



Office of the Revisor of Statutes
PERFORMANCE REPORT
July 1, 2006 ~~to~~ June 30, 2008

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EXECUTIVE SUMMARY

The Office of the Revisor of Statutes is a nonpartisan legislative agency providing a broad range of services to the legislature, legislative staff, and executive and judicial branches of state government. The services provided by the office are imposed by law, legislative rule, or legislative custom.

This report is a review for the legislative biennium beginning July 1, 2006, and ending June 30, 2008, of each of the functions of the Revisor's office that are identified by law, rule, or custom. Included as part of the report are graphs showing long-term trends in selected areas of office activities.

The statistics for the 2007-2008 biennium show a very high volume of drafting activity. The total number of bill and resolution files opened was 7,479, just 155 files short of the record set during the 1999-2000 biennium. The number of amendments drafted was 3,327, topping 3,000 for the first time in more than a decade. House committee reports and division reports reached an all-time record of 1,866, while legislative engrossments also hit an all-time record of 2,673.

Correspondingly, the public showed ever-increasing interest in legislative activities. The number of hits on the Revisor's web servers climbed from 58 million in calendar year 2006 to 67 million in calendar year 2007. The Revisor's office responded by providing an authenticated web site using secure server technology, and adding more content to the site. For example, the historical session laws back to 1849 were scanned, made searchable, and posted on the web site. In addition, the history notes sections of the online statutes now link to the scanned session laws, making legislative research quicker and easier.

We are pleased to report that the Revisor's new computer development project is virtually complete. After implementing XTEND for legislative drafting in the 2006 session, the Revisor's office continued to fine-tune the new system during the 2007 and 2008 legislative sessions. In 2007, the office began to draft and publish the Administrative Rules using the new system. The final phase of development was completed in 2008 when the Court Rules were converted to XML. Conversion of all data permitted us to unplug the old mainframe computer purchased in 1971 and haul it away in June of 2008. Migrating from the mainframe to a state-of-the-art XML-based system is a major accomplishment and significant step forward.

Beyond the impact of the new technology itself, the XTEND project provided an opportunity for Revisor's office staff to work together in new ways with House, Senate, Legislative Coordinating Commission, and Legislative Reference Library staff. The project helped to establish the groundwork for collaboration and coordination in other areas, such as the Revisor's office assumption of the responsibility for core networks for Voice Over Internet Protocol (VOIP) telephone service and wireless service. Building collaborative relationships, as well as advanced technology, positions the Revisor's office to continue to make process improvements and respond to future challenges.

DUTIES OF THE REVISOR'S OFFICE

This section of the report examines each of the functions of the Revisor's Office assigned by law, rule, request, or custom.

LEGISLATIVE DUTIES

Bill Drafting

Source of mandate: Minnesota Statutes, sections 3C.03, subdivision 2; 3C.035; and 3C.05, subdivision 1.

The mandate to draft and review bills and related legislative documents generated for the legislature is the office's chief responsibility during the legislative session. That mandate has many component duties: the work of drafting itself, the management of drafting loads, the maintenance of a bill tracking system, the systems and software that support bill production, the training and documentation associated with those systems, the work of data entry, and the work of supervision and quality control. As mandated by statute, the office drafts bills on request for any member of the House of Representatives and the Senate, the Governor, and state departments and agencies. Bill drafting services are nonpartisan and confidential. All drafting is done by lawyers, and the attorney-client privilege, as well as broad statutory confidentiality protection, attaches. A peer review procedure is utilized as part of the comprehensive quality control system for bill drafting. Computer programs developed in the office transfer data for all introduced bills to the legislative Web site.

In 2007-2008, the office drafted 806 bills for the executive branch and 5,267 for the legislature.

Much of the bill drafting for departments and agencies is done prior to the start of each session of the legislature. We cooperate with the Governor's office in preparing and jacketing agency bills, and with House and Senate majority and minority leadership in a collaborative effort to deliver these bills to the legislature in a timely manner.

In the first half of the biennium, 4,297 drafting files were opened and in the second half, 3,182 were opened.

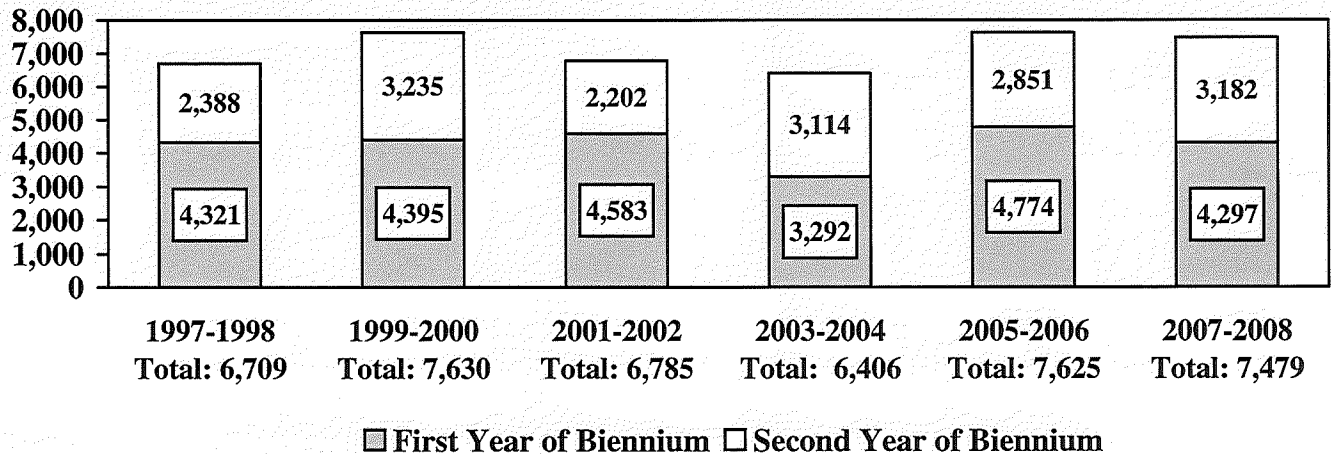
Resolution Drafting

Source of mandate: Minnesota Statutes, section 3C.03, subdivision 2

The office drafts memorial, concurrent, and congratulatory resolutions. Memorial resolutions are drafted for the same reasons as are bills: to accomplish public goals. A memorial resolution contains a statement of facts referred for action by a governmental official, agency, or body. Concurrent resolutions are drafted to do the internal business of the legislature, such as establishing budget limits; some simple resolutions also do internal business. The majority of resolutions drafted by the office, called congratulatory resolutions, are drafted to help individual legislators maintain good constituent relations. Resolutions are often presented at public functions by members or their designees. They are prepared and delivered directly to the requesting member who in turn obtains the proper signatures. In addition to formal resolutions, the office prepares text that can be used by the governor's office in drafting proclamations if that is the form of congratulation the requester prefers.

The office prepared 834 congratulatory resolutions in the first half of the biennium and 1,182 in the second half.

Bill and Resolution Drafts

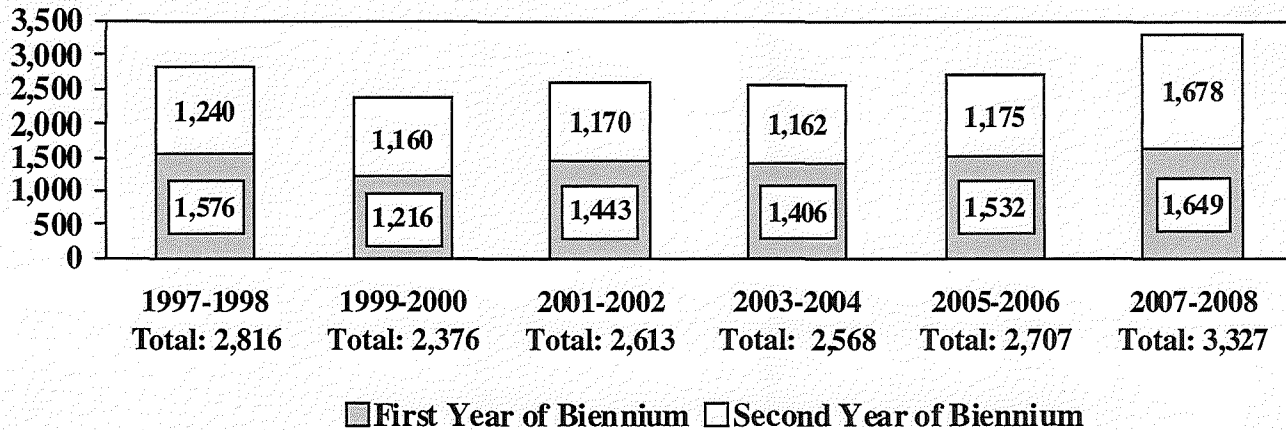


Amendment Drafting

Source of mandate: Minnesota Statutes, section 3C.03, subdivision 2

Amendments are prepared at the request of members, the Governor and other constitutional officers, and state agencies for Senate and House committees and floor sessions. In addition, two lawyers from the office are available on the House floor during floor sessions to draft amendments and to provide related legal advice. Support staff for preparing the amendments on the House floor is also provided by the office. The office prepared 1,649 amendments in the first half of the biennium and 1,678 in the second half.

Amendment Drafts



Revisor's, Corrections, and Style and Form Bills

Source of mandate: Minnesota Statutes, section 3C.04

Three types of bills are researched, proposed, and drafted by the office and introduced for consideration by members who sit on the House and Senate committees with jurisdiction over civil law matters. They are bills to correct technical errors in the statutes, "the revisor's bill;" bills to correct errors in a given session's bills, "the session corrections bill;" and bills to improve the style and form of statutory chapters, "style and form bills." Office staff attends committee hearings on these bills and testifies as requested by the members.

Revisor's bills to correct obsolete and redundant language, erroneous and obsolete references, and conflicting amendments were passed in Laws 2007, chapter 13, and Laws 2008, chapter 277. The 2008 revisor's bill contained 116 sections within its four articles. A session correction bill to correct session errors was passed in Laws 2008, chapter 370.

The session corrections bill is customarily one of the final bills passed during a session. Because of end of session time constraints, an abbreviated procedure developed with legislative leadership is used for these end of session correction bills.

Style and form bills produced by the office are not generally introduced as stand-alone bills but are integrated into more substantive pieces of legislation.

Another kind of bill is sometimes prepared by the office under a legislative initiative called a "revisor's instruction." These bills are often drafted with input from other legislative or agency staff. An example of this kind of bill passed in Laws 2008, chapter 204. It was drafted under a revisor's instruction in Laws 2007, chapter 148, article 2, section 85, to prepare a bill implementing the transfer of authority from the Department of Employee Relations to other agencies.

Form Approvals of Bills

Source of mandate: House rule 4.01, Joint Rule 2.01, and custom and usage of the legislature

The office examines each bill and endorses approval of its form and its compliance with Joint Rules of the House and Senate; House Rules; and the provisions of the Minnesota Constitution relating to bills, for example, the single subject and enacting clause requirements. Technically, this requirement of approval applies to bills prepared for introduction in the House of Representatives. In practice, it applies to all bills, since bills drafted for a Senate member have both House and Senate copies. Form checks and approvals are a standard part of the quality control component of the bill drafting process.

