, the name of the printing firm.
5. Assurance of compliance with [65 O.S. § 3-114](#) of the Oklahoma Statutes.

Certain agencies are exempt from including a cost statement:

“State promotion and informational publications produced by the Oklahoma Tourism and Recreation Department, Travel Promotion Division, the Commissioners of the Land Office, and the Oklahoma Department of Commerce shall be exempt from the provisions of this section,” [[74 O.S. § 3105 \(C\)](#)].

State law provides examples of standard statements for both print and electronic-only publications [[74 O.S. § 3105 \(B\)](#)].

- For print:

“This publication, printed by (name of printing firm) is issued by (here list the agency, department, board, commission or institution) as authorized by \_\_\_\_\_. \_\_\_\_\_ (number of) copies have been prepared and distributed at a cost of \$ \_\_\_\_\_. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.”

- For electronic:

“This publication is issued by (here, list the agency, department, board, commission, or institution) as authorized by \_\_\_\_\_ and is located at the following website(s) \_\_\_\_\_. This publication has been submitted in compliance with Section 3-114 of Title 65 of the Oklahoma Statutes.”

## **F. Multiple Formats**

Clearly identify the publications themselves, on websites, and in news releases if there are varying formats of the publication available. For example, you may state:

- Print copies may be requested by a certain method.
- Copies may be electronically downloaded from the agency website.
- Copies are for sale with ordering information.

## **G. Summary or Full Text**

Indicate if the information is being released in summary as well as full form. State if supplementary materials (appendices, maps, illustrations, bibliographies, etc.) are included in the publication, or are available elsewhere, or have not been included.

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## V. Types of Publications

The following is a comprehensive but not exhaustive list of items for consideration:

**The following items should be submitted to OPC:**

- Annual, semiannual, and biennial reports
- Research reports/studies
- Survey results
- Task force reports
- Executive summaries of reports
- Newsletters and e-Newsletters (intended audience is the public)
- Magazines and journals
- Planning documents (other than drafts)
- Affirmative action plans
- Strategic plans
- Guides, handbooks, manuals; curriculum guides
- Brochures, pamphlets, fact sheets (other than for dated events)
- Directories (file only once a year, do not file each change during the year)
- Histories
- Statistics (but do not file Excel spreadsheets)
- Laws/rules with cover or title page if compiled by your agency from various sections of the laws/rules for the convenience of your clients
- Posters (other than for dated events)
- Rules interpretations and Guidelines; AG Opinions
- Memorandum of Understanding/Agreement reports [See “Government Transparency Act of 2019” [74 O.S. § 3122](#)]

**There are exemptions to the depository requirements in the statute.**

- Audiovisual publications do not need to be deposited with the Oklahoma Publications Clearinghouse provided that one copy is preserved by the agency [[74 O.S. § 3106.1\(C\)](#)].
- Publications of colleges and universities are exempt from the deposit requirement, but publications from any board of regents for higher education must be deposited [[65 O.S. § 3-114](#)].

**The following items are not considered publications and should NOT be submitted to OPC. However, they may be considered government records and proper retention and disposition of these items is governed by the Archives and Records Commission:**

- Newsletters (intended for **staff**, regardless of posting on the agency website)
- News releases
- Unofficial laws/rules; rule changes; rule change impacts
- Meeting notices, agendas, handouts, minutes
- Websites; web pages
- Grant announcements, forms, memos
- Fliers/posters for dated events; training event registrations/brochures
- Internal policies and procedures and policies and procedure manuals
- Board and staff directories, photographs, biographies
- Inventories; links; lists of resources
- Drafts of publications
- Federal publications or publications posted from non-profit agencies or companies
- Legal decisions, legal memos (except AG Opinions)
- If the publication is for sale by your agency, you do not have to submit an electronic file. Please send print copies to the Oklahoma Publications Clearinghouse.

For more information about agency record retention schedules, please contact [ODL's Records Management division](#).