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Chairs and Minority Leads,

Attached is the MARSS Working Group legislative report. This report is being submitted on behalf of multiple agencies/entities that made up the MARSS Working Group.

Please note that this working group was chaired by a member of the Interagency Rules Committee, a staff member of MN Department of Education, but is not an MDE legislative report.

Please let me know if you have any questions.

Best,

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# **Minnesota Administrative Rules Status System (MARSS) Working Group**

Report to the Legislature

As required by 2017 Minnesota Laws, First Special Session, Chapter 4,  
Article 2, Section 60

January 25, 2018

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## For more information:

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As requested by Minnesota Statutes, section 3.197: This report cost approximately \$66,603 to prepare, including staff time, printing and mailing expenses.

*Upon request, this material would be made available in an alternative format such as large print, Braille or audio recording. Printed on recycled paper.*

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## Legislative Charge

The 2017 Minnesota Legislature established the Minnesota Administrative Rules Status System (MARSS) Working Group with the following directive<sup>1</sup>.

Sec. 60. MINNESOTA ADMINISTRATIVE RULES STATUS SYSTEM (MARSS) WORKING GROUP.

Subdivision 1. Creation. The MARSS working group consists of the following nine members:

- (1) the chief judge of the Office of Administrative Hearings, or a designee;
- (2) the secretary of state, or a designee;
- (3) a representative from the Interagency Rules Committee (IRC) appointed by the committee;
- (4) a representative from each of the following agencies with rulemaking experience appointed by the appropriate commissioner:
  - (i) the Department of Health;
  - (ii) the Minnesota Pollution Control Agency;
  - (iii) the Department of Transportation; and
  - (iv) the Department of Labor and Industry;
- (5) as designated by the IRC, a representative from a health-related board; and
- (6) as designated by the IRC, a representative from a non-health-related board.

Subd. 2. MARSS description. The Minnesota Administrative Rules Status System (MARSS) is a concept for a new software application. The application would be built and maintained by the Revisor's Office. Executive branch agencies and others would upload official rulemaking record documents to the system. The goal is to improve public access, security, preservation, and transparency of state agencies' official rulemaking records through the creation of a single online records system. The system would serve as a single Internet location for the public to track rulemaking progress and access the official rulemaking record. Agencies would fulfill their requirement to maintain and preserve the official rulemaking record by submitting required documents to the revisor for inclusion in the online records system.

Subd. 3. Duties. The working group must report by February 1, 2018, to the chairs and ranking minority members of the committees in the house of representatives and senate with jurisdiction over policy and finance for the legislature. The report must identify the functional and nonfunctional requirements of the MARSS system. The working group must define a funding mechanism to share the cost to build and maintain the MARSS system among state agencies and departments.

Subd. 4. Administration provisions. (a) The revisor of statutes or the revisor's designee must convene the initial meeting of the working group by August 1, 2017. Upon request of the working group, the revisor must provide meeting space and administrative services for the group.

(b) The working group must elect a chair from among its members at the first meeting.

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<sup>1</sup> 2017 Minn. Laws, First Special Session, Ch. 4, Art. 2, Sect. 60.

(c) Members serve without compensation and without reimbursement for expenses.

(d) The working group expires on February 1, 2018, or upon submission of documents fulfilling its duties, whichever is earlier.

Subd. 5. Deadline for appointments and designations. The appointments and designations authorized by this section must be completed by July 1, 2017.

## Executive Summary

This report summarizes and builds upon the history of the existing Minnesota Administrative Rules Status System (MARSS Beta System) project and details the work of the 2017 MARSS working group and the proposed MARSS system.<sup>2</sup> The MARSS Beta System is a product of decades of work and effort by the Revisor's Office and state agency representatives, all focused on public access to and the better preservation of historic rulemaking records. The MARSS Beta System has been operational in a beta mode since 2012. As detailed in the MARSS Pilot Project report filed with the Legislature in January 2017, the MARSS Beta System could be further developed. The proposed MARSS system incorporates possible future developments to the MARSS Beta System. The goals of the proposed MARSS system are to improve public access, security, preservation, and transparency of state agencies' official rulemaking records through the creation of a single online records system. This system would be a database of post-adoption rulemaking data and records that would also serve as a single internet location for the public to track rulemaking process and to access all agencies' official rulemaking records. The proposed MARSS system would allow state agencies to more cohesively fulfill their statutory requirements to maintain and preserve official rulemaking records.

The 2017 Legislature established the MARSS working group to propose a new software application to update the existing MARSS Beta System. As directed by the Legislature, the MARSS working group identified the functional and nonfunctional requirements of the proposed MARSS system. This report describes those requirements. The estimated cost of the proposed MARSS system is \$1.3 million to build in-house and \$372,000 annually for maintenance. The MARSS working group also identified and addressed the viability of several options to finance the initial build and/or annual maintenance of the proposed MARSS system, including those that spread the costs among state agencies. The working group found that the proposed MARSS system initial build costs and annual maintenance costs could be supported in whole or in part by four possible funding mechanisms: 1) Odyssey Funds if deemed eligible following legislative changes; 2) Legacy Funding if funds were awarded; 3) Direct Appropriation from the Minnesota Legislature; and/or 4) a small per-use fee for a portion of the annual maintenance costs.

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<sup>2</sup> This report will refer to the existing MARSS Beta System as the "MARSS Beta System." The MARSS pilot project that took place in 2015-2016, prior to the establishment of the MARSS working group, will be referred to as the "MARSS pilot project" or the "pilot project." The proposed MARSS project discussed in this report will be referred to as the "proposed MARSS project or system."

The majority of the working group did not take a position on whether or not the proposed MARSS system should be funded. The Legislature did not request or authorize the working group to provide any such recommendation. It is up to the Legislature to determine if and when the system should be funded after considering the advantages of the system, the cost, and the funding options.

The Office of Administrative Hearings did not support moving forward with the proposed MARSS system at this time based on the perceived lack of demand or need for the system as well as concerns over funding and cost issues in this time of budget shortfall.

The MARSS working group has worked to provide the Minnesota Legislature with the most current information on the requirements of the proposed MARSS system and on options to fund the proposed MARSS system.

## **Administrative Rulemaking**

Administrative rulemaking is the process that executive branch agencies use to adopt or change administrative rules, which have the force and effect of law. As required by state law in Minnesota Statutes, chapter 14, rulemaking requires various public notice efforts, can involve a public hearing, and results in the creation of various documents. As many as 11 different types of documents constitute the official rulemaking record in each rulemaking proceeding.<sup>3</sup> Rulemaking agencies must make documents in the record available for public inspection and preserve the documents permanently, in accordance with applicable law.

Most rulemaking proceedings involve an approval process conducted by operation of law by administrative law judges at the Office of Administrative Hearings (OAH). Administrative law judges review rule filings, including public notice plans, conduct public hearings when required by law, and issue written orders approving or disapproving various rule provisions based on the criteria stated in Minnesota law.

In January 2015, the OAH implemented an electronic filing system. Since 2015, all state agency rulemaking documents submitted to the OAH for review have been eFiled and temporarily maintained in digital form until the conclusion of the rulemaking. These digital filings are only available to the public during the time that the public can file comments on the proposed rules. Upon completion of its review the OAH returns the digital file to the submitting agency for permanent retention. Once a rulemaking is completed the OAH currently maintains only a digital record of Orders issued by administrative law judges related to rulemaking proceedings in its Administrative Law Archives available on its main webpage. The OAH maintains a digital record of all rulemaking filings in its internal case management system in compliance with applicable data retention policies.

The promulgating agency maintains post-adoption rulemaking records in a variety of forms, including on paper and in digital content. Historically, it has been difficult for the public to access comprehensive rulemaking records due to the agencies' variations in preservation methods and the lack of completeness of rulemaking

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<sup>3</sup> Minn. Stat. § 14.365 sets forth the requirements of the official rulemaking record.

records from decades past. Currently and on average, state agencies commence a total of 66 new rulemaking proceedings annually.<sup>4</sup>

## History of MARSS System

Since 1980, the Revisor's Office has collected rulemaking documents and data to help with historical maintenance and research related to rulemaking records in Minnesota. These rulemaking records and data have been gathered in various formats, including paper and digital; and have come from various sources, including the State Archives, state agencies, and other entities that have worked on rulemaking matters.

### A. Existing MARSS Beta System

During the 2012 legislative session the Revisor's Office received an appropriation of \$35,000 from the Arts and Cultural Heritage fund, part of the Legacy Funding available through the state, to design and implement a website to provide public, online, searchable access to historical documents relating to state agency rulemaking.<sup>5</sup> The Revisor's Office matched this appropriation with carry-forward funds and used these combined funds to design and implement the existing MARSS Beta System. The Revisor's Office scanned and uploaded to the MARSS system all paper rulemaking documents that it had collected or received from state agencies. Later in 2012, the Revisor's Office unveiled the existing MARSS Beta System that allows public access to and searching of these documents.<sup>6</sup>

The MARSS Beta System still operates today and rulemaking professionals and the public use it regularly. This use demonstrates the need for access to public rulemaking records.<sup>7</sup> However, the existing MARSS Beta System does have certain limitations.

The Beta System is not a database containing *all* of the documents to which it provides access. Rather, the Beta System database only contains the documents that the Revisor's Office comes across while performing its drafting role in the rulemaking process. Most of the rulemaking documents, however, come from other websites, to which the Beta System provides a link. The Revisor's Office links to rulemaking documents from the

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<sup>4</sup> See Appendix E for rulemaking statistics.

<sup>5</sup> 2012 Minn. Laws, Ch. 4, Art 5, Sec. 7.

<sup>6</sup> Because the MARSS system was being "beta" tested at the time of release, the system was called the "Rule Status Beta System" or "Beta System." The system has not progressed beyond this stage so is still referred to as the MARSS Beta System.

<sup>7</sup> In total, the MARSS Beta System either contains or provides access to almost 10,000 documents. The most recent data from the Revisor's office includes the following breakdown of documents in the MARSS Beta System: links to 1,215 SONARs from the Legislative Reference Library; links to 1,104 documents from the Office of Administrative Hearings; links to an uncounted number of notice publications in the State Register; and in its database, 2,803 documents related to adopted rules, 3,386 certificates, 1,066 Rule drafts from the Revisor's Office, and 4 documents from the Attorney General's Office. See MARSS Rule Status System main webpage, available at [https://www.revisor.mn.gov/rules/rule\\_search.php](https://www.revisor.mn.gov/rules/rule_search.php).



OAH, the Legislative Reference Library, and the State Register. These linked documents include the administrative law judge orders, the statements of need and reasonableness (SONARs), and the public notices. These links can change over time which sometimes leads to difficulty finding rulemaking documents. Because the Revisor does not possess any of these linked documents in a database, the Revisor's Office cannot preserve these records and guarantee their future availability. This is in contrast to the proposed system in which all rulemaking documents would be uploaded to one, centralized database containing the documents, which could be preserved long-term.

Next, the Beta System does not provide access to all rulemaking documents; rather, the Beta System only provides access to a subset of rulemaking documents. Many documents that agencies are required to preserve in the official rulemaking record are not available in the Beta System. These include public comments in response to published notices and rule drafts and agency orders adopting rules.<sup>8</sup> If a citizen or stakeholder desires copies of all of the documents in an official rulemaking record, the individual must first search for the documents on the agency's website or rulemaking docket to see whether the agency has chosen to make the documents digitally available. If not, the individual must make a written data practices request to the agency, and the agency must retrieve and make the documents available through inspection or copying. This process is inefficient for both the requestor and the agency.

Other limitations of the Beta System are that the Revisor's Office cannot authenticate documents, as it currently does for statutes; and the search capabilities are limited. Finally, the Beta System is at risk of being discontinued at any time. There is no statutory mandate or direct funding source for the Revisor's Office to continue supporting the current Beta System. As a result, the existing system may not have the support it needs in the future due to competing, high-priority demands on the Revisor's Office resources.

## **B. MARSS Pilot Project**

The Revisor's Office secured funds from the Legislature in 2015 to conduct a pilot project between July 2016 and January 2017 on possible future improvements to the MARSS Beta System.<sup>9</sup> The objective of the pilot project was to aid in the development of a new software application that would address and resolve the limitations of the existing MARSS Beta System.

The pilot project identified the system requirements for a new software application that could provide a single, centralized, official State rulemaking record storage and retrieval system. This evolved system would serve as a single internet location for the public to access official rulemaking records for adopted rules. At the option of State agencies, it could also be used to provide access to documents in real time during rule promulgation.<sup>10</sup>

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<sup>8</sup> It is estimated that the Minnesota rulemaking process generates roughly 1,000 documents annually for all agencies, combined. In contrast, the Beta System collects or links to roughly 300 documents annually (based on an average of the past five years).

<sup>9</sup> 2015 Minn. Laws, Ch. 77, Art. 1, Sec. 2.

<sup>10</sup> An agency could elect to upload rulemaking documents during rule promulgation, rather than after a rule is adopted, and point the public to the MARSS system to gain access during rule promulgation. Any such option

Agencies could fulfill their statutory requirement to maintain and permanently preserve official rulemaking records by submitting the required documents to the Revisor's Office for inclusion in the MARSS system. Ideally, the MARSS system would permanently preserve and maintain the records and data with security on par with the Revisor's Office security for statutes and rules. It would also provide meaningful search capabilities. The MARSS system would measurably enhance transparency in Minnesota government by providing the public with immediate access to all official rulemaking records, without having to contact each agency and make a data practices request. While the current MARSS Beta System adds accessibility to roughly 300 or so new rulemaking documents each year, the proposed MARSS system would collect all rulemaking documents and provide access to an additional thousand documents or more per year.

The pilot project team researched applicable technologies, contacted states with similar systems and built a prototype using two different commercial products. The pilot project team weighed the pros and cons of a buy versus in-house-build approach system. The team determined that an in-house-build approach would best meet the needs of Minnesota. Minnesota's rulemaking procedures do not fit well with most commercial products available for purchase. The team recommended that the improved system be built entirely in-house by the Revisor's Office because no complete, out-of-the-box, commercial product covered all the desired requirements and using in-house staff would allow the team to benefit from the extensive rulemaking process knowledge already amassed within the state. Vendors contracted for assisting with the project would work closely with the Revisor's Office to create software built to meet specified requirements. The work of and knowledge derived from the pilot project was captured in its January 31, 2017 report.<sup>11</sup> The new software application proposed in the MARSS pilot project was not funded following the submission of its report to the Legislature.

## MARSS Working Group

Following the completion of the MARSS pilot project in January of 2017, the Legislature established the MARSS working group. The MARSS working group had three clear duties<sup>12</sup>: 1) to submit a legislative report by February 1, 2018; 2) to identify the functional and nonfunctional requirements of the proposed MARSS system; and 3) to define a funding mechanism to share the cost to build and maintain the MARSS system among state agencies and departments. The MARSS working group members were set forth in the enabling legislation. The list of MARSS working group members is provided in Appendix H.

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would not replace the fully functional and successful filing system in which agencies formally submit records for required review by the administrative law judges at OAH.

<sup>11</sup> *Minnesota Administrative Rules Status System (MARSS) Pilot Project Report*, Prepared for the Office of the Revisor of Statutes, Minnesota Legislature, Prepared by Janice Kuschner, Project Consulting Group (January 31, 2017), available at <https://www.revisor.mn.gov/office/meetings/>.

<sup>12</sup> See full legislative language included *supra* at p. 4 in the Legislative Charge section of this report.

The MARSS Working group met 10 times, approximately every three weeks, between July 2017, and January 2018. Materials from the MARSS working group meetings are available online at the Revisor's Office webpage.<sup>13</sup> A subgroup of the MARSS working group met weekly for four weeks in August and September 2017. This subgroup focused on reviewing the current rulemaking process in Minnesota and making recommendations about what system requirements were necessary compared to less important improvements to the existing MARSS Beta System.<sup>14</sup> This subgroup worked to define the system requirements that became the functional and nonfunctional requirements of the proposed MARSS system. The MARSS working group reviewed these requirements, discussed them, and approved them.<sup>15</sup> The MARSS working group discussed and created a scope document, based on the enabling legislation, to help guide and focus its work.<sup>16</sup> The MARSS working group also considered and discussed multiple possible funding mechanisms. The funding mechanism options are stated below.

## Proposed MARSS System

The MARSS working group began its work by reviewing Revisor's Office materials about the history of the MARSS project. The working group relied on the recommendations shared by Revisor's Office technology staff at working group meetings, including statements in the pilot project report that a build versus buy approach was the recommended pathway for the proposed MARSS system. Knowing whether a build versus buy approach was recommended for the proposed MARSS system was necessary for the MARSS working group to identify the appropriate functional and nonfunctional requirements of the proposed MARSS system.<sup>17</sup> Consequently, the proposed MARSS system requirements are based on a system built in-house using existing Revisor IT resources, supplemented by hiring additional external resources and purchasing some software and hardware components. The proposed MARSS system would support public policy goals of improving public access to and increase efficiency and consistency in the rulemaking process by providing the level of robustness and security appropriate for the official permanent repository of rulemaking records in the state.

### A. Functional and Nonfunctional Requirements of the Proposed MARSS System

To determine the functional and nonfunctional requirements of the MARSS system, the working group took a similar approach as the pilot project team. The smaller subgroup worked closely with Revisor's Office staff to understand how the current rulemaking process and workflow fit well into a technical database context. The system requirements in the MARSS pilot project were divided into two phases, Phase 1 and Phase 2. The MARSS

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<sup>13</sup> See the 'Meetings' webpage on the Revisor's main website *available at*: <https://www.revisor.mn.gov/office/meetings/>.

<sup>14</sup> See Appendix F-Small Sub Group Requirements Recommendations.

<sup>15</sup> See Appendices B and F.

<sup>16</sup> See Appendix A-Scope Document.

<sup>17</sup> A buy approach would have resulted in different functional and nonfunctional requirements than a build approach, hence why the working group needed to know what recommended pathway would direct its work regarding system requirements.

working group went through these requirements and determined that several requirements in Phase 2 were unnecessary. Therefore, it folded other Phase 2 requirements into Phase 1 due to their importance. The MARSS working group ultimately decided to remove the references to Phase 1 and Phase 2 that related to the requirements in the initial build of the proposed MARSS system. The requirements in Appendix B describe the functionality of the initial build of the system. These requirements correspond to the cost estimates outlined in Appendix D. The proposed MARSS system would be built in-house with the flexibility to add additional features in the future as a need for those capabilities arises.

The subgroup met frequently over several weeks to determine a list of requirements for the proposed MARSS system. The group broke these requirements into three groups: 1) needed; 2) options for future capabilities or sophistication the working group wanted to preserve; and 3) not needed. Appendixes B and F set out these system priorities in more detail.

The capabilities to be supported in the initial proposed MARSS software system are described below in narrative language to show how the capabilities are linked to the goals of the proposed MARSS system. More technical detail is provided via the functional and nonfunctional requirements document in Appendix B, written as software requirements specifications for the technical team that would ultimately build the proposed system.

### *Transparency in the Rulemaking Process and Access to Rulemaking Information*

The proposed MARSS system would provide increased transparency and access to rulemaking information post-adoption of proposed rules. Agencies engaged in rulemaking would be responsible for submitting rulemaking information to the proposed MARSS system. The agencies would receive support from the proposed MARSS system in their aim to provide process transparency and information access. This aim would be easier to achieve after the official post-adoption rulemaking records are maintained in one place, rather than being held at each of the more than 70 agencies with rulemaking authority.

The proposed MARSS system would also provide internet and mobile access to post-adoption rulemaking information to the public as well as to legislative staff, officials, and committees. The proposed MARSS system would provide robust search options to promote greater access to relevant rulemaking information. This information would include adopted rules, active rulemaking proceedings status, and abandoned and historical rules that precede the MARSS Beta System, to the extent possible. Because the rulemaking information posted by agencies would be stored permanently in the proposed MARSS system, the resulting historical rulemaking records could be easily accessed in the future.<sup>18</sup>

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<sup>18</sup> For an example of an existing publicly accessible rulemaking database system with high-level functionality see the State of Connecticut's "State Agency eRegulations System." This system can be found at <https://eregulations.ct.gov/eRegsPortal/>. This web site contains "Quick Links" to "Final Approved Regulations" and "Regulations in Process." The front page also contains live links to all "Regulations Open for Comment." It also contains "Regulations Process 101." This system makes its regulations accessible and transparent and would be a helpful model to examine if additional information about an existing system is needed.

### *Proactive Engagement through the Provision of Relevant Rule Information*

The proposed MARSS system could notify relevant parties, including legislative staff and committees associated with rulemaking proceedings of pertinent rulemaking events. The proposed MARSS system could also notify agencies of important developments, such as statutory, rule, or law changes that could affect the rules.

The proposed MARSS system would include only public information. All interested members of the public would be able to see a timeline displayed with current rulemaking activity and status. The proposed MARSS system would also allow agencies to swiftly release rulemaking information to the public via the MARSS system as soon as it is ready for public review. After rule adoption, the entire official rulemaking record would be publicly accessible through the proposed MARSS system and permanently maintained.

#### *1. Efficiency and Consistency*

Improved efficiencies and consistency would be achieved from all agencies using a deliberately designed, uniform shared system. Agencies would have greater support for their rulemaking activities and documentation. For instance, agencies would have process support through a personal dashboard for tracking their rulemaking, reports, and topics of interest.

#### *2. System Robustness*

The proposed MARSS system would be built as a robust, secure, reliable system appropriate for permanently preserving official rulemaking records. The proposed MARSS system would also be built with flexibility to accommodate capabilities needed or wanted in the future. Some capabilities to enhance the proposed MARSS system in the future have been identified and are described below.