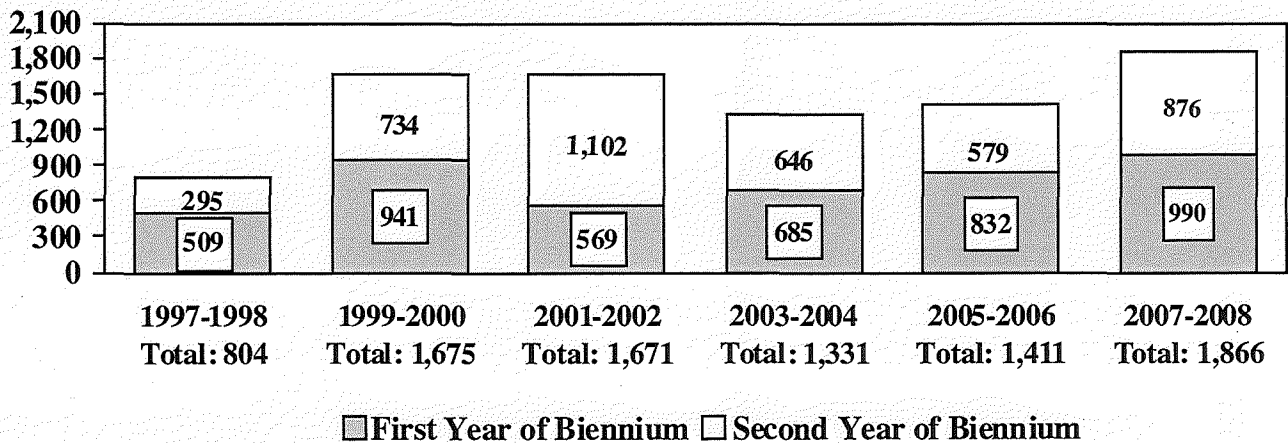
House Committee and Division Reports

Source of mandate: Minnesota Statutes, section 3C.04, subdivision 6 (requested by the Speaker and Chief Clerk of the House)

The office drafts and approves all committee reports from standing committees of the House. Beginning in 2007, the office also began preparing division reports for House subcommittees. Staff works closely with House committee staff and members to make sure the reports are technically accurate and legally sufficient.

During the 2007 regular session, 841 committee reports and 149 division reports were prepared for the House. No committee reports or division reports were prepared for the House during the 2007 special session. During the 2008 session, 744 committee reports and 132 division reports were prepared for the House. We prepare minority reports for committees when requested. Since 1999, committee reports were prepared each time a committee took action on a bill. Prior to that, we prepared a committee report only when a committee amended a bill.

House Committee and Division Reports



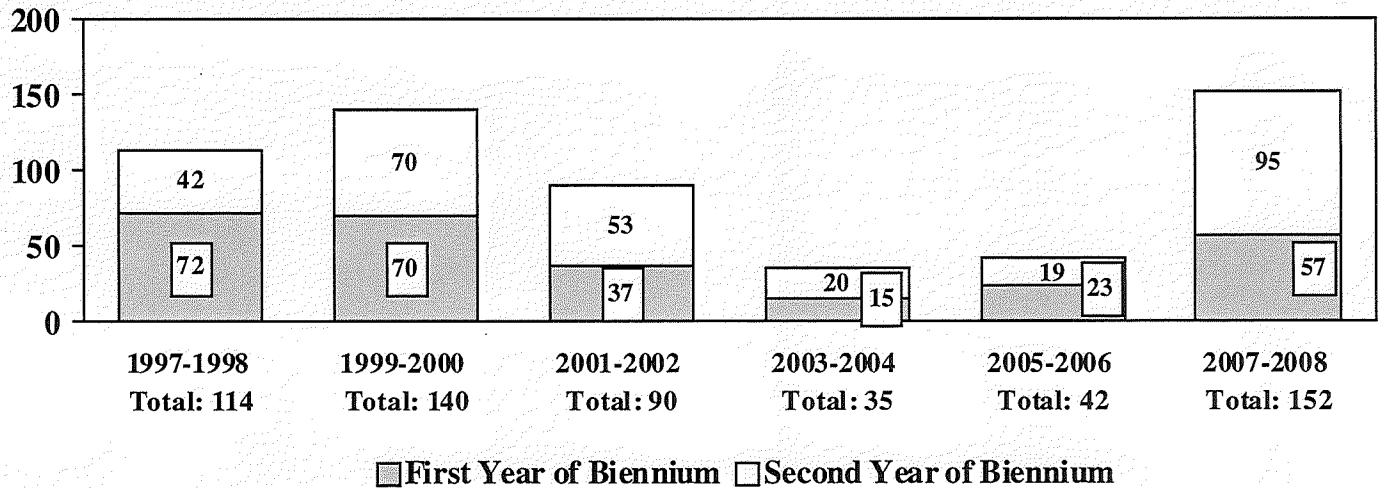
Conference Committee Reports

Source of mandate: Minnesota Statutes, section 3C.04, subdivision 6; custom and usage of the legislature

The office drafts and approves all conference committee reports of the House and Senate. Staff works closely with members and conference committee staff to make sure the reports are technically accurate and legally sufficient. These reports are usually prepared under time constraints during the last few days of session. Computer programs developed by our office transfer data for conference committee reports to the legislative Web site.

During the 2007 session, we prepared 57 conference committee reports that were returned to the desks. There were 24 conference committee reports on House bills and 33 on Senate bills. There were 14 alternative and unofficial versions of reports. For 2008, the figures are as follows: 56 total reports returned to the desk, 21 for the House, 35 for the Senate, and an additional 31 alternative and unofficial reports.

Conference Committee Reports Returned to the Desks



Comparison Reports

Source of mandate: Minnesota Statutes, section 3C.04, subdivision 6; custom and usage of the legislature (requested by members, Secretary of the Senate, and Chief Clerk of the House)

The office prepares two types of comparison reports for the legislature: side-by-side comparison reports and House and Senate desk comparison reports.

Side-by-side comparisons are usually requested for House and Senate bills under conference committee consideration. These documents show the text of the bills in a side-by-side presentation.

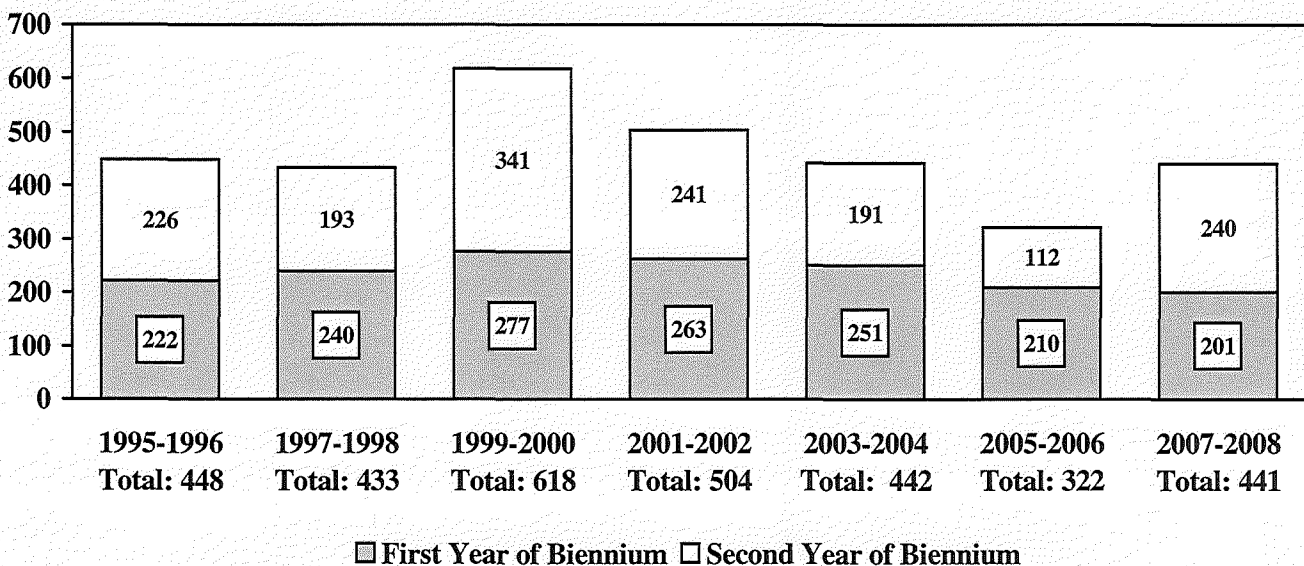
In 2007, 62 side-by-side comparison reports were prepared and in 2008, 63 side-by-side comparison reports were prepared for a total of 125 reports.

Desk bill comparison reports are also prepared in a different form for use by the House and Senate desks. The reports are used to determine differences in companion bills.

The office prepares a short form for the Senate that reports only that the bills are identical or not identical. For the House, we prepare a detailed report showing the differences in language in each companion bill.

In 2007, the office completed 22 reports for the Senate and 117 for the House. In 2008, the office completed 44 reports for the Senate and 133 for the House.

Side-by-Side and Desk Bill Comparisons



Engrossments

Source of mandate: Minnesota Statutes, section 3C.04, subdivision 5, and Joint Rule 2.07

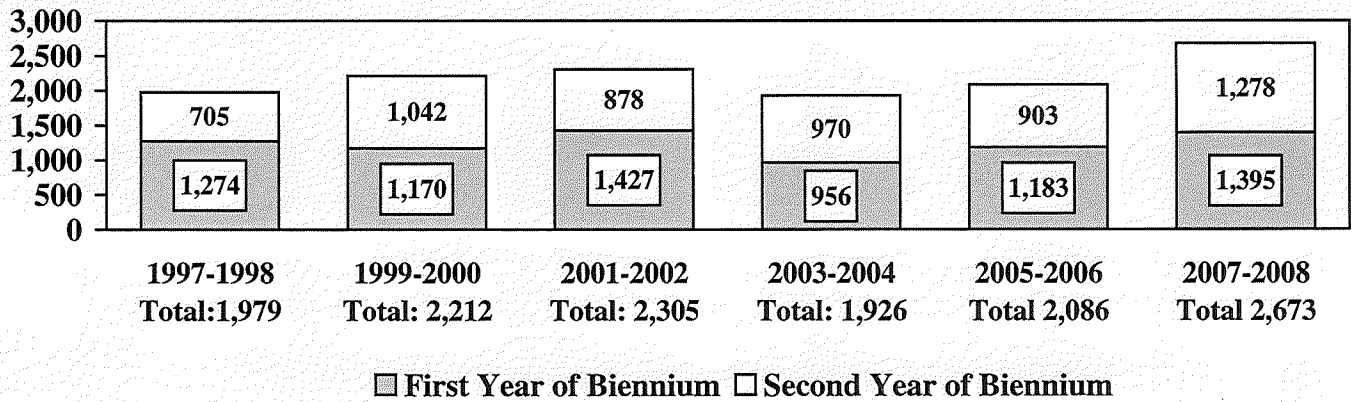
When bills are amended in committee or on the floor in the house of origin, the office merges the amendments into the bill text to produce engrossments, which help readers understand the effect of the amendments. The office also prepares "unofficial" engrossments of amendments adopted by one house to a bill that originates in the other house, "unofficial" engrossments of amendments that are being considered in committees, and other similar working documents. Beginning in 2007, the office prepares a committee engrossment for every division report created.

