

CF OPERATING PROCEDURE  
NO. 5-5

STATE OF FLORIDA  
DEPARTMENT OF  
CHILDREN AND FAMILIES  
TALLAHASSEE, December 1, 2008

Publications Management

PUBLIC DOCUMENTS: MAINTAINING A RECORD WHEN PRINTING COST EXCEEDS  
CATEGORY THREE; COPIES TO STATE LIBRARY

1. Purpose. This operating procedure describes procedures for maintaining a record of certain public documents, and for sending copies of those documents to the State Library.
2. References.
  - a. Section 287.017, Florida Statutes (F.S.), definition of purchasing categories.
  - b. Section 283.31, F.S., Records of executive agency publications.
  - c. Section 257.05, F.S., Public documents; delivery to, and distribution by, division.
  - d. CFOP 15-3, The Departmental Logo.
  - e. CFOP 15-9, Requests for Public Records.
  - f. CFOP 25-4, Publishing, Filing, and Distributing Reports Required by Law.
3. Explanation of Terms. For the purposes of this operating procedure, the following terms will be understood to mean:
  - a. ASGO. The central office of General Operations within the Office of General Services. This office is located in the Winewood Office Park in Tallahassee.
  - b. Office of Primary Responsibility (OPR). The DCF unit responsible for authorizing, originating and maintaining a public document. For a public document produced under contract with DCF, the OPR is the contract manager.
  - c. Public Document. Any document, report, directory, bibliography, rule, newsletter, pamphlet, brochure, periodical, or other publication, whether in print or non-print format, that is paid for in whole or in part by funds appropriated by the Legislature, and that may be subject to distribution to the public; however, the term excludes publications produced for DCF internal use only.
4. Maintaining a Record When Printing Cost Exceeds Category Three.
  - a. To comply with section 283.31, F.S., the OPR must complete form CF 1772 (appendix A to this operating procedure) if the cost of printing (or photocopying) a public document exceeds the threshold amount established in section 287.017, F.S. for Category Three.
  - b. The OPR will submit the completed form CF 1772 to ASGO within 10 working days after the printing (or photocopying) has been completed.

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This operating procedure supersedes CFOP 5-5 dated September 1, 2006.

OPR: ASGO

DISTRIBUTION: B

c. The cost of printing (or photocopying) defined in paragraph 4a above must also include the cost of binding the public document and the cost of the binders (if any) made for the public document.

d. The contract manager is responsible for completing and submitting form CF 1772 when a public document is printed (or photocopied) under contract with DCF.

5. Providing Copies of a Public Document to the State Library As Required By Section 257.05, F.S. Send copies of public documents to the State Library at the following address: Documents Unit, State Library of Florida, R.A. Gray Building, Tallahassee, Florida 32399-0250.

a. If the public document is a statutorily required report, the OPR must follow the procedures described in CFOP 25-4.

b. If the public document is not a statutorily required report, the OPR must send the following number of copies to the State Library:

(1) If the public document is available in print format, the OPR must send 35 copies to the State Library. However, if the OPR has fewer than 40 copies of a public document, the OPR must send only two copies to the State Library.

(2) If the public document is not available in print format, the OPR must E-mail an electronic copy (preferably in PDF format) to the State Library to the following E-mail address: info@dos.state.fl.us

(a) Send the public document as an attachment to the following message: "This public document is being submitted to the State Library by the Department of Children and Families in compliance with s. 257.05, Florida Statutes. If you have any questions about this public document, contact (name of DCF employee) in the DCF Office of (name of office) at (telephone number)."

(b) If the electronic copy of the public document is larger than 8 MB, copy the document to a CD, and mail the CD to the State Library at the address listed in paragraph 5 above. Attach a cover letter to the CD with the following message: "This public document is being submitted to the State Library by the Department of Children and Families in compliance with s. 257.05, Florida Statutes. This document is in (specify) format. If you have any questions about this public document, contact (name of DCF employee) in the DCF Office of (name of office) at (telephone number)."

c. Do not send any copies of a public document to the State Library if the document is for internal use only (for example, DCF numbered operating procedures, or an internal DCF newsletter).

d. By December 20<sup>th</sup> of each year, each Program Office Director, each Administration Office Director, the Chief Information Officer, and each Office Director in the Office of the Secretary will complete and submit to ASGO form CF 1771 (appendix B to this operating procedure).

(1) On form CF 1771, the reporting official must list all public documents (except documents produced for DCF internal use only) issued by the reporting official's office/program office during the current calendar year. Any public document issued by the reporting official's office/program office during the current calendar year that can be found on the DCF Internet Home Page must also be included on this list.

(2) By December 31<sup>st</sup> of each year, ASGO will submit the forms received from the reporting officials to the State Library as required by section 257.05(2)(c).

6. Using the DCF Logo. Follow the requirements in CFOP 15-3 for using the DCF logo on public documents.

7. Charging for Copies of Public Documents. See CFOP 15-9, Requests for Public Records.

8. Using Copyrighted Material. Copyrighted material may be used or reproduced only with the prior written permission of the copyright holder.

BY DIRECTION OF THE SECRETARY:

*(Signed original copy on file)*

MELISSA P. JAACKS  
Assistant Secretary for  
Administration

SUMMARY OF REVISED, ADDED, OR DELETED MATERIAL

This operating procedure has been updated to conform to the plain language initiative.



**RECORD OF PUBLIC DOCUMENT WHOSE PRINTING OR PHOTOCOPYING COST EXCEEDED THE THRESHOLD FOR CATEGORY THREE**

Complete **ALL** of the following items:

1. Name of Individual Filing Report	2. Date
3. Reporter's Address (or office symbol)	4. Reporter's Phone Number
5. Title of Public Document	

6. Justification of Need for Public Document: \_\_\_\_\_  
\_\_\_\_\_

7. Purpose: \_\_\_\_\_

8. Legislative or Administrative Authority for promulgating public document: \_\_\_\_\_

9. Sources of Funding: \_\_\_\_\_

10. Frequency of Publication and Number of Issues: \_\_\_\_\_  
\_\_\_\_\_

11. Reason(s) for deciding to have public document printed or photocopied in-house, by another agency, or by the Legislature, or purchased on bid: \_\_\_\_\_  
\_\_\_\_\_

12. List the comparative costs of alternative printing methods **IF** such costs were a factor in deciding upon a method of printing:  
\_\_\_\_\_  
\_\_\_\_\_

13. Comments (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Send the completed form to: Office of General Operations (ASGO)  
Attention: Forms and Publications' Coordinator  
1317 Winewood Boulevard  
Tallahassee, FL 32399-0700

