

# DEPARTMENT OF THE INTERIOR PUBLISHING COUNCIL

January 27, 2005 MEETING

## MINUTES

### Members Present

|                |      |
|----------------|------|
| Lee Campbell   | BLM  |
| Vickie Romero  | BOR  |
| Bert Simon     | USGS |
| Jim Chase      | NBC  |
| Mark Newcastle | F&WS |
| Gina Johnson   | MMS  |
| Pat Corrigan   | PAM  |
| Margaret Quick | OSM  |

### Members Absent

|              |     |
|--------------|-----|
| Curtis Foust | BIA |
| Debra Melton | NPS |

### Guests

Chris Sweterlitsch GPO

### Problems Receiving CFRs

BLM has been receiving damaged boxes of CFRs that have been shipped by the Main Interior Mailroom. Several boxes have arrived empty with their contents having been lost in transit. It appears that the boxes aren't being taped adequately and they coming apart in shipment. Lee has asked the members to check with their CFR coordinator or mailroom person to see if this is also happening to them. Lee has spoken to the DOI Mailroom manager and has asked that they package the boxes more securely.

### GPO Rider Program

There is some concern that we are missing opportunities to order publications that are not advertised through the GPO Circular Letter process. On occasion, we will receive an OPM rider information mailing and there is no way of determining if other notices had been sent out. Chris has agreed to look into a centralized rider notification process. Also pertaining to the GPO Rider Program, often the ordering information does not contain cost information. For GPO, this is difficult to estimate because of all the variables that make up the cost of a publication. At the same time it presents a dilemma for the ordering agencies because they are purchasing publications with no idea what the costs might be. Chris will see if some type of cost information can be included with the rider notice.

### Chapter 1, DM 314

Now that this Manual Section has been signed, we need to update the other chapters. There are

drafts for most of the DM Chapters; however these were developed more than a year ago. The Council needs to look at the chapters to incorporate new concepts such as the SPA, the definition of copying and to strengthen various policy statements to help B/Os answer questions from the field. There have been questions concerning the use of electronically produced letterhead that need to be addressed.

### **Revision of the SF 1**

GPO is working on a revision to the SF1, "Printing Requisition," which will make it easier for the requestor to complete. GPO is also looking at the other forms used during the SPA process. The Council has asked for the opportunity to review and comment on any revised printing forms.

### **Council Web Site**

Be sure to check the Council web site and report any changes to Mark.

### **Other Issues**

Chris is evaluating the bids received for GPO's nationwide convenience copy contract. Jim Bradley will be attending our February meeting to talk about proposed field changes. Chris will also share any new information.

Jim Chase will check on the status of the DI form to be used to report work produced under the copying waiver. The Department's forms manager has been asked to finalize the form and convert it to an approved form.

The NBC will be printing a new Departmental Phone Directory. Be prepared to submit a request for the number of copies your B/O wants to order.

### **Next Meeting**

Our next meeting is scheduled for February 24, 2005. Until further notice, we will be using the conferencing facilities in Room 5056.

### **Future Meeting Dates**

|          |          |           |          |
|----------|----------|-----------|----------|
| February | 24, 2005 | August    | 25       |
| March    | 24       | September | 22       |
| April    | 28       | October   | 27       |
| May      | 26       | December  | 1        |
| June     | 23       | January   | 26, 2006 |
| July     | 28       |           |          |