### *Future Capabilities*

#### *1. Assigned Reviews*

A future capability of the proposed MARSS system could be to facilitate support for statutory reviews that authorized reviewers must complete, such as the Minnesota Management and Budget Office, and the Governor's Office. These entities could be authorized reviewers and given specific access to items in the proposed MARSS system that are not yet available to the public. Internet or mobile device access could provide the necessary avenue for completing these reviews.

#### *2. Expanded Proactive Engagement and Advanced Notifications*

A second possible future capability is the support for agency users through a system-generated personal dashboard for tracking relevant rulemakings, reports, and topics. This option might also be extended to legislative staff and committees, other officials, and the public.

A third possible future capability is enhancing the public's access to rulemaking information through publicly available rule-topic or rule event-based subscription services. Anyone would be able to subscribe to specific rulemaking information through a self-help interface. This capability could also replace the requirement that agencies maintain lists that identify interested and affected persons or entities or notifying them when relevant rule information is available.

Last, the future system capabilities could be expanded to include workflow support, such as alerting an assigned reviewer of an upcoming review deadline. While the proposed MARSS system would support public information only, the system would be designed with flexibility to accommodate future security needs.

## **B. Cost and Funding Mechanism Options**

The proposed system as described above would cost approximately \$1.3 million to build, and \$372,000 annually for maintenance.<sup>19</sup> This takes into account the functional components described above, with the flexibility to add future enhancements if ever desired.

To carry out the legislative directive to define a funding mechanism to share the cost to build and maintain the proposed MARSS system among state agencies and departments, the MARSS working group examined several options.

This section briefly describes all options that the working group discussed that could be pursued in the future as possible funding mechanisms to support the proposed MARSS system. The MARSS working group rejected some options as not viable and identified others that might be pursued in the future. This report contains all options the working group considered. The Pay Per Use, Private Funding, and Ad Revenue options were determined to be not viable. The Odyssey Fund, Legacy Fund, and Appropriation options, as well as a small per-use fee, could be pursued as possible funding mechanism in the future.

### **Appropriation Option**

A direct appropriation from the Legislature (distinct from the below-mentioned Arts and Cultural Heritage Fund appropriation option) is the most direct funding mechanism option considered by the MARSS working group. The proposed MARSS system could be entirely or partially supported by a direct appropriation for the initial build costs and annual maintenance costs. These costs are expected to be spread out over a five-year period of development and maintenance as described in Appendix D, which details the initial build and maintenance costs of the proposed MARSS system. The Legislature has provided appropriations for the MARSS system in the past, establishing that an appropriation is a viable funding option.

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<sup>19</sup> See Appendix D for more detailed cost information.

## Odyssey Funding Option

The MARSS working group consulted with MN.IT staff and legal counsel about using Odyssey Funding for funding the proposed MARSS project.<sup>20</sup> Odyssey Fund accounts are a way to preserve state-agency's unused funds that have been previously appropriated to and agency and then are dedicated for agency IT purposes. This funding option is only available when executive agencies have unexpended funds available and subsequently approve the use of unexpended funds for this purpose. Specifically, the MARSS working group considered whether state agencies could use unexpended funds with approval after these funds were transferred to MN.IT to fund an Odyssey account, which the Revisor would use to support the initial build or maintenance of the proposed MARSS system.

Minnesota Statutes, section 16E.21, subdivision. 2, outlines the Odyssey Fund Account's purpose and the permitted use of funds as follows:

Subd. 2. Charges. Upon agreement of the participating agency, the Office of MN.IT Services may collect a charge or receive a fund transfer under section 16E.0466 for purchases of information and telecommunications technology systems and services by *state agencies and other governmental entities* through state contracts for purposes described in subdivision 1 (emphasis added).

Minnesota Statutes section 16E.0466, subdivision 1, states the following:

### 16E.0466 STATE AGENCY TECHNOLOGY PROJECTS.

Subdivision 1.Consultation required. (a) Every *state agency* with an information or telecommunications project must consult with the Office of MN.IT Services to determine the information technology cost of the project. Upon agreement between the commissioner of a particular *agency* and the chief information officer, the *agency* must transfer the information technology cost portion of the project to the Office of MN.IT Services. Service level agreements must document all project-related transfers under this section. Those agencies specified in section 16E.016, paragraph (d), are exempt from the requirements of this section (emphasis added).

MN.IT's executive team and legal staff advised the MARSS working group that the current statutory authority does not allow Odyssey Fund money to support a project that is managed or built by the Revisor's Office, rather than an executive branch agency. The MARSS working group asked MN.IT if the Revisor's Office might be able to access these funds as an "other governmental entity" under Minnesota Statutes, section 16E.21, subdivision 2. MN.IT's position was that because the Revisor's Office, a non-executive state agency, would be the entity building and maintaining the proposed MARSS system, the Revisor's Office would not fall within the scope of an

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<sup>20</sup> Overview documents of the Odyssey Funding purpose and process provided to the MARSS working group by MN.IT staff are available in Appendix G.

“other governmental entity” under the statute which could appropriately receive Odyssey funding to support a technology project.

MN.IT staff pointed to the use of the term “state agency” in Minnesota Statutes, section 16E.0466, subdivision 1, in support of its position. In addition, MN.IT legal counsel noted that both Minnesota Statutes, sections 16E.21 and 16E.0366, provide that the cost of a project supported by Odyssey Funding must be transferred to MN.IT, and in the case of the proposed MARSS system, the money would not be transferred to be spent by MN.IT. Instead, the money would be transferred to and spent by the Revisor’s Office. MN.IT legal counsel noted further that Minnesota Statutes, section 16E.0466, discusses MN.IT and the *agency* entering into a service level agreement for the technology project, and in the case of the proposed MARSS system MN.IT would not be leading the project so the proposed arrangement would not fit into the statutory language that requires the fund transfer and the service level agreement for MN.IT to lead the project.

The working group respects MN.IT’s interpretation of the current statutory language. However, this funding option could be reconsidered if the Legislature amended the Odyssey Fund statutes to make the funds available for use by the Revisor’s Office and clarified which “other governmental entities” would be appropriate recipients of Odyssey Funding.

### **Legacy Fund-Arts and Cultural Heritage Fund (ACHF) Option**

The MARSS working group considered a grant from the “Legacy Fund” as a funding option. On November 4, 2008, Minnesota voters approved the Clean Water, Land and Legacy Amendment, which amended the Minnesota Constitution to create a new 3/8 cent sales tax. The Legacy Amendment created four funds, one of which is the Arts and Cultural Heritage Fund (ACHF). Nineteen and one-half percent of the total Legacy Fund proceeds are dedicated to the ACHF. The Legacy Amendment mandates that a portion of the ACHF be used “to preserve Minnesota’s history and cultural heritage.”<sup>21</sup> This money funds the Minnesota Historical and Cultural Heritage Grands Program.

For each biennium during the 25-year life of the tax, the Legislature appropriates funds from the ACHF to the Minnesota Historical Society for this grant program. As required by law, the Minnesota Historical Society appointed a volunteer citizen panel to guide decisions for the grants. Following a competitive award process, the panel makes recommendations to the Minnesota Historical Society’s governing board. The governing board makes the final approval of any grants.

The grant program provides funding to projects in the state of Minnesota focused on preserving Minnesota’s history and cultural heritage. State and local governments are among the entities eligible for a grant, including state agencies. Grants are awarded based on a review of detailed information in the grant application, including project need and rationale, responsible persons, budget and time and impacts.

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<sup>21</sup> Minnesota Constitution, Article XI, Sec. 15.



An alternative avenue to receive funding from the ACHF is a direct appropriation. Under Minnesota Statutes, section 129D.17, subdivision 2(d), the Legislature may make a direct appropriation from the fund to a state agency or other recipient consistent with fund goals.

Part of the long-term vision for ACHF use is “providing every Minnesotan lifelong access to programs and activities that engage him or her as ... historian... and creator of Minnesota’s future.”<sup>22</sup> One type of project that is consistent with this theme of engaging a citizen as a historian and participant in government is preserving documents that show the development of law in Minnesota. Preserving these important records permits Minnesotans to research past policy trends and more knowledgeably participate in the future development of State policy. As explained below, a review of past expenditures of fund resources shows that preserving these types of legal records is an appropriate use of grant funds.

Several years ago, the Minnesota Historical Society approved a grant from the Cultural Heritage Grants Program to the Revisor’s Office to digitally preserve and archive State statutes. Records of statutes dating back to the earliest territorial days were housed in the few remaining copies of old, physically deteriorating books. Preservation of these records saved one of the best sources of history about the development of public policy in Minnesota.

As stated earlier in this report, in 2012, the Legislature made a direct appropriation of program funds under ACHF to the Revisor’s Office for \$35,000 for creation of the existing MARSS system. The appropriation required using Revisor’s Office matching funds, for a total funding source of \$70,000.<sup>23</sup>

Most recently, however, the Revisor’s Office applied for an ACHF grant to fund the MARSS system. That application was denied.

The MARSS working group considered the option of applying for a grant from the Cultural Heritage Grants Program to fund the initial build of the MARSS system. Because the most recent grant application for MARSS funding was turned down, the working group concluded that a grant is not a likely source of significant funding for the proposed MARSS system. One option is for the Legislature to make a direct appropriation of funds under Minnesota Statutes, section 129D.17, subdivision 2(d), as it did in 2012 for the existing MARSS system. For the reasons described above, an appropriation under this section would be consistent with the goals of the historical preservation fund.

Consistent with the MARSS working group’s charge to find a funding mechanism that shares system costs among agencies, another option would be for several interested agencies to jointly submit another grant application seeking Legacy funds to support the proposed MARSS project in full or in part.

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<sup>22</sup> Minnesota State of Innovation: A Twenty-Five Year Vision, Framework, Guiding Principles, and Ten-Year Goals for the Minnesota [ACHF], (January 15, 2010), *available at* <http://legacy.leg.mn/sites/default/files/resources/ACHFFinal.pdf>.

<sup>23</sup> Minnesota Laws 2012, Chapter 264, Article 5, Section 7.

## Direct Agency Funding

The MARSS working group considered agencies' funding the initial development of the proposed MARSS system by charging agencies or other entities engaged in rulemaking for each use of the system. The Revisor's Office provided the number of rulemakings opened each year by state agencies for the five years before the working group convened. This data is available in Appendix E.<sup>24</sup>

If the cost of building the proposed MARSS system were assessed using the average number of rulemakings opened in one year, the cost per use would be nearly \$20,000.<sup>25</sup> No agency could absorb this additional rulemaking cost.

The proposed MARSS system plan assumes the cost of the system would be amortized over five years. If the initial cost of the system were assessed using the total number of rulemakings in the last five years, the cost per use would be approximately \$4,000. The MARSS working group determined that no small agency or board could absorb this additional cost. Plus, even larger agencies would find it difficult to pay this additional amount, particularly if the agency needed to adopt or revise multiple rules.

The MARSS working group also noted that some agencies are required to pursue more rulemakings than other agencies. Under a fee-per-use funding system, these agencies would bear the majority of the cost of the proposed system. If emergency and expedited rulemakings were excluded from the per-use calculation, the already prohibitive per-use cost would be even higher.

The MARSS working group examined whether the proposed MARSS system would generate substantial savings for agency users that could offset the system's costs. The group discovered that, in general, such cost savings would not be substantial. Although most agencies anticipated using the proposed MARSS system to fulfill their statutory obligation to permanently store their rulemaking records, other agencies deemed it necessary to continue maintaining their own storage systems. Considering the low cost of electronic storage, the anticipated savings from using the proposed MARSS system to store rulemaking records would be minimal. This analysis does not take into account, though, the costs associated with stakeholders needing to make a data practices act request to access a complete rulemaking record, and agency costs to retrieve and produce the documents. Not all agencies have the resources to store rulemaking records digitally, and the cost of producing documents is higher for those agencies because paper records must be collected from archives and either produced for inspection or copied.

The MARSS working group also explored dividing the proposed MARSS system on-going maintenance costs among all agencies on a full time equivalent basis. The workgroup rejected this option because large agencies would bear most of the cost even if they did little rulemaking. In addition, small agencies and boards would have had difficulty absorbing this additional cost.

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<sup>24</sup> See Appendix E, Rulemaking Statistics.

<sup>25</sup> This figure was derived from dividing the estimated cost of the initial build of the proposed MARSS system by the average number of rulemaking proceedings open per year, 66.

The projected annual maintenance cost of the proposed MARSS system is \$372,000 per year. If this annual cost were divided by the average number of rulemakings filed per year, the fee for annual maintenance would be approximately \$5,700 per rulemaking. Again, even large agencies would find it difficult to absorb this cost. The MARSS working group however, believed that a small per-use fee could be an option to offset some of the proposed MARSS system's annual maintenance costs.

### **Private Funding Source Option**

The MARSS working group considered the possibility of a private-sector entity being interested in developing the proposed MARSS system as a business opportunity but ultimately rejected this idea. The proposed MARSS system is not a likely prospect for generating revenue. Private enterprises would typically require either profit or some other recompense for their contributions, thus increasing costs to taxpayers, an unacceptable waste of public funds.

### **Ad Revenue Option**

The MARSS working group considered advertising revenue as another possible funding mechanism to support the initial building and the maintenance of the proposed MARSS system. This option would involve generating revenue for advertisements placed on the web pages of the proposed MARSS system website. Ad revenue can be generated either by static or dynamic advertisements. Static ads are display ads, similar to what one might see in a publication such as a newspaper or magazine. Dynamic ads would solicit a user to click through to another website, presumably that of the advertiser. Both types of ads are ubiquitous in the commercial realm, but very uncommon to non-existent on, state government websites.

An inquiry was sent to all 50 states and the District of Columbia through the list-serv of the International Association of Commercial Administrators, (registries of business filings and secured financing liens) asking:

“Do any of you have, or do any of your jurisdictions have, paid advertising on your official websites?”

Most jurisdictions did not respond. The following states did respond: Arizona, Florida, Hawaii, Indiana, Kansas, Louisiana, Nevada, North Carolina, Ohio, Pennsylvania, Texas, Utah, Washington, West Virginia, and Wyoming. The District of Columbia also responded. Of all the jurisdictions that responded, not one was using website advertising. Arizona prohibits the practice. Kansas expressed concerns about equal access to this advertising. Utah thought there was a potential conflict of interest in advertising. While most states did not respond, the question was stated in the positive, meaning that a nonresponse is more likely to mean that the jurisdiction did not have advertising on their sites.

In discussion with technical staff, it was also determined that there might be security concerns; one expert stated:

“In the past, I have run across situations where ad feeds from third parties have been infected with malware. These situations pose risks to users of the systems, whose machines are probed and scanned behind the scenes by malware in the ad feeds. We had this happen

a while back where some state users picked up malware from ad feeds on the Star Tribune site.”

In addition, it was unclear whether any substantial amount of revenue could be raised from this method, as rates are relatively low for click-throughs as well as banner ads. After considering the information gathered about this funding mechanism option, the MARSS working group determined that the ad revenue option was not a viable funding mechanism to pursue.

## **Summary of Working Group Funding Mechanism Option Findings**

The majority of the MARSS working group found that the MARSS system initial build costs and annual maintenance costs could be supported in whole or in part by four possible funding mechanisms: 1) Odyssey Funds, if deemed eligible following legislative changes; 2) Legacy Funding; 3) Direct Appropriation from the Minnesota Legislature; and/or 4) a small per-use fee for a portion of the annual maintenance costs. The proposed MARSS system could be funded by one of these options entirely or by a combination of two or three of all four options.

The MARSS working group has worked to provide the Minnesota Legislature with the most current information on the requirements of the proposed MARSS system and on options to fund the proposed MARSS system.

## **Conclusion**

The existing MARSS Beta System is the product of decades of effort to improve public access to and the preservation of executive branch rulemaking records in Minnesota. The proposed MARSS system would greatly enhance the MARSS Beta System and support the primary benefits of government transparency and public access to rulemaking information. In addition, the system would put proactive engagement methods in place to provide timely relevant rule information to all, including legislative staff and committees, and elected officials. The system could be built with future needs and expansion in mind. Several funding mechanism options are available to pursue spreading the initial cost of building and maintaining the proposed MARSS system among state agencies and boards over several years.

## Bibliography

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Minn. Stat. § 16E.04466

Minnesota Constitution, Article XI, Sec. 15

*Minnesota Administrative Procedure*, Edited By George A. Beck & Mehemet Konar-Steenberg, 3<sup>rd</sup> Ed., Revised 2014, available at <https://mitchellhamline.edu/minnesota-administrative-procedure/18-4-editing-compiling-publishing-and-preserving/>.

*Minnesota Administrative Rules Status System (MARSS) Pilot Project Report*, Prepared for the Office of the Revisor of Statutes, Minnesota Legislature, Prepared by Janice Kuschner, Project Consulting Group (January 31, 2017), available at: <https://www.revisor.mn.gov/office/meetings/>.

Minnesota State of Innovation: A Twenty-Five Year Vision, Framework, Guiding Principles, and Ten-Year Goals for the Minnesota [ACHF], (January 15, 2010), available at <http://legacy.leg.mn/sites/default/files/resources/ACHFFinal.pdf>.

All documents utilized at and prepared for the MARSS working group meetings are posted on the Revisor's Office webpage and available online at: <https://www.revisor.mn.gov/office/meetings/>.

## List of Appendices

Appendix A-Scope Document

Appendix B-Functional and Nonfunctional Requirements

Appendix C-Build vs. Buy

Appendix D-In-House Build Plan

Appendix E-Rulemaking Statistics

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Appendix H-MARSS Working Group Members

## Appendix A

### MARSS Project

### Scope of Requirements Refinement Effort

### Of the MARSS Working Group

Draft updated December 5, 2017

#### Intentions

*The intentions behind the MARSS Working Group's requirement refinement work are:*

#### Contribution to End Results

*We will know we are done with the requirements refinement work when:*

- At the completion of the requirements refinement effort for the MARSS project, the following items will be produced to the satisfaction of the MARSS working group:
  - Validated and agreed upon **solution** requirements
    - The solution requirements will detail the **functional and non-functional** (system quality attributes) requirements which will establish the expectations for behaviors and characteristics of the solution.
    - The requirements will be parsed to phases of delivery if there are more than one phase.
    - The combination of diagrammatic and textual representations of the requirements will be refined according to the workgroup's decisions for use by technical staff/contractors/vendors who will deliver the system.

#### Expected End Results

*The above work will ultimately contribute to the completion of these next steps:*

- Finalize the solution components needed to support the requirements.
- Determine build or buy direction.
- Refine cost estimates.
- Have a full picture of the requirements, solution components, and associated costs for use in securing funding.

#### Values

*We will stay true to these guiding principles or values as the work is completed:*

- We must meet the requirements of 2017 First Special Session, Chapter 4, Article 2, Section 60.

- We must clearly identify the elements that will meet the basic requirements and those that are desirable additions.
- We must strike the appropriate balance between recommending a more robust and comprehensive informational system and cost containment. We want to evaluate the cost of an informational system, and maintain flexibility for future expansion to the extent possible for a reasonable price. We need to evaluate the on-going cost of using the system (efficiency).
- We value executive branch control over MARSS data without the concerns raised by permission-controlled, co-mingled legislative and executive branch data. In other words, the system must segregate MARSS data from legislative branch data.
- We value compliance with the Americans with Disabilities Act (ADA) requirements for website design, which is a requirement of executive branch websites.
- We want to proceed in the most efficient and time-saving manner possible without compromising the completion of the planned work. To this end, we support measures such as pre-work, off-line work, smaller groups for some topics, and the like.
- We seek efficiencies that will draw on resources and expertise already created within the Revisor's Office for planning, implementation, and maintenance.
- The system should have a consistent format for information presented to the public.

## Focus

*Aspects of the domain to focus on and not to focus on.*

- **Breadth**
  - In scope:
    - The scope of an informational system is described in 2017 First Special Session, Chapter 4, Article 2, Section 60. Additional functionality may be provided over time in phases and, therefore, long-range requirements are also included (see pilot project deliverables that relay both initial and possible future requirements). All pilot requirements require validation, with possible removals, additions or changes.
    - From the pilot, a list of refinement areas was identified. These refinement areas will be considered and will be resolved if resolution is needed to meet the functional requirements determined by the working group.
  - System components. This list will be refined based on the refinement of requirements.
    - Centralized Public Access
    - Authentication of Records
    - Centralized Preservation
    - Comprehensive Security Features
    - Search Capabilities
    - Other components may be added depending on projected cost.
  - Out of scope:
    - Support for the drafting of rules and other rulemaking documents is out of scope.

- **Depth**
  - Sufficient detail is needed to identify the components needed for the MARSS system. It is expected that further elaboration and detailing will be needed during development and/or configuration.
    - If the direction is a build, some requirement detail can be deferred for refinement during the build.
    - If the direction is to buy, more detail is needed to test products for fit and to ensure future capabilities, if more than one phase is planned, will be supported.
- **Emphasized Perspectives**
  - Input from Working Group subject matter experts is likely to represent the range of needs. Input from all state agencies affected is not critical as those selected for participation are representative of the agencies.
- **Universality**
  - This body of requirements is intended to apply to all Minnesota state agencies granted rule-making authority.
  - Scalability is important to keep in mind and care should be taken to define requirements with this aim (e.g. identifying repeatable patterns).
  - The ultimate MARSS system is intended to be maintained for a significant length of time – 10 or more years.
- **Scope of Integration**
  - MARSS will replace the Revisor BETA system.
    - Note: Not all agencies are using our BETA system.
    - [https://www.revisor.mn.gov/rules/rule\\_search.php](https://www.revisor.mn.gov/rules/rule_search.php)
    - BETA data will be migrated.
  - Agencies should be provided with interfaces (web services ...) as needed.