If amendments cannot be engrossed, the reviewing attorney will suggest journal corrections for minor technical matters, or will work with interested members and staff to correct substantive problems that are found.

Computer programs developed in our office transfer data for engrossments to the legislative Web site.

In the 2007 regular and special session, 1,246 engrossments and 149 committee engrossments were completed. In the 2008 session, 1,146 engrossments and 132 committee engrossments were completed. These figures include unofficial engrossments requested by the desks. Of that number, the office prepared 542 engrossments on House bills in the 2007 regular and special sessions and 555 in 2008. The office prepared 704 engrossments on Senate bills in the 2007 regular and special sessions and 591 in 2008.

Engrossments



Enrollments

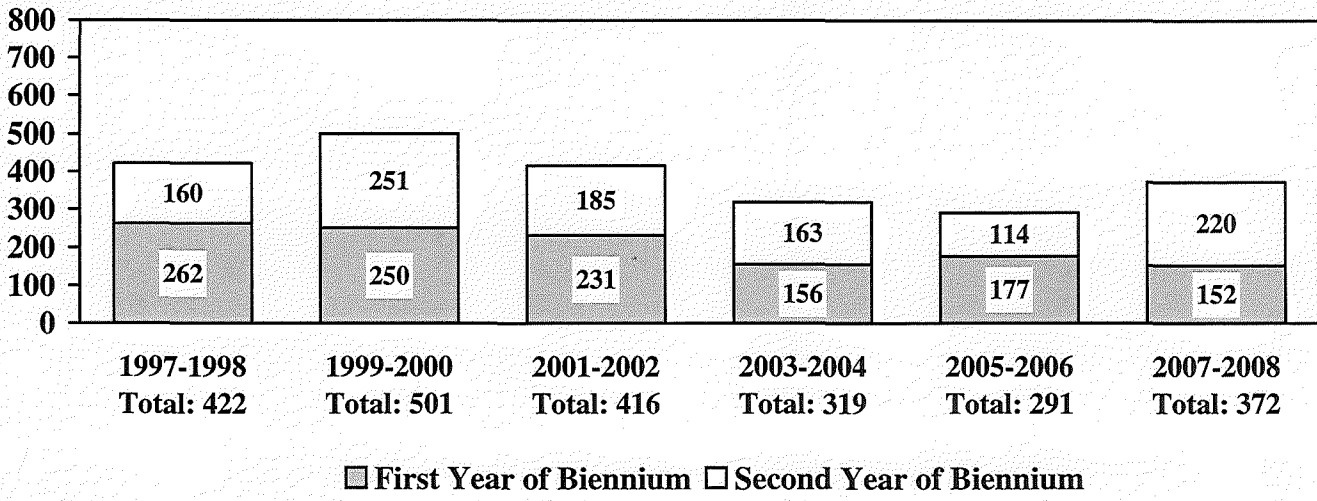
Source of mandate: Minnesota Statutes, section 3C.04, subdivision 5, and Joint Rule 2.07

After a bill has passed both houses in the same form, either as introduced or as finally engrossed, the bill is ready to be enrolled and presented to the Governor. Each enrollment is checked for technical accuracy and legal sufficiency.

Signatures of the presiding and chief administrative officers of each house, and the revisor, are obtained and the bill is formally presented to the Governor on behalf of the legislature. This work is done under time constraints imposed by the Minnesota Constitution.

In the 2007 regular and special sessions, 152 enrollments were prepared and in 2008, 220 were prepared. In 2008, three resolutions were also chaptered.

Enrollments



ADMINISTRATIVE RULE DRAFTING

Rule Drafting and Form Approval of Rules

Source of mandate: Minnesota Statutes, sections 3C.03, subdivision 2, and 14.07, subdivisions 1, 2, and 4

The office provides administrative rule drafting services to agencies, providing assistance in proposing and adopting rules that are written clearly and concisely, consistent with legislative direction, and free of common drafting errors.

The office reviews and approves the form of all rules to ensure that they are numbered, formatted, and edited in a way that will fit smoothly into the published compilation of *Minnesota Rules*.

As part of this approval, the office certifies that documents incorporated by reference in rules are conveniently available to the public. In addition to form approval, substantive review is provided as a part of the drafting assistance performed by the office.

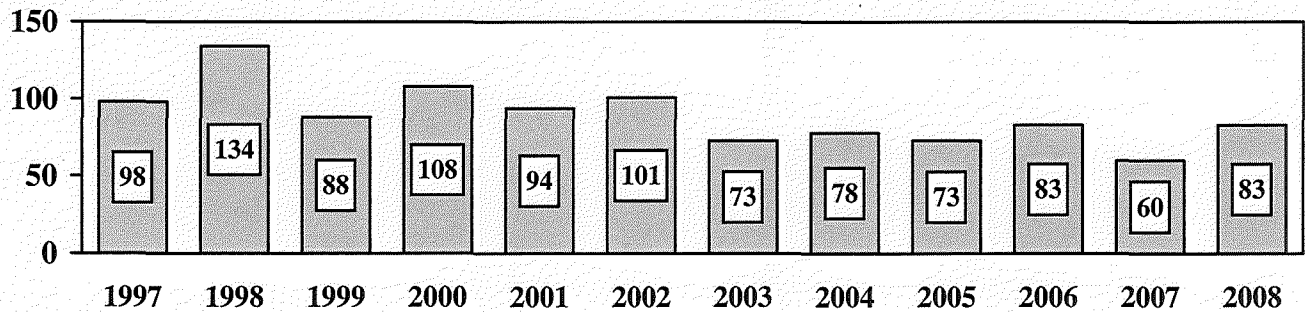
Quality controls for rule drafting include review and approval by the drafting attorneys and peer review by senior legal staff. Many redrafts of documents are typical as a part of the agencies' development of language for rules (see Average Document Drafts per File, next page). Other elements include clerical review, the use of specifically adapted computer programs, the text editing system, regular review of all processes, and formal and informal instruction of staff in quality control.

A relational database, for use by the office, stores status information on every action to Administrative Rules. The database contains information from 1981 to the present. In 2006, the data was converted to an Oracle database from an OpenText database. As part of the conversion, a new user interface was coded to allow staff to enter status information directly into the Oracle

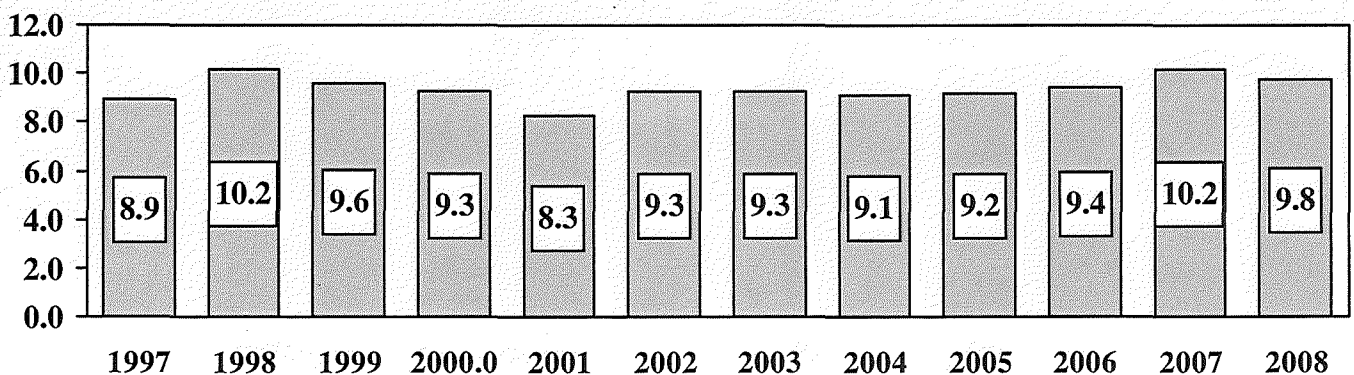
database. This conversion allows the office to minimize complexity by standardizing on Oracle databases exclusively.

The office opened 60 rule drafting files in 2007 and 83 in 2008.

**New Rule Drafting Files
by Fiscal Year**



**Average Document Drafts per File
by Fiscal Year**

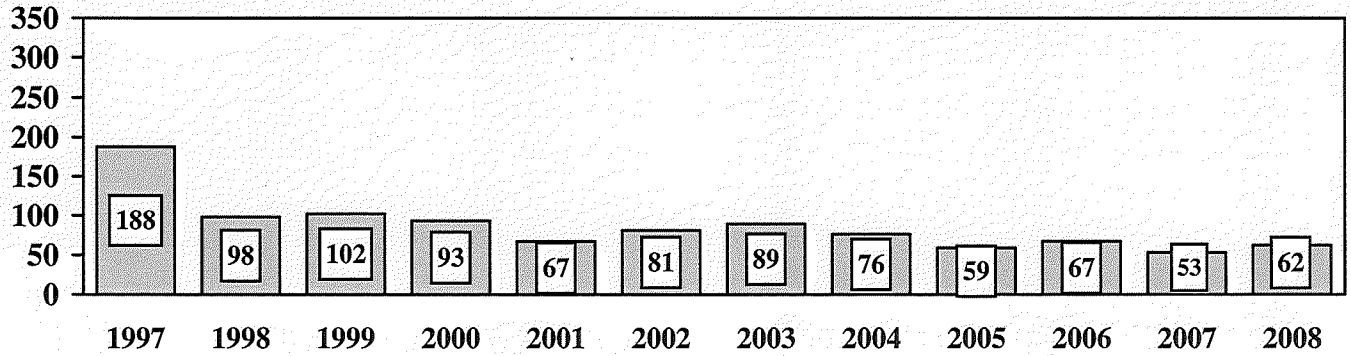


Proposed Rules

Source of mandate: Minnesota Statutes, sections 14.07, 14.14, and 14.20

The office prepares the document that contains the text of a proposed rule, certified approved as to form, for publication in the *State Register*.

Final Proposed Rule Drafts Approved by Fiscal Year

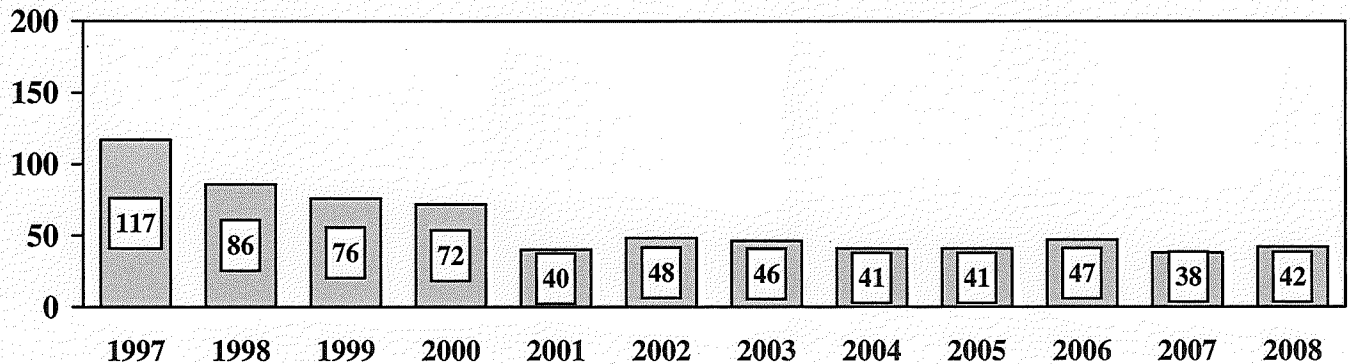


Modifications

Source of mandate: *Minnesota Statutes, section 14.07*

Agencies sometimes modify or change rules during the rulemaking process to correct defects found by the Office of Administrative Hearings, in response to public comment on the rules, on their own initiative, or to reflect suggestions made by the reviewing attorney in the office. The office prepares the text of these modifications to rules, approved as to form, for use by agencies.

