

EFFECTIVE

July 1, 2016.

Subject(s)**Administrative Policy Manual Communications (APC) 140,
Publications Policy**

It is the policy of the MDHHS that all publications that fit one or more of the following categories must be reviewed and approved by the communications office: annual reports, books, brochures, pamphlets, newsletters, reports (internal or external distribution), media partnerships, advertisements, public service announcements, direct mail, posters, flyers, special folders or binders with printing on them, and any other expression of MDHHS's position. This policy applies to publications to be developed either in-house or through an outside vendor or contractor. If permission to publish a recurring newsletter has already been granted, then a copy of each individual issue must be approved.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[APC 140](#)