

EXECUTIVE ORDERS

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NOW, THEREFORE, I, RICHARD J. HUGHES, Governor of the State of New Jersey, by virtue of the authority vested in me by the Constitution and the statutes of this State do hereby ORDER and DIRECT that:

1. Monday, November 25, 1963 be a Bank Holiday within the meaning and provisions of Section 36:1-1 of the Revised Statutes.

Given under my hand and seal this 24th day of November, in the year of [SEAL] Our Lord, one thousand nine hundred and sixty-three, and in the Independence of the United States, the one hundred and eighty-eighth.

/s/ RICHARD J. HUGHES,
Governor.

Attest:

/s/ LAWRENCE BILDER,
Acting Secretary to the Governor.

STATE OF NEW JERSEY,
EXECUTIVE DEPARTMENT.

EXECUTIVE ORDER No. 13

WHEREAS, in the continuing effort to achieve improved efficiency and economy in the operation of State government, the Treasury Department, under the direction of the Governor, has undertaken a comprehensive study of duplicating and printing by State agencies; and

WHEREAS, a report of this survey has indicated that substantial savings to the taxpayers can result from a revision of duplicating and printing operations through centralized control of such activity to reflect a more efficient balance between duplicating

and printing undertaken by State personnel and that contracted to private concerns, by better utilization of equipment and by improved allocation and scheduling of State duplicating and printing operations;

NOW, THEREFORE, I, RICHARD J. HUGHES, Governor of New Jersey, by virtue of the authority vested in me by the Constitution and the statutes of this State, do hereby order and direct:

1. The Department of the Treasury shall establish a Central Duplicating and Printing Control to supervise, coordinate and control all printing done by the State of New Jersey through its own facilities or for the State of New Jersey through the facilities of private firms.

2. The State Treasurer shall take charge of and head the unit to be known as Central Duplicating and Printing Control and shall:

a. Use the facilities of the divisions, bureaus or other agencies within the Department of the Treasury to carry out the provisions of this Order and to perform such functions as may be necessary and proper to the implementation of this Order;

b. Adopt, amend or repeal, and enforce, such rules and regulations as shall be necessary or desirable for the efficient and economical operation of Central Duplicating and Printing Control.

3. There is hereby established an Interdepartmental Committee on Duplicating and Printing Standards and Practices, composed of one representative from each of the several State departments appointed by the head or principal executive officer thereof. The Interdepartmental Committee shall advise and consult with the State Treasurer on the standards and regulations to be adopted under the authority herein granted. Before issuing any general regulations affecting the various departments, the State Treasurer shall consult with the Interdepartmental Committee.

4. All expenditures in connection with the maintenance and operation of Central Duplicating and Printing Control shall be supervised and controlled

by the Director of the Division of Budget and Accounting.

5. The Central Duplicating and Printing Control shall exercise the following powers and duties:

a. Determine and control quality standards, types of printing, and the maximum quantities to be printed in State duplicating and print shops;

b. Establish a uniform record system to be maintained by each State duplicating and print shop;

c. Undertake periodic reviews of all shops to assure that the most economical use is being made of the facilities;

d. Undertake cost studies of various categories of jobs in order to compare the cost of producing internally versus the cost of purchasing from commercial firms;

e. Determine which jobs are to be done in State duplicating or print shops and which jobs are to be bid by the Purchase Bureau;

f. Arrange to have duplicating or printing work produced in State duplicating or print shops for agencies which do not have their own shops;

g. Provide technical assistance and guidance to duplicating and print shops;

h. Review and make recommendations on all requests for duplicating or printing equipment before such requests are submitted as a budget item or cleared for purchase;

i. Undertake studies or make recommendations to the State Treasurer to consolidate, improve or eliminate duplicating or print shop facilities wherever possible to achieve maximum efficiency and economy.

Given, under my hand and seal this
[SEAL] 23rd day of January in the year of Our
Lord, one thousand nine hundred and
sixty-four, and of the Independence of
the United States, the one hundred and
eighty-eighth.

/s/ RICHARD J. HUGHES,
Governor.

Attest:

/s/ LAWRENCE BILDER,
Acting Secretary to the Governor.