## Context

*Understandings, facts, constraints and risks to be mindful of as analysis work is conducted.*

- **Understandings:**
  - The system might impact the overall process and Statutes.
  - It is the agency's responsibility to maintain the rule making record, per uploads of items in the form required by the Revisor.
  - The system may ultimately be built in-house, may be a COTS product, or may be a combination of these.
  - We have already developed some understandings about the components of the system and the logical allocations to phases. Business decisions and technical knowledge can leverage and refine these understandings as we proceed.
- **Constraints:**
  - The requirements must align and be in compliance with statutes, rules and law that govern the rule-making process, with the caveat that discoveries may point to reasons to change the law.
  - Data must be retained forever.



- **Facts:**
  - Currently, agencies do things differently and have different forms (although MDH does have suggested templates).
  - OAH has forms that are largely used.
  - Electronic docs can be accepted by the Revisor and OAH if in a format approved by the Revisor/OAH (in law).
  - The DNR has exempt emergency rulemaking (84.027, subd. 13 and 13a) that no one else has, which need special consideration, with AG involvement (include in first iteration, big gain for public access).
  - Format requirements will be varied:
    - Formats of public comment and exhibits (e.g. photos)
    - A video might be part of rule-making record.
- **Deadline**
  - A final report is due by February 1, 2018. Sufficient time to address funding decisions must be saved for the November/December timeframe. Therefore, requirements refinement should be finalized by the end of October.

# APPENDIX B - Requirements

The requirements listed below cover both functional and non-functional requirements for the initial build of the Revisor's MARSS system. Further refinement, elaboration and validation of these requirements will be done at the beginning of and during the system build.

Definitions of users:

Admin User - a user that has access to all aspects of the system and is responsible for creating and managing all user accounts, domain lists and other technical aspects of the system.

Authorized User - a user of the system who has been given log-in credentials by the admin user. The permissions assigned to the authorized user will determine which features and data the user is allowed to access and modify.

Agency User - An authenticated user who is allowed to input data into the system and is responsible for the contents in the rulemaking records.

Legislative User - legislators and legislative staff interested in rulemaking. In the initial build of the system these users will receive notifications from the system.

Public User - A general user of the system who will have access to query and view all public data stored in the system. All users have the access levels of the public.

Functional Requirements			
Use Case	Req	Name	Use Case or Requirement Description
U000		Cross-Cutting Features	A number of desired features apply generally to many or all use cases, as identified below.
U000	R003		The system will provide validation where appropriate, such as for spell checking, valid dates, and valid Statute citations.
U000	R005		The system will provide a timeline representation of the rulemaking process with which all users, including the public and legislative staff, can see the current status and progress of a rulemaking.
U000	R006		The system will support viewing of all screens via a mobile device, with all displays optimized for mobile viewing. This includes being able to use a mobile device to view reports.
U000	R007		A agency user will be able to flag rulemaking events, rulemaking record items and documents as not ready for public viewing. These flagged events, items and documents will NEVER display to a public user. However, all data in MARSS will be treated as public data and will therefore be accessible via a data request.
U000			The system will provide a personal dashboard with information relevant to the authenticated agency user. Dashboards for public and legislative users are a future consideration.
U000	R010		An admin user will be able to leverage, programmatically, real-time events sent to the Xtend system from the MARSS system.
U000	R011		An agency user will be able to delete events, items and documents which the agency user or someone within the agency user's group has entered prior to the formal adoption of a rule revision. After formal adoption of a rule revision, records will be locked for the rule proceeding for any agency user, but an admin user would have the rights to delete records.
U001		Create Rulemaking Proceeding	The agency user will be able to create a rulemaking proceeding - provided they have the permissions to do so.
U001	R001		A revisor ID will be assigned to a rulemaking proceeding in any status provided that it is the initial entry. The Revisor ID will be produced sequentially in the format of R-#####.
U001	R002		The system will enforce that all data required for a rule proceeding has been provided and validated before allowing creation of the proceeding record.
U001	R003		The agency user will be able to select the applicable rulemaking proceeding type {General with Hearing, General without Hearing, Expedited, Exempt...} for a rulemaking proceeding.
U001	R004		The agency user will enter a rulemaking revision description, the statutory authority and effective dates of this authority (no end date for permanent).
U001	R005		The agency user will be able to supply as much of the meta data about a rulemaking proceeding as they choose at creation time. The same features for updating a rulemaking proceeding apply.
U001	R006		More than one user from different agencies might need permissions for the same rulemaking proceeding for instances where the ownership is shared across agencies.
U001	R007		An agency user will be able to get a user-friendly/clean URL permalink from the system's webpage that is specific to the rulemaking proceeding to add to an agency website.
U001	R008		Agency user entered citations to Revisor documents (Statutes, Laws, Rules) should link to the cited documents located on the Revisor of Statutes website (citation algorithm available from Revisor's Office).
U002		Update Rulemaking Proceeding Record	The agency user will be able to update a rulemaking proceeding extending from the creation of a rulemaking proceeding or from a view whereby the specific rulemaking proceeding can be selected for edit.
U002	R001		The agency user will be able to update all data associated with a rulemaking proceeding that is not limited by permissions.
U002	R002		The agency user will be able to cancel a hearing date and enter a cancellation date.
U002	R003		The agency user will be able to update keywords or topics associated with a particular rulemaking proceeding that may later be used as search criteria. Keywords may be selected or entered. Topics may only be selected.
U002	R004		The data entered for rulemaking record items may aggregate up to the rulemaking proceeding, such as an aggregate number of requests for hearing uploaded on different dates. Derived data will be displayed with a rulemaking proceeding.
U002	R005		The agency user will be able to select the committee(s) with jurisdiction for a particular rulemaking proceeding.
U002	R006		The agency user will be able to select the corresponding contacts for a committee and their emails for the purpose of notifications.
U002	R009		The agency user will be able to add rulemaking events to a rulemaking proceeding.
U002	R012		The agency user will be able to add rule provisions to the rulemaking proceeding, subject to validation of a valid citation, in addition to the list automatically received from the Revisor Xtend System.
U002	R013		The agency user will be able to assign detail on a rulemaking provision event as: new, amended or repealed by adding it if it does not already exist or by editing the existing value.
U002	R014		The agency user will be able to remove any rule provisions listed as affected by the rule making proceeding. This includes rule provisions that were supplied by the Revisor Xtend System.

U002	R015		The agency user will be able to enter the OAH Docket number.
U002	R016		The agency user will be able to enter an agency contact for a rulemaking proceeding, with first name, last name, title, phone and email.
U002	R017		If the rulemaking provision effective dates are permanent, the agency user will be able to enter an effective date for the rulemaking provision as well as a compliance date if the compliance date is different than the effective date.
U002	R018		If the rulemaking provision effective dates are temporary, The agency user will be able to enter both an expiration date and an effective date for the rulemaking provision as well as a compliance date if the compliance date is different than the effective date.
U002	R019		The agency user will be able to to apply default values that are then editable for the entry of effective date, expiration date and a compliance date at the rulemaking proceeding level that then populate all associated dates of the same type at the rulemaking provision level. The agency user can then update the dates of any rulemaking provision selectively.
U002	R020		The agency user will be able to change a rulemaking proceeding to a different status , and if changed, the user will be alerted to any impacts such as associated rule events.
U002	R023		Support for notifications sent to legislative staff and other required agencies and committees will be provided.
U003		View Standard Rulemaking Events	The agency user will be presented with a list of standard rulemaking events associated with the rulemaking proceeding type selected.
U003	R001		Based on the agency user's selection of a rulemaking proceeding type, the agency user will be presented with a list of standard rulemaking events with associated rulemaking record items.
U004		Update Rulemaking Events	The agency user will be able to update the list of rulemaking events planned for a specific rulemaking proceeding.
U004	R001		The agency user will be able to update the list of rulemaking events and associated rulemaking record items for a specific rulemaking proceeding without affecting the standard list displayed for other users creating a rulemaking proceeding.
U004	R006		The agency user will be able to select, for a publicly viewable schedule, the planned rulemaking events with associated data for the specific rulemaking proceeding. Items not selected will be viewable by users with permissions to view.
U005		Update My Rulemaking Events	The agency user will be able to update planned or actual events associated with a rulemaking proceeding.
U005	R001		The agency user will be able to create actual standard or non-standard rulemaking events with associated respective standard or non-standard rulemaking record items even when the event was not previously identified as a planned event.
U005	R002		The agency user will be able to update a planned rulemaking event as an actual event with actual dates, other data, and associated events and document uploads.
U007		Create Rulemaking Record Item	The agency user will be able to create a rulemaking record item for a rulemaking event
U007	R001		The agency user will be able to create a rulemaking record item for a rulemaking event. More than one rulemaking record item might apply to a rulemaking event and more than one rulemaking event might relate to the same rulemaking record item.
U007	R002		The agency user will be able to enter specific data corresponding to a particular rulemaking record item, for example, an upload of a set of requests for a hearing will have a corresponding data input for the valid number of requests for a hearing.
U008		Update Rulemaking Record Item	The agency user will be able to update a rulemaking record item.
U008	R001		The agency user will be able to update all rulemaking record item data within permissions.
U009		Upload Rulemaking Record Item Document Version	The agency user will be able to upload rulemaking record item "documents." (Documents is generally used for documents, audio files or any other formats.)
U009	R001		The agency user will be able to upload a version of a rulemaking record document such as an updated version, alternative ADA version, or a State Register version, and associate the document with one or more rulemaking record items (the logical description of the document(s)).
U009	R002		Upon uploading a replacement version for any rulemaking record item, the agency user will be prompted to select whether the replacement is to trigger a permanent delete of the replaced item, or a replacement which leaves the last version as an accessible historical record.
U010		Assign Topics	The agency user will be able to select topics for a particular rulemaking proceeding or rulemaking event or rulemaking record item.
U011		Assign Keywords / Tags	The agency user will be able to select or enter keywords/tags for a particular rulemaking proceeding or rulemaking record item.
U013		View Rulemaking Information	All users will be able to view rulemaking proceeding information in various forms within assigned permissions.
U013	R001		All users will be able to view rulemaking proceeding information via a number of prepared queries and canned reports as well as via the user's ability to customize queries and reports and to apply search criteria (see variations below).
U013	R002		All users will be able to download or export reports/queries in a variety of printer-friendly formats. (PDF, Word)
U013	R003		The system will support the export of information into specific formats which include Excel, PDF, Word, and CSV.
U014		View Report	All users will be able to view a variety of canned reports.
U014	R001		Reports will be created for, but not limited to, legislative staff, agencies and the public. Specifics on reports is TBD.
U015		Search for Records or Topics or Keywords/Tags	All users will be able to search rulemaking proceeding records by a variety of search parameters and filters, including topics and keyword/tags and Revisor ID. More than one search parameter might be chosen at one time, further filtering the results.
U015	R001		All users will be able to input search terms or phrases that will be combined with other search criteria that are matched to metadata for rulemaking proceedings, rulemaking events, rulemaking record items, and/or documents.
U016		View Search Result Set	All users will be able to view a result set from a query and be able to step through any keywords/tags selected.
U016	R001		Upon submitting keyword search criteria, the result set will be aggregated up to a list of rulemaking proceedings where the terms or phrases have matched for any of the levels, but the user will also be presented with a navigable series of highlighted results within the documents that they can step through.
U016	R002		An agency user will be able to save the result set of a query.
U016	R003		All users will be able to select sort by and group by parameters for a result set, and change these parameters.
U017		View Specific Rulemaking Proceeding	All users will be able to view a particular rulemaking proceeding record either by searching for a particular Revisor ID or by selecting a rulemaking proceeding record from another view's result set.
U017	R001		All users will be able to view history for a particular rulemaking proceeding record, such as all previous rulemaking proceeding versions or maintained rulemaking record item history.

U017	R002		All users will be able to conduct faceted searches (i.e. searching within a specific result set) for a topic or keyword or more than one topic or keyword or an intact phrase.
U018		View My Saved Rulemaking Info	An agency user will be able to save and return to a dynamic view of rulemaking proceeding records of personal interest through interaction with various filters and then saving the desired query results. Future system enhancements would allow this feature for legislative and public users as well.
U018	R001		An agency user will be able to name and save the query behind a desired result set of rulemaking proceeding records in order to run the query and obtain dynamic results at a later time.
U018	R002		If an agency user attempts to save the query behind a desired result set of rulemaking proceeding records and is not logged in, the user will be prompted to input his or her credentials to save the query without having to re-specify and rerun the displayed query in focus.
U019		Log In	An authorized user will be able to provide and manage login credentials (username and password).
U019	R001		An authorized user will be able to present credentials (username and password) in order to log into the system.
U019	R003		An authorized user will be able to change his or her password.
U020		Authenticate User	The system will authenticate the credentials entered by the user (see nonfunctional security requirements).
U020	R001		The system will authenticate the user based on the submitted username and password.
U021		Authorize User	The system will determine and control the user's permissions throughout the user's active session.
U021	R001		The system will ensure an authenticated user can only perform functions for which his or her role has assigned permissions, such as entering rulemaking events for a particular agency.
U021	R002		The system will ensure that an unauthenticated user can only perform public functions available to any user.
U022		Manage System Trigger Configurations	An admin user will be able to configure scheduled, on-event or on-demand actions based on data or temporal triggers
U022	R001		The system will allow an admin user to use temporal and/or data trigger(s) that will transfer data via a desired interface protocol to and from the systems of such entities as the Secretary of State, State Archives, Courts, Legislative Committees, or Agencies.
U022	R002		An admin user will be able to adjust and test code generated by the system trigger configuration.
U022	R003		The system will allow an administrative user to configure whether a configured trigger and action is fully automated or whether user approval is needed to launch the action.
U024		Provision User with Permissions	An admin user will be able to manage user accounts and permissions.
U024	R001		The admin user will be able to create, delete (logically) and suspend an account for a user.
U024	R002		A temporary username and password will be provided to any user upon account creation, which can be changed by the user.
U024	R003		The admin user will be able to create an account via copying another account as a starting template.
U024	R004		The admin user will be able to assign a user or a group to a role, and a user to a group.
U024	R005		Any user will be forced to change a temporary password upon its use.
U024	R006		The system will manage expirations of passwords and force the user to change a password at an interval determined by the admin.
U024	R007		The user's account will lock after a certain number of failed attempts, as determined by the admin.
U024	R008		The admin can configure whether a user can log in after an account is locked if after a certain amount of time, or if an admin is required to unlock.
U024	R009		The admin user will be able to assign functional permissions with create, read, update and delete rights specific to a user role.
U024	R010		The admin user will be able to assign permissions to a role based on data classifications with create, read, update and delete rights.
U027		Manage Report Offerings	An admin user will be able to configure canned reports.
U027	R001		Canned reports will be configured by an admin user making these pre-configured reports available to users in a canned report list.
U027	R002		An admin will be able to configure sort by algorithms for data elements with complex structures, such as alpha-numeric Statutory citations that might have more than one sort order behavior within a string.
	R003		A docket will be configured by an admin making the docket available to users in a canned report list.
U029		Establish Notifications	An admin user will be able to establish configured notifications.
U031		Manage Notification Configurations	The agency user will be able to manage notification configurations for particular recipients.
U031			The agency user will be able to manage notification configurations for Legislative Committees.
U032		Manage Domain Value Lists	An admin user will be able to manage domain value lists.
U032	R001		All domain value lists will be configurable by an agency-approved admin with the ability to instruct the system to either migrate old values to new values, leave historical values intact, merge more than one old value into a new value, or split a value into more than one new values).
U033		Manage Standard Rulemaking Events & Items	An admin user will be able to manage standard rulemaking events and rulemaking record items for a particular rulemaking proceeding type.
U033	R001		An admin user will be able to create, update or delete standard rulemaking events and rulemaking record items for a particular rulemaking proceeding type.
U035		Manage Topics	An admin user will be able to manage topics used by users to categorize rulemaking proceedings.
U035	R001		An admin user will be able to manage topics used by users to categorize rulemaking proceedings using an agency determined taxonomy.
U036		Optimize Search Engine Results	An admin user will be able to optimize search engine behavior.
U036	R001		An admin user will be able to optimize search engine behavior to achieve the desired search engine results, such as tweaking the order of display or rank of some search terms over others. Some keywords/tags are user-inputted and assigned to a particular rulemaking proceeding or rulemaking event or rulemaking record item.

## Non-Functional Requirements

NF001	R001	Availability	The system shall be made available for state entities (Revisor's, Agencies, Legislature, etc.) 24/7 with the most critical times being the 12 hour period M-F from 6 AM to 6 PM.
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NF001	R002		Public and Office of Administrative Hearing access to the system shall also be 24/7
NF001	R003		System maintenance shall be scheduled outside of the M-F from 6 AM to 6 PM timeframe.
NF002	R001	Flexibility	The system shall allow for the flexibility required as changes in law can occur at any time with various lengths of time to conform.
NF002	R002		The MARSS system will be built with future enhancements in mind. The infrastructure and software architecture shall be such that it allows for ease of future implementation of the following: workflow, public notifications, reviews and electronic signatures, and public comments.
NF004	R001	Hardware Maintenance and Reliability	Hardware failures will not cause more than 4 hours of downtime.
NF005	R001	Software Maintenance and Reliability	The software solution must be viable for at least 10 years
NF005	R002		Custom developed components must be maintainable and expandable by Revisor Staff
NF005	R005		System must pass compliance with the Americans with Disabilities act testing. At a minimum the testing areas must ensure changes to the system will not prevent access to the permanent records or prevent legislature from gaining the oversight of the rulemaking process.
NF008	R001	Disaster Recovery	Time for full recovery of data is 24 hours or less.
NF009	R001	Data Migration	16.724 GB of Beta System documents and data will be migrated into MARSS.
NF009	R002		SONARs from the LRL will be migrated into MARSS.
NF009	R003		Beta System documents and data will be accessible from MARSS on the 1st day of operation.
NF009	R004		14.1 GB of additional data may be added to the Beta System dataset in MARSS after MARSS is operational.
NF009	R005		The Beta System data will be flagged in a way to identify it as such. That is, the system can identify: a) Beta System dataset b) Beta System data entered using MARSS, to augment the Beta system dataset c) MARSS data
NF010	R001	Capacity	2.904 GB of new MARSS documents and data is estimated for the first year of operation.
NF010	R002		The system must be able to increase data capacity as needed.
NF010	R003		Retention of documents in the rulemaking record (RMR) is permanent i.e., forever.
NF011	R001	Data Integrity	Documents shall be verifiable as authentic. This process may follow the same standards as the Revisor's Office has set forth for compliance with Minnesota Statute Chapter 3E .
NF011	R004		Change history will be maintained for rulemaking record items. Metadata will be collected and stored upon every change to official items in the rulemaking record. This change tracking metadata will be accessible by authorized personnel.
NF012	R001	Data Import	Only authorized users can add data or documents to MARSS.
NF012	R003		At the time new data or documents are added to MARSS, the system will perform automated validation of the data to detect errors or inconsistencies.
NF012	R004		Supported file formats for rulemaking record (RMR) documents are[1]: a) PDF/UA (ISO 14289-1-compliant) b) PDF/A (ISO 19005-compliant) c) PDF (highest quality available, with features such as searchable text, embedded fonts, lossless compression, high resolution images, device-independent specification of color, space, content tagging; includes document formats such as PDF/X). d) PDF files containing hidden OCR text. e) PDF files containing only raster or vector data. This is the least desirable format. To support MARSS's text search functions, an OCR program will be used to create and add text to the PDF. The OCR program may misspell words, so it is preferable that the document creator deliver a text PDF.
NF012	R005		If a raster or vector PDF is imported into MARSS, the system will use an OCR program to create and add text to a new copy of the PDF. MARSS will store both the original raster PDF and the second PDF containing OCR text.
NF012	R006		Supported file formats for <b>supporting (non-RMR)</b> documents are: a) Documents b) Audio - MP#
NF012	R007		MARSS needs to support capturing pages out of the State Register. The captured pages will be stored as PDF files.
NF012	R008		The system will confirm to the authenticated user that the data import was successful or unsuccessful.
NF012	R009		Immediately following successful data import, the data will be searchable and retrievable by all users – authenticated and public
NF013	R001	Sensitive Data	Sensitive data will not be stored in MARSS. Only public data will be maintained in the system, with some displayed for public viewing and some not selected for public viewing because of timing or because the data is not the official rulemaking record items, but are, rather, supplemental in nature.
NF013	R004		Protecting sensitive data is the responsibility of the document creator (i.e., an agency responsibility).
NF013	R005		MARSS UIs will: Remind authenticated users to handle sensitive data appropriately "It is the responsibility of the party or their attorney to determine if the document contains not public, confidential or sensitive information"
NF014	R001	Data Export/Delivery	Data being sent from MARSS to any destination will be encrypted.
NF015	R001	Records Retention	Completed rule making records are permanent in nature. They MUST be preserved forever.
NF015	R002		Retention schedule for abandoned rules can be decided by the Agencies. Agencies are allowed to keep their own records retention requirements for non-adopted rules. Change history of data transactions, however, will be maintained in MARSS.
NF016	R001	Preservation	The Minnesota Historical Society will receive and maintain a digital copy of all rulemaking records.
NF016	R002		Only authorized users can delete data and documents
NF017	R001	Security	The system will accommodate a minimum of 300 authorized concurrent users.
NF017	R002		When a user is removed from the list of authorized users, all metadata about the user remains in the system, permanently. A user's authorization may expire, but their account information will remain in the system permanently.
NF018	R001	Authentication	Only Revisor staff can create or delete authorized users.
NF018	R002		Authentication must comply the latest MN.IT Enterprise Identity and Access Management Standard.
NF018	R003		If practical, the system will use the identity management solution implemented by MN.IT.
NF018	R004		As required by statutes, the public shall have access to all documents in the rulemaking record after rule adoption. Documents may be made available via public display prior to adoption at the agency's discretion. All data, whether displayed or not, is considered to be public in the MARSS system.
NF019	R001	Authorization and Permissions	Only Revisor staff control the assignment, and deletion of permissions for authorized users.
NF019	R002		Agency personnel shall have access to create and modify all records assigned to their agency.
NF019	R003		Document level permissions shall be supported.
NF019	R004		Role-based authorization is preferable.
NF020	R001	Performance for the Authenticated User	Performance requirements are to meet the standards set for the current Revisor system.

