

**Office of the Chief Information Officer  
Enterprise Policy**

**Policy Number:** CIO-086

**Effective Date:** 09/01/2008

**Revision Date:** 01/11/2010

**Subject:** State Agency Local Printing Policy

**Policy Statement:** A critical capacity of the IT computing infrastructure in state government is the output of documents through local printing devices. In the context of budgetary shortfalls, however, as well as ongoing operational efficiency, it is critical that printing costs be reduced to the maximum extent possible. Where it does not impede the ability of state workers to conduct agency business, this policy directs agency staff to make conscious decisions to print only where there are tangible benefits for printed output, and, when printing is necessary, to print in black and white and in duplex. In executing this policy, agencies are asked to closely monitor local printing costs and to develop means to document reductions in material expenditures associated with local printing. This policy supports the principles of Governor Beshear's 'Green IT' initiative.

**Applicability:** This policy is to be adhered to by all agencies and employees within the Executive Branch of state government.

**Responsibility for Compliance:** Each agency is responsible for assuring that employees within their organizational authority are aware of the provisions of this policy, that compliance by the employee is required, and that intentional, inappropriate use may result in disciplinary action pursuant to KRS 18A, up to and including dismissal.

It is also each Executive Cabinet's responsibility to enforce and manage this policy. Failure to comply could result in additional shared service charges to the agency for the Commonwealth Office of Technology's efforts to audit agency print devices for compliance.

**Policy Maintenance:** The Commonwealth Office of Technology, Office of Enterprise Technology, has the responsibility for the maintenance of this policy. Agencies may choose to add to this policy as appropriate, in order to enforce more restrictive standards. Therefore, employees are to refer to their agency's internal policy, which may have additional information or clarification of this enterprise policy.

**Policy:** All agency print devices shall be configured so that their default settings include:

- Duplex (double-sided) printing
- Black (non-color) ink

Other default settings are at the discretion of the agency.

**Recommendation:** To further reduce printing costs and agency waste, individual agencies may wish to include any or all of the following additional recommendations in their own internal supporting policies.

- Discourage the use of personal ink jet printers at employee workstations. While certain circumstances may justify the use of personal printers, this is not the best use of government resources.
- Carefully review, plan and manage their printing needs in order to avoid unnecessary costs. Electronic resources should be used to send agency memos, newsletters, flyers, etc... whenever possible.
- Business cards, letterhead, brochures, newsletters, flyers, and other information documents used for intra-government communications that cannot be sent electronically should be printed with a single color and on standard-size, recycled paper stock.
- All printing requests should be submitted to the state's Division of Printing. Agencies should avoid requesting specialized technical processes such as embossing and coatings. In addition, the Division of Printing's quick copy services should be utilized whenever possible.

**Resources:**

- Division of Printing Services:  
<http://technology.ky.gov/printshop/Pages/default.aspx>
- E-mail: COT Printing Services:  
[cot.PrintingServices@ky.gov](mailto:cot.PrintingServices@ky.gov)

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