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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, 2008, and ending June 30, 2010, of each of these functions. Included as part of the report are graphs showing long-term trends in selected areas of office activities.

The statistics for the 2009-2010 biennium show strong drafting activity overall, with some areas slightly below the average for the six previous biennia and others above average:

- Bill and resolution drafts of 6,566 were 8% lower than average
- Amendment drafts of 2,450 were 9% lower than average
- House committee reports of 1,804 were 24% higher than average
- Engrossments of 2,786 set an all-time record, 36% higher than average
- Enrollments of 405 were 5% above average
- Session law pages of 5,692 were 4% above average

Because the volume of new law passed during the biennium was slightly above average, interim work to edit and publish laws and statutes was also above average.

Perhaps the most dramatic chart in this report is the one showing hits on the Revisor's Web servers. In 2009, there were 188 million hits, nearly double the 99 million in 2008. A number of new features were added to the Web site, including:

- Full-text search for bills
- A shorter, standardized, e-mail and Web address of "revisor.mn.gov"
- Administrative rules from 1982 to 2007 were scanned and displayed on the Web in searchable format

To meet the demand for electronic information, the Revisor's office computer staff focused on keeping hardware and software up-to-date, installing new security firewalls and core routers, and upgrading to the latest Oracle Database version 11g.

Automation also provided a pathway to increase office productivity and help to manage budget reductions. For example, the new computer system (XTEND) has given Revisor's office staff the tools to compose in-house - i.e., lay out the laws, statutes, and rules in a format for printing and binding. Eliminating the outside assistance previously needed to perform composition of Revisor publications has helped to manage the 15% reduction in budget appropriations from 2003 to 2010.

The majority of the budget reductions have been managed by holding 11% of permanent positions vacant and utilizing more temporary staff. Increasingly, the office is seeking grants, for projects such as the administrative rule scanning project highlighted above. While budget reductions have made it challenging to maintain current levels of drafting and editing service and continue to expand computer services to meet the demand, the following performance report illustrates how the Revisor's office has successfully met the challenge.

#### **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 2009-2010, the office drafted 488 bills for the executive branch and 4,929 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, 3,981 drafting files were opened and in the second half, 2,585 were opened.

#### **Resolution Drafting**

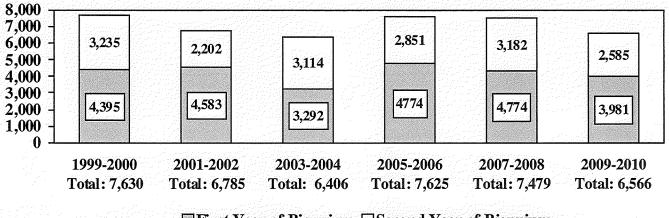
Source of mandate: Minnesota Statutes, section 3C.03, subdivision 2

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 807 congratulatory resolutions in the first half of the biennium and 996 in the second half.

#### **Amendment Drafting**

#### **Bill and Resolution Drafts**

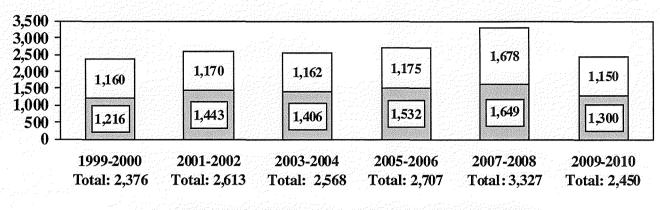


■First Year of Biennium □ Second Year of Biennium

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 1,300 amendments in the first half of the biennium and 1,150 in the second half.

#### **Amendment Drafts**



■First Year of Biennium □ Second Year of Biennium

#### 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 2009, chapter 86, and Laws 2010, chapter 382. A 2009 session corrections bill did not pass the House prior to its adjournment. A session corrections bill to correct session errors was passed in Laws 2010, chapter 385.

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 corrections 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.

The Revisor's office assisted in the preparation of Laws 2010, chapter 217, which required the Revisor to survey recipients of free statutes publications. That survey has been completed and will result in a significant reduction in our press run.