NF021	R001	Performance for the Public, Non-Authenticated User	The system must support 200 concurrent, public users.
NF021	R007		MARSS will support audio playback of two hour, MP3 files
NF022	R001	Web Support	Supported Browsers are: a) Current version of Internet Explorer b) Current version of Google Chrome c) Current version of Mozilla Firefox d) Current version of Safari
NF022	R002		User interfaces shall adhere to the MN.IT Accessibility Standard.
	R002		Web pages must be displayable on mobile devices.
NF022	R004		All URLS shall be designed as permanent URLs.
NF022	R006		Creating accessible documents remains the responsibility the office creating each document.
NF023	R001	Programatic Interfaces	MARSS will provide a web service so Revisor software applications can dynamically READ MARSS data.
NF032	R002		MARSS will not provide an externally accessible web service to programmatically WRITE MARSS data.
NF023	R003		Using a predefined list of recipients, MARSS can programmatically send a notification to each recipient. Notifications will be sent using a TBD protocol (e.g. email, text, etc.).

## APPENDIX C-Build vs. Buy

### Build vs. Buy

#### Which is the best decision for MARSS?

##### Option Descriptions:

- **Build:** The Revisor's Office technical team, augmented by additional resources, would design and build the MARSS solution over time, leveraging the Revisor's Office current technology stack. A build solution would likely be augmented with purchased components.
- **Buy:** The MARSS system would be comprised of an on-premise purchased product along with other solution components (integrations and customizations), with implementation managed by the Revisor's Office technical team.

Consideration	Build	Buy
<b>Alignment with and Support for Critical Requirements</b>	<ul style="list-style-type: none"> <li>• <b>Can build specifically to requirements.</b> The alignment of the solution to the defined requirements (functional, non-functional, technical and data), including the requirements to be met in the future, can be more easily assured with a build, as the requirements directly drive the design and enhancements.</li> <li>• <b>Does not preclude purchases to meet requirements.</b> Complete control over meeting the requirements would exist with a build, including the decision to augment the build with purchased components.</li> <li>• <b>Relevance to MARSS:</b> Design control via a build is desirable, and some MARSS requirements could still be met through purchased components. For instance, in the future, a workflow engine or advanced document/content management capabilities might be purchased.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Must meet current and future requirements before purchase.</b> A purchased product should be chosen based on how well it aligns with the requirements (functional, non-functional, technical and data), including requirements to be met in the future.</li> <li>• <b>Relevance to MARSS:</b> None of the evaluated products during the pilot fully met all requirements. This means that we need to either eliminate these unmet requirements or customize a purchased product to meet these unmet requirements. Customization of a purchased product is discouraged in the technology industry (more is said about this under customization implications below).</li> </ul>
<b>Longevity of Business Need</b>	<ul style="list-style-type: none"> <li>• <b>Flexible, dynamic and iterative, increasing longevity.</b> A build solution can adjust to the appropriate level of investment for the level of longevity needed.</li> <li>• <b>Relevance to MARSS:</b> Rulemaking support is not time-limited, so a robust, extensible design is worth the expended resources. A quick and dirty solution is not appropriate for MARSS.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Can be evaluated for longevity, but control lies with vendor.</b> A purchased product can be evaluated for longevity. Industry-leading products are likely to be robust and built with longevity in mind, as the product vendor's longevity is depending on the longevity of their products. However, control lies with the vendor. And, robust, extensible products tend to be more expensive.</li> <li>• <b>Relevance to MARSS:</b> The cost of a robust, industry-leading product is appropriate for MARSS, as the need is not time-limited.</li> </ul>

Consideration	Build	Buy
<b>Customization Implications</b>	<ul style="list-style-type: none"> <li> <b>Freedom to design to need.</b>  A build solution provides the freedom and ability to design and enhance features and capabilities specific to and responsive to the need. </li> <li> <b>If customizations are anticipated, this is a reason to build.</b>  Customization needs are a key consideration when deciding whether to build or buy. If customizations are anticipated, a build solution is the better option. If compromises to business processes and information needs can be made to adapt to a purchased product, a buy solution would be a good option. </li> <li> <b>Relevance to MARSS:</b>  Because rulemaking is regulated by Statute, the ability to deviate from this statutory process is not an option. A product that does not naturally support the process would lead to customizations of a purchased product. Customizations of purchased products are generally discouraged in the technology industry. Some customizations are anticipated for MARSS, so a build solution is the better option based on this one criterion. </li> </ul>	<ul style="list-style-type: none"> <li> <b>Some benefits of purchasing are nullified by customization.</b>  Some of the benefits of purchasing a product can be nullified by customizing the product. For example, the need to have internal or contracted technical expertise and skill would still be required. And, customization might result in a stepping away from industry standards and best practices which were originally baked into the product. Also, a product vendor might have contract terms that absolve them from impacts to performance or capabilities if customizations are made. </li> <li> <b>A customized product can realize both the benefits of a purchased product plus custom capabilities, but complexities arise.</b>  A product not naturally supporting a business process leads to customizations. Customizations deliver the benefits of the purchased product in addition to custom capabilities, but behind-the-scenes complexities need to be resourced and managed effectively to ensure business support is not compromised. One complexity is that upgrades or patches might negatively impact modified modules. Or, upgrades and patches may not be able to be applied to modified modules. Another complexity is that the ability to extend or scale a purchased product may be hampered because of customizations. A product that has not been customized is the design basis for new purchasable components and upgrades that support growth. </li> <li> <b>A purchased product fits settings where processes can adapt.</b>  In settings where adjustments to business processes can be accepted to adapt to software, customizations are more likely to be avoidable. In these settings, best practices may be infused to produce improved processes because of the adaption to an industry-leading product. However, a software product driving business process should cause trepidation and the impact should be carefully evaluated. </li> <li> <b>Relevance to MARSS:</b>  The rulemaking process is regulated by Statute and adjustments to this process to adapt to a product are not possible. Customizations that are not able to be made for critical business activities might introduce manual and inefficient steps. This setting is not well suited for a purchased product that would require customizations. </li> </ul>



Consideration	Build	Buy
<b>The Configurability of the Solution</b>	<ul style="list-style-type: none"> <li>• <b>Flexible, configurable software is dependent on the technical team's abilities.</b> The ability to flexibly configure software built in-house is dependent on the internal staff's ability to design and build for configurability.</li> <li>• <b>Select configurable components are purchasable to augment a build where it makes sense to do so.</b> The ability to design for configurability is achievable for some purposes. However, if the resources to build a highly configurable component is not worth the investment and this component is purchasable, augmenting a build with purchased configurable components is a good option.</li> <li>• <b>Relevance to MARSS:</b> With a build, purchased configurable components such as workflow and notifications are expected.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Typically built for configurability to meet multiple customer needs.</b> Industry-leading products are typically built with configurability in mind given the motivation to flexibly provide a product to meet multiple customer needs in an industry.</li> <li>• <b>A purchased product is a good option when a highly configurable product that meets core requirements without customizations is available.</b> A highly configurable product that meets the core business and technical requirements without customizations would be the scenario where a purchased product would be a good option.</li> <li>• <b>Relevance to MARSS:</b> None of the evaluated products during the pilot fully met all requirements through available configurations. Customizations would be needed.</li> </ul>
<b>Growing MARSS Capabilities Over Time</b>	<ul style="list-style-type: none"> <li>• <b>Easier to grow capabilities over time, especially with regular enhancements.</b> A build solution provides the flexibility to extend, grow and refine software capabilities over time as the code and design are within the internal staff's control. However, the greater the gap between enhancements, the more challenging the updates are likely to be.</li> <li>• <b>Dependent on staff's ability to build for growth.</b> The ability to build flexible software that changes gracefully over time is dependent on the internal staff's ability to design and build for extensibility.</li> <li>• <b>Relevance to MARSS:</b> Growth in capabilities could be achieved through code enhancements or through purchased products added to the build. Anticipating, analyzing, and designing broadly and implementing narrowly would be an advisable approach given a hybrid solution.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Products usually have growth / sales in mind.</b> Industry-leading products are often built with extensibility and modularity in mind given the motivation to remain relevant and viable as an industry changes and to continue to provide additional value, through additional products and modules, to customers.</li> <li>• <b>Some base components might not bring immediate value.</b> The purchase of a base level capability to support future enhancements or module purchases might be necessary without immediately derived value from all components of the purchase.</li> <li>• <b>No customizations ensure compatibility with modules over time.</b> A plan to purchase new components over time make it important to limit customizations to ensure compatibility with new components. If customizations can be eliminated or reduced, the ability to grow over time with a purchased product is a more viable solution.</li> <li>• <b>Relevance to MARSS:</b> Customizations are expected with MARSS. Challenges in growing MARSS capabilities are therefore expected with a buy. Also, up-front costs for base capabilities without immediate value are expected.</li> </ul>

Consideration	Build	Buy
Speed to Delivery of Realized Solution	<ul style="list-style-type: none"> <li>• <b>Defer requirement detail work for build.</b> Detailed requirements through elaboration and design can be incorporated into software development, saving requirements elaboration time up front.</li> <li>• <b>Development and testing will take longer than with the implementation of a purchased product.</b> Development and testing will take longer with a build than with the implementation of a purchased product.</li> <li>• <b>Relevance to MARSS:</b> The requirements already defined are nearly adequate for development, except for the need to make determinations regarding the identified requirement gaps and for the need to determine priorities and phasing.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Requirements not defined and evaluated up front present a risk of a “gotcha” later.</b> Because a purchasable product should be evaluated on its ability to meet current and future requirements, any requirement not evaluated presents a risk of being a “gotcha” later. Therefore, ensuring requirements are solid prior to selecting a product is more important with a buy than a build.</li> <li>• <b>Time is saved later as product is already built and bug fixes are likely resolved.</b> Time is saved later during the implementation of a purchased product given that a purchased product is already built and bug fixes have more likely been resolved.</li> <li>• <b>Relevance to MARSS:</b> More detail defined by the workgroup is needed for a purchased product in addition to addressing the identified requirement gaps and determining priorities and phasing. This will ensure that the purchase is made based on an assessment of the best fit for now and into the future.</li> </ul>
Expertise in Business Domain	<ul style="list-style-type: none"> <li>• <b>Technology staff has intimate understanding of business domain.</b> Unique business domain expertise specific to the setting exists in-house with the Revisor’s Office technical team.</li> <li>• <b>Other states are unique in rulemaking, which supports the case for a build as a common product does not exist.</b> Research of the solutions employed by other state entities who are responsible for managing administrative rules revealed unique manifestations and a range of manual and automated supports for rulemaking.</li> <li>• <b>Relevance to MARSS:</b> The Minnesota Revisor’s Office supports a unique business domain and is staffed by technology staff with an intimate understanding of this business domain. The existing custom technology team is well suited to support a custom build with additional staffing.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Industry knowledge / best practices baked into vendor products specializing in business domain, when applicable.</b> Industry knowledge and best practices expertise for a business domain exists for vendors specializing in a particular business domain.</li> <li>• <b>Relevance to MARSS:</b> The desired system’s specifications include general industry capabilities of document/content management, workflow management, and notifications which are well-developed capabilities in the software industry. However, general widely-adopted software specific to rulemaking is not available.</li> </ul>

Consideration	Build	Buy
<b>Expertise and Skill in Delivering Desired Software Capabilities</b>	<ul style="list-style-type: none"> <li> <b>Technical team has expertise/skill per unique history and supported software.</b>  The in-house technical team brings expertise and skill based on their unique history and currently supported software, but the team may not have developed expertise or skill in specific types of software capabilities, such as configurable workflow or rules engines. </li> <li> <b>Relevance to MARSS:</b>  The in-house technical team has built software and continues to maintain, enhance and support this software, in addition to maintaining purchased components. Some capabilities of MARSS, such as a workflow engine or advanced content/document management, might be best provided via a purchased add-on should the build solution option be chosen. In this case, a build should be developed in anticipation of purchased components. In addition, a build solution would require that additional staff resources be secured to ensure that the necessary expertise, skill and bandwidth is resourced for MARSS development. </li> </ul>	<ul style="list-style-type: none"> <li> <b>Software products should be selected for proven capabilities.</b>  Software products can be selected for their proven capabilities, such as configurable workflow or rules engines. </li> <li> <b>Relevance to MARSS:</b>  The evaluated products were chosen during the pilot due to their fit for meeting the requirements, with near-term and over time requirements and business and technical requirements in mind. An exact fit was not identified, but products that met most of the requirements were identified. A purchased product would still require new technology knowledge and skills of internal staff to configure the software in combination with customizations and integrations. </li> </ul>
<b>Access To and Control Over Data</b>	<ul style="list-style-type: none"> <li> <b>Data access and control is within responsibility of and dependent on the technical team's skill.</b>  With a build, data access and control is completely within the responsibility of internal staff and dependent on the data management knowledge and skills of internal staff. </li> <li> <b>Relevance to MARSS:</b>  The access to and control over data is a key consideration and a reason to build in-house. Given that MARSS will store official and legally-binding rulemaking records forever, complete access to and control over the data and documents would be a prudent choice. </li> </ul>	<ul style="list-style-type: none"> <li> <b>The native database design and controls of a product might create data access and control challenges.</b>  Access and control of data is within the responsibility of internal staff with a purchased product, however, the native database design and controls might limit the ways in which internal staff can access or control data and present challenges. Some difficulties in meeting information needs of the business may result. Careful consideration of a product's ability to meet information needs in addition to functional and non-functional needs is important, including the configurability of data structures and application fields. </li> <li> <b>Relevance to MARSS:</b>  If a purchased product is chosen for MARSS, it is especially important that all desired access to and control over data is not hampered by the native design limitations of a purchased product. The ability to configure data structures and application fields is an important consideration to explore with a product vendor. </li> </ul>

Consideration	Build	Buy
<p><b>The Technical Team's Support for MARSS</b></p>	<ul style="list-style-type: none"> <li>• <b>Support can be provided directly by the technical team, which has deep knowledge and expertise of MARSS and users.</b> Support can be provided directly by the internal technical team if a build is chosen, as the team would have deep knowledge and expertise of the software system and the stakeholder needs.</li> <li>• <b>Technical team already providing support for rulemaking. Support would expand for devoted team.</b> Internal Revisor's Office technology staff is already providing support for rulemaking. Support would expand for this devoted team with a built solution, which would require additional staff resources.</li> <li>• <b>The expertise and capabilities of the technical team are being built along with the software system, producing a powerful team to maintain, enhance and provide support for the system.</b> By building the solution in-house, the expertise and capabilities of internal staff are being built along with the software system, producing a powerful team to maintain and enhance the product.</li> <li>• <b>Relevance to MARSS:</b> The in-house staff already has a base of built and purchased software relevant to this business domain and is already a custom team supporting the technology needs related to Statutes, Laws and Rules. It makes sense to continue to build this team for this custom purpose. The need for additional staff resources for a build is slightly higher than the need with a purchased product.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Support is often provided by an external vendor, or by internal staff who are reliant on an external vendor as second tier support.</b> With a purchased product, support is often provided by an external vendor, or by internal staff who are then reliant on the external vendor as second tier support.</li> <li>• <b>The evaluation of the support model and the vendor service level agreement is important.</b> The evaluation of the support model and service level agreement with the vendor that would exist with a purchased product is important to consider prior to the purchase to ensure that the reliance on an external vendor does not result in poor or delayed support.</li> <li>• <b>The need for new technical skills and the level of staffing to provide support are still affected with a purchased product.</b> The technical team would need to be resourced appropriately for a purchased product. They would also need to build their technical skill and expertise in the configuration of the purchased product and in the support of customizations and integrations.</li> <li>• <b>Relevance to MARSS:</b> The ability of business stakeholders to configure a purchased product directly without assistance from technology staff is a desirable capability for some products. However, the infrequency of the anticipated interactions with the MARSS system along with the expectation that some level of technical understanding will be needed to perform the configurations of the system are reasons to task the Revisor's Office technical team with the configuration tasks of a purchased product. Additional staffing is needed.</li> </ul>

Consideration	Build	Buy
<b>Dependency on Vendor</b>	<ul style="list-style-type: none"> <li> <b>Eliminates dependency on vendors, or reduces dependency to select purchased components.</b>  A build would eliminate a dependency on external vendors, or reduce the dependency to select purchased components. Source code is also owned. The dependency of a built solution would be on internal staff, which brings different risks than would be introduced by an external vendor. </li> <li> <b>Relevance to MARSS:</b>  Careful consideration of the necessary staff resources is needed for a build. And, the careful evaluation of any purchased components along with an evaluation of vendors is still needed with a build/buy hybrid solution. But, an external dependency would be less than with a buy. </li> </ul>	<ul style="list-style-type: none"> <li> <b>Support and maintenance of a product is dependent on the solvency and decisions of the software vendor.</b>  Support and maintenance of a purchased product is dependent on the solvency of the software company and the external vendor (the same or different). Support can be delayed and the vendor's support timeline might not meet the level of urgency of the need. The vendor's range of products and services along with the possibility of larger or higher priority customers might impact the level of service provided. Another consideration is the loss of support. Source code ownership or access to code can be negotiated per contract, however, unsupported software in production is a risk of an external dependency on a vendor. A careful evaluation of the product and vendor along with careful contract negotiation would mitigate the risks inherent in purchasing a product. </li> <li> <b>Relevance to MARSS:</b>  A stronger external dependency would be created for MARSS with a buy. Careful evaluation of the product and vendor is needed, as well as careful negotiation of an agreement for support and maintenance. </li> </ul>
<b>Technical Environment Considerations</b>	<ul style="list-style-type: none"> <li> <b>Leverages existing infrastructure.</b>  A built solution can leverage existing infrastructure. Also, choices can be made based on platform and environment fit. </li> <li> <b>Relevance to MARSS:</b>  The Revisor's Office technology team already has a base environment to build from if a build is chosen. Extending from this base would be a natural progression and would leverage the current investment. </li> </ul>	<ul style="list-style-type: none"> <li> <b>A buy can be chosen for environmental fit or the internal environment can adapt to product needs.</b>  A purchased product can be chosen based on platform and environment fit, or the internal platform and environment could be adjusted or augmented to support the new product. </li> <li> <b>Relevance to MARSS:</b>  The evaluated products during the pilot are not all direct fits for the Revisor's Office technology stack but accommodations and adjustments can be made for the new technologies. </li> </ul>
<b>Cost</b>	<ul style="list-style-type: none"> <li> <b>Costs relative to project needs.</b>  The cost of a build and of additional purchased components are specific to the needs of the project. The ability to delay costly features until a future point in time is easier with a build or hybrid option. </li> <li> <b>Relevance to MARSS:</b>  The cost of a build would be spread over time. </li> </ul>	<ul style="list-style-type: none"> <li> <b>There is a risk of overbuying up front, but ROI is experienced over time.</b>  There is a tendency to overbuy with a purchased product because of what comes standard in a base product designed for longevity. However, there is a return on investment over time, as the product vendor is responsible for changes and enhancements. </li> <li> <b>Relevance to MARSS:</b>  The cost of a buy is higher up front. </li> </ul>

## Appendix D

### MARSS Project Plan – In-House Build

The following project plan and cost estimates are based on the requirements outlined by the MARSS working group. The initial build of the MARSS system will include functionality for a records repository, preservation of rulemaking records, reporting on rulemakings, and public access to the rulemaking records. The initial build will also lay the ground work for future enhancements including, but not limited to, subscription based notifications, electronic workflows, and electronic signing of rulemaking documents.

#### Schedule

The following is a high-level time line for building and deploying the MARSS system in house:

TASK NAME	DURATION (working days)
Form State-Wide Team	65 days
MARSS Project Kickoff	1 day
Rulemaking 101	10 days
System Design	40 days
Implementation	295 days

Task Name	Duration	Start	Finish	Predecessor	2018				2019				2020					
					Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Form State-Wide Team	65 days	Mon 7/2/18	Fri 9/28/18															
Project Kickoff	1 day	Mon 10/1/18	Mon 10/1/18	1														
Rulemaking 101	10 days	Mon 10/1/18	Fri 10/12/18															
System Design	40 days	Mon 10/15/18	Fri 12/7/18	14														
Implementation	295 days	Mon 12/10/18	Fri 1/24/20	15														

#### Implementation

Building the MARSS system in-house using the Revisor Information System (IS) unit's current technology stack allows for flexibility in supported features. It also allows for leveraging any technology currently developed by the Revisor IS unit that may apply to rulemaking. Each component, such as workflow or notifications, can be purchased and developed separately yet still be integrated into a cohesive system. This allows for an initial implementation that can be built on in the future to support more advanced features, such as electronic workflow and notifications.

## People

We recommend hiring four contractors.