Modifications by Fiscal Year

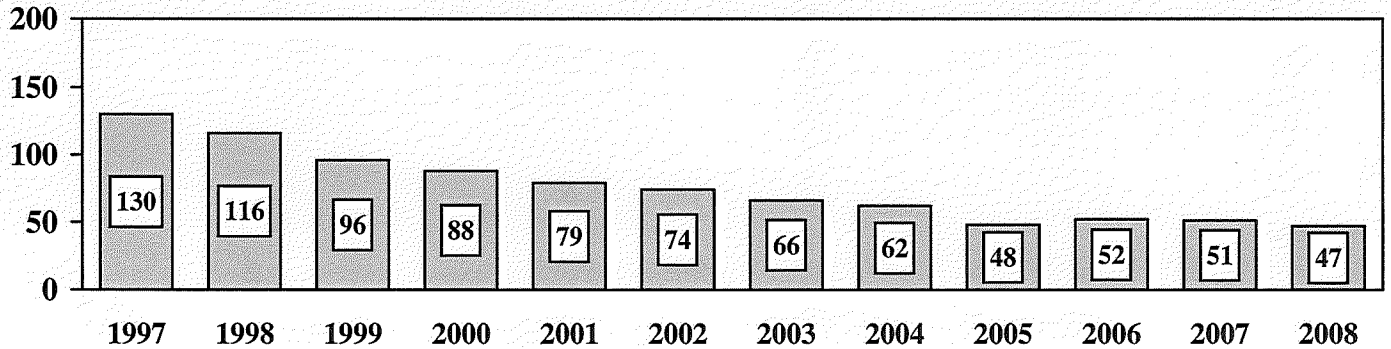


Notices of Adoption

Source of mandate: *Minnesota Statutes, sections 14.18 and 14.27*

Agencies are required to give the public notice of the adoption of rules. The office prepares and approves the form of these notices of adoption, which are then published in the *State Register*.

**Notices of Adoption
by Fiscal Year**

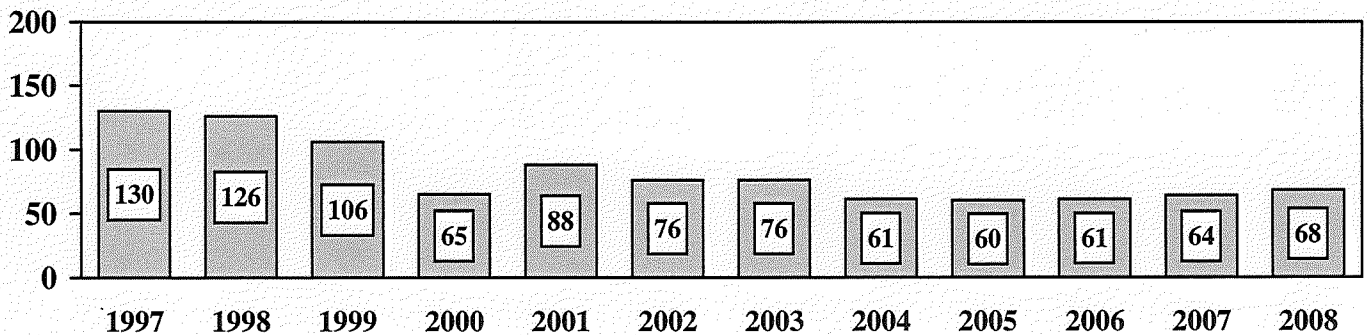


Adopted Rules

Source of mandate: *Minnesota Statutes, sections 14.08, 14.20, 14.28, 14.38, 14.386, and 14.388*

The office prepares copies of rules that have been adopted by agencies, approved as to form, for filing with the Secretary of State.

**Final Adopted Rules
by Fiscal Year**



PUBLICATIONS AND ACCESS TO DATA

Laws of Minnesota

Source of mandate: Minnesota Statutes, sections 3C.06 and 3C.08, subdivision 1

After each regular legislative session, the office publishes all laws enacted during that session. A computer program is used to check the integrity of the source statutory language in *Laws of Minnesota*.

Laws of Minnesota 2007 contains 150 chapters from the regular session and two chapters from the special session. In total, 3,239 sections of *Minnesota Statutes* were affected. The number of statutory sections affected in 2007, when compared with the comparable odd-numbered year session in 2005, represents a slight decrease in acts passed and sections affected. The number of pages in the printed set decreased by about 1,250 pages.

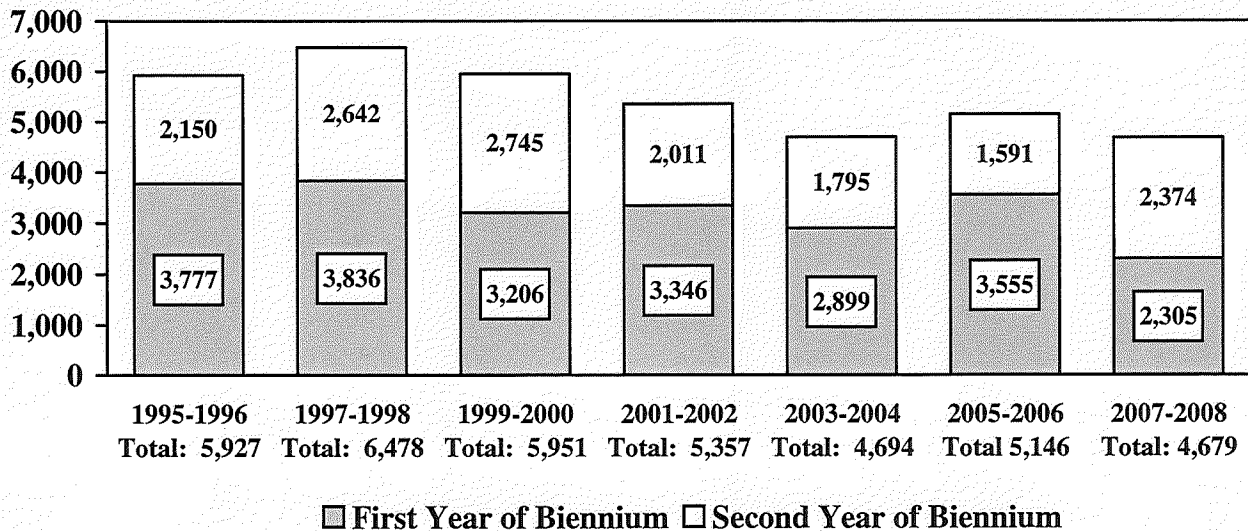
Laws of Minnesota 2008 contains 370 chapters affecting 2,801 sections of *Minnesota Statutes*. This is an increase of over 250 chapters as compared to the 2006 session, while the number of sections affected increased by about 725. The actual bulk of the set, when comparing number of pages, increased by about 780 pages.

The press run for *Laws of Minnesota* was again set at 2,500 sets, a reduction begun in 2001. Sales have decreased perhaps due to the online availability of the material.

Minnesota Statutes, section 3C.12, provides for free distribution of the session laws to certain listed bodies. The remainder are sold and the revenue is directed to the general fund.

Laws of Minnesota 2007 and *Laws of Minnesota 2008* are available to the public on the Internet, as well as in book form.

Session Law Pages



Minnesota Statutes and Supplement

Source of mandate: Minnesota Statutes, sections 3C.08 to 3C.12

Minnesota Statutes 2007 Supplement supplemented the 2006 edition of *Minnesota Statutes*. The full edition of *Minnesota Statutes 2008* is available online and will be available in book form in early December 2008. The publication includes section histories, tables, an index, and other editorial aids. The full set of *Minnesota Statutes* includes a volume of *Court Rules*. For the first time, the *Court Rules* volume will be composed in-house.

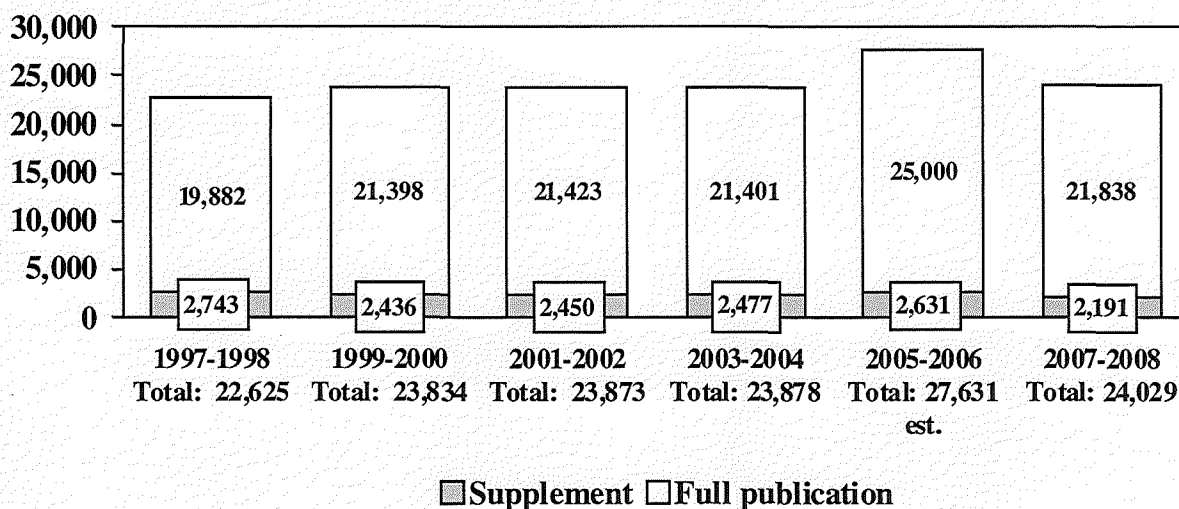
Minnesota Statutes 2008 is based on *Minnesota Statutes 2006*, incorporating *Laws of Minnesota 2007* and *2007 First Special Session*, and *Laws of Minnesota 2008*. The edition remains at 15 volumes, with the statutes text printed in 12 hard cover volumes and the tables, index, and court rules and indexes printed in three soft cover volumes. Many revisor's instructions from 2007 and 2008 were implemented including those that follow. The revisor's instructions in *Laws 2007*, chapter 140, and *Laws 2008*, chapter 337, section 64, relating to the renumbering and cross-references to the new chapter 326B construction codes and licensing provisions were completed. Pursuant to revisor instructions in *Laws 2008*, chapter 196, article 2, references to the director of the Office of Strategic and Long-Range Planning relating to municipal boundary adjustments were changed to refer to the chief administrative law judge, codifying the current practice under executive order. Under *Laws 2008*, chapter 297, article 2, section 29, references to the Veterans Homes Board of Directors were changed to the commissioner of veterans affairs to reflect the elimination of that board under *Laws 2008*, chapter 297, article 2, section 30. *Laws 2007*, chapter 148, article 2, section 80, abolished the Department of Employee Relations and transferred its duties. In this edition, under *Laws 2008*, chapter 204, section 42, references to the commissioner or Department of Employee Relations were changed to the commissioner or Department of Finance.