#### 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.

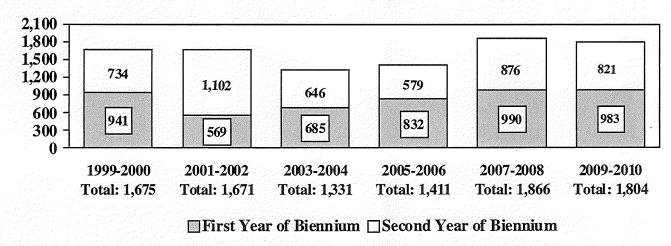
#### **House Committee and Division Reports**

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 2009 session, 789 committee reports and 194 division reports were prepared for the House. During the 2010 regular session, 675 committee reports and 146 division reports were prepared for the House. No committee reports or division reports were prepared for the House during the 2010 First Special Session or Second Special Session. 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

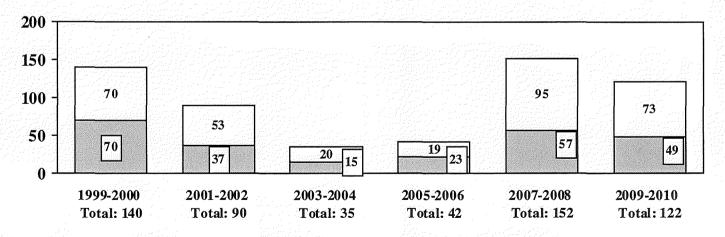
The office drafts and approves all conference committee reports of the House and Senate. Staff works closely with members and conference committee staff to make sure the reports are technically accurate and legally sufficient. These reports are usually prepared under time constraints during the last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

During the 2009 session, we prepared 49 conference committee reports that were returned to the desks. There were 24 conference committee reports on House bills and 25 on Senate bills. There were 30 alternative and unofficial versions of reports. For the 2010 regular session, the figures are as follows: 73 total reports returned to the desk, 28 for the House, 45 for the Senate, and an additional 20 alternative and unofficial reports. There were no conference committee reports in the 2010 First or Second Special Sessions.

#### **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)

## Conference Committee Reports Returned to the Desks



■First Year of Biennium ■Second Year of Biennium

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 2009, 88 side-by-side comparison reports were prepared and in 2010, 57 side-by-side comparison reports were prepared for a total of 145 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 2009, the office completed 55 reports for the Senate and 88 for the House. In 2010, the office completed 80 reports for the Senate and 112 for the House.

#### 700 600 500 341 400 241 249 191 193 240 300 112 200 277 263 251 240 231 210 100 201 0 1997-1998 1999-2000 2007-2008 2001-2002 2003-2004 2005-2006 2009-2010 Total: 433 **Total: 618 Total: 504** Total: 442 Total: 322 **Total: 441** Total: 480

Side-by-Side and Desk Bill Comparisons

■First Year of Biennium □Second Year of Biennium

#### **Engrossments**

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

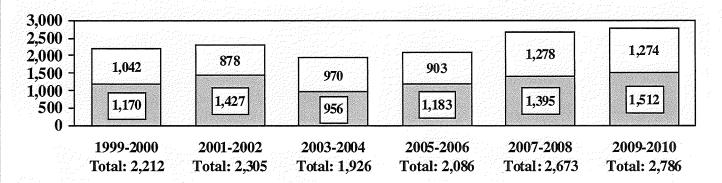
When bills are amended in committee or on the floor in the house of origin, the office merges the amendments into the bill text to produce engrossments, which help readers understand the effect of the amendments. The office also prepares "unofficial" engrossments of amendments adopted by one house to 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 2009 session, 1,316 engrossments and 196 committee engrossments were completed. In the 2010 session, 1,127 engrossments and 147 committee engrossments were completed. These figures include unofficial engrossments requested by the desks. Of that number, the office prepared 564 engrossments on House bills in the 2009 session and 468 in 2010. The office prepared 674 engrossments on Senate bills in the 2009 session and 582 in the 2010 regular session. There were no engrossments in the 2010 First or Second Special Sessions.