1. Project Manager. Manages the implementation and coordinates the work of Revisor IS staff and contractors. Leads the development team using agile software development techniques. Uses agile techniques to engage users and stakeholders throughout the project.
2. Business Process Analyst. Documents rulemaking processes and aids in requirements finalization and vendor selection.
3. Senior Web Developer. Has existing skills and experience to be quickly productive. Will develop custom search screens used by the public. Can develop in the current web technologies used by the Revisor IS unit.
4. Senior Java Developer. Legislative experience is preferable. The developer will backfill for the Revisor IS staff person reassigned as the MARSS Software Architect. The Java Developer works on existing Revisor applications, not MARSS.

We recommend limited use of existing Revisor IS-staff. The expertise of the Revisor's IS staff will be necessary during the MARSS project. Correctly integrating new technologies into the existing IT architecture will result in reliable operation of MARSS and lower, long-term maintenance costs. At the same time, existing IS staff will have limited time to work on MARSS because they are fully utilized for maintaining existing essential applications. Recommendations for existing IS-staff are:

1. Software Architect. Re-assign one person to the MARSS project for its duration. This person will ensure that the project adheres to IT best practices and Revisor conventions and standards. This person will also work towards seamless integration of MARSS with the Revisor's existing architecture.
2. Database Administrator (DBA). The staff DBA will consult on the MARSS database and data structure issues. This person will also train the new DBA (see below) on Revisor conventions and standards.
3. Web programmer. A staff web programmer will consult on the MARSS web site and web page issues. This person will also train the Senior Web Developer contractor on Revisor conventions and standards.

We recommend adding three FTE positions.

1. Senior database administrator (DBA). This person will install, configure, and maintain the commercial database holding rulemaking records and associated metadata. This person will design the database tables for storing data, assist in data loading into the MARSS system, and develop database queries for use in the custom written software.
2. Senior Software Developer. This person will have existing skills and experience to be quickly productive in the current Revisor technology stack and will work on a team of developers to program the custom features of MARSS. This position will also be

responsible for future maintenance of the MARSS custom software once the system is complete. Current Revisor IS staff is already fully utilized for maintaining current legislative systems.

3. MARSS Administrator. This person will monitor rulemaking records for completeness, serve as a resource to authorized users (e.g., agency users) on system usage, and facilitate communication between authorized users and IS staff.

## IT Purchases

The following expenses will be incurred to build and maintain the MARSS system:

### Hardware

Desktop hardware will be needed for contractors and new FTEs. Virtual servers and storage will be needed for MARSS data and preservation of the data.

### Software

Software products will be needed for system features, software development, project management, and communication with project participants.

### Local Contractors

Four contractors will work on-site in the Revisor's Office space. The project manager, web developer, and java developer are needed for the duration of the development efforts. The business process analyst is required at the start of the project to guide development and system configuration as they relate to the requirements.

### New FTEs

Three new, permanent, Revisor FTEs will be needed.



## Estimated Implementation Costs

		Ongoing Annual	
Item	1.5 Years	Maintenance	Note
<b>Hardware</b>			
Laptops (7)	\$10,500	-	[1]
Phone (7)	\$1,750	-	[1]
Virtual servers		\$9,500	
Storage		\$2,151	
<b>Software</b>			
Oracle DB Standard ed.	\$14,700	\$3,054	[2]
eSignLive	-	-	
Workflow Software	-	-	
WebEx teleconference	\$4,000	-	
MS Office (\$200 per user/year)	\$800	\$600	[3]
MS Project (2)	\$792	-	[4]
MS Visio (2)	\$676	-	[4]
Tivoli Service Manager	\$2,700	\$350	
Data Backup		\$1,109	
Application Server		\$9,200	
<b>Local Contractors</b>			
Project Manager	\$402,000	-	[5]
Business Process Analyst	\$60,000	-	[6]
Senior Web Developer	\$402,000	-	[5]
Senior Java Developer	\$402,000	-	[5]
<b>New FTEs (with benefits)</b>			
Senior DBA		\$125,000	
Senior Developer		\$125,000	
Senior Legal Editor		\$96,046	
TOTAL One Time	\$1,301,918	\$372,010	[7][9]
TOTAL with maintence	\$1,859,933.0		[8]
<b>Notes:</b>			
[1] Cost for 4 contractors and 3 FTEs.			
[2] Oracle Standard Edition is sufficient for the initial MARSS implementation. If security features to support redacted content or non-public information are needed in future development efforts, licensing and modules for Oracle Enterprise Edition may be needed at additional costs.			
[3] Cost for implementation for 4 contractors and 3 FTEs. Cost for maintenance for 3 FTEs.			
[4] One time license purchase for use by the Project Manager + Software Architect.			
[5] Calculations based on \$150 per hour and 8 hour work days.			
[6] Calculations based on \$150 per hour and 8 hour work days for the initial system design. Estimating 50 working days for this effort.			
[7] Totals include software purchases and contractors only. Yearly maintenance costs apply as well.			
[8] Totals with maintence include the yearly maintainence costs for 1.5 years.			
[9] For budgeting purposes anticipate maintenance costs to rise around 3% per-year.			

# Appendix E-Rulemaking Statistics

## Yearly Adopted Rulemakings Per- Agency

Year	Agency/Department Name	Revisor Agency ID	Adopted Rulemakings
2017	Department of Natural Resources	158	15
2017	Department of Labor and Industry	151	4
2017	Minnesota Racing Commission	178	2
2017	Board of Pharmacy	164	1
2017	Board of Electricity	134	1
2017	Office of Administrative Hearings	104	1
2017	Minnesota Office of Higher Education	201	1
2017	Board of Teaching	188	1
2017	Department of Human Services	196	1
2017	Board of Dentistry	125	1
2017	Department of Agriculture	105	1
2017	Department of Health	144	1
2017	Board of Cosmetologist Examiners	221	1
2016	Department of Natural Resources	158	23
2016	Department of Labor and Industry	151	7
2016	Minnesota Pollution Control Agency	167	4
2016	Department of Health	144	4
2016	Minnesota Racing Commission	178	3
2016	Board of Cosmetologist Examiners	221	1
2016	Arts Board	112	1
2016	Board of Marriage and Family Therapy	152	1
2016	Public Employment Relations Board	169	1
2016	Board of Chiropractic Examiners	119	1
2016	Board of Accountancy	102	1
2016	Board of Examiners For Nursing Home Administrators	160	1
2016	Board of Nursing	159	1
2016	Department of Commerce	120	1
2016	MNsure/Minnesota Health Insurance Exchange	224	1
2016	Department of Agriculture	105	1
2016	Gambling Control Board	177	1
2016	Secretary of State	133	1
2016	Public Utilities Commission	138	1
2015	Department of Natural Resources	158	22
2015	Department of Labor and Industry	151	8
2015	Department of Health	144	5
2015	Minnesota Pollution Control Agency	167	4
2015	Minnesota Racing Commission	178	3
2015	Public Utilities Commission	138	2
2015	Minnesota Plumbing Board	222	1
2015	Department of Commerce	120	1
2015	Department of Public Safety	171	1
2015	Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2015	Board of Water and Soil Resources	183	1
2015	Secretary of State	133	1
2015	Board of Dentistry	125	1
2015	Department of Human Services	196	1
2015	Department of Corrections	121	1
2015	Department of Education	129	1
2015	Board of Peace Officer Standards and Training	163	1
2015	Board of High Pressure Piping Systems	206	1
2015	Office of Administrative Hearings	104	1
2014	Department of Natural Resources	158	24
2014	Department of Labor and Industry	151	12
2014	Minnesota Pollution Control Agency	167	6
2014	Department of Public Safety	171	4
2014	Secretary of State	133	2
2014	Board of Electricity	134	2
2014	Department of Employment and Economic Development	139	2
2014	Board of Cosmetologist Examiners	221	1
2014	Department of Commerce	120	1

2014 Board of Accountancy	102	1
2014 Department of Education	129	1
2014 Board of Teaching	188	1
2014 Department of Agriculture	105	1
2014 Campaign Finance and Public Disclosure Board	143	1
2014 Gambling Control Board	177	1
2014 Crime Victims Reparations Board	211	1
2014 Board of Nursing	159	1
2013 Department of Natural Resources	158	25
2013 Department of Labor and Industry	151	5
2013 Department of Health	144	3
2013 Department of Human Services	196	2
2013 Department of Commerce	120	2
2013 Minnesota Pollution Control Agency	167	2
2013 Minnesota Racing Commission	178	2
2013 Department of Employment and Economic Development	139	1
2013 Minnesota Plumbing Board	222	1
2013 Department of Corrections	121	1
2013 Office of Administrative Hearings	104	1
2013 Board of Animal Health	110	1
2013 Board of Barber Examiners	202	1
2013 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2013 Board of Dentistry	125	1
2013 Board of Psychology	168	1
2013 Board of Cosmetologist Examiners	221	1
2013 Department of Education	129	1
2013 Department of Management and Budget	197	1
2013 Board of Water and Soil Resources	183	1
2012 Department of Natural Resources	158	30
2012 Department of Labor and Industry	151	7
2012 Minnesota Pollution Control Agency	167	6
2012 Department of Public Safety	171	5
2012 Minnesota Plumbing Board	222	2
2012 Department of Transportation	175	2
2012 Board of Teaching	188	1
2012 Board of Nursing	159	1
2012 Secretary of State	133	1
2012 Department of Health	144	1
2012 Environmental Quality Board	141	1
2012 Minnesota Racing Commission	178	1
2012 Department of Employment and Economic Development	139	1
2012 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2011 Department of Natural Resources	158	27
2011 Department of Labor and Industry	151	7
2011 Department of Health	144	5
2011 Department of Public Safety	171	4
2011 Minnesota Pollution Control Agency	167	3
2011 Minnesota Plumbing Board	222	2
2011 Department of Human Services	196	2
2011 Department of Education	129	2
2011 Gambling Control Board	177	2
2011 Department of Agriculture	105	2
2011 Board of Pharmacy	164	1
2011 Board of Nursing	159	1
2011 Minnesota Racing Commission	178	1
2011 Board of Assessors	113	1
2011 Department of Employment and Economic Development	139	1
2011 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2011 Board of Dentistry	125	1
2011 Public Utilities Commission	138	1
2011 Department of Revenue	181	1
2011 Department of Corrections	121	1
2011 Environmental Quality Board	141	1
2011 Minnesota Office of Higher Education	201	1
2011 Board of Chiropractic Examiners	119	1

2010 Department of Natural Resources	158	24
2010 Department of Labor and Industry	151	7
2010 Minnesota Racing Commission	178	4
2010 Department of Health	144	3
2010 Department of Agriculture	105	2
2010 Minnesota Pollution Control Agency	167	2
2010 Board of Chiropractic Examiners	119	2
2010 Department of Revenue	181	1
2010 Department of Human Services	196	1
2010 Board of Cosmetologist Examiners	221	1
2010 Minnesota Office of Higher Education	201	1
2010 Department of Education	129	1
2010 Secretary of State	133	1
2010 Board of Teaching	188	1
2010 Board of Dentistry	125	1
2010 Department of Public Safety	171	1
2010 Board of Pharmacy	164	1
2009 Department of Natural Resources	158	25
2009 Department of Labor and Industry	151	8
2009 Department of Health	144	6
2009 Department of Education	129	3
2009 Department of Human Services	196	3
2009 Minnesota Pollution Control Agency	167	3
2009 Department of Employment and Economic Development	139	2
2009 Department of Commerce	120	2
2009 Minnesota Racing Commission	178	2
2009 Public Utilities Commission	138	2
2009 Environmental Quality Board	141	1
2009 Board of Electricity	134	1
2009 Board of Water and Soil Resources	183	1
2009 Minnesota Department of Finance	340	1
2009 Capitol Area Architectural and Planning Board	118	1
2009 Rural Finance Authority	109	1
2009 Board of High Pressure Piping Systems	206	1
2009 Department of Agriculture	105	1
2009 Department of Public Safety	171	1
2009 Minnesota Plumbing Board	222	1
2009 Minnesota Office of Higher Education	201	1
2009 Board of Teaching	188	1
2009 Board of School Administrators	270	1
2009 Combative Sports Commission	223	1
2009 Secretary of State	133	1
2009 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2008 Department of Natural Resources	158	28
2008 Minnesota Pollution Control Agency	167	9
2008 Department of Labor and Industry	151	7
2008 Department of Human Services	196	6
2008 Department of Revenue	181	3
2008 Department of Health	144	2
2008 Department of Public Safety	171	2
2008 Department of Education	129	2
2008 Department of Commerce	120	2
2008 Public Utilities Commission	138	2
2008 Minnesota Office of Higher Education	201	1
2008 Department of Agriculture	105	1
2008 Board of Peace Officer Standards and Training	163	1
2008 Board of School Administrators	270	1
2008 Department of Employment and Economic Development	139	1
2008 Board of Accountancy	102	1
2008 Board of Electricity	134	1
2008 Minnesota Boxing Commission	342	1
2008 Minnesota Racing Commission	178	1
2008 Secretary of State	133	1
2008 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2007 Department of Natural Resources	158	23

2007 Department of Labor and Industry	151	17
2007 Minnesota Pollution Control Agency	167	4
2007 Department of Health	144	3
2007 Minnesota Racing Commission	178	3
2007 Department of Revenue	181	3
2007 Department of Human Services	196	2
2007 Board of Dentistry	125	1
2007 Secretary of State	133	1
2007 Department of Education	129	1
2007 Department of Commerce	120	1
2007 Board of Teaching	188	1
2007 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2007 Department of Public Safety	171	1
2007 Department of Transportation	175	1
2007 Board of Water and Soil Resources	183	1
2007 Board of Pharmacy	164	1
2007 Gambling Control Board	177	1
2007 Public Facilities Authority	170	1
2006 Department of Natural Resources	158	24
2006 Department of Labor and Industry	151	5
2006 Minnesota Pollution Control Agency	167	3
2006 Department of Human Services	196	3
2006 Department of Commerce	120	2
2006 Department of Agriculture	105	2
2006 Board of Teaching	188	2
2006 Department of Health	144	2
2006 Department of Revenue	181	2
2006 Board of Chiropractic Examiners	119	2
2006 Department of Employment and Economic Development	139	2
2006 Board of Psychology	168	1
2006 Environmental Quality Board	141	1
2006 Board of Water and Soil Resources	183	1
2006 Board of Animal Health	110	1
2006 Board of Cosmetologist Examiners	221	1
2006 Department of Employee Relations	135	1
2006 Secretary of State	133	1
2006 Campaign Finance and Public Disclosure Board	143	1
2006 Crime Victims Reparations Board	211	1
2006 Board of Behavioral Health and Therapy	200	1
2006 Board of Peace Officer Standards and Training	163	1
2006 Department of Transportation	175	1
2005 Department of Natural Resources	158	21
2005 Department of Labor and Industry	151	4
2005 Minnesota Pollution Control Agency	167	4
2005 Board of Behavioral Health and Therapy	200	4
2005 Board of Chiropractic Examiners	119	3
2005 Board of Teaching	188	2
2005 Department of Health	144	2
2005 Department of Revenue	181	2
2005 Department of Public Safety	171	2
2005 Department of Human Services	196	2
2005 Minnesota Housing Finance Agency	148	2
2005 Board of Electricity	134	1
2005 Environmental Quality Board	141	1
2005 Board of Accountancy	102	1
2005 Rural Finance Authority	109	1
2005 Department of Transportation	175	1
2005 State Lottery	176	1
2005 Office of Administrative Hearings	104	1
2005 Department of Administration	103	1
2005 Board of Assessors	113	1
2005 Department of Commerce	120	1
2004 Department of Natural Resources	158	23
2004 Department of Labor and Industry	151	6
2004 Department of Health	144	4

2004 Minnesota Pollution Control Agency	167	4
2004 Department of Agriculture	105	3
2004 Department of Public Safety	171	3
2004 Department of Revenue	181	3
2004 Board of Animal Health	110	2
2004 Board of Chiropractic Examiners	119	2
2004 Department of Transportation	175	2
2004 Board of Accountancy	102	1
2004 Board of Dentistry	125	1
2004 Minnesota Racing Commission	178	1
2004 Department of Education	129	1
2004 Environmental Quality Board	141	1
2004 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2004 Department of Human Services	196	1
2004 Department of Administration	103	1
2004 Department of Commerce	120	1
2004 Gambling Control Board	177	1
2004 Public Utilities Commission	138	1
2004 Higher Education Services Office	147	1
2004 Minnesota Veterans Homes Board of Directors	191	1
2004 Board of Water and Soil Resources	183	1
2004 Secretary of State	133	1
2003 Department of Natural Resources	158	17
2003 Department of Administration	103	10
2003 Department of Public Safety	171	5
2003 Minnesota Pollution Control Agency	167	4
2003 Board of Animal Health	110	3
2003 Department of Human Services	196	3
2003 Board of Chiropractic Examiners	119	3
2003 Department of Labor and Industry	151	3
2003 Department of Agriculture	105	2
2003 Public Utilities Commission	138	2
2003 Department of Revenue	181	2
2003 Department of Health	144	2
2003 Department of Education	129	2
2003 Board of Accountancy	102	1
2003 Department of Commerce	120	1
2003 Arts Board	112	1
2003 Board of Dentistry	125	1
2003 Board of Private Detective and Protective Agents Services	6538323	1
2003 Board of Nursing	159	1
2003 Minnesota Racing Commission	178	1
2003 Environmental Quality Board	141	1
2003 Board of Physical Therapy	155	1
2003 Board of Peace Officer Standards and Training	163	1
2002 Department of Natural Resources	158	17
2002 Department of Agriculture	105	4
2002 Department of Human Services	196	4
2002 Department of Public Safety	171	4
2002 Minnesota Pollution Control Agency	167	3
2002 Children, Families, and Learning Department	295	3
2002 Department of Labor and Industry	151	3
2002 Mediation Services Bureau	258	2
2002 Higher Education Services Office	147	2
2002 Board of Animal Health	110	2
2002 Minnesota Housing Finance Agency	148	2
2002 Department of Revenue	181	2
2002 Board of Electricity	134	2
2002 Department of Health	144	2
2002 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2002 Board of Water and Soil Resources	183	1
2002 Board of Pharmacy	164	1
2002 Board of Teaching	188	1
2002 Department of Administration	103	1
2002 Environmental Quality Board	141	1

2002 Minnesota State Retirement System	179	1
2002 Arts Education Center Board	291	1
2002 Minnesota Racing Commission	178	1
2002 Public Utilities Commission	138	1
2002 Campaign Finance and Public Disclosure Board	143	1
2002 Board of School Administrators	270	1
2001 Department of Natural Resources	158	17
2001 Board of Chiropractic Examiners	119	11
2001 Department of Health	144	5
2001 Department of Public Safety	171	5
2001 Department of Labor and Industry	151	5
2001 Department of Human Services	196	5
2001 Department of Agriculture	105	4
2001 Board of Physical Therapy	155	3
2001 Board of Peace Officer Standards and Training	163	3
2001 Department of Revenue	181	3
2001 Board of Teaching	188	3
2001 Children, Families, and Learning Department	295	3
2001 Minnesota State Retirement System	179	2
2001 Minnesota Housing Finance Agency	148	2
2001 Public Utilities Commission	138	2
2001 Department of Trade and Economic Development	108	1
2001 Higher Education Services Office	147	1
2001 Board of Medical Practice	154	1
2001 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2001 Office of Administrative Hearings	104	1
2001 Board of Psychology	168	1
2001 Department of Commerce	120	1
2001 Emergency Medical Services Regulatory Board	145	1
2001 Arts Board	112	1
2001 Board of Animal Health	110	1
2001 Secretary of State	133	1
2001 Minnesota Racing Commission	178	1
2000 Department of Natural Resources	158	18
2000 Department of Health	144	7
2000 Board of Chiropractic Examiners	119	6
2000 Department of Labor and Industry	151	5
2000 Board of Teaching	188	5
2000 Department of Agriculture	105	4
2000 Secretary of State	133	4
2000 Minnesota Pollution Control Agency	167	3
2000 Department of Revenue	181	3
2000 Minnesota Housing Finance Agency	148	3
2000 Department of Public Safety	171	3
2000 Department of Human Services	196	2
2000 Department of Transportation	175	2
2000 Board of Water and Soil Resources	183	2
2000 Board of Podiatric Medicine	265	1
2000 Higher Education Services Office	147	1
2000 Board of Dietetics and Nutrition Practice	127	1
2000 Department of Education	129	1
2000 Board of Examiners For Nursing Home Administrators	160	1
2000 Minnesota Racing Commission	178	1
2000 Department of Administration	103	1
2000 Board of Social Work	189	1
2000 Children, Families, and Learning Department	295	1
2000 Board of Pharmacy	164	1
2000 Board of Veterinary Medicine	193	1
2000 Board of Nursing	159	1
2000 Arts Education Center Board	291	1
2000 Board of Medical Practice	154	1
1999 Department of Natural Resources	158	23
1999 Department of Health	144	6
1999 Department of Labor and Industry	151	6
1999 Department of Public Safety	171	5

