

COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

Policy on Photographs and Digital Images

This policy applies to photographs and digital still images¹ taken by House employees using House equipment and for official House business. This policy does not apply to still or moving images created by House video production staff.

Official House member portraits are ones taken by the House photographers in the House photo studio.

A copy of a photograph or digital image may be obtained, upon request, free of charge except as stated in this policy. The requester may ask for the copy either in the form of a print or as a digital image transferred electronically. Requests for print or digital copies should be submitted to House Public Information Services photographers. Up to ten printed copies may be provided upon request.

The requester must have the approval of each legislator clearly depicted, unless the photograph or image is publicly available. Except as stated in this policy, photographs and digital images taken by House employees using House equipment may be used for personal or nonprofit use. A photograph or digital image may not be sold or used in any way for profit or commercial purposes, including use on a website or printed materials.

A fee must be paid for a copy of a photograph or digital image used in a local or statewide campaign for public office. For a legislator, a photograph or image is considered both a campaign expenditure and a constituent service (half of each) when it is distributed within 60 days after adjournment sine die in an election year for the House; it is considered entirely a campaign expenditure when it is distributed thereafter that year until the general election.

The fees are as follows:

¹ A digital still image is an image of someone or something that is preserved in electronic form rather than on photographic film. A copy of a digital image can be made on photographic paper, as a print, or transferred electronically to other devices.

- 1 • For a print of a photograph or digital image:
- 2 4x5 inches: \$4.00
- 3 5x7 inches: \$6.00
- 4 8x10 inches: \$8.00
- 5 • For a digital image only (without a print): \$4.00. A legislator may choose instead to pay a
- 6 fee of \$50.00 annually (\$100.00 for the legislative biennium) for access to and use of all
- 7 digital images of himself or herself. A one-year digital image access payment will
- 8 authorize a legislator's access to photos for the year in which the payment was made or
- 9 the year which the member specifies if different.

10

11 Checks must be made payable to the Minnesota House of Representatives and submitted

12 to House Budget and Accounting, Third Floor, Centennial Office Building.

13 The House retains copyright in perpetuity to photographs and digital still images taken by

14 House employees using House equipment.

15

Date adopted: _____

Signed: _____

HARRY NISKA, CHAIR