#### Engrossments, including Committee Engrossments



☐ First Year of Biennium ☐ Second Year of Biennium

#### **Enrollments**

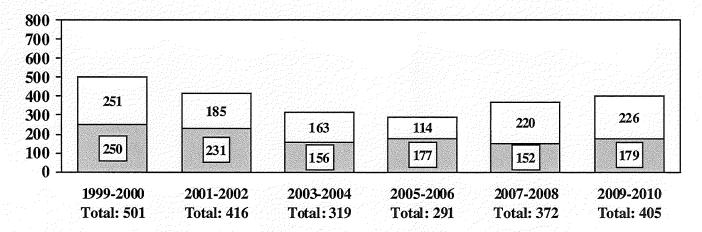
Source of mandate: Minnesota Statutes, section 3C.04, subdivision 5, and Joint Rule 2.07

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 2009 session, 179 enrollments were prepared and in the 2010 regular and special sessions, 222 were prepared. In 2010, four resolutions were also chaptered.

#### **Enrollments**



□First Year of Biennium □Second Year of Biennium

#### 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.

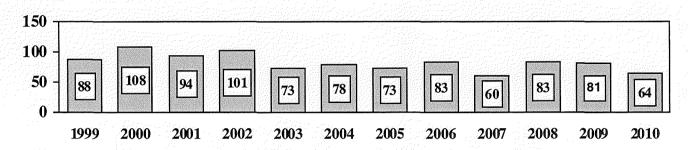
Quality controls for rule drafting include review and approval by the drafting attorneys and peer review by senior legal staff. Many redrafts of documents are typical as a part of the agencies' development of language for rules (see Average Document Drafts per File, next page). Other elements include 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.

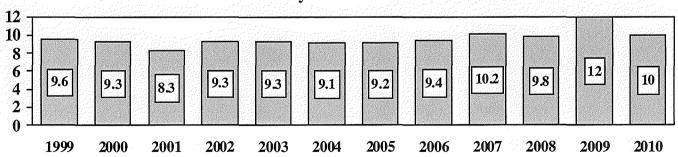
The office opened 81 rule drafting files in 2009 and 64 in 2010.

# New Rule Drafting Files by Fiscal Year



#### **Proposed Rules**

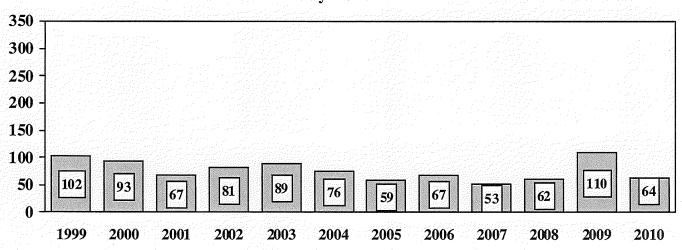
Average Document Drafts per File by Fiscal Year



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

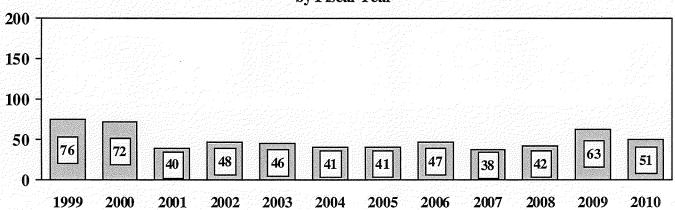


#### **Modifications**

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

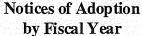


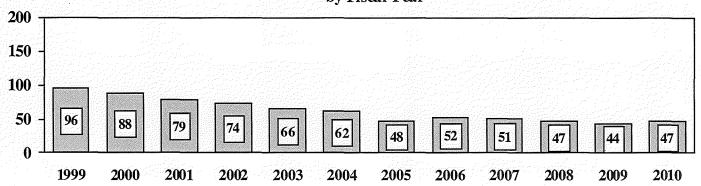
#### **Notices of Adoption**

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*.

