

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

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Purpose:

The purpose of this policy is to assure accuracy and consistency with respect to the Board's direction in publicizing county programs and services.

Policy:

Any brochure, pamphlet or publication developed by a department or agency, governed by the Board of Supervisors, and designed for distribution to the public shall be reviewed and approved by the department head.

This policy also applies to county-sponsored conferences, events and ceremonies, which will involve advance publication or written material disseminated to the public.

Procedures:

1. If a publication includes references to county ordinances or state statutes, it shall be forwarded to County Counsel for review prior to distribution.
2. Such publications shall comply with provisions of Government Code Section 89001 and the California Code of Regulations, Section 18901, which implemented Proposition 73 relating to newsletters and mass mailings sent at public expense.

Reference:

Minute Order 3.26 of 03/14/1989
Minute Order 3.7 of 11/07/2006