CHAPTER 25

Public Printing and State Publications

ARTICLE 1

Functions of Department of Administration

**SECTION 11‑25‑10.** General powers.

The Department of Administration has control and supervision of all the public printing, binding, lithographing, and engraving for the State or any department of the state government except for legislative printing and printing otherwise provided by law.

HISTORY: 1962 Code Section 1‑501; 1952 Code Section 1‑501; 1942 Code Section 2086; 1932 Code Section 2086; Civ. C. ‘22 Section 48; 1916 (29) 709; 1950 (46) 3605; 1985 Act No. 201, Part II, Section 81B.

Code Commissioner’s Note

At the direction of the Code Commissioner, references in this section to the offices of the former State Budget and Control Board, Office of the Governor, or other agencies, were changed to reflect the transfer of them to the Department of Administration or other entities, pursuant to the directive of the South Carolina Restructuring Act, 2014 Act No. 121, Section 5(D)(1), effective July 1, 2015.

**SECTION 11‑25‑20.** Additional powers.

The Department of Administration may inquire at any time into all matters pertaining to the contracts for the public printing and the distribution of official reports and publications and may prevent unnecessary printing, binding, lithographing, or engraving. It may see that all extraneous matter is omitted from any publication paid for out of the public printing fund or any fund of any state department or state institution and may recommend from time to time to the General Assembly appropriate remedial legislation. The Department of Administration has control of the style and arrangement of all public printing except for legislative printing and printing otherwise provided by law.

HISTORY: 1962 Code Section 1‑502; 1952 Code Section 1‑502; 1942 Code Section 2087; 1932 Code Section 2087; Civ. C. ‘22 Section 49; 1916 (29) 709; 1950 (46) 3605; 1985 Act No. 201, Part II, Section 81C.

Code Commissioner’s Note

At the direction of the Code Commissioner, references in this section to the offices of the former State Budget and Control Board, Office of the Governor, or other agencies, were changed to reflect the transfer of them to the Department of Administration or other entities, pursuant to the directive of the South Carolina Restructuring Act, 2014 Act No. 121, Section 5(D)(1), effective July 1, 2015.

**SECTION 11‑25‑30.** Approval of state printing.

The Department of Administration may pass upon and approve all printing pertaining to state matters in this State except for legislative printing and printing otherwise provided by law.

HISTORY: 1962 Code Section 1‑503; 1952 Code Section 1‑503; 1942 Code Section 2090‑3; 1935 (39) 83; 1950 (46) 3605; 1985 Act No. 201, Part II, Section 81D.

Code Commissioner’s Note

At the direction of the Code Commissioner, references in this section to the offices of the former State Budget and Control Board, Office of the Governor, or other agencies, were changed to reflect the transfer of them to the Department of Administration or other entities, pursuant to the directive of the South Carolina Restructuring Act, 2014 Act No. 121, Section 5(D)(1), effective July 1, 2015.

**SECTION 11‑25‑40.** Department to carry out laws applicable to printing, binding, lithographing, and engraving.

The provisions of law applicable to public printing, binding, lithographing, and engraving, other than legislative printing and printing otherwise provided by law must be executed by the Department of Administration.

HISTORY: 1962 Code Section 1‑504; 1952 Code Section 1‑504; 1942 Code Section 2089; 1932 Code Section 2089; Civ. C. ‘22 Section 51; 1916 (29) 709; 1950 (46) 3605; 1985 Act No. 201, Part II, Section 81E.

Code Commissioner’s Note

At the direction of the Code Commissioner, references in this section to the offices of the former State Budget and Control Board, Office of the Governor, or other agencies, were changed to reflect the transfer of them to the Department of Administration or other entities, pursuant to the directive of the South Carolina Restructuring Act, 2014 Act No. 121, Section 5(D)(1), effective July 1, 2015.

ARTICLE 3

Reports and Journals

**SECTION 11‑25‑120.** Clerks of the two Houses to furnish corrected journals.

The clerks of the two Houses shall furnish the public printer corrected journals daily for the permanent printing.

HISTORY: 1962 Code Section 1‑512; 1952 Code Section 1‑512; 1942 Code Section 2103; 1932 Code Section 2103; Civ. C. ‘22 Sections 64, 66, 67; Civ. C. ‘12 Sections 54, 56, 57; Civ. C. ‘02 Sections 51, 53, 54; G. S. 32; R. S. 51, 53, 54; 1884 (18) 872.

ARTICLE 5

Contracts for Printing

**SECTION 11‑25‑260.** Certifying printing for legislature.

The faithful performance for printing for each House shall be certified by its presiding officer and clerk. In the absence of either of such officers from the seat of the government, the Secretary of State, to whom the work may be delivered, shall certify to its proper execution.