#### **Adopted Rules**

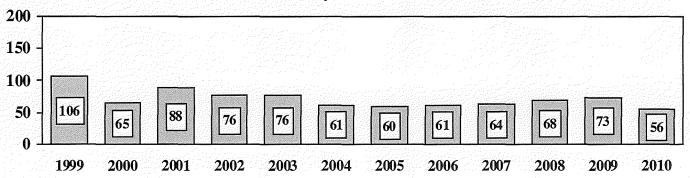




Source of mandate: Minnesota Statutes, sections 14.08, 14.20, 14.28, 14.38, 14.386, and 14.388

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 2009 contains 179 chapters from the regular session. In total, 3,522 sections of Minnesota Statutes were affected. The number of statutory sections affected in 2009, when compared with the comparable odd-numbered year session in 2007, represents a slight increase in acts passed and sections affected. The number of pages in the printed set increased by about 850 pages.

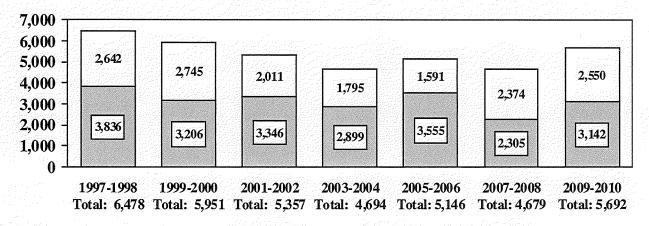
Laws of Minnesota 2010 contains 219 chapters affecting 2,835 sections of Minnesota Statutes. This is even with the 2008 session. The actual bulk of the set, when comparing number of pages, increased by about 175 pages.

The press run for *Laws of Minnesota 2009* was set at 1,850 sets, and the Laws 2010 press run was reduced to 1,525, continuing 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. A survey conducted pursuant to Laws 2010, chapter 217, required the office to poll recipients of free 2010 session laws and statutes and only distribute free copies to those who respond affirmatively. The reduction in the press run of session laws is also due to the results of this survey.

Laws of Minnesota 2009 and Laws of Minnesota 2010 are available to the public on the Internet, as well as in book form.

#### **Session Law Pages**



☐ First Year of Biennium ☐ Second Year of Biennium

#### Minnesota Statutes and Supplement

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

Minnesota Statutes 2009 Supplement supplemented the 2008 edition of Minnesota Statutes. The full edition of Minnesota Statutes 2010 is available online and will be available in book form in early December 2010. 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 entire publication will be composed in house.

Minnesota Statutes 2010 is based on Minnesota Statutes 2008, 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. In the 2010 statutes, the phrase "See Note." was added at the end of each subdivision of a section that has a note relevant to that subdivision or a part of that subdivision, to more effectively alert the reader to relevant notes. The actual note remains after the section and section history.

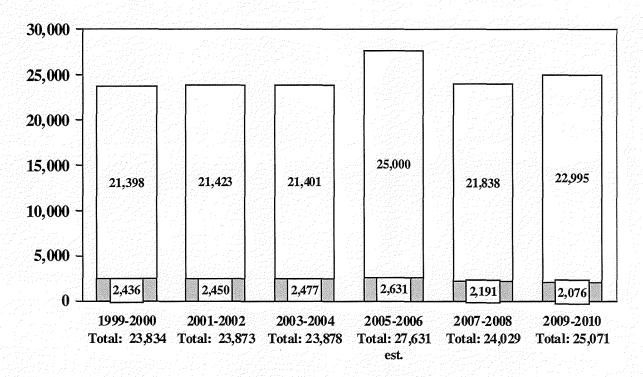
Additionally, notes were added to the text of the statutes to notify the reader to sections or parts of sections that have been declared unconstitutional by a state or federal court that is a precedent. The phrase "See Note." appears after the subdivision if the case is relevant to a portion of the section. The holding and the case is cited in the note following the section.

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. As a result of the survey of recipients of free statutes publications in Laws 2010, chapter 217, the press run for the 2010 edition was reduced by 1,000 sets.

