

**RULES  
OF  
THE STATE PUBLICATIONS COMMITTEE**

**CHAPTER 1190—1  
RULES OF THE PUBLICATIONS COMMITTEE**

**TABLE OF CONTENTS**

1190—1—.01	Purpose	1190—1—.05	Publication Guidelines Policies and
1190—1—.02	Application		Procedure
1190—1—.03	Forms	1190—1—.06	Publication Review
1190—1—.04	Exemptions	1190—1—.07	Publication Liaison

**1190—1—.01 PURPOSE.** The purpose of these rules is to establish certain minimum specifications relative to the Publications Committee as it carries out its statutory responsibility to control the cost and quantity of state agency publications and reports. To accomplish this purpose, it shall be the duty of all departments, institutions, or agencies of state government to adhere to these rules and regulations and to furnish the Publications Committee with all materials requested regarding publications and reports.

*Authority:* T.C.A. §§12—7—101 through 12—7—108. *Administrative History:* Original rule filed June 23, 1978; effective July 24, 1978. Repealed and new rule filed June 30, 1983; effective September 14, 1983. Repealed and new rule filed November 30, 1992; effective March 1, 1993.

**1190—1—.02 APPLICATION.** The Committee reserves the right to waive any part of these rules for the purpose of conforming to any change in law or for granting exceptions in requests for publication authorization. These rules and regulations shall apply to all departments, institutions or agencies of state government, except those specifically exempted by statute.

*Authority:* T.C.A. §§12—7—101 through 12—7—108. *Administrative History:* Original rule filed June 23, 1978; effective July 24, 1978. Repealed and new rule filed June 30, 1983; effective September 14, 1983. Repealed and new rule filed November 30, 1992; effective March 1, 1993.

**1190—1—.03 FORMS.** The Committee may make, revise and amend all forms necessary for the processing of requests for publication and the administration of all matters relating to the review of such requests. It may specify the information to be included therein and the supporting materials to be provided.

*Authority:* T.C.A. §§12—7—102. *Administrative History:* Original rule filed June 23, 1978; effective July 24, 1978. Repealed and new rule filed June 30, 1983; effective September 14, 1983. Repealed and new rule filed November 30, 1992; effective March 1, 1993.

**1190—1—.04 EXEMPTIONS.** Printed material exempted from approval by the publications committee is limited to publication of student newspapers, annuals and yearbooks, and printed material published by exempt agencies.

*Authority:* T.C.A. §§12—7—101 through 12—7—108. *Administrative History:* Original rule filed June 23, 1978; effective July 24, 1978. Repealed and new rule filed June 30 1983; effective September 14, 1983. Repealed and new rule filed November 30,. 1992; effective March 1, 1993.

**1190—1—.05 PUBLICATION GUIDELINES, POLICIES AND PROCEDURES.** The Committee shall establish guidelines, policies, and procedures for the receipt and processing of requests for printing, the approval or disapproval of such requests, and the taking of other internal actions as may be necessary or desirable for it to execute its obligations in accordance with applicable laws and these rules. Such guidelines, policies and procedures may be modified from time to time by the Committee, but shall at all times be consistent with these rules and the statutes governing state publications.

(Rule 1190-1-.05, continued)

**Authority:** T.C.A. §§12—7—101 through 12—7—108. **Administrative History:** Original rule filed June 23, 1978; effective July 24, 1978. Repealed and new rule filed June 30, 1983; effective September 14, 1983. Repealed and new rule filed November 30, 1992; effective March 1, 1993.

**1190—1—.06 PUBLICATION REVIEW.** All publications coming under the jurisdiction of the Publications Committee must be approved in accordance with the applicable guidelines, policies and procedures. In those instances when an agency request is denied, an appeal for reconsideration may be made in accordance with the policies and procedures of the Publication Committee.

**Authority:** T.C.A. §§12—7—103. **Administrative History:** Original rule filed June 23, 1978; effective July 24, 1978. Repealed and new rule filed June 30, 1983; effective September 14, 1983. Repealed and new rule filed November 30, 1992; effective March 1, 1993.

**1190—1—.07 PUBLICATION LIAISON.** The head of each department, institution or agency of state government shall designate a person to function as the publications liaison for that organization and inform the committee chairman in writing of such designation. The publications liaison shall be the primary facilitator between the agency and the Publications Committee.

**Authority:** T.C.A. §12—7—101. **Administrative History:** Original rule filed June 23, 1978; effective July 24, 1978. Repealed and new rule filed June 30, 1983; effective September 14, 1983. Repealed and new rule filed November 30, 1992; effective March 1, 1993.