WEST VIRGINIA LEGISLATURE
REGULAR SESSION, 1975

ENROLLED
Committee Substitute for
SENATE BILL NO. 178

(By Mr. Hatfield and Mr. Summey, original sponsors)

PASSED March 8, 1975
In Effect July 1, 1975
ENROLLED
COMMITTEE SUBSTITUTE
FOR
Senate Bill No. 178
(By MR. HATFIELD and MR. SUSMAN, original sponsors)

[Passed March 8, 1975; in effect July 1, 1975.]

AN ACT to amend and reenact section twenty, article one, chapter five of the code of West Virginia, one thousand nine hundred thirty-one, as amended; and to amend and reenact section twenty-eight, article three, chapter five-a of said code, relating to officers, boards, and commissions; annual reports to the governor; providing uniform maximum standards for the printing of such reports; requiring all reports to the governor to be printed and bound in the printing shop maintained by the department of finance and administration.

Be it enacted by the Legislature of West Virginia:

That section twenty, article one, chapter five of the code of West Virginia, one thousand nine hundred thirty-one, as amended, be amended and reenacted; and that section twenty-eight, article three, chapter five-a of said code be amended and reenacted, all to read as follows:

CHAPTER 5. GENERAL POWERS AND DUTIES OF THE GOVERNOR, SECRETARY OF STATE AND ATTORNEY GENERAL; BOARD OF PUBLIC WORKS; STATE BUILDING COMMISSION; SOCIAL SECURITY AGENCY; PUBLIC RECORDS MANAGEMENT AND PRESERVATION ACT; DEPARTMENT OF COMMERCE; WEST VIRGINIA PUBLIC EMPLOYEES RETIREMENT ACT; HUMAN RIGHTS COMMISSION; WEST VIRGINIA ANTIQUITIES COMMISSION; PUBLIC EMPLOYEES' AND TEACHERS' RECIPROCAL
ARTICLE 1. THE GOVERNOR.

§5-1-20. Reports to the governor; form and contents; transmission to the Legislature; special reports.

1 The subordinate officers of the executive department and the officers of all public institutions of the state shall make an annual report to the governor as soon as possible after the close of each fiscal year, notwithstanding any other provision of law to the contrary. All state officers, boards, commissions, departments and institutions required by law to make reports to the governor, the Legislature, or any administrative board or state official, shall cover fiscal year periods, and such reports shall be submitted in typewritten form or any legible form produced by mechanical means.

2 The governor shall by executive order prescribe the general contents of the reports to be submitted to him. The form and format of such reports shall be as prescribed in section twenty-eight, article three, chapter five-a of this code.

3 The governor shall transmit copies of the report to the Legislature and lodge a copy of all such reports with the department of archives and history where the same shall be kept as permanent records.

4 The governor may at any time require information in writing under oath, from any officer, board, department or commission of the executive department or the principal officer or manager of any state institution, upon any subject relating to the condition, management and expense of their respective offices or institutions.

CHAPTER 5A. DEPARTMENT OF FINANCE AND ADMINISTRATION.

ARTICLE 3. PURCHASING DIVISION.

§5A-3-28. Publication of departmental reports; uniform standards; limiting number of publications; requiring department to perform printing and binding.

1 The director shall have charge and supervision of the printing and binding of all reports transmitted to the
governor as required by section twenty, article one, chapter five of this code. Said reports shall be printed annually as soon as possible after the close of the fiscal year.

The following uniform maximum standards as to form and format shall be used in the preparation and publication of annual reports by the various departments, agencies, boards, commissions and institutions:

- **Size**: 8½ by 11 inches.
- **Binding**: Spiral plastic, staples, or wrap-around.
- **Cover**: Embossed, ninety pound leatherette or antique or plate finish not to exceed eighty pound weight.
- **Flyleaf and Inside**: Twenty pound bond or comparable offset book paper.
- **Ink**: Blue or black, but two or more colors not permitted.
- **Printing**: Offset, duplicator or mimeograph.

No photographs or drawings shall be included in departmental reports and no funds shall be expended for any art work. Maps, charts, or other graphic illustrations are permitted.

The number of copies of such reports shall be limited to the minimum quantity necessary for office use of the reporting department and for legally required distribution and exchange, the exact number of copies of such reports to be expressly subject to the approval of the governor.

The director shall furnish to each department sufficient copies of its report to satisfy the above purposes within the limits set by the governor.

The printing and binding of all such reports shall be done by the department of finance and administration in the printing shop maintained by the department.

Subject to the approval of the commissioner and the governor, the director shall have authority to limit the number of any other report, bulletin, and other publication ordered to be printed by each department.

Nothing herein shall be construed as preventing the director from utilizing less expensive methods of printing and binding than those prescribed above.
The Joint Committee on Enrolled Bills hereby certifies that
the foregoing bill is correctly enrolled.

[Signature]
Chairman Senate Committee

[Signature]
Chairman House Committee

Originated in the Senate.

Takes effect July 1, 1975.

[Signature]
Clerk of the Senate

[Signature]
Clerk of the House of Delegates

[Signature]
President of the Senate

[Signature]
Speaker House of Delegates

The within bill approved this the 22nd day of

[Signature]
Governor
PRESENTED TO THE
GOVERNOR

Date 3/18/75
Time 4:55 p.m.