

From: Indiana Department of Administration and Archives and Records Administration
Subject: Process Change for Envelopes

Starting Monday, September 27, 2021, the Indiana Department of Administration, in agreement with the Indiana Archives and Records Administration, will implement new processes for all envelope related requests including creating, revising, editing, printing, and housing master copies of envelope artwork and envelope specifications. IARA will no longer accept envelope requests and agencies will be responsible for confirming artwork and specifications on all envelope orders. To help with this transition IARA will share a copy of all the current and existing artwork and specification files for envelopes with Post Masters ([the Print and Mail Quantity Purchasing Agreement vendor](#)) Post Masters will make the artwork and specifications available to print through the storefront.

Post Masters can and will help the agencies create new and update envelopes as needed. If your agency needs to make updates and wishes to perform the graphic design work inhouse, requests may be made to Post Masters to receive the most recent versions of artwork and envelope specifications. If there is an envelope that you wish to create or update on your own, you will handle this just like any non-State Form print request, you will simply upload the artwork and input the specifications into the storefront. Just make sure that you input it under the "Envelope" category in the storefront.

If you update any of your envelopes, we recommend providing the new specifications and artwork to Post Masters, so the rest of your agency is printing the most recent versions. You may also notify Post Masters if there are envelopes you wish to discontinue, so they can remove them from the storefront and make it more difficult for your colleagues to purchase. REMEMBER each agency member submitting and approving orders is responsible for ensuring artwork, specifications, orders, proofs, etc. are correct. Make sure to plan your orders to give you and anyone that needs to be included the time for thorough and complete review.

Please share with all appropriate agency staff.