#### **Statutes and Supplement Pages**



#### ■ Supplement □ Full publication

#### 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 2009*, Tables 4 to 6, and *Laws of Minnesota 2010*, 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 2010 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 and a statutory cross-reference table.

### **Statutory Editorial Operations**

Session Year	Session Chapters	Session Law Pages	Average Pages Per Chapter	Statute or Supple- ment Pages	Statutory Units – Amended	Statutory Units - New	Statutory Units - Repealed	Total Statutory Units - Other	Statutory Units - Affected	Session Laws Press Run	Statutes and Supple- ment Press Run
1997	261	3,836	15.04	2,743	3,439	1,254	635	135	5,463	3,100	4,500
<u>1998</u> Total	167 428	2,642 6,478	15.41 15.16	19,882 22,625	2,607 6,046	587 1,841	560 1,195	2 <u>0</u> 155	3,774 9,237	3,100	4,500
1999	250	3,206	12.82	2,436	2,703	825	593	117	4,238	3,100	4,500
2000 Total	<u>251</u> 501	2,745 5,951	10.93 11.88	21,398 23,834	1,720 4,423	818 1,643	347 940	80 197	2,965 7,203	3,100	4,500
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>	458	<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
2006	114	1,591	13.96	25,000 est.	1,218	501	<u>342</u>	<u>16</u>	2,077	2,500	3,500
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
2008	<u>370</u>	2,374	6.42	21,838	_2,009	604	<u>184</u>	<u>4</u>	2,801	2,100	<u>3,200</u>
Total	522	4,679	21.58	24,029	3,986	1,374	650	30	6,040	4,400	6,700
2009	179	3,142	17.55	2,076	2,443	751	322	6	3,522	1,850	3,200
<u>2010</u>	<u>219</u>	<u>2,550</u>	<u>11.64</u>	<u>22,995</u>	<u>1,939</u>	<u>851</u>	<u>325</u>	$\frac{\underline{0}}{6}$	<u>2,835</u>	<u>1,525</u>	<u>2,200</u>
Total	398	5,692	29.19	25,071	4,382	1,602	647	6	6,357	3,375	5,400

#### Minnesota Rules and Supplement

Source of mandate: Minnesota Statutes, section 14.47

A full edition of *Minnesota Rules* was published in 2009. 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.

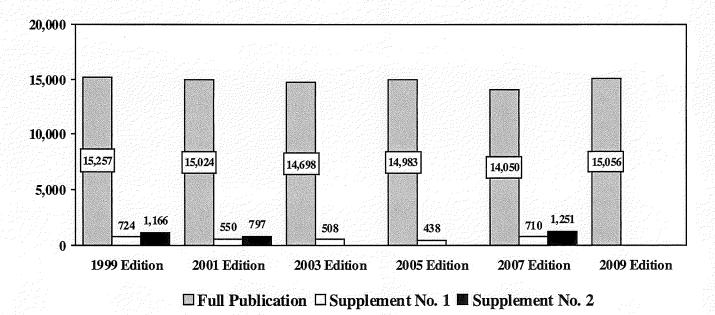
Like the statutes, many changes to the rules are directed by the legislature in the form of Revisor's instructions. Legislation in 2009-2010 produced a number of such changes, adding both to the volume and complexity of the editorial work for the rules.

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 2009 published edition will be supplemented in December of 2010 in pamphlet format.

#### 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 2009 and 2010:

- index to Laws of Minnesota 2009
- index to Laws of Minnesota 2010
- index to Minnesota Statutes 2008
- index to Minnesota Statutes 2009 Supplement
- index to Minnesota Statutes 2010
- index to Minnesota Rules 2009 (full set published)
- index to Minnesota Rules 2010 Supplement, in progress
- indexes to the Court Rules volume of the statutes set in 2010, in progress
- indexes for internal publications as needed

During the biennium just ended, the Revisor's index staff and IT staff have cooperated to produce several major improvements.