Finally, using a word frequency list, inconsistent spellings of various words were changed to be consistent with the Merriam-Webster Online Collegiate Dictionary.

All materials for the statutes are reviewed by staff attorneys and editors in two stages of the editorial work.

Like the session laws, free distribution of the statutes to certain listed bodies is provided for in *Minnesota Statutes*, section 3C.12. The remainder are sold and the revenue is directed to the general fund. The press run for the 2008 edition was reduced by 300 sets in response to a decline in sales. Most likely this decline is due to the improvements to text and search options online.

Statutes and Supplement Pages



Laws Tables

Source of mandate: Minnesota Statutes, section 3C.08, subdivision 1

Laws that pertain to specific political subdivisions are infrequently coded in *Minnesota Statutes* and need finding aids to make them accessible. The Revisor's Office produces tables of these laws to accompany both the session law publication and the statutes. The tables are compiled by a staff attorney, not generated by a computer program. *Laws of Minnesota 2007*, Tables 4 to 6, and *Laws of Minnesota 2008*, Tables 4 and 5, list local laws passed alphabetically by the names of local government units. Also listed are the dates of local approval and the filing of approval with the Secretary of State if local approval has been filed. Table 1 of *Minnesota Statutes* also lists the acts alphabetically, from 1849 through the 2008 session.

The office also publishes other tables to help users find the law, including Table 1 of the session laws, indicating each time a previously enacted session law has been acted on in that legislative session. In 1999, the office began a project to prepare a consolidated, comprehensive Table 1. It now dates back to 1945 and is available on the Internet.

Other tables include, in *Laws of Minnesota*, a table to coordinate *Laws of Minnesota* with the permanent statutes and a table showing House or Senate file numbers with corresponding chapter numbers. *Minnesota Statutes* includes an allocation of acts table, a table representing the organization of state government, a statutory cross-reference table, and a table of statutory authority for administrative rules.

Statutory Editorial Operations

Session Year	Session Chapters	Session Law Pages	Average Pages Per Chapter	Statute or Supplement Pages	Statutory Units – Amended	Statutory Units - New	Statutory Units - Repealed	Total Statutory Units - Other	Statutory Units - Affected	Session Laws Press Run	Statutes and Supplement Press Run
1995	268	3,777	14.09	2,523	3,027	1,159	712	7	4,905	3,100	4,500
<u>1996</u>	<u>206</u>	<u>2,150</u>	<u>10.44</u>	<u>18,463</u>	<u>1,876</u>	<u>648</u>	<u>750</u>	<u>22</u>	<u>3,296</u>	3,100	4,500
Total	474	5,927	12.50	20,986	4,903	1,807	1,462	29	8,201		
1997	261	3,836	15.04	2,743	3,439	1,254	635	135	5,463	3,100	4,500
<u>1998</u>	<u>167</u>	<u>2,642</u>	<u>15.41</u>	<u>19,882</u>	<u>2,607</u>	<u>587</u>	<u>560</u>	<u>20</u>	<u>3,774</u>	3,100	4,500
Total	428	6,478	15.16	22,625	6,046	1,841	1,195	155	9,237		
1999	250	3,206	12.82	2,436	2,703	825	593	117	4,238	3,100	4,500
<u>2000</u>	<u>251</u>	<u>2,745</u>	<u>10.93</u>	<u>21,398</u>	<u>1,720</u>	<u>818</u>	<u>347</u>	<u>80</u>	<u>2,965</u>	3,100	4,500
Total	501	5,951	11.88	23,834	4,423	1,643	940	197	7,203		
2001	218	3,346	15.35	2,450	2,468	804	706	29	4,007	2,600	4,000
<u>2002</u>	<u>251</u>	<u>2,011</u>	<u>8.01</u>	<u>21,423</u>	<u>1,455</u>	<u>458</u>	<u>399</u>	<u>58</u>	<u>2,370</u>	<u>2,500</u>	4,000
Total	469	5,357	11.42	23,873	3,923	1,262	1,105	87	6,377	5,100	
2003	156	2,899	18.58	2,477	2,230	837	625	44	3,736	2,500	4,000
<u>2004</u>	<u>163</u>	<u>1,795</u>	<u>11.01</u>	<u>21,401</u>	<u>1,630</u>	<u>627</u>	<u>311</u>	<u>31</u>	<u>2,599</u>	<u>2,500</u>	4,000
Total	319	4,694	14.71	23,878	3,860	1,464	936	75	6,336	5,000	
2005	163	3,555	21.81	2,631	2,841	941	576	46	4,404	2,500	4,000
<u>2006</u>	<u>114</u>	<u>1,591</u>	<u>13.96</u>	<u>25,000 est.</u>	<u>1,218</u>	<u>501</u>	<u>342</u>	<u>16</u>	<u>2,077</u>	<u>2,500</u>	<u>3,500</u>
Total	277	5,146	35.77	27,631 est.	4,059	1,442	918	62	6,481	5,000	7,500
2007	152	2,305	15.16	2,191	1,977	770	466	26	3,239	2,300	3,500
<u>2008</u>	<u>370</u>	<u>2,374</u>	<u>6.42</u>	<u>21,838</u>	<u>2,009</u>	<u>604</u>	<u>184</u>	<u>4</u>	<u>2,801</u>	<u>2,100</u>	<u>3,200</u>
Total	522	4,679	21.58	24,029	3,986	1,374	650	30	6,040	4,400	6,700

Minnesota Rules and Supplement

Source of mandate: *Minnesota Statutes, section 14.47*

A full edition of *Minnesota Rules* was published in 2007. In response to budget constraints, the edition was again published in soft, rather than hard, cover. The official publication includes a table of *State Register* citations, a table of amendments, and a table of statutory authority.

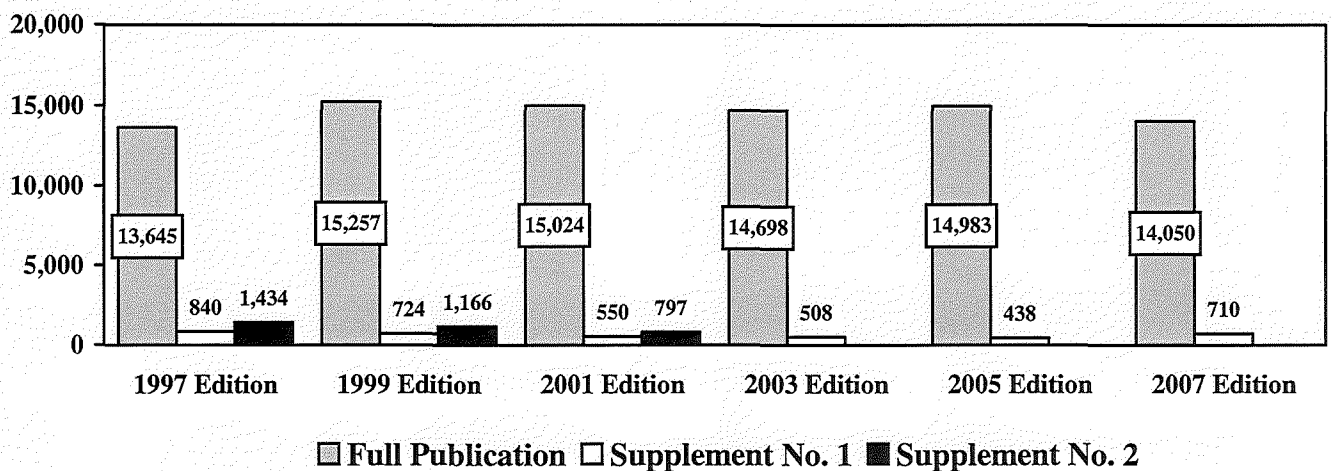
Like the statutes, many changes to the rules are directed by the legislature in the form of revisor's instructions. Legislation in 2007-2008 produced a number of such changes, adding both to the volume and complexity of the editorial work for the rules.

Over the last several editions of *Minnesota Rules*, the office has instituted a process to remove obsolete rules under its authority in *Minnesota Statutes, section 14.47, subdivision 6*. This process has enabled some agencies to avoid a lengthy and expensive formal rulemaking process.

The office has completed the migration of the rules to its new XML-based computer system. This conversion was done in fall of 2007. The text of *Minnesota Rules* is available on the Internet, as well as in print form. The online text is updated throughout the year as changes are adopted.

The 2007 published edition was supplemented in June of 2008 in pamphlet format. A second supplement will be done in December of 2008.

Rules and Supplement Pages



Indexes

Source of mandate: Minnesota Statutes, sections 3C.06, 3C.08, and 14.47

The Revisor's Office produced the following indexes in fiscal years 2007 and 2008:

- index to *Laws of Minnesota 2007*
- index to *Laws of Minnesota 2008*
- index to *Minnesota Statutes 2007 Supplement*
- index to *Minnesota Statutes 2008*
- index to *Minnesota Rules 2007, Supplement* (pocket part)
- index to *Minnesota Rules 2007* (full set published)
- index to *Minnesota Rules 2008 Supplement 1* (pocket part)
- indexes to the *Court Rules* volume of the statutes set in 2008, in progress
- indexes for internal publications as needed

Continuing the practice first implemented with the budget cuts of 2003, the office does the bulk of its indexing work in house. We use freelance indexers under contract to the office for the indexing of all-new statutory material only.

We continue to update the shortened, simplified statutes index created during the previous biennium, publishing the statutes index and tables together in two volumes.

During the past year, index staff and computer staff have worked together to produce quality control programs for the indexes, in order to replace utilities that existed in the old TE system with equivalents in the Xtend system.

Our plans for future work on indexes include providing online indexes for *Minnesota Rules*, a challenging goal for a publication that can require extensive updating as often as every week.

Planning continues for in-house composition of the indexes, along with the office's other publications.

The full statutes index continues to be available on line as well as in print. The session law indexes are also available in print and electronic forms.

Court Rules

Source of mandate: Minnesota Statutes, section 3C.08, subdivision 1

In accordance with Minnesota Statutes, section 3C.08, the office publishes *Minnesota Court Rules* in a separate volume that accompanies *Minnesota Statutes*. Work on the 2007 supplement to the *Court Rules* volume was completed on schedule. The supplement included extensive amendments to *Rules of Juvenile Court and Criminal Procedure*, as well as amendments to the *Sentencing Guidelines, Professional Rules, and General Rules of Practice*. The *Court Rules* volume will be published in the fall of 2008 and will include amendments to existing rules and new sets of rules received through August 1, 2008. This volume will include extensive amendments to the *Professional Rules and General Rules of Practice*, as well as amendments to the *Sentencing Guidelines, and Rules of Civil Procedure, and Criminal Procedure*.