HISTORY: 1962 Code Section 1‑527; 1952 Code Section 1‑527; 1942 Code Section 2103; 1932 Code Section 2103; Civ. C. ‘22 Sections 64, 66, 67; Civ. C. ‘12 Sections 54, 56, 57; Civ. C. ‘02 Sections 51, 53, 54; G. S. 32; R. S. 51, 53, 54; 1884 (18) 872; 1982 Act No. 335.

ARTICLE 7

Purchase of Printing Equipment and Office Supplies

**SECTION 11‑25‑430.** Revolving fund for purchase of office supplies and other commodities.

From the accumulated unexpended balances of the revolving fund heretofore appropriated for the purchase of office supplies by the Department of Administration the sum of twenty thousand dollars shall be maintained by the State Treasurer as a permanent and continuing revolving fund for the purchase of office supplies or such other commodities as the General Assembly may hereafter direct, to be administered by the board. Should the fund exceed twenty thousand dollars at the end of any fiscal year the surplus shall be transferred to the general fund of the State.

HISTORY: 1962 Code Section 1‑543; 1952 Code Section 1‑543; 1942 Code Section 2090‑1; 1932 Code Section 2090; Civ. C. ‘22 Section 52; Civ. C. ‘12 Section 42; Civ. C. ‘02 Section 39; R. S. 39; 1898 (22) 700; 1916 (29) 707; 1920 (31) 805; 1940 (41) 1758; 1965 (54) 330.

Code Commissioner’s Note

At the direction of the Code Commissioner, references in this section to the offices of the former State Budget and Control Board, Office of the Governor, or other agencies, were changed to reflect the transfer of them to the Department of Administration or other entities, pursuant to the directive of the South Carolina Restructuring Act, 2014 Act No. 121, Section 5(D)(1), effective July 1, 2015.

ARTICLE 9

Distribution of Publications

**SECTION 11‑25‑610.** Number of journals to be bound.

A sufficient number of the House and Senate Journals for use of the members of the General Assembly, for the Legislative Council to make exchanges with other states and to make other necessary distributions shall be printed and bound in a good and substantial manner. The clerk of the Senate and the clerk of the House of Representatives may have this done immediately upon the close of the session or as soon thereafter as practicable.

HISTORY: 1962 Code Section 1‑561; 1952 Code Section 1‑561; 1942 Code Section 2106; 1932 Code Section 2106; Civ. C. ‘22 Section 70; Civ. C. ‘12 Section 60; Civ. C. ‘02 Section 57; G. S. 37; R. S. 58; 1896 (22) 203; 1972 (57) 2813; 1976 Act No. 476 Section 1.

**SECTION 11‑25‑620.** Delivery to and distribution by Legislative Council of journals.

Upon completion of the permanent work, the printers shall deliver the bound volumes to the Legislative Council which shall deliver five copies of the Senate Journal to the clerk of the Senate and five copies of the House Journal to the clerk of the House of Representatives. The Council shall distribute a copy of each journal to each member of the General Assembly and shall make exchanges with other states. Any remaining copies may be distributed or sold by the Council as it sees fit.

HISTORY: 1962 Code Section 1‑562; 1952 Code Section 1‑562; 1942 Code Section 2107; 1932 Code Section 2107; Civ. C. ‘22 Section 71; Civ. C. ‘12 Section 61; Civ. C. ‘02 Section 58; G. S. 38; R. S. 59; 1896 (22) 203; 1972 (57) 2813; 1976 Act No. 476 Section 2.

**SECTION 11‑25‑640.** Copies of acts and joint resolutions; distribution.

Copies of the acts and joint resolutions must be distributed as follows:

(1) to each circuit judge, one copy;

(2) to each solicitor, one copy;

(3) to each clerk of court, one copy;

(4) to each judge of probate, one copy;

(5) to each county government, one copy;

(6) to the Supreme Court at Columbia and to the Court of Appeals at Columbia, one copy to each court;

(7) to each magistrate in the State, one copy;

(8) to each master, one copy;

(9) to each of the chartered colleges of the State, one copy;

(10) to the Code Commissioner, the number of copies requested by the commissioner;

(11) to the clerks of the two houses of the General Assembly, the number of copies requested by each clerk;

(12) to the Attorney General of the State, one copy;

(13) to the University of South Carolina, two copies;

(14) to the Charleston library, two copies;

(15) to the Athenaeum, Boston, and to the Athenaeum, Philadelphia, one copy each;

(16) to each county attorney, one paperback copy; and

(17) to each family court judge.

HISTORY: 1962 Code Section 1‑564; 1952, Code Section 1‑564; 1942 Code Section 2109; 1932 Code Section 2109; Civ. C. ‘22 Section 73; Civ. C. ‘12 Section 63; Civ. C. ‘02 Section 60; G. S. 40; R. S. 61; 1836 (6) 648; 1883 (18) 588; 1889 (20) 335; 1894 (21) 1076; 1897 (22) 458; 1902 (23) 964; 1936 (39) 1317, 1350, 1548; 1941 (42) 85; 1962 (52) 1731; 1967 (55) 719; 1987 Act No. 194 Section 2; 2009 Act No. 10, Section 4.

