

City of Minneapolis

Policy

for

Printing, Copying, Copier Purchasing and Paper Shredding/Recycling Services

History of Policy: Council Approval: 10/6/1976, revised 8/12/1994, revised 5/25/2007, revised 5/26/2013

Synopsis: Establishes terms and responsibilities for copying/printing and shredding/recycling at city expense

Administering Departments: City Clerk and Information Technology (IT)

Contact: Document Solution Center, B27, City Hall, Supervisor, Roger Williams (612)673-2570

I. Purpose and Scope of Policy

- A. **Purpose:** To ensure maximum efficiencies and cost effectiveness in City printing, copying, shredding and copy paper recycling.
- B. **Scope:** This policy applies to all City-paid printing, copying, paper shredding/recycling and data print functions for departments under the jurisdiction of the City Council.

II. Definitions

- A. **Desktop (Network) Printers**, located within departments, are digital, small, networkable devices that usually produce 8-15 copies per minute.
- B. **Multifunction Copier/Printers (Black & White and Black & White/Color)**, located within departments, are networkable, multifunctional (scanners, copiers, printers) machines that produce 20 to 40 copies per minute.
- C. **Large Copiers (Data Operations):** Using higher speed copier and printers to prepare customized printing from a database that specifies individuals and addresses. Examples include utility bills, payroll checks, vendor checks and licenses.
- D. **High-speed Copiers:** Digital, networkable copier/printers located in the City Document Solution Center (DSC) that copy 50 or more pages per minute and perform special functions such as inserting tabs, and offer color printing.
- E. **Offset Press:** Stand-alone, high speed machine for large quantities, and long print runs of forms greater than 5,000 sheets per original. Presses are the most cost effective solution for large quantities.
- F. **High Capacity Shredder:** Commercial grade shredding equipment located in the DSC capable of shredding 1,000 pounds of material per hour. More cost effective than commercial vendors and the recycling component supports the City's sustainability initiatives.

III. General Conditions

- A. **Outside Printing:** Printing for City collective bargaining unions is allowed and the unions are charged the same rates as City agencies. Per the City of Minneapolis Electronic Communication Policy, City employees may use printers and copiers for limited personal use, which would include salary and fringe benefits information. Printing is restricted to city departments and the independent boards and commissions. However, printing is allowed if the City is co-sponsoring a publication with a non-city agency or if the City is providing services to a non-City agency. No printing or copying for outside organizations can be processed by the system.
- B. **Copyrighted Materials:** Except for fair use, copyrighted materials will not be duplicated without express written permission from the publisher or with the signature of a department representative stating he or she has obtained such permission.
- C. **Desktop Printers and Multifunction Copier/Printers:** IT manages centralized purchasing of desktop (network) printers and multifunction copier/printers and their associated supplies and maintenance. Specifications are based on the needs of departments. The replacement schedule is based on criteria established by IT. The City Clerk purchases paper and dispenses paper for these devices.
- D. **High-speed Copier System:** The DSC provides reproduction and bindery services. The Center also provides data operations services for personalized addressing and printing of water utility bills, vendor checks and payroll checks. The DSC provides direct services when most cost efficient. The DSC uses outside vendors, sometimes referred to as overflow printers, when significant cost savings can be achieved, when a job cannot be completed by the DSC within the time frame required by the department or when the DSC does not have the necessary equipment to complete the job. For high speed copying (for larger jobs of 50 or more copies), City departments under the authority of the City Council within a four block radius of City Hall, must use the DSC for copying and bindery services, unless the copying or binding is done pursuant to the exemptions allowed under this policy. Independent boards, commissions and task forces are encouraged to use the DSC.
- E. **Shredding and Paper Recycling:** The DSC provides direct secure shredding services at a significant cost savings over outside vendors. City departments under the authority of the City Council within a four block radius of City Hall must use the DSC for shredding services beyond the scope of intra departmental equipment, including the secure destruction of records and on demand shred needs, unless the shredding is done pursuant to exemptions allowed under this policy. To ensure the security of non-public data or other materials designated by departments to require additional security, the DSC utilizes locked boxes for storage of material until pickup and then documents the chain of custody of materials through destruction. Material will also be run through the shred equipment twice to achieve the cross-cut shred required for secure data.
- F. **Authority:** The City Clerk and IT have the authority to develop procedures as necessary and to charge departments for services. Charges will be less than an outside vendor.
- G. **Exemptions:** If departments determine that using an outside vendor or performing work in the department is cost efficient or otherwise necessary for printing, copying, proofreading, formatting, binding, personal service of documents, document shredding and related needs, the department may use an outside vendor or perform the work within the department. However, the department must provide the City Clerk with the rationale for using an outside vendor or performing the work within the department by project or category of service.

IV. Roles and Responsibilities

Printing, Copy Services, & Shredding Services (City Clerk):

1. The City Clerk is responsible for Document Solution Center and Data Print Center operations. The department is responsible for the purchase of high speed copiers/printers and bindery equipment including supplies for the reproduction of printed materials used by City departments, high capacity shredding equipment, copy paper purchases, equipment maintenance, and the shredding/recycling of obsolete forms, records and recyclable printing papers.
2. The City Clerk Document Solution Center and Data Print Operations oversees and administers the daily operation of the City's high speed printing/copying, high capacity shredding, data print operations, bindery, and paper purchases.
3. When a department provides the City Clerk with its rationale for using an outside vendor or performing the work within the department by project or by category of service, the City Clerk may consider if the City Clerk's Office can provide such a service in a more cost efficient manner in the future. The City Clerk's Office may consider taking steps to procure such a service from an outside vendor or to provide such a service within the Document Solution Center, if the Document Solution Center does not already provide such a service. The City Clerk may provide information about new services for departments to consider.
4. The City Clerk's Document Solution Center Supervisor has the authority to use an outside vendor to perform work requested by a department if the project would be best completed by an outside vendor.
5. The City Clerk develops procedures and forms related to printing, copy services, and paper shredding services.
6. The City Clerk charges departments for printing, copy, and paper shredding services. The City Clerk reviews charges for these services on an annual basis.

Desktop and Multifunction Copier/Printer System Support (IT):

1. The City's information technology department is responsible for maintaining the physical infrastructure and technical environment on which the printing and copy systems reside. The department provides network drops, the wiring connection from the equipment to the City's network infrastructure for network printers and multifunction devices.
2. The City's information technology department is responsible for the integrity and security of the infrastructure.
3. The City's information technology department is responsible for defining standards and providing training and other assistance with networked desktop printers and networked black and white multifunction copiers/printers so that departments can best meet their printing and copying needs.
4. The City's information technology department develops procedures and forms related to the purchase, installation and maintenance of network printers, multifunction printing devices and associated supplies.
5. The City's information technology department reviews charges for desktop printers and multifunction copier/printers and associated services on an annual basis.

Departments:

1. Departments are responsible for identifying their printing, copying, proofreading, formatting, binding and personal service of document needs and related paper shredding needs including records destruction, selecting the most cost efficient options consistent with this policy.
2. Departments are responsible for working with the Document Solution Center and IT pursuant to this policy.
3. As soon as practicable, departments must provide the City Clerk with a rationale for using an outside vendor or performing the work within the department by project or category of service.