As part of a general move toward in-house composition, we composed in house the Minnesota Statutes 2009 Supplement, including its statutes index portions, and the entire Laws of Minnesota 2009 and Laws of Minnesota 2010 volumes, including their indexes. Because the index is produced with proprietary software, composition from the index files required separate development.

The online display of each section of Minnesota Statutes now integrates the index entries for that section, connecting users to other statutory law on the same subjects. Improvements were also made to the user interface for the online version of the Minnesota Statutes index to make main headings more readable.

The index to Minnesota Rules was made available online for the first time in 2010. Our hope is to keep the text and index regularly updated, at least monthly.

The historical indexes to Laws of Minnesota have been made available online in PDF format along with the scanned volumes of the laws for those years.

We continue to produce the print versions of the indexes for the statutes, administrative rules, court rules, and session laws. Work is in progress to display the court rules indexes online in late 2010.

#### **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 2009 supplement to the Court Rules volume was completed on schedule. The supplement included extensive amendments to Rules of Juvenile Court and Professional Rules, as well as amendments to the Sentencing Guidelines, Rules of Civil Appellate Procedure, and General Rules of Practice. The

Court Rules volume will be published in the fall of 2010 and will include amendments to existing rules and new sets of rules received through August 1, 2010. This volume will include extensive amendments to the Professional Rules and Rules of Criminal Procedure, as well as amendments to the Sentencing Guidelines, Rules of Civil Procedure, and General Rules of Practice.

#### **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 is being prepared to replace the edition published in 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. In 2009, the office added full text searches of bills.

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. Status information is input by House and Senate index staff, but computer support is provided by the Revisor's information services staff. Internet information is set out in more detail on page 30.

The office also makes available, upon request, paper and e-mail 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, 47 paper and electronic extracts were requested for a total of 7,350 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.

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 Thomson Reuters 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 House/Senate 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 sometimes included traveling to various places around the state to better understand claims.

Eighteen claims were paid in the 2009 claims bill (Laws of Minnesota 2009, chapter 126), and ten claims were paid in the 2010 claims bill (Laws of Minnesota 2010, chapter 332).

#### **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 2008, Senior Assistant Revisor Jeff

Kase and Assistant Revisor John McCullough have acted as lead coordinators and reporters for the report.

The report submitted in November 2008 contained 20 cases. Four 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 2009 and 2010 meetings of the National Conference on Uniform State Laws. Ms. Timmons served on the drafting committee for the Uniform Collateral Sanctions Act, which was presented for final ULC approval in 2009, and amended in 2010 to conform to the United States Supreme Court case of Padilla v. Kentucky. She was appointed to chair a new drafting committee on Authentication and Preservation of State Electronic Legal Materials, and presented that act for first reading in 2010.

Over the biennium, the conference approved fifteen new acts, five in 2009 and ten in 2010. As of July 1, 2010, the Minnesota Legislature has adopted seventy-one 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 77.5 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 2009 legislative interim, the office offered eight seminars for a total of 13-1/2 hours of continuing legal education credit. In 2010, at least four seminars will be offered, for a total of four 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 professional responsibility, elimination of bias, statutory interpretation, cultural

diversity, legislative process, unemployment insurance, uniform laws, 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 House of Representatives' State Fair booth and the legislature's new member orientation.

#### Compiling Data on Operation and Effect of Laws

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

Unconstitutional Statutes Identified. After receiving several calls from concerned attorneys who use the *Minnesota Statutes*, pointing out that a number of statutes which have been declared unconstitutional by the courts are still published, the Revisor's office embarked on a research project to identify those statutes. In 2009, a list of statutes declared unconstitutional but not amended or repealed by the legislature was posted on the House, Senate, and Revisor intranet systems, with links to the court cases where available. In 2010, under the authority of both Minnesota Statutes 3C.04 and 3C.10, the Revisor's office will display this list on public Revisor pages, and also add notes to the *Minnesota Statutes* to alert users of the statutes if a court has ruled a statute unconstitutional.

