

DEPARTMENT OF NATURAL RESOURCES

ADMINISTRATIVE POLICY NO.: 10

EFFECTIVE DATE: SEPTEMBER 28, 2020

SUBJECT: PUBLICATION REVIEW

AUTHORIZATION: THOMAS F. HARRIS, SECRETARY

I. POLICY

All materials printed for outreach and informational purposes shall be approved by the Press Secretary before final production and distribution.

II. PURPOSE

This policy assures that all publications, including reports and press releases, meet identified departmental standards of content, style, graphic and photographic presentation.

III. APPLICABILITY

The policy applies to all offices, divisions, sections and personnel of the Department of Natural Resources (DNR).

IV. PROCEDURE

In preparing print materials for public dissemination, employees are required to consult the Press Secretary regarding the acceptable format, graphics and content of the proposed publication. Within three business days of receipt, the Press Secretary will review the publication, pamphlet, brochure, press release, etc. and return the draft to the submitting office/division/section with suggested changes, as required.

The Secretary has final authority over all documents prepared for publication by DNR.

VI. RESPONSIBILITY

It is the responsibility of the Undersecretary and Assistant Secretaries to assure compliance with this policy within their respective offices.

VII. EXCEPTIONS

Exceptions to this policy require the express approval of the Secretary. The publication of rules and regulations and the public notices required by law are excepted from the requirements of this policy.

VIII. QUESTIONS

Questions regarding this policy should be addressed to the Press Secretary.

THOMAS F. HARRIS, SECRETARY

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INITIAL ISSUE DATE: 6/03

REVISION DATE: 5/15; 09/20