1999 Minnesota Pollution Control Agency	167	4
1999 Department of Human Services	196	4
1999 Children, Families, and Learning Department	295	3
1999 Department of Administration	103	3
1999 Higher Education Services Office	147	3
1999 Department of Corrections	121	3
1999 Department of Agriculture	105	2
1999 Public Utilities Commission	138	2
1999 Department of Revenue	181	1
1999 Capitol Area Architectural and Planning Board	118	1
1999 Board of Accountancy	102	1
1999 Minnesota State Retirement System	179	1
1999 Board of Barber Examiners	202	1
1999 Arts Education Center Board	291	1
1999 Minnesota Racing Commission	178	1
1999 Department of Commerce	120	1
1999 Board of Teaching	188	1
1999 Board of Pharmacy	164	1
1999 Department of Education	129	1
1999 Environmental Quality Board	141	1
1999 Arts Board	112	1
1999 Board of Marriage and Family Therapy	152	1
1999 Department of Public Service	137	1
1999 Mediation Services Bureau	258	1
1999 Board of Medical Practice	154	1
1999 State Lottery	176	1
1999 Board of Animal Health	110	1
1999 Department of Human Rights	149	1
1998 Department of Natural Resources	158	21
1998 Department of Health	144	8
1998 Minnesota Pollution Control Agency	167	8
1998 Department of Labor and Industry	151	6
1998 Department of Public Safety	171	5
1998 Secretary of State	133	4
1998 Department of Transportation	175	3
1998 Department of Commerce	120	3
1998 Higher Education Services Office	147	3
1998 Department of Human Services	196	3
1998 Board of Animal Health	110	3
1998 Department of Revenue	181	2
1998 Board of Medical Practice	154	2
1998 Department of Administration	103	2
1998 Minnesota Housing Finance Agency	148	2
1998 Department of Education	129	2
1998 Minnesota Racing Commission	178	2
1998 Department of Agriculture	105	2
1998 Department of Public Service	137	2
1998 Board of Optometry	161	1
1998 Board of Pharmacy	164	1
1998 Board of Social Work	189	1
1998 State Lottery	176	1
1998 Board of Water and Soil Resources	183	1
1998 Crime Victims Reparations Board	211	1
1998 Department of Trade and Economic Development	108	1
1998 Gambling Control Board	177	1
1998 Public Utilities Commission	138	1
1998 Department of Corrections	121	1
1998 Arts Board	112	1
1998 Board of Dietetics and Nutrition Practice	127	1
1998 Board of Peace Officer Standards and Training	163	1
1998 Department of Economic Security	128	1
1998 Board of Veterinary Medicine	193	1
1997 Department of Natural Resources	158	16
1997 Department of Labor and Industry	151	9
1997 Department of Health	144	8



1997 Department of Agriculture	105	5
1997 Department of Public Safety	171	4
1997 Department of Commerce	120	4
1997 Department of Human Services	196	3
1997 Department of Education	129	3
1997 Minnesota Pollution Control Agency	167	3
1997 Department of Trade and Economic Development	108	2
1997 Board of Dietetics and Nutrition Practice	127	2
1997 Higher Education Services Office	147	2
1997 Department of Economic Security	128	2
1997 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	2
1997 Public Utilities Commission	138	1
1997 Children, Families, and Learning Department	295	1
1997 Minnesota State Retirement System	179	1
1997 Department of Revenue	181	1
1997 Minnesota Racing Commission	178	1
1997 Ethical Practices Board	142	1
1997 Office of Environmental Assistance	297	1
1997 Board of Psychology	168	1
1997 Board of Dentistry	125	1
1997 Rural Finance Authority	109	1
1997 Board of Examiners For Nursing Home Administrators	160	1
1997 Department of Public Service	137	1
1997 Minnesota Housing Finance Agency	148	1
1997 Board of Boxing	116	1
1997 Gambling Control Board	177	1
1997 Board of Veterinary Medicine	193	1
1997 Environmental Quality Board	141	1
1997 Health Licensing Boards	166	1
1997 Board of Nursing	159	1
1997 Board of Assessors	113	1
1996 Department of Natural Resources	158	16
1996 Minnesota Pollution Control Agency	167	10
1996 Department of Human Services	196	10
1996 Department of Labor and Industry	151	9
1996 Department of Health	144	9
1996 Higher Education Services Office	147	9
1996 Rural Finance Authority	109	7
1996 Department of Public Safety	171	6
1996 Department of Administration	103	4
1996 Department of Commerce	120	3
1996 Board of Dentistry	125	3
1996 Department of Agriculture	105	2
1996 Board of Water and Soil Resources	183	2
1996 Gambling Control Board	177	2
1996 Department of Education	129	2
1996 Department of Revenue	181	2
1996 Department of Public Service	137	2
1996 Secretary of State	133	1
1996 State Lottery	176	1
1996 Board of Psychology	168	1
1996 Board of Accountancy	102	1
1996 Board of Pharmacy	164	1
1996 Board of Nursing	159	1
1996 Minnesota Tax Court	187	1
1996 Ethical Practices Board	142	1
1996 Board of Chiropractic Examiners	119	1
1996 Board of Teaching	188	1
1996 Board of Medical Practice	154	1
1996 Board of Animal Health	110	1
1996 Crime Victims Reparations Board	211	1
1996 Office of Administrative Hearings	104	1
1996 Minnesota Housing Finance Agency	148	1
1996 Office of Environmental Assistance	297	1
1996 Mediation Services Bureau	258	1

1996 Department of Transportation	175	1
1996 Department of Veterans Affairs	192	1
1996 Department of Trade and Economic Development	108	1
1996 Minnesota Veterans Homes Board of Directors	191	1
1996 Minnesota Racing Commission	178	1
1996 Arts Board	112	1
1995 Department of Natural Resources	158	19
1995 Minnesota Pollution Control Agency	167	10
1995 Department of Health	144	10
1995 Department of Labor and Industry	151	7
1995 Department of Human Services	196	7
1995 Department of Commerce	120	6
1995 Department of Agriculture	105	6
1995 Department of Public Safety	171	4
1995 Higher Education Coordinating Board	310	4
1995 Department of Administration	103	3
1995 Gambling Control Board	177	3
1995 Board of Chiropractic Examiners	119	2
1995 Department of Economic Security	128	2
1995 Board of Veterinary Medicine	193	2
1995 Board of Dentistry	125	2
1995 Department of Transportation	175	2
1995 Board of Nursing	159	1
1995 Public Utilities Commission	138	1
1995 Secretary of State	133	1
1995 Board of Accountancy	102	1
1995 Department of Revenue	181	1
1995 Minnesota Racing Commission	178	1
1995 Board of Peace Officer Standards and Training	163	1
1995 Board of Podiatric Medicine	265	1
1995 Board of Dietetics and Nutrition Practice	127	1
1995 Board of Electricity	134	1
1995 Telecommunication Access for Communication Impaired Persons Board	327	1
1995 Department of Education	129	1
1995 Minnesota Housing Finance Agency	148	1
1994 Department of Natural Resources	158	19
1994 Department of Human Services	196	10
1994 Minnesota Pollution Control Agency	167	10
1994 Department of Health	144	8
1994 Department of Labor and Industry	151	8
1994 Department of Revenue	181	7
1994 Department of Public Safety	171	6
1994 Department of Trade and Economic Development	108	4
1994 Department of Administration	103	4
1994 Higher Education Coordinating Board	310	4
1994 Department of Agriculture	105	4
1994 Board of Medical Practice	154	3
1994 Minnesota Housing Finance Agency	148	3
1994 Secretary of State	133	3
1994 Department of Transportation	175	2
1994 Public Utilities Commission	138	2
1994 Department of Economic Security	128	2
1994 Board of Accountancy	102	2
1994 Technical Colleges Board	302	2
1994 Jobs and Training Department	298	2
1994 Gambling Control Board	177	2
1994 Rural Finance Authority	109	2
1994 Department of Public Service	137	2
1994 Board of Nursing	159	2
1994 Board of Water and Soil Resources	183	1
1994 Board of Animal Health	110	1
1994 Board of Dentistry	125	1
1994 Department of Corrections	121	1
1994 Board of Optometry	161	1
1994 Indian Affairs Council	150	1

1994 Board of Chiropractic Examiners	119	1
1994 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
1994 Department of Veterans Affairs	192	1
1994 Minnesota Veterans Homes Board of Directors	191	1
1994 Department of Commerce	120	1
1994 Department of Education	129	1
1994 Workers' Compensation Court of Appeals	198	1
1994 Board of Podiatric Medicine	265	1
1994 Minnesota Zoological Board	199	1
1994 Board of Peace Officer Standards and Training	163	1
1994 Minnesota State Retirement System	179	1
1993 Department of Health	144	19
1993 Department of Labor and Industry	151	19
1993 Department of Natural Resources	158	19
1993 Department of Human Services	196	15
1993 Department of Revenue	181	11
1993 Department of Commerce	120	10
1993 Minnesota Pollution Control Agency	167	9
1993 Department of Public Safety	171	8
1993 Minnesota Housing Finance Agency	148	7
1993 Rural Finance Authority	109	6
1993 Department of Agriculture	105	5
1993 Board of Chiropractic Examiners	119	4
1993 Board of Accountancy	102	4
1993 Board of Psychology	168	4
1993 Department of Trade and Economic Development	108	3
1993 Gambling Control Board	177	3
1993 Minnesota State Retirement System	179	3
1993 Secretary of State	133	3
1993 Board of Dentistry	125	2
1993 Board of Optometry	161	2
1993 Board of Animal Health	110	2
1993 Board of Medical Practice	154	2
1993 Higher Education Coordinating Board	310	2
1993 Technical Colleges Board	302	2
1993 Board of Water and Soil Resources	183	1
1993 Minnesota Racing Commission	178	1
1993 Office of The Attorney General	114	1
1993 Board of Pharmacy	164	1
1993 Department of Veterans Affairs	192	1
1993 Jobs and Training Department	298	1
1993 Department of Public Service	137	1
1993 Board of Social Work	189	1
1993 Department of Transportation	175	1
1993 Department of Administration	103	1
1993 Board of Nursing	159	1
1993 Board of Podiatric Medicine	265	1
1993 Department of Education	129	1
1993 Board of Veterinary Medicine	193	1
1993 Board of Assessors	113	1
1993 Crime Victims Reparations Board	211	1
1993 Waste Management Board	228	1
1993 State Lottery	176	1
1992 Minnesota Pollution Control Agency	167	15
1992 Department of Human Services	196	14
1992 Department of Health	144	9
1992 Department of Labor and Industry	151	8
1992 Department of Public Safety	171	8
1992 Department of Agriculture	105	6
1992 Department of Revenue	181	6
1992 Department of Natural Resources	158	6
1992 Minnesota Housing Finance Agency	148	5
1992 Higher Education Coordinating Board	310	5
1992 Minnesota Racing Commission	178	4
1992 Technical Colleges Board	302	4

1992 Rural Finance Authority	109	4
1992 Waste Management Board	228	3
1992 Department of Commerce	120	3
1992 Secretary of State	133	3
1992 Department of Transportation	175	3
1992 Department of Public Service	137	3
1992 Minnesota State Retirement System	179	2
1992 Board of Pharmacy	164	2
1992 Board of Dentistry	125	2
1992 Jobs and Training Department	298	2
1992 Minnesota Veterans Homes Board of Directors	191	2
1992 Board of Animal Health	110	2
1992 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
1992 Gambling Control Board	177	1
1992 Arts Education Center Board	291	1
1992 Department of Education	129	1
1992 Board of Electricity	134	1
1992 Environmental Quality Board	141	1
1992 Transportation Regulation Board	341	1
1992 Department of Veterans Affairs	192	1
1992 Board of Water and Soil Resources	183	1
1992 Department of Employee Relations	135	1
1992 Public Utilities Commission	138	1
1992 Harmful Substance Compensation Board	244	1
1992 Board of Teaching	188	1
1992 State Treasurer	278	1
1992 Department of Corrections	121	1
1992 Board of Nursing	159	1
1991 Department of Human Services	196	15
1991 Department of Health	144	15
1991 Minnesota Pollution Control Agency	167	14
1991 Department of Labor and Industry	151	8
1991 Technical Colleges Board	302	8
1991 Higher Education Coordinating Board	310	7
1991 Department of Public Safety	171	6
1991 Department of Commerce	120	5
1991 Department of Natural Resources	158	4
1991 Department of Agriculture	105	4
1991 Board of Chiropractic Examiners	119	4
1991 Minnesota Housing Finance Agency	148	4
1991 Department of Public Service	137	3
1991 Secretary of State	133	2
1991 Board of Marriage and Family Therapy	152	2
1991 Minnesota Racing Commission	178	2
1991 Medical Examiners Board	299	2
1991 Board of Psychology	168	2
1991 Board of Electricity	134	2
1991 Department of Revenue	181	2
1991 Environmental Quality Board	141	2
1991 Public Utilities Commission	138	2
1991 Department of Education	129	2
1991 Office of Administrative Hearings	104	1
1991 Board of Abstracters	101	1
1991 Waste Management Board	228	1
1991 Board of Private Detective and Protective Agent Services	172	1
1991 Board of Teaching	188	1
1991 Arts Board	112	1
1991 Board of Dentistry	125	1
1991 Department of Administration	103	1
1991 Department of Transportation	175	1
1991 Board of Social Work	189	1
1991 Board of Animal Health	110	1
1991 Jobs and Training Department	298	1
1991 Board of Assessors	113	1
1991 Mediation Services Bureau	258	1

1991 Occupational Safety and Health Review Board	262	1
1991 Board of Podiatric Medicine	265	1
1991 Board of Nursing	159	1
1991 Department of Trade and Economic Development	108	1
1991 Minnesota State Retirement System	179	1
1991 Public Employment Relations Board	169	1
1990 Minnesota Housing Finance Agency	148	16
1990 Department of Human Services	196	14
1990 Minnesota Pollution Control Agency	167	12
1990 Department of Health	144	11
1990 Technical Colleges Board	302	10
1990 Department of Labor and Industry	151	10
1990 Department of Agriculture	105	9
1990 Department of Administration	103	6
1990 Department of Commerce	120	6
1990 Department of Public Safety	171	6
1990 Waste Management Board	228	4
1990 Higher Education Coordinating Board	310	4
1990 Department of Transportation	175	3
1990 Department of Revenue	181	3
1990 Board of Animal Health	110	3
1990 Public Utilities Commission	138	3
1990 Board of Chiropractic Examiners	119	3
1990 Medical Examiners Board	299	3
1990 Department of Natural Resources	158	3
1990 Minnesota Racing Commission	178	2
1990 Jobs and Training Department	298	2
1990 State Lottery	176	2
1990 Rural Finance Authority	109	2
1990 Ethical Practices Board	142	2
1990 Board of Electricity	134	2
1990 Board of Teaching	188	2
1990 Department of Public Service	137	2
1990 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	2
1990 Secretary of State	133	2
1990 Public Employment Relations Board	169	1
1990 Mediation Services Bureau	258	1
1990 Unlicensed Mental Health Service Providers	303	1
1990 Board of Examiners For Nursing Home Administrators	160	1
1990 Arts Education Center Board	291	1
1990 Department of Education	129	1
1990 Department of Veterans Affairs	192	1
1990 Board of Veterinary Medicine	193	1
1990 Board of Psychology	168	1
1990 Board of Water and Soil Resources	183	1
1990 Board of Nursing	159	1
1989 Minnesota Pollution Control Agency	167	15
1989 Department of Human Services	196	14
1989 Department of Health	144	13
1989 Department of Labor and Industry	151	11
1989 Department of Trade and Economic Development	108	8
1989 Department of Commerce	120	7
1989 Department of Public Safety	171	6
1989 Technical Colleges Board	302	6
1989 Department of Education	129	6
1989 Minnesota Housing Finance Agency	148	5
1989 Department of Public Service	137	4
1989 Public Utilities Commission	138	3
1989 Department of Agriculture	105	3
1989 Mediation Services Bureau	258	2
1989 Minnesota Racing Commission	178	2
1989 Unlicensed Mental Health Service Providers	303	2
1989 Rural Finance Authority	109	2
1989 Department of Natural Resources	158	2
1989 Board of Pharmacy	164	2

1989 Department of Veterans Affairs	192	1
1989 Board of Optometry	161	1
1989 Board of Podiatric Medicine	265	1
1989 Board of Barber Examiners	202	1
1989 Board of Boxing	116	1
1989 Charitable Gambling Control Board	329	1
1989 Board of Peace Officer Standards and Training	163	1
1989 Metropolitan Council	156	1
1989 Department of Corrections	121	1
1989 Environmental Quality Board	141	1
1989 Occupational Safety and Health Review Board	262	1
1989 Board of Psychology	168	1
1989 Board of Examiners For Nursing Home Administrators	160	1
1989 Board of Electricity	134	1
1989 Board of Animal Health	110	1
1989 Board of Teaching	188	1
1989 Telecommunication Access for Communication Impaired Persons Board	327	1
1989 Department of Human Rights	149	1
1989 Board of Dentistry	125	1
1989 Board of Marriage and Family Therapy	152	1
1989 Board of Assessors	113	1
1989 Higher Education Coordinating Board	310	1
1988 Department of Human Services	196	21
1988 Minnesota Pollution Control Agency	167	13
1988 Department of Agriculture	105	10
1988 Department of Health	144	9
1988 Department of Commerce	120	8
1988 Department of Labor and Industry	151	7
1988 Secretary of State	133	6
1988 Waste Management Board	228	6
1988 Minnesota Housing Finance Agency	148	6
1988 Mediation Services Bureau	258	4
1988 Department of Public Safety	171	4
1988 Jobs and Training Department	298	3
1988 Department of Natural Resources	158	3
1988 Department of Transportation	175	3
1988 Board of Optometry	161	2
1988 Department of Administration	103	2
1988 Department of Revenue	181	2
1988 Technical Colleges Board	302	2
1988 Minnesota Racing Commission	178	2
1988 Board of Teaching	188	2
1988 Board of Electricity	134	2
1988 Harmful Substance Compensation Board	244	2
1988 Board of Animal Health	110	2
1988 Department of Education	129	2
1988 Office of The Attorney General	114	1
1988 Environmental Quality Board	141	1
1988 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
1988 Board of Pharmacy	164	1
1988 Minnesota Municipal Board	157	1
1988 Board of Barber Examiners	202	1
1988 Public Utilities Commission	138	1
1988 Department of Public Service	137	1
1988 Board of Psychology	168	1
1988 Board of Podiatric Medicine	265	1
1988 Department of Trade and Economic Development	108	1
1988 Higher Education Coordinating Board	310	1
1988 Arts Education Center Board	291	1
1988 Charitable Gambling Control Board	329	1
1988 Public Welfare Department	323	1
1988 Board of Nursing	159	1
1988 Workers' Compensation Court of Appeals	198	1
1988 Rural Development Board	324	1
1988 Board of Social Work	189	1

1988 Ethical Practices Board	142	1
1987 Department of Human Services	196	19
1987 Department of Labor and Industry	151	9
1987 Department of Commerce	120	9
1987 Department of Health	144	8
1987 Minnesota Pollution Control Agency	167	6
1987 Department of Education	129	5
1987 Department of Agriculture	105	5
1987 Department of Administration	103	5
1987 Technical Colleges Board	302	4
1987 Public Utilities Commission	138	4
1987 Minnesota Housing Finance Agency	148	4
1987 Department of Public Service	137	3
1987 Board of Teaching	188	2
1987 Jobs and Training Department	298	2
1987 Department of Energy and Economic Development	136	2
1987 Higher Education Coordinating Board	310	2
1987 Waste Management Board	228	2
1987 Board of Nursing	159	2
1987 Department of Public Safety	171	2
1987 Board of Animal Health	110	2
1987 Harmful Substance Compensation Board	244	2
1987 Department of Revenue	181	1
1987 Board of Dentistry	125	1
1987 Board of Peace Officer Standards and Training	163	1
1987 Medical Examiners Board	299	1
1987 Minnesota Racing Commission	178	1
1987 Office of Administrative Hearings	104	1
1987 Board of Water and Soil Resources	183	1
1987 Board of Accountancy	102	1
1987 Board of Barber Examiners	202	1
1987 Mediation Services Bureau	258	1
1987 Ethical Practices Board	142	1
1987 Department of Natural Resources	158	1
1987 Board of Electricity	134	1
1987 Public Employees Retirement Association	180	1
1987 Board of Podiatry	165	1
1987 Transportation Regulation Board	341	1
1987 Capitol Area Architectural and Planning Board	118	1
1987 Charitable Gambling Control Board	329	1
1987 Board of Optometry	161	1
1986 Department of Human Services	196	22
1986 Department of Energy and Economic Development	136	12
1986 Department of Health	144	12
1986 Minnesota Pollution Control Agency	167	11
1986 Department of Commerce	120	11
1986 Minnesota Housing Finance Agency	148	8
1986 Department of Public Safety	171	6
1986 Jobs and Training Department	298	5
1986 Board of Dentistry	125	5
1986 Department of Agriculture	105	4
1986 Minnesota Racing Commission	178	4
1986 Board of Animal Health	110	3
1986 Department of Revenue	181	3
1986 Department of Natural Resources	158	3
1986 Higher Education Coordinating Board	310	3
1986 Secretary of State	133	3
1986 Board of Pharmacy	164	3
1986 Mediation Services Bureau	258	2
1986 Department of Labor and Industry	151	2
1986 Environmental Quality Board	141	2
1986 Technical Colleges Board	302	1
1986 Medical Examiners Board	299	1
1986 Department of Human Rights	149	1
1986 Transportation Regulation Board	341	1