#### **Internal Operations**

Source of mandate: custom and procedure

The focus of internal operations improvements during the 2009-2010 biennium continued the trend of recent years; most improvements either relate to, or are the result of, changes in technology.

**In-House Composition.** The implementation of the new computer system (XTEND) has given the Revisor's office staff the tools to compose in house - i.e., lay out the laws, statutes, and rules in a format for printing and binding - without the need for outside assistance. Absorbing this work took a good deal of effort from legal editors and computer staff, but enabled the office to reduce by several weeks the time it takes to edit and publish the laws and the statutes. In-house composition had been a long-term goal of the Revisor's office for several decades, so this achievement is a significant milestone.

**Internal Office Efficiency.** To better serve members, increase efficiency, and reduce operating expenses, the Revisor's office is engaged in continuous improvement of office procedures. Some of the more important internal improvements made in the past biennium include:

- (1) implementing a more refined computer system to track amendment drafts;
- (2) improving subject matter index of internal computerized bill track system; and
- (3) sending drafts of executive branch bills to state agencies and the governor's office via e-mail, to increase efficiency, reduce paper use, and increase speed.

**Preservation of Legislative Data.** The Revisor's office is involved in several projects relating to legislative data preservation.

- (a) Library of Congress grant. The Revisor's office is working with the Minnesota Historical Society (MHS) to evaluate technologies for archiving and providing enhanced access to legislative digital records. MHS is the project lead, having been awarded a grant from the Library of Congress. Ten states and six state legislatures are participating in the project.
- (b) Uniform Laws drafting project. The Revisor of Statutes is, by Minnesota Statute, a commissioner on the Uniform Law Commission. The Revisor, Michele Timmons, has been designated the chair of a drafting committee for the Uniform Authentication and Preservation of State Electronic Legal Materials Act. If the act is approved by the Uniform Law Commission in 2011, it will be available for consideration by all state legislatures.
- (c) Scanning grants. The Revisor's office has applied for and received three small (\$7,000) grants from the Minnesota Historical and Cultural Heritage Grant program, to scan historical legal materials and display them in a searchable format on the legislature's Web site. The first grant supported the scanning and Web display of the administrative rules from 1982 to 2007, and that project is complete. The second and third grants support the scanning and Web display of the Minnesota Statutes from 1996 to 1982 and 1982 to 1849, respectively, and those projects are in progress.

**Full-Text Search for Bills.** In addition to the goal of adding historical content to the legislature's Web site, made possible in part by the grants described above, the Revisor's office has a continuing goal to improve the usability of the Web site. A major improvement made in advance of the 2010 session was to add the ability to search bills by key words. We hope this will make bills even more accessible for members, staff, and the public.

#### 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 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.

Table 1. XTEND's Production Responsibilities

Year	Document Type
2006	- Legislative Documents
	- Senate Journal and Calendars
	- Minnesota Session Laws
	- Minnesota Statutes
2008	- Administrative Rules added
2010	- 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;
- (12) utilize editing features to edit Statutes, and Session Laws; and
- (13) produce side-by-side comparison documents.

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. 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) the public bill status system for data entry and retrieval;
- (5) the Revisor track system for document tracking within the office; and
- (6) the Revisor's office Internet Web site.

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

End User Systems Appliance thin clients, PCs, monitors, printers Custom Software Applications Bill Revisor **XTEND** Status Web Site System Commercial Software Applications **Applications** Arbortext Arbortext Oracle Apache MS Help Publishing App httpd Email Office Desk Engine Server RDBMS (Oracle Database) Data Storage Devices (NAS & SAN) MS Windows Linux Hardware Network & Network Security Computer Room

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 installed a new emergency generator for the State Office Building. This new generator also supplies 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. In 2009, a thirty-year-old air conditioner was replaced with a newer refurbished unit.

#### 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 the Senate and Legislative Coordinating Commission offices.

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 security appliances. 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. Security appliances are Cisco ASA (Adaptive Security Appliance) hardware.

