

ANNUAL CORRECTION

3151

(Reviewed 6/2014)

Section [14911](#) of the Government Code requires you to check and correct your mailing lists each year. You must do this to every mailing list and to all people on your mailing lists. The only exception is for those lists that are made up for distribution of a publication that has been specifically defined by a different law. You must carefully review each case where a name on a mailing list is at the request of the person or organization that receives the publication. This Section of the Government Code does not apply to depository libraries.

You must use the same method to check your mailing lists that you use to send your publications to State agencies and officials, even if you do not use the U.S. mail to send the publications.

Each agency must provide its own forms and procedures to comply with the Government Code.