



# TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

## Frequently Asked Questions

A SUMMARY OF COMPLIANCE REQUIREMENTS ON MATERIALS  
IN PHYSICAL FORMATS PUBLISHED BY STATE AGENCIES, REV. 3/2016

### WHAT IS THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM?

The Texas State Publications Depository Program is designed to collect, distribute, and preserve the publications of state government and to promote their use by the citizens of Texas. The Program is authorized under *Texas Government Code 441.101 et seq.*, (commonly referred to as the State Depository Law) and is administered by the Texas State Library and Archives Commission.

As the collection and distribution center for state publications, the Program acts as a broker between state agencies, colleges and universities that produce these documents and libraries that make them available to citizens in their local areas. By law, agencies are required to send copies of their publications to the Program. Once received, the publications are distributed to specially designated libraries in Texas.

### WHAT AGENCIES PARTICIPATE IN THE PROGRAM?

The State Depository Law defines a state agency as any entity authorized to govern operations of the state, such as a state office, department, division, bureau, board, commission, legislative committee, authority, institution, council, or a subdivision of one of these entities.

### WHO IS RESPONSIBLE FOR SENDING PUBLICATIONS?

Each state agency is required to designate one or more Publications Liaisons. This person is the agency's representative to the Program, and is responsible for sending publications to the Library, providing information about them, negotiating exceptions to Program requirements, and submitting publications lists.

### WHAT KINDS OF PUBLICATIONS NEED TO BE SENT?

The agency should send a publication if it meets the following three criteria:

- It is information published on paper or microform, audio- or videotape, vinyl or compact discs, or film.
- It is produced at the total or partial expense, or under the authority, of an agency.
- It is distributed outside of the creating agency on request or in multiple copies.

These criteria apply to a publication that an agency has sponsored or purchased for distribution as well as one that results from a consultant contract with a research firm or other private entity.

#### These are examples of the kinds of publications to send:

annual and biennial reports	maps
audits (financial and management)	newsletters (distributed externally)
budgets and budget requests	planning and evaluation documents
directories and rosters	research reports and studies
financial reports	state or strategic plans
handbooks, guides and manuals	statistical compilations
journals and magazines	

## WHAT KINDS OF PUBLICATIONS DO NOT NEED TO BE SENT?

While occasionally there may be some ambiguity about whether a publication should be sent to the Library, Program guidelines are specific about the kinds of materials agencies are **not to send**. These materials include records compiled or produced solely to meet the agency's internal operating needs and the examples listed below. A list of standard exemptions for state publications in all formats can be found at 13 TAC 3.5.

### Agencies are not required to send the following materials:

agendas	hearings (transcripts of)	personnel manuals
advertisements	job listings	photographs
announcements	laws (as compendia)	poetry
artwork	memorabilia	policy handbooks (intended for internal use only)
calendars	memoranda	posters
codes (as compendia)	news or press releases	programs (announcements of)
contracts	newsletters and mailing lists (meant only for employee use)	recruitment materials
correspondence	notices of sale	reprints (reissued without change)
drafts of plans, reports	opinions and orders issued by state courts	rules and regulations (as compendia)
fiction	pamphlets and brochures	standards (as compendia)
forms	daily or weekly periodicals (that are summarized in monthly or quarterly publications)	stationery
fund raising materials		telephone directories (meant only for employee use)
grant proposals, bids		volunteer newsletters

## HOW MANY COPIES OF EACH PUBLICATION NEED TO BE SENT?

The number of copies to send to the Program is four (4).

## ARE THERE EXCEPTIONS TO THE NUMBER OF COPIES REQUIRED?

Yes. The following kinds of publications are required in specific quantities regardless of the number originally intended to be produced by the agency:

<u>Publication Produced</u>	<u>Copies to Send to the Library</u>
<b>Annual financial reports</b>	<b>3</b>
<b>Annual operating budgets</b>	<b>3</b>
<b>State or strategic plans</b> (for services or programs within agency's jurisdiction)	<b>3</b>
<b>Legislative appropriations requests</b>	<b>2</b>
<b>Quarterly or annual measures reports</b>	<b>2</b>

## WHERE TO SEND YOUR PUBLICATIONS:

Please use one of the following addresses for delivering publications to the Library:

### Interagency Mail

Texas State Publications Depository Program  
Texas State Library and Archives Commission  
Room 109  
1201 Brazos  
Austin, TX INTERAGENCY MAIL

### U.S. Mail

Texas State Publications Depository Program  
Texas State Library and Archives Commission  
Room 109  
P.O. Box 12927  
Austin, TX 78711

## WHO CAN ANSWER QUESTIONS?

Contact [Reference Staff](#) at 512-463-5455.