Revisor's Manual

Source of mandate: Minnesota Statutes, section 3C.03, subdivision 4

The office publishes a manual of form requirements and drafting advice for the use of those who draft bills. A substantially revised edition of the bill drafting manual was published in November 2002. A PDF and HTML version of this manual is available on our Web site.

Rule Drafting Manual

Source of mandate: Minnesota Statutes, section 14.07, subdivision 1, clause (2)

The office publishes a manual of form requirements and drafting advice for the use of those who draft administrative rules. A new edition of the rule drafting manual is being prepared to replace the edition published in 1997. It will be substantially reorganized and revised. Many new forms and aids to the user will be included. An electronic version of this manual is available on our Web site.

Rulemaking Guide

Source of mandate: custom and usage

Since 1987, the office has published a guide to help agencies through the process of adopting rules. *Rulemaking in Minnesota: A Guide* describes each of the three types of rulemaking proceedings, explains what is required of agencies at each stage of the process, and provides references to the applicable laws and rules. The guide is periodically revised as necessary to include changes made to these laws and rules. The guide is available in electronic form on our Web site.

Computer Searches

Source of mandate: Minnesota Statutes, section 3C.03 (extension of bill drafting assistance)

The office has customized commercial software to perform word and phrase searches in documents. The public uses this software on the Web site to search statutes, session laws, and administrative rules. In 2006, the office's Web site became the principal site for text searches in these documents.

Legislative staff use customized search capabilities built into the XTEND legislative publishing system. These searches are displayed in a user interface designed to expedite proofing and editing. As well as doing such searches for our own drafting and editorial work, the office does searches at the request of members, agencies, and some outside entities such as the County Attorneys Association.

Copies of, and Access to, Public Data

Source of mandate: custom and usage

The legislative Web site is made available to the public by the office in conjunction with the House and Senate index offices and the Legislative Reference Library. Our office provides access to the text of bills, statutes, and administrative rules as well as finding aids such as indexes and search software. The Web site also provides public access to House and Senate bill status information. This information is input by House and Senate index staff, but computer

support is provided by the revisor's data systems staff. Internet information is set out in more detail on page 29.

The office also makes available, upon request, computer disks and paper extracts containing the text of portions of *Minnesota Statutes* and *Minnesota Rules*. Transfers are done for bills, statutes, and rules for state agencies, as well as for the general public. During the biennium, 31 paper and electronic extracts were requested for a total of 5,976 pages. Many of these extracts were customized combinations of statutes and rules. The office charges a fee for the extracts with a \$500 maximum for large documents. Revenue from the extracts is transferred to the general fund. Extract requests for the biennium were reduced by almost half from the previous biennium, possibly due to the availability of statutes and rules on the Internet.

The office also sells copies of our entire databases or portions of our databases to outside sources as requested. Currently, the largest purchasers we have are Lexis-Nexis for use on its online services and West Group for use on the online Westlaw service.

LEGAL ASSISTANCE AND LIAISON

Counsel to Subcommittee on Claims

Source of mandate: Minnesota Statutes, section 3C.04, subdivision 6, and custom and usage of the legislature (requested by LCC)

At the request of the Legislative Coordinating Commission, since 1991 the office has assigned an attorney to act as counsel to the Joint Senate/House Subcommittee on Claims. Senior Assistant Revisor Craig Lindeke has acted as the counsel since the 1993 legislative session. Duties include reviewing the hundreds of claims made to the subcommittee, making recommendations on each claim, acting as counsel at subcommittee hearings, responding to telephone calls and correspondence from claimants and their lawyers, and drafting the annual claims bill. The work has included traveling to various places around the state to better understand claims. During 2007 and 2008, the subcommittee played a lead role in crafting the bill to compensate victims of the I-35W bridge collapse, including holding several hearings on the subject.

Four claims were paid in the 2008 claims bill. (Laws of Minnesota 2008, chapter 226).

Court Opinions Report

Source of mandate: Minnesota Statutes, section 3C.04, subdivision 3

As required by Minnesota Statutes, section 3C.04, subdivision 3, the office prepares a biennial report on Supreme Court and Court of Appeals opinions declaring a statute unconstitutional, pointing out deficiencies in a statute, or recommending statutory changes. To produce the report, staff attorneys read and review every case from the preceding two-year period. Reports are submitted in November of each even-numbered year. Since 1998, Assistant Deputy Revisor Ron Ray has acted as lead coordinator and reporter for the report.

The report submitted in November 2006 contained 14 cases. Five cases involved questions of constitutionality in particular statutory applications.

Uniform Laws Conference

Source of mandate: Minnesota Statutes, section 3.251

The revisor or the revisor's designated representative is one of Minnesota's four appointed Uniform State Laws commissioners. Michele Timmons attended the 2007 and 2008 meetings of the National Conference on Uniform State Laws. Ms. Timmons served on the drafting committee for the Uniform Collateral Sanctions Act, and was recently appointed to chair a new study committee on Authentication of Online Legal Resources.

Over the biennium, the conference approved fourteen new acts, eight in 2007 and six in 2008. As of July 1, 2008, the Minnesota Legislature has adopted sixty-four uniform acts, placing Minnesota in the top ten states to promote uniformity by adopting uniform laws.

Information for Other State Offices and the General Public

Source of mandate: Custom and usage of the legislature

Attorneys and other staff in the office respond to numerous questions from the public relating to laws, statutes, and rules. Attorneys and the office's language specialist also act as faculty for continuing legal education, addressing classes in law or public administration, and participating in organizations such as the Interagency Rules Committee. The computer searches we provide are also a source of information to state agencies and the public.

We provide information to state agencies in conjunction with our drafting duties. We have offered or assisted in offering seminars to agency staff on drafting in general and on specialized areas in drafting. We participate in the annual training for agency rulemaking staff coordinated by the Department of Employee Relations.

In 1999, the office began a series of educational seminars for attorneys and other staff. A total of 57 hours of continuing legal education credit has been obtained for these seminars, which have been attended by hundreds of legislative and executive branch staff, members of the legislature, and members of the public. The office offers as many seminars as it can fit into its workload each year. During the 2007 legislative interim, the office offered six seminars for a total of eight and one-half hours of continuing legal education credit. In 2008, six seminars will be offered, for a total of seven and one-half hours of continuing legal education credit. Notices announcing the seminars are sent legislative-wide and to the executive branch departments, the judicial branch, and various other members of the Minnesota bar. Seminars have been offered on a variety of topics with a focus on topics that may be of interest to the legislature. The topics have included a discussion of the newest version of the revisor bill drafting manual that was published in 2002, professional responsibility, elimination of bias, statutory interpretation, cultural diversity, legislative process, renewable energy, and current Minnesota Supreme Court decisions.

The seminars are offered to provide educational opportunities particularly to legislative staff because of the very minimal number of seminars on topics with a legislative focus offered by outside vendors. Also, the seminars provide a service to all attorneys employed by the legislature who are required by the Minnesota Supreme Court to earn legal education credits. These free seminars reduce the cost of continuing legal education credits for all legislative, executive branch, and judicial branch staff attorneys, particularly during the current times of tight budgets and budget reduction.

During the biennium, office staff have also participated in meetings of the Council of State Government, the National Conference of State Legislatures, and the Minnesota Bar Association. The office also helped to staff the legislature's State Fair booth and the House of Representatives new member orientation.

Compiling Data on Operation and Effect of Laws

Source of mandate: Minnesota Statutes, section 3C.04, subdivision 2

The office gathers information on the operation and effect of laws by encouraging staff to perform research treatises relating to their assigned bill drafting subject areas. When the editing and publishing cycle permits, attorneys sometimes publish articles based on their research. For example, Sheree Speer published "Moving the Kids: What Would Solomon Do?" in the October, 2006, edition of *Bench and Bar of Minnesota*. The article examined the effect of a new Minnesota law which removed a longstanding presumption favoring the custodial parent in disputes regarding relocation of a dependent child out-of-state.

Internal Operations

Source of mandate: custom and procedure

Increasingly, many of the internal operations improvements either relate to, or result from, changes in technology.

Information Technology Cooperation Efforts. One of the goals expressed by legislative leadership is to enhance the cooperation between the information technology departments maintained by the House, Senate, Legislative Coordinating Commission, Legislative Reference Library, and Revisor's office. As a part of that ongoing effort, the office assumed responsibility for the central network for the Voice Over Internet Protocol (VOIP) telephone system now used legislative-wide. Similarly, the office assumed responsibility for the central network systems supporting the House and Senate wireless systems. The office continued to fine-tune the XTEND bill-drafting system used by all legislative offices.

Preservation and Public Access. To coincide with the State of Minnesota's Sesquicentennial, all the historical session laws back to 1849 were scanned, made searchable, and posted on the legislature's web site. In addition, the history note sections of the online statutes now link to the scanned session laws, making legal research much quicker and easier. The office, together with the Minnesota History Center and the Legislative Reference Library, is exploring ways to further improve public access to government data, under a National Digital Information Infrastructure and Preservation Program grant.

Disaster Recovery and Continuity of Business. In the last biennium, the office has continued to prepare for potential disasters. Backup tapes with the legislative data contained in Revisor databases are now stored in three places: (1) within the Capitol area; (2) Coon Rapids, Minnesota, and (3) St. Louis, Missouri. In the fall of 2008, a new emergency generator for the State Office Building purchased by the Department of Administration will be connected to legislative computer equipment in the building's basement. The office led the effort to find a backup source of electricity for these computers.

Succession Planning. Not all of our internal efforts relate to technology, however. In the last biennium, the office has begun to see retirements by the leading edge of the baby boom generation. In response, the office has carefully planned to transfer knowledge from one generation of staff to another, and begun to make strategic hires to seamlessly carry on our most important functions.

INFORMATION SERVICES

New System Development Project - Completed

Source of mandate: custom and usage

In September 2002, the office began a six year, \$6.5 million project to replace the existing 30 year-old bill-drafting system with an XML-based system. In June 2008, the development phase of this new system was completed. The new system called XTEND (XML-based Text Editor, New Development) is now in production.

The XTEND system is a complete document production system. This means that the system can create, edit, print, publish to web server, and transmit documents electronically. Table 1 shows the document types and the year XTEND became the production system for the document.

Table1. XTEND’s Production Responsibilities

Year	Document Type
2006	<ul style="list-style-type: none"> - Legislative Documents - Senate Journal and Calendars - Minnesota Session Laws - Minnesota Statutes
2008	- Administrative Rules added
2009	- Court Rules will be added

XTEND runs on commercial, readily available hardware. The core of the software is a commercial off-the-shelf product for the editor, composer, and data repository (Arbortext Editor, Publishing Engine, Oracle Database and Application Server). Custom Java programs were written to provide features unique to the Minnesota legislature. These features include the ability to:

- (1) compute and insert page and line numbers;
- (2) automatically generate bill titles;
- (3) automatically check statutes order within a bill;
- (4) e-mail bills in PDF format;
- (5) automatize engrossing;
- (6) search for text in all document types;
- (7) automatic committee report generation from amendments;
- (8) customize print options;
- (9) print directly to House and Senate docutech printers;
- (10) convert and transmit documents to House and Senate servers;
- (11) generate Session Law Table 2; and
- (12) utilize editing features to edit Statutes, and Session Laws.

