

# Definition of Publication

A publication to be deposited with the Wyoming State Library under WS 9-2-1026.6(c) includes:

- any item of published information, regardless of format, that is paid for in full or in part with public funds, directed by Executive Order and/or mandated by legislation and is produced in multiple copies for public distribution, or
- any item not specified above that may have [long-term] information value to the public.

Agencies should deposit both items they distribute at no cost and for which they charge a fee.

## Participants

All temporary or permanent agencies (including all divisions and branches), commissions, boards, task forces and offices of the executive, judicial and legislative branches, as well as elected state officials, should participate in this requirement.

## Categories for Deposit

Examples of items to be deposited

- Budgets, budget requests, & financial reports;
- Conference proceedings;
- Books (including commercially published items);
- Plans/report drafts available for public comment;
- Environmental impact statements (draft & final);
- Journals & magazines;
- Laws, regulations, rules;
- Legislative reports;
- Maps;
- Newsletters;
- Newspapers;
- Planning & evaluation documents;
- Research reports & studies;
- Standards documentation.

## Examples of items not to be deposited

- Meeting agendas, minutes;
- Advertisements, product catalogs;
- Announcements, applications, forms;
- Brochures, flyers, posters;
- Conference/workshop programs
- Conference/workshop registration information;
- Correspondence (letters, email);
- Handbooks, training manuals;
- Internal or working drafts of reports;
- Press releases;
- Event programs (conferences, workshops, other);
- Requests for proposal;
- State records (birth certificates, drivers licenses);
- Text of speeches.

## **Value of State Publications and Depository Program**

State publications are valuable:

- as sources of statistical, regulatory, educational and consumer information;
- as guides to the programs, services and activities of agencies;
- as a historical record of publicly funded activities.

The depository program:

- ensures long term availability of publications;
- ensures access to all through the WYLD system;
- enables state agencies to communicate their programs to citizens.