**SECTION 11‑25‑650.** Distribution of copies of publications to University of South Carolina Law Library.

(A) The officials charged with distribution of these publications shall deliver to the law library of the University of South Carolina not later than thirty days after they are printed, from time to time, the following number of these publications in addition to those otherwise required by law to be delivered to the law library:

(1) five copies of the acts and joint resolutions of the General Assembly;

(2) twenty‑five copies of the proceedings of any constitutional convention of this State;

(3) five copies of the Code; and

(4) five copies of the reports of the Supreme Court.

(B) The officials of the law library of the University of South Carolina shall exchange all or any part of these publications for publications relating to government useful to students of law and public officials and shall catalogue and arrange the material to make it serviceable to members of the General Assembly.

HISTORY: 1962 Code Section 1‑565; 1952 Code Section 1‑565; 1942 Code Section 2109; 1932 Code Section 2109; Civ. C. ‘22 Section 73; Civ. C. ‘12 Section 63; Civ. C. ‘02 Section 60; G. S. 40; R. S. 61; 1836 (6) 648; 1883 (18) 588; 1889 (20) 335; 1894 (21) 1076; 1897 (22) 458; 1902 (23) 964; 1936 (39) 1317, 1350, 1548; 1937 (40) 152; 1941 (42) 85; 2009 Act No. 10, Section 5.

**SECTION 11‑25‑660.** Distribution of copies of publications to state colleges and universities generally.

The State Librarian may furnish, upon request, copies of the Acts and Joint Resolutions and the permanent journals of the General Assembly to any recognized college or university in this State.

HISTORY: 1962 Code Section 1‑566; 1952 Code Section 1‑566; 1942 Code Section 2109; 1932 Code Section 2109; Civ. C. ‘22 Section 73; Civ. C. ‘12 Section 63; Civ. C. ‘02 Section 60; G. S. 40; R. S. 61; 1836 (6) 648; 1883 (18) 588; 1889 (20) 335; 1894 (21) 1076; 1897 (22) 458; 1902 (23) 964; 1936 (39) 1317, 1350, 1548; 1941 (42) 85.

**SECTION 11‑25‑670.** Distribution of copies of publications to College of Charleston.

The State Librarian shall include the College of Charleston among the institutions of the State to which copies of the Acts and Joint Resolutions of the General Assembly, legislative journals and reports of state officers are directed to be sent annually.

HISTORY: 1962 Code Section 1‑567; 1952 Code Section 1‑567; 1942 Code Section 2109; 1932 Code Section 2109; Civ. C. ‘22 Section 73; Civ. C. ‘12 Section 63; Civ. C. ‘02 Section 60; G. S. 40; R. S. 61; 1836 (6) 648; 1883 (18) 588; 1889 (20) 335; 1894 (21) 1076; 1897 (22) 458; 1902 (23) 964; 1936 (39) 1317, 1350, 1548; 1941 (42) 85.

**SECTION 11‑25‑680.** Distribution of copies of publications to Library of Congress.

The officials charged with the distribution shall annually forward by mail or otherwise, as they may deem expedient, the following number of such publications to the Library of Congress, Washington, D. C., to wit:

(1) Eight copies of the reports of the Supreme Court;

(2) Two copies of the journals and reports of the General Assembly; and

(3) Eight copies of the Acts and Joint Resolutions.

These provisions are made in recognition of benefits received through receipt at depository libraries and elsewhere in the State of public documents of the United States under the provisions of Federal laws.

HISTORY: 1962 Code Section 1‑568; 1952 Code Section 1‑568; 1942 Code Section 2109; 1932 Code Section 2109; Civ. C. ‘22 Section 73; Civ. C. ‘12 Section 63; Civ. C. ‘02 Section 60; G. S. 40; R. S. 61; 1836 (6) 648; 1883 (18) 588; 1889 (20) 335; 1894 (21) 1076; 1897 (22) 458; 1902 (23) 964; 1936 (39) 1317, 1350, 1548; 1941 (42) 85.

**SECTION 11‑25‑690.** Annual notice requesting written confirmation that recipient wishes to continue to receive agency publication.

All state and local agencies sending out by mail a nondaily publication shall insert at least annually a notice prominently placed, in at least two consecutive issues, which states that all recipients must be removed from the publication’s mailing list unless they request in writing, at least ten days before a cutoff date specified in the notice, that the recipient wishes to continue receiving the publication. If no written request from a recipient is received by the cutoff date, the publication must no longer be mailed to the recipient. This section does not apply to a nondaily publication mailed no more than twice a year to public officials and employees.

HISTORY: 1988 Act No. 658, Part II, Section 41; 1989 Act No. 189, Part II, Section 24.