The successful completion of XTEND development results in the following benefits:

- (1) elimination of two, earlier, custom-developed document production systems (TE & XTE);
- (2) elimination of the computer hardware needed to run the earlier systems, and termination of the hardware and software support contracts;
- (3) termination of two consulting contracts for software development services. Revisor staff performs XTEND maintenance exclusively. One consulting contract remains for web and database management services; and
- (4) using XML format for all document types. XML is an open-standard for digital document storage, exchange, and archiving.

Maintaining Information Systems (IS) Infrastructure

Source of mandate: custom and usage

A. Revisor's Office Systems

Revisor's Office information systems provide computer programs and equipment to support drafting and publication work of the office. The IS infrastructure supports the work of House, Senate, and LCC offices. Approximately 130 users create and edit documents. The public, members, and staff access bill text and status from the office's web servers.

Revisor's Office information systems are used in the following offices:

House

- Chief Clerk's Office
- House Research Department
- House Index
- House Information Technologies
- House Public Information Services

Senate

- Secretary of the Senate's Office
- Office of Senate Counsel and Research
- Senate Index
- Senate Information Systems
- Senate Information Office

Legislative Coordinating Commission

- Legislative Commission on Pensions and Retirement
- Revisor's Office

The core information technologies (IT) include:

- (1) a secure and environmentally controlled computer room;
- (2) network equipment;
- (3) data storage devices: network attached storage (NAS) and storage area network (SAN);
- (4) computer servers;
- (5) relational database management system (RDBMS);
- (6) commercial software products; and

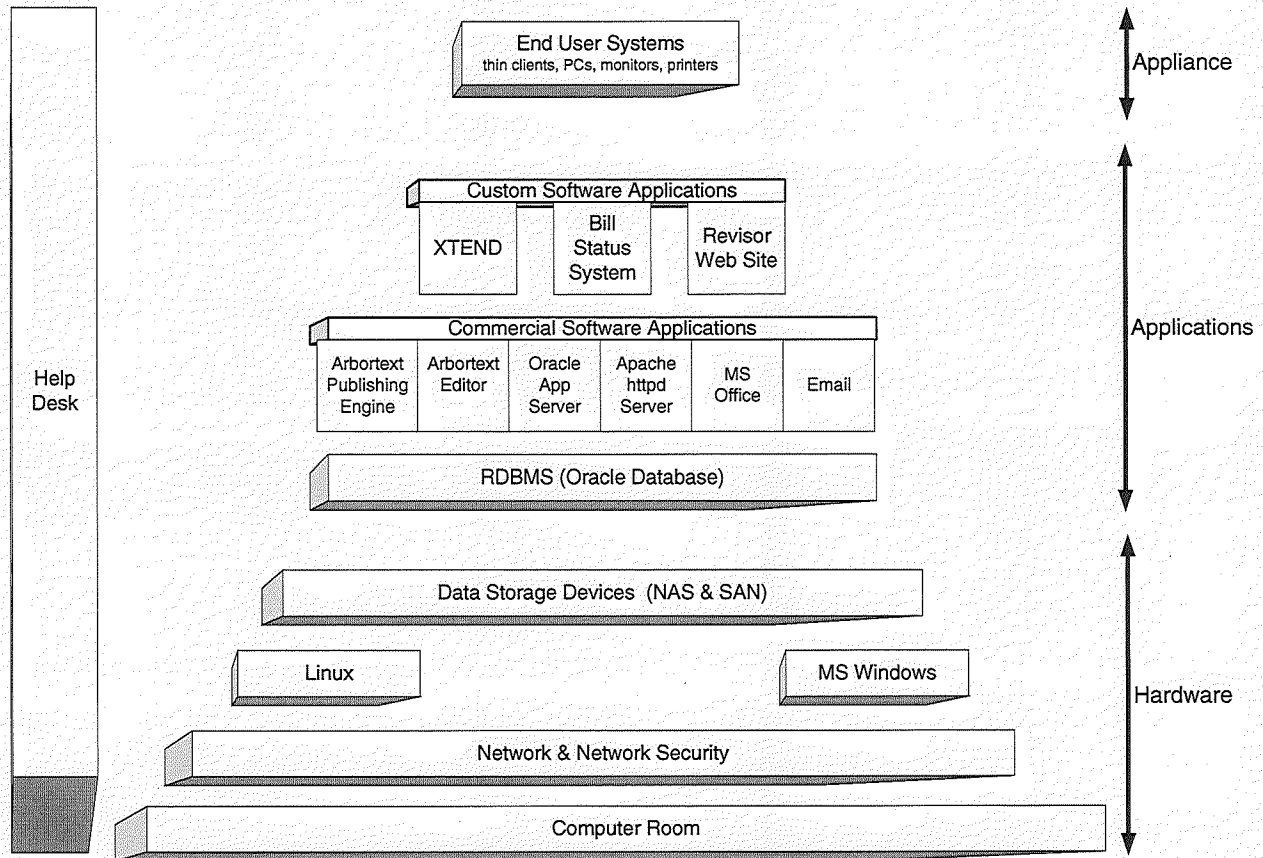
(7) custom software applications

The information technologies are combined to create information systems (IS). The core information systems include:

- (1) a secure local area network (LAN) for digital communication within and outside the legislature;
- (2) desktop Citrix terminals and office productivity software for revisor staff;
- (3) the XTEND system customized software application for production of legislative documents, administrative rules, and court rules;
- (4) bill status and bill track systems for data entry and retrieval; and
- (5) the Revisor's Office Internet Web site.

Figure 1.1 shows the hierarchical dependencies of these technologies and systems.

Figure 1.1. Revisor Computer IT Hierarchy



B. Computer Room

The office maintains a secured and environmentally controlled computer room. This room contains network and computer hardware. This room has a raised floor, contains 3 air conditioning units, and a Liebert UPS with battery backup. The Revisor, House, Senate, and LCC use this room.

Between 2005-2006, the office contracted to install an FM200 fire suppression system and to improve the smoke and fire detection system to comply with Saint Paul fire code. In 2008, obsolete 1980's and 1990's era computers were removed from the computer room. The recovered floor space allowed the Senate to install two racks in the computer room and provided additional floor space to the House, LCC, and Legislative Library. In October 2008, the Department of Administration will complete the installation of a new emergency generator for the State Office Building. This new generator will also supply electricity to all equipment in the computer room during electrical outages, thereby preventing hardware from "crashing." Continuous electrical power to the computer room eliminates the time consuming process (anywhere from one to 24 hours) of restoring crashed hardware, operating systems, and applications.

C. Network & Network Security

Network security is a serious responsibility. Breaches in network security can render information systems unusable for a period of time, potentially interfering with the operation of the legislature. The network hardware and software described below seek to minimize this pervasive risk. Additionally, the office participates in the Legislative Security and Infrastructure Group (LSIG) and plays a key role in network security. One staff person serves as the Security Firewall System Administrator (consuming approximately 33% of his time). This person performs firewall administration duties for all offices participating in the LSIG.

The office network consists of hardware and software components dedicated to reliable and secure delivery of data. The core of the network is a pair of Cisco layer three switches responsible for the data routing decisions. The layer three switches are the network connection point for servers, access switches, and firewalls.

The network uses a pair of redundant Cisco PIX (Private Internet Exchange) firewalls. A network firewall protects a computer network from unauthorized/malicious access from the outside. The firewalls connect the Revisor's network to the Internet and act primarily as a security gateway. Through the use of access lists, the firewalls permit or deny inbound and outbound traffic based on certain criteria, such as source and/or destination IP addressing, and source and/or destination application port numbers. The firewalls are redundant in that one acts as the primary unit, while the other is in a standby mode. The secondary unit constantly monitors the primary unit in case it should fail, and has the capability to take over processing immediately so no active connections are lost.

The network uses a specialized device called the Cisco Intrusion Detection System (IDS) appliance. The IDS sits on the network between the Internet and the PIX firewalls looking for known virus and malware code in the incoming and outgoing data through the use of predefined strings. Monitoring software is also used in the network to alert support staffs at any time problems occur. This software communicates with each network device and sends a page and/or an e-mail when a critical device or service stops responding. Other software is used to monitor bandwidth usage and device resources, such as CPU and memory utilization.

Servers connected to the layer three switches include: Red Hat Linux Servers, Microsoft Windows Servers, and the network attached storage device (NAS).

Access switches are the connection point for devices such as client machines and printers. They are located near end users and are distributed in nine locations in the Capitol, State Office Building, and the Park Street office.

D. Data Storage Devices (NAS and SAN)

The office maintains a three terabyte (TB) network attached storage (NAS) and a one terabyte storage attached network (SAN). The NAS and SAN are high availability, expandable devices. Each consists of a cabinet of disk drives that can be logically combined and allocated to multiple servers. Each connected server reads and writes data to the NAS or SAN, in addition to its internal disks. Using data storage devices, disk space can be added and removed without disrupting server operations. Additionally, a data storage device automatically monitors its health, rearranges data on the disks for fastest access, and employs RAID technology to prevent loss of data in case of a disk drive failure. The primary difference between a NAS and SAN is the cabling used to connect to individual servers. The NAS uses Ethernet (one Gbit/sec today), the SAN uses FiberChannel (two Gbit/sec).

All office documents reside on the NAS. The SAN is used as an online backup of the Oracle database.

E. Computer Servers

Red Hat Linux and Microsoft Windows servers run the revisor's commercial and custom software applications. Twenty servers are in use to run these production applications and to support continuous software development efforts. Five additional servers form the test environment for software development prior to placing the software on the production servers.

F. Relational Database Management System (RDBMS)

The Oracle Database is a commercial software application for organizing many different types of information and making it available via the network to software applications in the Revisor's Office, House and Senate. The Oracle Database contains all revisor documents and all data used by XTEND, the bill status systems and the office's Web server. It is queried directly by House and Senate IS applications.

G. Commercial Software Applications

The office renews license agreements for multiple commercial software products. These products provide essential features that would be cost prohibitive to code and maintain in-house. In addition, these products can be extended by adding custom code to provide the unique functionality required by the Minnesota Legislature.

The Arbortext products are the base-line XML processing applications upon which XTEND customizations are built. The Oracle ApplicationServer product communicates with the Oracle Database server. Both Oracle applications are essential components of XTEND. The MSOffice suite of applications is used for office productivity tasks and its file formats are the defacto

standard for data exchange. The office's e-mail system consists of open-source components: Linux sendmail server and the Thunderbird client.

Custom Software Application

Source of mandate: custom and usage

A. TE (Text Editor) Retired in 2008

TE was the first generation computerized document production system, customized for the Minnesota Legislature. TE system design began in the mid-1970s and was used from 1980 to 2005. TE was written in the assembler language and ran on one IBM mainframe computer.

