



North Dakota Legislative Council

Prepared for the Legislative Procedure
and Arrangements Committee
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LEGISLATIVE DOCUMENT PRINTING SERVICES

Numerous legislative documents are generated during a regular or special legislative session. The Legislative Procedure and Arrangements Committee is tasked with making arrangements for how certain documents will be made available to legislators, Legislative Assembly staff, and members of the public.

HISTORIC PRINTING SERVICES

Bill and Journal Room Staff and Services

The Bill and Journal Room, which is located on the ground floor of the legislative wing, historically has served as a main access point for receiving legislative documents. In the past, the Legislative Procedure and Arrangements Committee would invite outside employment contractors to submit bids for the provision of secretarial services, telephone message services, and Bill and Journal Room services. The contracted Bill and Journal Room staff were responsible for receiving copies of bills, resolutions, daily journals, daily calendars, committee hearing schedules, and bill status reports from a separately contracted printing provider. Staff would stock copies of these documents in the Bill and Journal Room, provide copies of documents to individuals at the walkup window of the Bill and Journal Room, maintain a document subscription list, assemble subscription materials, and receive subscription fees. Contracted staff operated the Bill and Journal Room through the 2019 legislative session. Beginning with the 2021 legislative session, Legislative Assembly staff began operating the Bill and Journal Room and distributed fewer paper copies of documents due to individuals accessing the documents online. For the 2025 legislative session, the Bill and Journal Room was closed and individuals were redirected to the information kiosk outside the legislative chambers to request printed materials.

Subscription Services

Beginning in 1986, members of the public who wished to receive a complete set of certain types of legislative documents had the option of paying a subscription fee, which was established by the Legislative Procedure and Arrangements Committee. These document types included a full set of every bill and resolution, including all engrossed and reengrossed bills and resolutions; a full set of all daily journals of the House and Senate; the index to the House and Senate journals; and bill status reports that provided information on the progress of bills and resolutions, the sponsors of measures, and an index to the subject matter of the measures. Due to the dwindling number of subscribers, the subscription program was suspended for the 2023 legislative session and eliminated by a rule amendment passed during the 2025 legislative session.

CURRENT PRINTING SERVICES

On Demand Printing and Printer Rentals

In the past, a contracted printer was used to preprint a specified number of copies of legislative documents for the Bill and Journal Room for distribution to House and Senate staff, legislators, and the public. Copies in addition to those provided by the contract printer were printed by the Bill and Journal Room staff on demand. Due to the wide availability of documents online and fewer requests for paper copies, legislative employees have shifted to printing documents on demand. Pursuant to Joint Rule 603, legislative employees may provide an unlimited number of copies of bills and resolutions to legislators, legislative employees, and Legislative Council staff free of charge. For all other individuals, legislative employees may provide no more than five copies of a limited number of bills and resolutions upon request. A fee of 25 cents per page previously was charged for copies exceeding five but was eliminated by the 2023-24 interim Legislative Procedure and Arrangements Committee.

Legislative employees also may provide copies of daily journals, daily calendars, and committee hearing schedules to legislators, legislative employees, and members of the Legislative Council staff upon request. Daily journals, daily calendars, and committee hearing schedules previously were bulk printed by a contracted printer for distribution to legislators; however, due to the accessible nature of these documents online, and the speed at which a printed hearing schedule may become obsolete due to schedule changes, previous Legislative Procedure and Arrangements Committees began phasing out the preprinting of these documents in favor of printing on demand. Legislators who still wish to receive a printed copy of daily journals, daily calendars, and committee hearing schedules may opt into a distribution list at the beginning of the legislative session.

Daily printing services are provided by legislative employees on demand through the use of network connected printers. Since the 2015 legislative session, a printer rental arrangement has been used because rental machines tend to be more dependable and produce higher quality print jobs. The following provides information on the number of copies made and the costs incurred from the 2015 through 2025 legislative sessions in each area in which a printer was placed.

