

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

Policy Number: CIO-086

Effective Date: 09/01/2008

Revision Date: 07/11/2013

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' and Smart Government 'Managed Print Services' initiatives.

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.

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. All CIO policies are on an annual review cycle.

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.

- The use of personal ink jet printers at employee workstations is strongly discouraged. While certain circumstances may justify the use of personal printers, this is not the best use of government resources. Only shared devices will be authorized unless approved by the Cabinet Secretary.
- Consider replacing dedicated FAX machines with an eFax or scanning to email solution. Carefully review, plan and manage their printing needs in order to avoid unnecessary costs. Print quotas may be used to limit excessive printing. Electronic resources should be used to send agency memos, newsletters, flyers, etc... whenever possible. Medium scale print jobs should be sent to lower cost devices when possible. Large scale jobs should be sent to Kentucky Design & Print Services when 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 Kentucky Design & Print Services. Agencies should avoid requesting specialized technical processes such as embossing and coatings.

Resources:

- Kentucky Design & Print Services: <http://transportation.ky.gov/print/Pages/default.aspx>
- E-mail: Kentucky Design & Print Services: Print@ky.gov

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