1986 Public Employees Retirement Association	180	1
1986 Department of Education	129	1
1986 Waste Management Board	228	1
1986 Department of Transportation	175	1
1986 Board of Veterinary Medicine	193	1
1986 Office of Administrative Hearings	104	1
1986 Board of Teaching	188	1
1986 Board of Accountancy	102	1
1986 Office of The Attorney General	114	1
1986 Public Utilities Commission	138	1
1986 Board of Chiropractic Examiners	119	1
1985 Department of Commerce	120	23
1985 Department of Human Services	196	22
1985 Department of Energy and Economic Development	136	11
1985 Minnesota Pollution Control Agency	167	10
1985 Department of Labor and Industry	151	9
1985 Department of Agriculture	105	6
1985 Department of Health	144	6
1985 Minnesota Housing Finance Agency	148	5
1985 Department of Revenue	181	4
1985 Department of Public Safety	171	4
1985 Department of Education	129	4
1985 Department of Natural Resources	158	4
1985 Department of Economic Security	128	3
1985 Board of Animal Health	110	3
1985 Department of Corrections	121	3
1985 Waste Management Board	228	3
1985 Higher Education Coordinating Board	310	3
1985 Secretary of State	133	2
1985 Medical Examiners Board	299	2
1985 Board of Psychology	168	2
1985 Board of Peace Officer Standards and Training	163	2
1985 Office of Administrative Hearings	104	2
1985 Department of Human Rights	149	1
1985 Public Utilities Commission	138	1
1985 Department of Administration	103	1
1985 Ethical Practices Board	142	1
1985 Mediation Services Bureau	258	1
1985 Gambling Control Board	177	1
1985 Board of Nursing	159	1
1985 Department of Public Service	137	1
1985 Minnesota Racing Commission	178	1
1985 Board of Accountancy	102	1
1985 Workers' Compensation Court of Appeals	198	1
1985 Board of Optometry	161	1
1985 Board of Dentistry	125	1
1985 Minnesota Municipal Board	157	1
1985 Board of Pharmacy	164	1
1985 Sentencing Guidelines Commission	123	1
1984 Department of Commerce	120	14
1984 Minnesota Pollution Control Agency	167	13
1984 Minnesota Housing Finance Agency	148	11
1984 Department of Energy and Economic Development	136	10
1984 Department of Agriculture	105	10
1984 Department of Labor and Industry	151	9
1984 Public Welfare Department	323	8
1984 Department of Human Services	196	8
1984 Department of Public Safety	171	5
1984 Department of Revenue	181	5
1984 Department of Health	144	5
1984 Department of Education	129	5
1984 Waste Management Board	228	4
1984 Department of Natural Resources	158	4
1984 Medical Examiners Board	299	3
1984 Public Utilities Commission	138	3



1984 Board of Animal Health	110	3
1984 Board of Peace Officer Standards and Training	163	2
1984 Board of Nursing	159	2
1984 Department of Economic Security	128	2
1984 Higher Education Coordinating Board	310	2
1984 Department of Transportation	175	2
1984 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
1984 Mediation Services Bureau	258	1
1984 Environmental Quality Board	141	1
1984 Department of Administration	103	1
1984 Cable Communications Board	117	1
1984 Minnesota Racing Commission	178	1
1984 Department of Corrections	121	1
1984 Department of Public Service	137	1
1984 Board of Dentistry	125	1
1984 Department of Human Rights	149	1
1984 Board of Pharmacy	164	1
1984 Board of Accountancy	102	1
1983 Public Welfare Department	323	17
1983 Minnesota Housing Finance Agency	148	14
1983 Department of Revenue	181	8
1983 Department of Public Safety	171	8
1983 Department of Commerce	120	7
1983 Department of Agriculture	105	7
1983 Department of Education	129	6
1983 Department of Health	144	6
1983 Energy, Planning, and Development Department	293	4
1983 Public Utilities Commission	138	4
1983 Department of Energy and Economic Development	136	4
1983 Waste Management Board	228	4
1983 Department of Administration	103	3
1983 Department of Natural Resources	158	2
1983 Higher Education Coordinating Board	310	2
1983 Board of Nursing	159	2
1983 Department of Economic Security	128	2
1983 Department of Transportation	175	2
1983 Board of Assessors	113	2
1983 Secretary of State	133	2
1983 Board of Teaching	188	2
1983 Minnesota Pollution Control Agency	167	2
1983 Department of Employee Relations	135	2
1983 Minnesota State Retirement System	179	1
1983 Board of Chiropractic Examiners	119	1
1983 Occupational Safety and Health Review Board	262	1
1983 Department of Corrections	121	1
1983 Metropolitan Transit Commission	314	1
1983 Board of Electricity	134	1
1983 Public Employment Relations Board	169	1
1983 Board of Examiners For Nursing Home Administrators	160	1
1983 Board of Barber Examiners	202	1
1983 Cable Communications Board	117	1
1983 Office of Administrative Hearings	104	1
1982 Department of Commerce	120	10
1982 Energy, Planning, and Development Department	293	9
1982 Minnesota Housing Finance Agency	148	8
1982 Public Welfare Department	323	8
1982 Department of Education	129	7
1982 Department of Health	144	7
1982 Minnesota Pollution Control Agency	167	6
1982 Department of Public Safety	171	6
1982 Board of Animal Health	110	5
1982 Department of Revenue	181	5
1982 Department of Agriculture	105	5
1982 Waste Management Board	228	3
1982 Board of Nursing	159	2

1982 Department of Employee Relations	135	2
1982 Board of Teaching	188	2
1982 Ethical Practices Board	142	2
1982 Department of Labor and Industry	151	2
1982 Energy Agency	308	2
1982 Board of Peace Officer Standards and Training	163	2
1982 Department of Administration	103	2
1982 Department of Public Service	137	2
1982 Department of Economic Security	128	2
1982 Environmental Quality Board	141	2
1982 Workers' Compensation Court of Appeals	198	1
1982 Board of Electricity	134	1
1982 Cable Communications Board	117	1
1982 Board of Barber Examiners	202	1
1982 Department of Transportation	175	1
1982 Department of Natural Resources	158	1
1982 Small Business Finance Agency	273	1
1982 Minnesota Municipal Board	157	1
1982 Secretary of State	133	1
1982 Office of Administrative Hearings	104	1
1982 Board of Pharmacy	164	1
1982 Board of Psychology	168	1
1981 Energy Agency	308	5
1981 Department of Education	129	5
1981 Board of Teaching	188	3
1981 Department of Corrections	121	3
1981 Public Welfare Department	323	2
1981 Board of Electricity	134	2
1981 Minnesota Housing Finance Agency	148	2
1981 Department of Health	144	1
1981 Secretary of State	133	1
1981 Department of Economic Security	128	1
1981 Department of Public Safety	171	1
1981 Public Utilities Commission	138	1
1981 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
1981 Department of Labor and Industry	151	1
1981 Department of Commerce	120	1
1981 Department of Agriculture	105	1
1981 Office of Administrative Hearings	104	1
1981 Cable Communications Board	117	1
1981 Capitol Area Architectural and Planning Board	118	1
1981 Department of Transportation	175	1
1981 Board of Accountancy	102	1
1981 State Arts Board	275	1
1981 Small Business Finance Agency	273	1
1981 Minnesota Pollution Control Agency	167	1
1301 Department of Natural Resources	158	1

## Yearly Opened Rulemakings

Year	Total
2017	22
2016	51
2015	65
2014	56
2013	71
2012	86
2011	60
2010	73
2009	69
2008	80
2007	78
2006	58
2005	79
2004	65
2003	59
2002	84
2001	79
2000	93
1999	95
1998	103
1997	100
1996	89
1995	145
1994	149
1993	161
1992	175
1991	153
1990	179
1989	170
1988	157
1987	174
1986	136

1985	167
1984	185
1983	127
1982	123
1981	133
1980	1

## Yearly Opened Rulemakings Per- Agency

Year	Agency/Department Name	Revisor Agency ID	Opened Rulemakings
2017	Department of Natural Resources	158	10
2017	Department of Labor and Industry	151	4
2017	Department of Health	144	2
2017	Minnesota Pollution Control Agency	167	1
2017	Board of Teaching	188	1
2017	Secretary of State	133	1
2017	Board of Water and Soil Resources	183	1
2017	Environmental Quality Board	141	1
2017	Department of Education	129	1
2016	Department of Natural Resources	158	21
2016	Department of Labor and Industry	151	6
2016	Department of Health	144	4
2016	Minnesota Racing Commission	178	4
2016	Gambling Control Board	177	2
2016	Department of Agriculture	105	2
2016	Board of Barber Examiners	202	1
2016	Department of Veterans Affairs	192	1
2016	Board of Electricity	134	1
2016	Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2016	Campaign Finance and Public Disclosure Board	143	1
2016	Minnesota Plumbing Board	222	1
2016	Board of Optometry	161	1
2016	Department of Human Services	196	1
2016	Office of Administrative Hearings	104	1
2016	Minnesota Bureau of Criminal Apprehension	237	1
2016	Board of Accountancy	102	1
2016	Board of Dentistry	125	1
2015	Department of Natural Resources	158	23
2015	Department of Labor and Industry	151	7
2015	Department of Health	144	7
2015	Minnesota Pollution Control Agency	167	5
2015	Board of Cosmetologist Examiners	221	2
2015	Board of Teaching	188	2
2015	Department of Commerce	120	2
2015	Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2015	Board of Water and Soil Resources	183	1
2015	Secretary of State	133	1
2015	Minnesota Racing Commission	178	1
2015	Department of Administration	103	1
2015	Department of Veterans Affairs	192	1
2015	Board of Assessors	113	1
2015	Public Employment Relations Board	169	1
2015	Board of Peace Officer Standards and Training	163	1
2015	Environmental Quality Board	141	1
2015	Board of Examiners For Nursing Home Administrators	160	1
2015	Board of Pharmacy	164	1
2015	Department of Agriculture	105	1
2015	Board of Nursing	159	1
2015	MNsure/Minnesota Health Insurance Exchange	224	1
2015	Board of Psychology	168	1
2015	Minnesota Office of Higher Education	201	1
2014	Department of Natural Resources	158	21
2014	Department of Health	144	6
2014	Department of Labor and Industry	151	4
2014	Department of Public Safety	171	3
2014	Secretary of State	133	2
2014	Board of Cosmetologist Examiners	221	2
2014	Department of Education	129	2
2014	Minnesota Pollution Control Agency	167	2
2014	Minnesota Racing Commission	178	2

2014 Department of Employment and Economic Development	139	1
2014 Department of Commerce	120	1
2014 Board of Accountancy	102	1
2014 Minnesota Office of Higher Education	201	1
2014 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2014 Department of Human Services	196	1
2014 Board of Marriage and Family Therapy	152	1
2014 Campaign Finance and Public Disclosure Board	143	1
2014 Board of High Pressure Piping Systems	206	1
2014 Department of Agriculture	105	1
2014 Office of Administrative Hearings	104	1
2014 Board of Nursing	159	1
2013 Department of Natural Resources	158	26
2013 Minnesota Pollution Control Agency	167	5
2013 Department of Labor and Industry	151	5
2013 Department of Employment and Economic Development	139	4
2013 Public Utilities Commission	138	3
2013 Board of Chiropractic Examiners	119	3
2013 Department of Health	144	3
2013 Secretary of State	133	2
2013 Board of Dentistry	125	1
2013 Board of Accountancy	102	1
2013 Department of Commerce	120	1
2013 Board of Electricity	134	1
2013 Environmental Quality Board	141	1
2013 MNsure/Minnesota Health Insurance Exchange	224	1
2013 Board of Nursing	159	1
2013 Board of Barber Examiners	202	1
2013 Crime Victims Reparations Board	211	1
2013 Department of Human Services	196	1
2013 Department of Public Safety	171	1
2013 Board of Cosmetology	227	1
2013 Arts Board	112	1
2013 Gambling Control Board	177	1
2013 Department of Education	129	1
2013 Department of Agriculture	105	1
2013 Board of Water and Soil Resources	183	1
2013 Board of Cosmetologist Examiners	221	1
2013 Department of Management and Budget	197	1
2013 Board of Teaching	188	1
2012 Department of Natural Resources	158	28
2012 Department of Labor and Industry	151	18
2012 Minnesota Pollution Control Agency	167	12
2012 Department of Human Services	196	5
2012 Department of Health	144	4
2012 Minnesota Racing Commission	178	3
2012 Department of Public Safety	171	2
2012 Minnesota Plumbing Board	222	2
2012 Environmental Quality Board	141	2
2012 Department of Commerce	120	1
2012 Board of Dentistry	125	1
2012 Department of Agriculture	105	1
2012 Board of Physical Therapy	155	1
2012 Department of Education	129	1
2012 Board of Electricity	134	1
2012 Department of Transportation	175	1
2012 Office of Administrative Hearings	104	1
2012 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2012 Department of Employment and Economic Development	139	1
2011 Department of Natural Resources	158	26
2011 Department of Public Safety	171	7
2011 Minnesota Pollution Control Agency	167	5
2011 Department of Labor and Industry	151	4
2011 Minnesota Racing Commission	178	3
2011 Board of Nursing	159	2

2011 Department of Corrections	121	2
2011 Department of Health	144	2
2011 Minnesota Plumbing Board	222	2
2011 Department of Education	129	1
2011 Board of Dentistry	125	1
2011 Board of Psychology	168	1
2011 Department of Commerce	120	1
2011 Board of Water and Soil Resources	183	1
2011 Secretary of State	133	1
2011 Board of Teaching	188	1
2010 Department of Natural Resources	158	28
2010 Department of Labor and Industry	151	9
2010 Minnesota Pollution Control Agency	167	3
2010 Department of Health	144	3
2010 Department of Agriculture	105	3
2010 Minnesota Plumbing Board	222	2
2010 Minnesota Racing Commission	178	2
2010 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	2
2010 Department of Revenue	181	2
2010 Department of Public Safety	171	2
2010 Department of Commerce	120	2
2010 Minnesota Office of Higher Education	201	1
2010 Board of Chiropractic Examiners	119	1
2010 Department of Education	129	1
2010 Board of Pharmacy	164	1
2010 Board of Assessors	113	1
2010 Public Utilities Commission	138	1
2010 Department of Transportation	175	1
2010 Board of Animal Health	110	1
2010 Department of Human Services	196	1
2010 Board of Dentistry	125	1
2010 Mediation Services Bureau	258	1
2010 Gambling Control Board	177	1
2010 Board of Cosmetologist Examiners	221	1
2010 Board of Nursing	159	1
2010 Environmental Quality Board	141	1
2009 Department of Natural Resources	158	25
2009 Department of Health	144	8
2009 Department of Labor and Industry	151	5
2009 Minnesota Pollution Control Agency	167	3
2009 Department of Human Services	196	3
2009 Minnesota Racing Commission	178	2
2009 Secretary of State	133	2
2009 Public Utilities Commission	138	2
2009 Board of Pharmacy	164	2
2009 Department of Agriculture	105	2
2009 Department of Public Safety	171	2
2009 Department of Education	129	2
2009 Department of Employment and Economic Development	139	2
2009 Capitol Area Architectural and Planning Board	118	1
2009 Board of Dentistry	125	1
2009 Rural Finance Authority	109	1
2009 Minnesota Department of Finance	340	1
2009 Department of Veterans Affairs	192	1
2009 Board of School Administrators	270	1
2009 Minnesota Office of Higher Education	201	1
2009 Board of Teaching	188	1
2009 Board of Chiropractic Examiners	119	1
2008 Department of Natural Resources	158	33
2008 Department of Labor and Industry	151	11
2008 Department of Human Services	196	5
2008 Department of Education	129	4
2008 Department of Revenue	181	3
2008 Department of Health	144	2
2008 Department of Employment and Economic Development	139	2

2008 Minnesota Office of Higher Education	201	2
2008 Department of Agriculture	105	2
2008 Department of Public Safety	171	2
2008 Minnesota Pollution Control Agency	167	2
2008 Minnesota Racing Commission	178	2
2008 Department of Commerce	120	1
2008 Board of High Pressure Piping Systems	206	1
2008 Minnesota Plumbing Board	222	1
2008 Public Utilities Commission	138	1
2008 Board of Chiropractic Examiners	119	1
2008 Secretary of State	133	1
2008 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2008 Board of Electricity	134	1
2008 Combative Sports Commission	223	1
2008 Board of Water and Soil Resources	183	1
2007 Department of Natural Resources	158	26
2007 Department of Labor and Industry	151	8
2007 Department of Human Services	196	6
2007 Department of Health	144	5
2007 Department of Revenue	181	4
2007 Department of Education	129	4
2007 Department of Commerce	120	3
2007 Minnesota Pollution Control Agency	167	3
2007 Board of Psychology	168	3
2007 Secretary of State	133	2
2007 Board of Chiropractic Examiners	119	2
2007 Board of School Administrators	270	1
2007 Mediation Services Bureau	258	1
2007 Minnesota Racing Commission	178	1
2007 Public Utilities Commission	138	1
2007 Minnesota Boxing Commission	342	1
2007 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2007 Board of Water and Soil Resources	183	1
2007 Environmental Quality Board	141	1
2007 Board of Accountancy	102	1
2007 Board of Peace Officer Standards and Training	163	1
2007 Board of Electricity	134	1
2007 Minnesota Office of Higher Education	201	1
2006 Department of Natural Resources	158	22
2006 Department of Labor and Industry	151	8
2006 Minnesota Pollution Control Agency	167	4
2006 Department of Health	144	3
2006 Minnesota Racing Commission	178	3
2006 Department of Human Services	196	2
2006 Department of Transportation	175	2
2006 Department of Agriculture	105	2
2006 Board of Teaching	188	2
2006 Department of Commerce	120	2
2006 Department of Public Safety	171	1
2006 Board of Pharmacy	164	1
2006 Board of Psychology	168	1
2006 Department of Revenue	181	1
2006 Gambling Control Board	177	1
2006 Crime Victims Reparations Board	211	1
2006 Secretary of State	133	1
2006 Department of Employment and Economic Development	139	1
2005 Department of Natural Resources	158	20
2005 Department of Labor and Industry	151	11
2005 Minnesota Pollution Control Agency	167	10
2005 Board of Chiropractic Examiners	119	5
2005 Department of Human Services	196	4
2005 Department of Commerce	120	2
2005 Department of Employee Relations	135	2
2005 Board of Teaching	188	2
2005 Department of Health	144	2



2005 Department of Public Safety	171	2
2005 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2005 Environmental Quality Board	141	1
2005 Public Facilities Authority	170	1
2005 Board of Accountancy	102	1
2005 Rural Finance Authority	109	1
2005 Department of Education	129	1
2005 State Lottery	176	1
2005 Board of Dentistry	125	1
2005 Department of Administration	103	1
2005 Board of Behavioral Health and Therapy	200	1
2005 Board of Cosmetologist Examiners	221	1
2005 Mediation Services Bureau	258	1
2005 Department of Corrections	121	1
2005 Campaign Finance and Public Disclosure Board	143	1
2005 Board of Animal Health	110	1
2005 Minnesota Racing Commission	178	1
2005 Board of Peace Officer Standards and Training	163	1
2005 Board of Water and Soil Resources	183	1
2005 Department of Revenue	181	1
2004 Department of Natural Resources	158	23
2004 Minnesota Pollution Control Agency	167	6
2004 Department of Labor and Industry	151	5
2004 Board of Behavioral Health and Therapy	200	4
2004 Department of Health	144	3
2004 Department of Human Services	196	2
2004 Board of Animal Health	110	2
2004 Minnesota Housing Finance Agency	148	2
2004 Department of Public Safety	171	2
2004 Department of Revenue	181	2
2004 Mediation Services Bureau	258	1
2004 Board of Assessors	113	1
2004 Gambling Control Board	177	1
2004 Environmental Quality Board	141	1
2004 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2004 Department of Transportation	175	1
2004 Office of Administrative Hearings	104	1
2004 Department of Employment and Economic Development	139	1
2004 Board of Psychology	168	1
2004 Department of Education	129	1
2004 Board of Teaching	188	1
2004 Secretary of State	133	1
2004 Department of Agriculture	105	1
2004 Board of Accountancy	102	1
2003 Department of Natural Resources	158	18
2003 Minnesota Pollution Control Agency	167	5
2003 Department of Revenue	181	4
2003 Department of Health	144	3
2003 Department of Education	129	3
2003 Department of Agriculture	105	3
2003 Department of Labor and Industry	151	3
2003 Board of Teaching	188	2
2003 Minnesota Racing Commission	178	2
2003 Department of Human Services	196	1
2003 Board of Peace Officer Standards and Training	163	1
2003 Board of Nursing	159	1
2003 Minnesota Veterans Homes Board of Directors	191	1
2003 Higher Education Services Office	147	1
2003 Board of Psychology	168	1
2003 Board of Electricity	134	1
2003 Environmental Quality Board	141	1
2003 Board of Chiropractic Examiners	119	1
2003 Arts Board	112	1
2003 Department of Commerce	120	1
2003 Department of Public Safety	171	1