Printer Location	2015 Session Copies	2017 Session Copies	2019 Session Copies	2021 Session Copies	2023 Session Copies	2025 Session Copies
Secretarial services area	20,340	969	456	-	-	-
Main clerk area	80,997	71,451	75,516	12,117	17,130	14,630
House page room	103,064	94,484	96,186	66,039	84,079	94,085
Senate page room	56,972	45,544	52,280	33,234	46,920	67,935
Senate Appropriations	13,344	12,264	10,747	17,244	19,276	5,209
House Appropriations	15,127	14,330	28,294	36,558	30,436	29,138
Bill and Journal Room	155,972	109,498	118,959	28,475	37,693	-
Other committee rooms	-	-	-	124,044	127,437	177,620
Total copies	445,816	348,540	382,438	317,711	362,971	388,617
Total costs	\$36,121	\$25,809	\$27,395	\$26,198	\$26,716	\$29,516

Contracted Printing Services

Only a small portion of legislative document printing is still completed using contracted printing services. Before the 2021 legislative session, North Dakota Century Code Section 46-02-05 required the Office of Management and Budget to issue an invitation for printing bids before each legislative session. Two separate requests for printing bids were issued before the 2021 legislative session, but no bids were received. As a result, the 2021-22 interim Legislative Procedure and Arrangements Committee recommended a bill draft to allow the Legislative Assembly to enter an agreement with Central Duplicating Services of the Office of Management and Budget to print legislative documents. Senate Bill No. 2347, passed during the 2021 special legislative session, allowed the Legislative Assembly to have legislative materials printed by Central Duplicating Services or solicit bids from a private printing vendor for printing services. Central Duplicating Services served as the contracted printing provider during the 2021, 2023, and 2025 legislative sessions.

The following table provides the number of documents requested from Central Duplicating Services and the cost of those documents for the 2021, 2023, and 2025 legislative sessions:

Document Type	2021 Legislative Session		2023 Legislative Session		2025 Legislative Session	
	Number of Copies	Cost	Number of Copies	Cost	Number of Copies	Cost
Bills and resolutions	35	\$14,902	0 ¹	-	0 ²	-
Daily journals	17	2,834	0 ¹	-	0 ²	-
Journal index	5	140	0 ¹	-	0 ²	-
<i>Bill Status Report</i>	5	3,478	0 ¹	-	0 ²	-
Daily calendars	250 - House	23,615 ³	125 - House	\$33,984 ³	0 ²	-
	200 - Senate		100 - Senate ⁴			
Committee hearing schedules	300 - House		150 - House		0 ²	-
	300 - Senate		150 - Senate ⁴			
Journal set print and bind	28	18,992	24 ⁵	18,263	24	\$63,662 ⁶
Total cost		\$63,961		\$52,247		\$63,662

¹The 2021-22 interim Legislative Procedure and Arrangements Committee approved a motion for bills, resolutions, daily journals, the journal index, and bill status reports to be printed only upon request during the 2023 legislative session, except as required by House and Senate Rule 204.

²The 2022-23 interim Legislative Procedure and Arrangements Committee approved a motion for all documents to be printed on demand during the 2025 legislative session, except for the 24 sets of permanent journals required to be bound pursuant to House and Senate Rule 204.

³Daily calendars and committee hearing schedules are combined into one billing.

⁴The 2021-22 interim Legislative Procedure and Arrangements Committee reduced the number of daily calendars and committee hearing schedules provided to each house during the 2023 legislative session to half of the number provided during the 2021 legislative session.

⁵The 2021-22 interim Legislative Procedure and Arrangements Committee recommended amendments to House and Senate Rule 204 to reduce the number of permanent journals that must be bound in hard covers from 28 sets to 24 sets.

⁶This figure represents an estimated cost. Printing prices have increased dramatically for the 2025 journals due to per page cost increases and increased length of journals. House and Senate Rule 204 ([Appendix A](#)) requires 24 sets of journals to be bound and printed. Of those 24 sets:

- 2 sets go to the Secretary of State;
- 1 set goes to the Supreme Court Library;
- 1 set goes to the Law School Library;
- 1 set goes to the Secretary of the Senate;
- 3 sets go to the Legislative Council;
- 1 set goes to each of the eight judicial districts (if requested by the presiding judge of the district); and
- 8 sets go to the State Library.

The rule allows for the eight sets that go to the State Library to be reduced to two sets if the State Library is authorized to accept copies of the journals in an electronic format. Section 54-24-09 ([Appendix B](#)) provides eight copies of all publications issued by executive, legislative, and judicial agencies for public distribution must be provided to the State Library unless the expense makes providing eight copies impossible, in which case two copies must be provided. Two of the eight copies are retained by the State Library and the remainder are distributed to depository libraries. The State Library is required to convert paper documents to a digital format for distribution upon the request of a depository library.

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