Network security functions are performed by redundant Cisco ASA hardware. This multifunction device integrates a firewall, a virtual private network (VPN), intrusion prevention (IPS), and content security services in a single platform. A 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. A VPN uses a public Internet connection to provide a user working remotely with secure access to the Revisor network. The VPN is used by certain staff during the legislative session, to work from home, allowing them to immediately resolve issues without first commuting to the office. The IPS monitors network data arriving from the Internet looking for known virus and malware code in the incoming data through the use of predefined strings.

The network uses monitoring software 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.

#### 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 it's 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 ran 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
  - o XML Schema Definition (XSD)
- Document display and conversion
  - Arbortext FOSI
  - o Arbortext Styler
  - o XSL Transformations (XSLT)
- XML operations
  - o XPath
- Software operations
  - o Arbortext ACL
  - o Java
  - o J2EE (on the application server)
  - o SQL (for database operations)
  - o 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 allowed 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 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. 2010 values are for January through August.

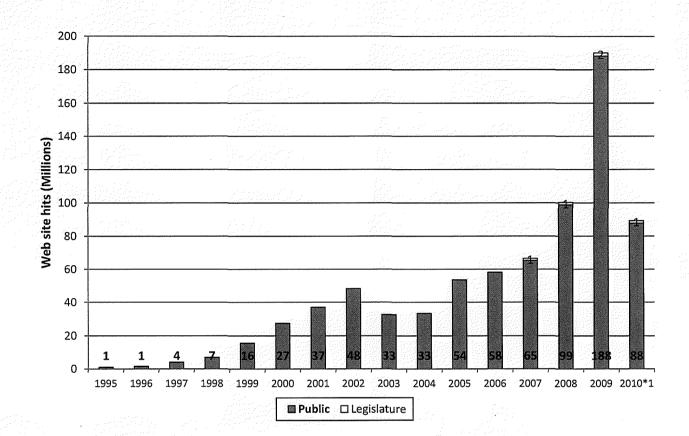


Figure 1.2. Total annual access to Revisor Web server

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 but are expected to be added in late 2010.

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.

Minnesota Rules and index are available online from 1982 to the present. Rules on the Revisor Web site are updated continuously, while the printed publication is fully updated biannually. In 2009, the office initiated a project to scan paper-only full publications of Minnesota Rules from 1982 to 2009. These rules are available in a textual PDF format. The text of all rules is searchable using the office's Web site.

<sup>&</sup>lt;sup>1</sup>Denotes Web hits from January 2010 through August 2010

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, CINDEX, to create the indexes for *Laws of Minnesota*, *Minnesota Statutes*, and *Minnesota Rules*. In 2007-2008, new programs were developed to read the CINDEX 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 court rules. We also plan to develop the ability to update the *Minnesota Rules* index as frequently as the rules text.

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.

#### IS Coordination in the Legislature

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

#### A. Voice over Internet Protocol<sup>1</sup>

**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. The House's core system was significantly supplemented by additional hardware to support the additional demands of the joint offices and the Senate. In 2010, the system's core hardware and software reached their end-of-support date. They are being released as part of a new five-year support agreement.

<sup>&</sup>lt;sup>1</sup> Portions of this section were taken from an LCC report prepared by Greg Hubinger entitled "Information Technology Coordination in the Minnesota Legislature," dated February 11, 2008.

**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 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 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 legislative wireless network, implemented for the 2008 legislative session, covers all legislative spaces in both the Capitol and State Office Building, allows all legislators and legislative staff access to their own networks from any location within the two buildings, and provides Wi-Fi access to members of the public within the same spaces.

The project was 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 configures and maintains the core network hardware, while House and Senate staff 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 538 million hits in 2009.

#### D. Legislative Security and Infrastructure Group

Membership of the Legislative Security and Infrastructure Group (LSIG) includes staff members from the House, Senate, the Revisor's office, Legislative Reference Library, and Legislative Coordinating Commission. Through LSIG, general, technical, and security topics and issues are discussed and addressed by the members. Each office is kept abreast of projects or changes in

systems and architectures that may have relevance to their respective operations and computer networks. The group meets year-round to proactively address security threats.

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