B. XTE (X-windows Text Editor) Retired in 2008

XTE was the second generation document production system, customized for the Minnesota Legislature. XTE entered production in 1995 and was used until 2005. XTE was written in the C, X-Windows, and Uni-Rexx languages and runs on three Hewlett-Packard UNIX servers.

C. XTEND (Xml-based Text Editor, New Development)

XTEND is the third generation document production system, customized for the Minnesota Legislature. XTEND provides all features found in prior TE and XTE systems. XTEND architecture minimizes long-term maintenance costs by using popular computer hardware (Intel servers running Windows and Linux operating systems), and commercially available software products (Arbortext and Oracle) for common functionality. These products are extended with custom-written software to provide features unique to the Minnesota Legislature.

XTEND system development began in September 2002. The system reached production-ready status for the 2006 legislative session. All legislative document types were produced for the 2006 session. Support for administrative rules and court rules began in 2008.

XTEND is written using multiple languages.

- Document structure definition
 - XML Schema Definition (XSD)
- Document display and conversion
 - Arbortext FOSI
 - Arbortext Styler
 - XSL Transformations (XSLT)
- XML operations
 - XPath
- Software operations
 - Arbortext ACL
 - Java

- J2EE (on the application server)
- SQL (for database operations)
- Ant (for deployment)

Many legislative offices use the XTEND system.

- (a) The Revisor's Office produces resolutions, bill drafts, engrossments, amendments, House committee reports, conference committee reports, side-by-side comparison reports, enrollments, session law editing and publication, and statute editing and publication.
- (b) House Research and the Office of Senate Counsel and Research prepares resolutions, bill drafts, and amendments.
- (c) Offices under the Secretary of the Senate produce Senate agendas, calendars, daily and permanent journals, committee reports, and floor amendments.
- (d) The Chief Clerk's Office staff use XTEND to export documents that are then processed and included in the daily and permanent journals.

D. Bill Status System

The office maintains a bill status system that is utilized by the House and Senate. The purpose of this system is to record each body's actions on each introduced bill and make this information publicly available. The bill status system consists of a user interface for entering information, a database for storing the information, and reporting programs to retrieve and display the actions on a specific bill.

In the 1998 biennium, the House and Senate bill status systems were migrated from the IBM mainframe to a commercial database product, called BASIS, running on a UNIX server. In the 2005 biennium, the system was again migrated to an Oracle database running on Linux. In preparation for the 2005 session, House and Senate status information was exported from BASIS and imported into Oracle database tables. New user interface programs were written using Oracle Forms. Oracle Forms allows House and Senate Index staff to enter information on a form and the data is then saved in the database. New reporting programs were written to retrieve and display the information for a user specified bill. These programs run on the office's Internet Web site.

In 2008, significant updates were done to the system. The forms for entering information were converted from OracleForms to PHP. PHP is free, open-source software. The conversion to PHP will allow the office to terminate annual license fees for using OracleForms. Database tables were redesigned and replaced to simplify programmatic access to authors, committees, actions, and topics. The redesigned tables will require less House, Senate, and Revisor's Office IS labor to maintain.

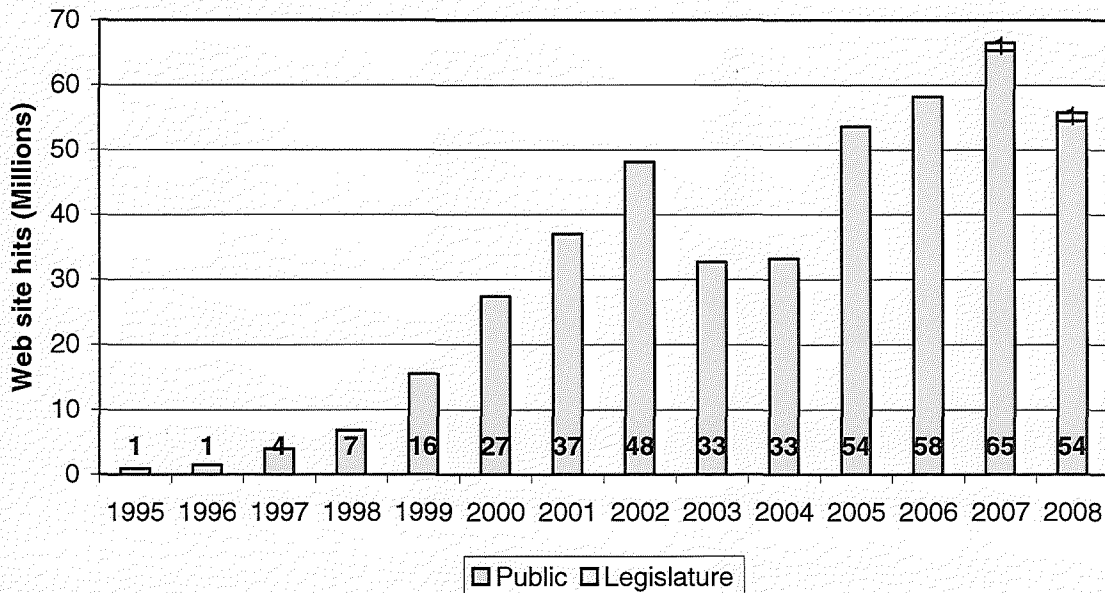
E. Internet Web Site

The office's efforts in providing Internet access to data have been very successful. We have been able to contribute a considerable portion of data to the main legislative Web site. Statistical counts for access to data on our Web applications are consistently high, especially during the

legislative session when counts exceed 1,000,000 for a weekly time period. To accommodate this high volume of requests, the office installed two identical Web servers in 2006. One Web server is dedicated to public requests; the other is dedicated to legislative members and staff. Starting in 2007, separate statistics were accumulated for each server.

Figure 1.2 shows the annual number of browser requests ("hits") to the office's Web site since the 1995 introduction of a Gopher server. 2008 values are for January through August.

Figure 1.2. Total annual access to revisor web server



Most official office publications are available on the Internet via the legislative Web site, including *Minnesota Statutes*, *Laws of Minnesota*, and *Minnesota Rules*. Only *Court Rules* are not currently on the Web site.

Minnesota Statutes and index are fully updated annually online, while the printed publication is fully updated biannually. The text of all statute chapters is searchable using the office's Web site.

Laws of Minnesota and each session's index are available online from 1849 to the present. In 2007, the office initiated a project to scan paper-only session laws from 1849 to 1983. These laws are available in a textual PDF format. The text of all laws is searchable using the office's Web site.

During session, the office updates an online, preliminary Table 2: "Minnesota Statutes new, amended or repealed." Shortly after each legislative session, the office has begun to make a preliminary version of session laws available online. This new practice provides session laws to the public much earlier than they could be made available in printed form.

The office provided the *Court Rules* database to the court system. Consequently, the court rules are now available through the Minnesota Supreme Court's Web site. The office is meeting with the judicial branch to refine procedures for updating court rules and posting the rules on the office Web site.

The office uses a commercial software product, CINDEXTM, to create the indexes for *Laws of Minnesota* and *Minnesota Statutes*. In 2007-2008, new programs were developed to read the CINDEXTM files, convert them to XML, perform automatic quality control inspections, load the XML data into database tables, and make them available on the Internet. These programs will be expanded to include administrative and court rules. We plan to develop the ability to update the *Minnesota Rules* index as frequently as the rules text. When we can do this, we will be able to provide an on-line index to *Minnesota Rules*.

In 2006 the office's Web site assumed responsibility for performing text searches of session laws, statutes, and administrative rules. Previously, the state's North Star Web site provided this service. Combined with online indexes, users have a powerful arsenal of tools to quickly find relevant documents.

F. Education for Legislative Staff

Annually, the office help desk and IS staff provide training classes to legislative staff. For permanent staff, new functions in office applications are demonstrated. For seasonal employees new to office applications, approximately one day of hands-on training is provided. The office help desk is staffed all year long to answer questions about office software applications.

IT Coordination in the Legislature

Source of mandate: Laws 2007 c 148 art 1 s 3 subd 4(e)

A. Voice over Internet Protocol¹

Background. Voice over Internet Protocol (VOIP) is a technology where an organization uses its computer network to not only process data, but to also process phone calls. These systems are attractive because the organization needs to support only one network (instead of two), and there are significant cost savings. The House converted to VOIP in early 2005.

With support of leadership, staff from House, Senate, and joint legislative offices met in various combinations for almost a year working through the concept of a centralized phone system. In late fall 2007, staff reached consensus across all of the affected offices about how to locate, manage, and maintain a single phone system that would serve the legislative branch.

Description of system. The centralized VOIP system requires an integrated core system of computer devices that in turn connect with House, Senate, and joint legislative agency computer networks. The core system is comprised of equipment originally installed by the House when it converted to VOIP in 2005. That core is being significantly supplemented by additional hardware that will support the additional demands of the joint offices and the Senate.

The core system is managed day to day by the Information Services Office in the Office of the Revisor of Statutes. The VOIP system is generally overseen by a committee of IT staff and other managers from each of the offices involved in the system. In addition, each office provides staff

¹ This section was taken from an LCC report prepared by Greg Hubinger entitled "Information Technology Coordination in the Minnesota Legislature," dated February 11, 2008.

supports to deal with the myriad of administrative tasks involved in adding, changing, and deleting users of the phone system.

B. Wireless Internet Access in the Capitol and State Office Building

Members and staff in both houses discovered during the 2007 session that having wireless access was becoming critical in the legislative process. Especially during conference committees, members of the House were in the Capitol, unable to access files that were on the House network. When Senate members and staff were in the State Office Building, they found that files they could access wirelessly in the Capitol were inaccessible in the State Office Building.

IT staff in the House and Senate concluded that for their members and staff to have on-going access to files on their respective networks, no matter where they were in the Capitol or State Office Building, they would need a centralized system that allowed secure access to both.

The new legislative wireless network, which is expected to be implemented for the 2008 legislative session, will cover all legislative spaces in both the Capitol and State Office Building, allow all legislators and legislative staff access to their own networks from any location within the two buildings, and provide Wi-Fi access to members of the public within the same spaces.

The project has been designed, developed, and implemented jointly by the House, Senate, and LCC technology staffs, with the review and guidance of the OET Security staff. The Revisor's Office will configure and maintain the core network hardware, while House and Senate staff will maintain committee room hardware.

C. Legislative Networking Group (LNET)

Membership of the Legislative Networking Group (LNET) includes staff members from the House, Senate, Revisor's Office, Legislative Reference Library, and Legislative Coordinating Commission. LNET manages the Legislative World Wide Web service and acts as a forum for all legislative offices to share and discuss technology issues. IT staff from the House, Senate, and joint legislative offices work within LNET to plan upgrades to the legislative Web site. The group meets year-round to continuously improve usability and content on the legislative Web pages. Legislative Web servers received 120 million hits in 2007.

D. Legislative Security and Infrastructure Group

The Revisor's Office, the Legislative Reference Library, the Legislative Coordinating Commission, and the House of Representatives continue to collaborate through an informal group referred to as the Legislative Security and Infrastructure Group (LSIG). Through LSIG, general, technical, and security topics and issues are discussed and addressed by the members. Each agency is kept abreast of projects or changes in systems and architectures that may have relevance to their respective operations and computer networks.

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