2003 Board of Dentistry	125	1
2003 Board of Water and Soil Resources	183	1
2003 Board of Private Detective and Protective Agents Services	6538323	1
2003 Public Utilities Commission	138	1
2002 Department of Natural Resources	158	19
2002 Department of Administration	103	10
2002 Department of Public Safety	171	8
2002 Department of Labor and Industry	151	6
2002 Children, Families, and Learning Department	295	5
2002 Department of Health	144	4
2002 Board of Chiropractic Examiners	119	4
2002 Department of Human Services	196	4
2002 Department of Revenue	181	3
2002 Department of Agriculture	105	3
2002 Minnesota Pollution Control Agency	167	3
2002 Board of Animal Health	110	3
2002 Public Utilities Commission	138	2
2002 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2002 Board of Accountancy	102	1
2002 Department of Employee Relations	135	1
2002 Higher Education Services Office	147	1
2002 Board of School Administrators	270	1
2002 Board of Electricity	134	1
2002 Board of Dentistry	125	1
2002 Environmental Quality Board	141	1
2002 Department of Commerce	120	1
2002 Department of Transportation	175	1
2001 Department of Natural Resources	158	17
2001 Department of Public Safety	171	8
2001 Minnesota Pollution Control Agency	167	6
2001 Department of Labor and Industry	151	5
2001 Board of Teaching	188	5
2001 Department of Human Services	196	4
2001 Department of Agriculture	105	3
2001 Department of Revenue	181	3
2001 Minnesota Housing Finance Agency	148	3
2001 Minnesota State Retirement System	179	2
2001 Board of Physical Therapy	155	2
2001 Department of Administration	103	2
2001 Higher Education Services Office	147	2
2001 Public Utilities Commission	138	2
2001 Department of Health	144	1
2001 Campaign Finance and Public Disclosure Board	143	1
2001 Board of Water and Soil Resources	183	1
2001 Arts Education Center Board	291	1
2001 Board of Chiropractic Examiners	119	1
2001 Department of Transportation	175	1
2001 Environmental Quality Board	141	1
2001 Minnesota Racing Commission	178	1
2001 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
2001 Mediation Services Bureau	258	1
2001 Children, Families, and Learning Department	295	1
2001 Board of Pharmacy	164	1
2001 Secretary of State	133	1
2001 Board of Animal Health	110	1
2001 Department of Commerce	120	1
2000 Department of Natural Resources	158	16
2000 Board of Chiropractic Examiners	119	12
2000 Department of Health	144	8
2000 Department of Human Services	196	6
2000 Department of Agriculture	105	6
2000 Department of Labor and Industry	151	5
2000 Department of Public Safety	171	5
2000 Department of Revenue	181	4
2000 Children, Families, and Learning Department	295	3

2000 Secretary of State	133	3
2000 Office of Administrative Hearings	104	3
2000 Board of Physical Therapy	155	2
2000 Minnesota Housing Finance Agency	148	2
2000 Board of Psychology	168	2
2000 Department of Trade and Economic Development	108	2
2000 Minnesota Racing Commission	178	1
2000 Board of Social Work	189	1
2000 Board of Medical Practice	154	1
2000 Mediation Services Bureau	258	1
2000 Board of Dietetics and Nutrition Practice	127	1
2000 Board of Teaching	188	1
2000 Emergency Medical Services Regulatory Board	145	1
2000 Higher Education Services Office	147	1
2000 Board of Electricity	134	1
2000 Board of Water and Soil Resources	183	1
2000 Arts Board	112	1
2000 Minnesota State Retirement System	179	1
2000 Board of Peace Officer Standards and Training	163	1
2000 Public Utilities Commission	138	1
1999 Department of Natural Resources	158	24
1999 Department of Labor and Industry	151	7
1999 Department of Health	144	7
1999 Board of Chiropractic Examiners	119	6
1999 Department of Public Safety	171	5
1999 Board of Teaching	188	4
1999 Department of Agriculture	105	3
1999 Department of Human Services	196	3
1999 Department of Revenue	181	3
1999 Children, Families, and Learning Department	295	2
1999 Secretary of State	133	2
1999 Minnesota Pollution Control Agency	167	2
1999 Board of Medical Practice	154	2
1999 Minnesota Housing Finance Agency	148	2
1999 Department of Administration	103	2
1999 Department of Economic Security	128	2
1999 Higher Education Services Office	147	2
1999 State Lottery	176	1
1999 Board of Nursing	159	1
1999 Arts Education Center Board	291	1
1999 Minnesota Racing Commission	178	1
1999 Board of Pharmacy	164	1
1999 Gambling Control Board	177	1
1999 Department of Education	129	1
1999 Arts Board	112	1
1999 Board of Podiatric Medicine	265	1
1999 Public Utilities Commission	138	1
1999 Department of Transportation	175	1
1999 Board of Barber Examiners	202	1
1999 Minnesota State Retirement System	179	1
1999 Board of Peace Officer Standards and Training	163	1
1999 Board of Examiners For Nursing Home Administrators	160	1
1999 Board of Water and Soil Resources	183	1
1999 Board of Animal Health	110	1
1998 Department of Natural Resources	158	21
1998 Minnesota Pollution Control Agency	167	10
1998 Department of Labor and Industry	151	8
1998 Department of Health	144	7
1998 Department of Public Safety	171	6
1998 Department of Transportation	175	4
1998 Board of Animal Health	110	4
1998 Department of Human Services	196	4
1998 Department of Administration	103	3
1998 Department of Corrections	121	3
1998 Board of Chiropractic Examiners	119	3

1998 Department of Agriculture	105	2
1998 Minnesota Racing Commission	178	2
1998 Department of Revenue	181	2
1998 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	2
1998 Secretary of State	133	2
1998 Board of Medical Practice	154	1
1998 Department of Public Service	137	1
1998 Board of Pharmacy	164	1
1998 Environmental Quality Board	141	1
1998 Board of Optometry	161	1
1998 Board of Dietetics and Nutrition Practice	127	1
1998 Higher Education Services Office	147	1
1998 Board of Accountancy	102	1
1998 Board of Social Work	189	1
1998 State Lottery	176	1
1998 Department of Trade and Economic Development	108	1
1998 Children, Families, and Learning Department	295	1
1998 Crime Victims Reparations Board	211	1
1998 Arts Board	112	1
1998 Department of Human Rights	149	1
1998 Board of Electricity	134	1
1998 Public Utilities Commission	138	1
1998 Arts Education Center Board	291	1
1998 Gambling Control Board	177	1
1998 Department of Education	129	1
1997 Department of Natural Resources	158	16
1997 Department of Labor and Industry	151	8
1997 Department of Commerce	120	7
1997 Minnesota Pollution Control Agency	167	6
1997 Higher Education Services Office	147	5
1997 Department of Human Services	196	5
1997 Department of Education	129	5
1997 Department of Agriculture	105	4
1997 Minnesota Housing Finance Agency	148	3
1997 Department of Health	144	3
1997 Department of Public Safety	171	3
1997 Public Utilities Commission	138	2
1997 Department of Corrections	121	2
1997 Board of Dietetics and Nutrition Practice	127	2
1997 Secretary of State	133	2
1997 Department of Economic Security	128	2
1997 Board of Veterinary Medicine	193	2
1997 Department of Public Service	137	2
1997 Minnesota State Retirement System	179	1
1997 Board of Peace Officer Standards and Training	163	1
1997 Children, Families, and Learning Department	295	1
1997 Office of Environmental Assistance	297	1
1997 Department of Trade and Economic Development	108	1
1997 Board of Animal Health	110	1
1997 Board of Pharmacy	164	1
1997 Board of Teaching	188	1
1997 Department of Revenue	181	1
1997 Minnesota Racing Commission	178	1
1997 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
1997 Capitol Area Architectural and Planning Board	118	1
1997 Board of Marriage and Family Therapy	152	1
1997 Department of Administration	103	1
1997 Board of Water and Soil Resources	183	1
1997 Mediation Services Bureau	258	1
1997 Board of Medical Practice	154	1
1997 Board of Boxing	116	1
1997 Rural Finance Authority	109	1
1997 Gambling Control Board	177	1
1997 Emergency Medical Services Regulatory Board	145	1
1996 Department of Natural Resources	158	12

1996 Department of Health	144	11
1996 Department of Public Safety	171	10
1996 Department of Labor and Industry	151	10
1996 Minnesota Pollution Control Agency	167	5
1996 Department of Human Services	196	4
1996 Department of Agriculture	105	3
1996 Department of Commerce	120	3
1996 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	3
1996 Board of Psychology	168	2
1996 Department of Economic Security	128	2
1996 Department of Revenue	181	2
1996 Department of Public Service	137	2
1996 Board of Veterinary Medicine	193	1
1996 Ethical Practices Board	142	1
1996 Minnesota Tax Court	187	1
1996 Board of Water and Soil Resources	183	1
1996 Board of Peace Officer Standards and Training	163	1
1996 Board of Teaching	188	1
1996 Board of Assessors	113	1
1996 Department of Education	129	1
1996 Higher Education Services Office	147	1
1996 Environmental Quality Board	141	1
1996 Board of Nursing	159	1
1996 Board of Accountancy	102	1
1996 Board of Examiners For Nursing Home Administrators	160	1
1996 Department of Trade and Economic Development	108	1
1996 Minnesota Racing Commission	178	1
1996 State Lottery	176	1
1996 Public Utilities Commission	138	1
1996 Department of Administration	103	1
1996 Health Licensing Boards	166	1
1996 Children, Families, and Learning Department	295	1
1995 Department of Natural Resources	158	18
1995 Minnesota Pollution Control Agency	167	12
1995 Department of Human Services	196	12
1995 Department of Health	144	11
1995 Board of Dentistry	125	10
1995 Department of Labor and Industry	151	10
1995 Higher Education Services Office	147	9
1995 Rural Finance Authority	109	8
1995 Department of Transportation	175	5
1995 Department of Agriculture	105	5
1995 Department of Administration	103	4
1995 Gambling Control Board	177	3
1995 Department of Public Safety	171	2
1995 Board of Dietetics and Nutrition Practice	127	2
1995 Minnesota Housing Finance Agency	148	2
1995 Department of Education	129	2
1995 Minnesota Racing Commission	178	2
1995 Board of Veterinary Medicine	193	2
1995 Department of Revenue	181	2
1995 Crime Victims Reparations Board	211	2
1995 Department of Commerce	120	2
1995 Department of Veterans Affairs	192	2
1995 Department of Trade and Economic Development	108	1
1995 Mediation Services Bureau	258	1
1995 Arts Board	112	1
1995 Environmental Quality Board	141	1
1995 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
1995 Board of Accountancy	102	1
1995 Office of Administrative Hearings	104	1
1995 Office of Environmental Assistance	297	1
1995 Secretary of State	133	1
1995 Ethical Practices Board	142	1
1995 Board of Nursing	159	1

1995 Minnesota Veterans Homes Board of Directors	191	1
1995 Board of Peace Officer Standards and Training	163	1
1995 Board of Pharmacy	164	1
1995 Board of Medical Practice	154	1
1995 Board of Water and Soil Resources	183	1
1995 Board of Chiropractic Examiners	119	1
1995 Health Licensing Boards	166	1
1994 Department of Natural Resources	158	24
1994 Minnesota Pollution Control Agency	167	14
1994 Department of Human Services	196	11
1994 Department of Health	144	11
1994 Department of Public Safety	171	7
1994 Department of Agriculture	105	7
1994 Department of Commerce	120	7
1994 Department of Labor and Industry	151	7
1994 Higher Education Coordinating Board	310	6
1994 Department of Administration	103	5
1994 Department of Trade and Economic Development	108	5
1994 Department of Economic Security	128	3
1994 Department of Education	129	3
1994 Gambling Control Board	177	3
1994 Board of Dentistry	125	3
1994 Board of Medical Practice	154	3
1994 Minnesota Housing Finance Agency	148	3
1994 Board of Water and Soil Resources	183	2
1994 Board of Podiatric Medicine	265	2
1994 Board of Accountancy	102	2
1994 Rural Finance Authority	109	2
1994 Board of Chiropractic Examiners	119	2
1994 Board of Animal Health	110	2
1994 Secretary of State	133	2
1994 Board of Nursing	159	2
1994 Department of Transportation	175	2
1994 Public Utilities Commission	138	1
1994 Department of Veterans Affairs	192	1
1994 Department of Revenue	181	1
1994 Minnesota State Retirement System	179	1
1994 Board of Optometry	161	1
1994 Department of Public Service	137	1
1994 Workers' Compensation Court of Appeals	198	1
1994 Indian Affairs Council	150	1
1994 Board of Electricity	134	1
1993 Department of Natural Resources	158	22
1993 Department of Health	144	13
1993 Minnesota Pollution Control Agency	167	13
1993 Department of Labor and Industry	151	9
1993 Department of Commerce	120	9
1993 Department of Administration	103	8
1993 Department of Human Services	196	8
1993 Department of Public Safety	171	6
1993 Department of Agriculture	105	5
1993 Rural Finance Authority	109	5
1993 Department of Public Service	137	5
1993 Minnesota Housing Finance Agency	148	4
1993 Higher Education Coordinating Board	310	4
1993 Department of Revenue	181	4
1993 Board of Accountancy	102	3
1993 Department of Trade and Economic Development	108	3
1993 Board of Chiropractic Examiners	119	3
1993 Department of Transportation	175	3
1993 Secretary of State	133	3
1993 Board of Dentistry	125	3
1993 Gambling Control Board	177	2
1993 Minnesota State Retirement System	179	2
1993 Technical Colleges Board	302	2

1993 Jobs and Training Department	298	2
1993 Minnesota Racing Commission	178	2
1993 Board of Optometry	161	2
1993 Mediation Services Bureau	258	1
1993 Public Utilities Commission	138	1
1993 Department of Corrections	121	1
1993 Board of Nursing	159	1
1993 Telecommunication Access for Communication Impaired Persons Board	327	1
1993 Minnesota Zoological Board	199	1
1993 Board of Assessors	113	1
1993 Board of Medical Practice	154	1
1993 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
1993 Board of Social Work	189	1
1993 Board of Peace Officer Standards and Training	163	1
1993 Department of Veterans Affairs	192	1
1993 Board of Abstracters	101	1
1993 State Lottery	176	1
1993 Board of Animal Health	110	1
1993 Minnesota Veterans Homes Board of Directors	191	1
1992 Department of Revenue	181	20
1992 Department of Labor and Industry	151	19
1992 Department of Human Services	196	15
1992 Department of Public Safety	171	13
1992 Department of Natural Resources	158	13
1992 Department of Health	144	11
1992 Department of Commerce	120	7
1992 Minnesota Housing Finance Agency	148	7
1992 Minnesota Pollution Control Agency	167	7
1992 Technical Colleges Board	302	6
1992 Department of Agriculture	105	6
1992 Department of Transportation	175	5
1992 Rural Finance Authority	109	4
1992 Board of Psychology	168	4
1992 Board of Animal Health	110	3
1992 Department of Education	129	3
1992 Secretary of State	133	3
1992 Higher Education Coordinating Board	310	2
1992 Board of Nursing	159	2
1992 Department of Public Service	137	2
1992 Board of Chiropractic Examiners	119	2
1992 Minnesota State Retirement System	179	2
1992 Gambling Control Board	177	2
1992 Minnesota Racing Commission	178	1
1992 Board of Accountancy	102	1
1992 Board of Dentistry	125	1
1992 Board of Water and Soil Resources	183	1
1992 Department of Corrections	121	1
1992 Board of Podiatric Medicine	265	1
1992 Waste Management Board	228	1
1992 Crime Victims Reparations Board	211	1
1992 Board of Teaching	188	1
1992 State Treasurer	278	1
1992 Board of Electricity	134	1
1992 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
1992 Board of Social Work	189	1
1992 Board of Medical Practice	154	1
1992 Jobs and Training Department	298	1
1992 Arts Education Center Board	291	1
1992 Department of Veterans Affairs	192	1
1991 Minnesota Pollution Control Agency	167	20
1991 Department of Human Services	196	18
1991 Department of Health	144	16
1991 Department of Labor and Industry	151	7
1991 Technical Colleges Board	302	7
1991 Department of Commerce	120	6

1991 Department of Agriculture	105	5
1991 Higher Education Coordinating Board	310	5
1991 Department of Public Safety	171	4
1991 Minnesota Racing Commission	178	4
1991 Department of Public Service	137	4
1991 Department of Natural Resources	158	4
1991 Minnesota Housing Finance Agency	148	4
1991 Department of Revenue	181	3
1991 Arts Education Center Board	291	3
1991 Secretary of State	133	3
1991 Waste Management Board	228	3
1991 Board of Pharmacy	164	3
1991 Minnesota Veterans Homes Board of Directors	191	2
1991 Minnesota State Retirement System	179	2
1991 Public Utilities Commission	138	2
1991 Board of Animal Health	110	2
1991 Jobs and Training Department	298	2
1991 Department of Transportation	175	2
1991 Department of Administration	103	2
1991 Gambling Control Board	177	1
1991 Board of Veterinary Medicine	193	1
1991 Board of Nursing	159	1
1991 Board of Dentistry	125	1
1991 Board of Podiatric Medicine	265	1
1991 Board of Accountancy	102	1
1991 Department of Employee Relations	135	1
1991 Board of Assessors	113	1
1991 Board of Water and Soil Resources	183	1
1991 Department of Education	129	1
1991 Department of Economic Security	128	1
1991 Occupational Safety and Health Review Board	262	1
1991 Board of Marriage and Family Therapy	152	1
1991 Harmful Substance Compensation Board	244	1
1991 Department of Trade and Economic Development	108	1
1991 Board of Chiropractic Examiners	119	1
1991 Rural Finance Authority	109	1
1991 Medical Examiners Board	299	1
1991 Board of Teaching	188	1
1991 Board of Abstracters	101	1
1990 Department of Human Services	196	17
1990 Department of Labor and Industry	151	17
1990 Department of Health	144	15
1990 Minnesota Pollution Control Agency	167	11
1990 Minnesota Housing Finance Agency	148	10
1990 Technical Colleges Board	302	9
1990 Department of Public Safety	171	9
1990 Board of Chiropractic Examiners	119	7
1990 Department of Agriculture	105	7
1990 Higher Education Coordinating Board	310	7
1990 Department of Revenue	181	6
1990 Department of Commerce	120	6
1990 Waste Management Board	228	6
1990 Jobs and Training Department	298	4
1990 Department of Transportation	175	4
1990 Board of Electricity	134	3
1990 Secretary of State	133	3
1990 Mediation Services Bureau	258	3
1990 Department of Natural Resources	158	2
1990 Environmental Quality Board	141	2
1990 Rural Finance Authority	109	2
1990 Medical Examiners Board	299	2
1990 Board of Psychology	168	2
1990 Department of Public Service	137	2
1990 Board of Teaching	188	2
1990 Board of Water and Soil Resources	183	2



1990 Department of Veterans Affairs	192	1
1990 Board of Nursing	159	1
1990 Public Utilities Commission	138	1
1990 Public Employment Relations Board	169	1
1990 Board of Animal Health	110	1
1990 Board of Private Detective and Protective Agent Services	172	1
1990 Department of Administration	103	1
1990 Board of Abstracters	101	1
1990 Office of The Attorney General	114	1
1990 Arts Board	112	1
1990 Ethical Practices Board	142	1
1990 Department of Education	129	1
1990 Board of Podiatric Medicine	265	1
1990 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
1990 Board of Examiners For Nursing Home Administrators	160	1
1990 Office of Administrative Hearings	104	1
1990 Transportation Regulation Board	341	1
1990 Board of Marriage and Family Therapy	152	1
1990 Minnesota Racing Commission	178	1
1989 Minnesota Pollution Control Agency	167	16
1989 Department of Health	144	15
1989 Department of Human Services	196	14
1989 Department of Commerce	120	12
1989 Minnesota Housing Finance Agency	148	12
1989 Technical Colleges Board	302	10
1989 Department of Agriculture	105	9
1989 Department of Labor and Industry	151	9
1989 Department of Trade and Economic Development	108	7
1989 Department of Public Safety	171	6
1989 Department of Administration	103	5
1989 Higher Education Coordinating Board	310	4
1989 Minnesota Racing Commission	178	4
1989 Department of Public Service	137	4
1989 Department of Revenue	181	4
1989 Board of Teaching	188	3
1989 Department of Natural Resources	158	3
1989 Medical Examiners Board	299	3
1989 Department of Veterans Affairs	192	2
1989 Board of Animal Health	110	2
1989 State Lottery	176	2
1989 Department of Education	129	2
1989 Public Utilities Commission	138	2
1989 Rural Finance Authority	109	2
1989 Unlicensed Mental Health Service Providers	303	2
1989 Board of Dentistry	125	1
1989 Board of Marriage and Family Therapy	152	1
1989 Telecommunication Access for Communication Impaired Persons Board	327	1
1989 Mediation Services Bureau	258	1
1989 Board of Electricity	134	1
1989 Public Employment Relations Board	169	1
1989 Board of Chiropractic Examiners	119	1
1989 Board of Veterinary Medicine	193	1
1989 Jobs and Training Department	298	1
1989 Board of Psychology	168	1
1989 Environmental Quality Board	141	1
1989 Ethical Practices Board	142	1
1989 Board of Peace Officer Standards and Training	163	1
1989 Arts Education Center Board	291	1
1989 Secretary of State	133	1
1989 Board of Social Work	189	1
1988 Minnesota Pollution Control Agency	167	19
1988 Department of Human Services	196	18
1988 Department of Health	144	16
1988 Department of Commerce	120	9
1988 Department of Labor and Industry	151	7

1988 Department of Agriculture	105	6
1988 Department of Public Safety	171	6
1988 Department of Education	129	4
1988 Department of Trade and Economic Development	108	4
1988 Department of Natural Resources	158	4
1988 Secretary of State	133	4
1988 Technical Colleges Board	302	4
1988 Public Utilities Commission	138	4
1988 Minnesota Housing Finance Agency	148	3
1988 Department of Public Service	137	3
1988 Board of Podiatric Medicine	265	2
1988 Mediation Services Bureau	258	2
1988 Board of Electricity	134	2
1988 Board of Pharmacy	164	2
1988 Jobs and Training Department	298	2
1988 Waste Management Board	228	2
1988 Environmental Quality Board	141	2
1988 Charitable Gambling Control Board	329	2
1988 Board of Animal Health	110	2
1988 Department of Corrections	121	2
1988 Minnesota Racing Commission	178	2
1988 Board of Dentistry	125	1
1988 Board of Psychology	168	1
1988 Workers' Compensation Court of Appeals	198	1
1988 Board of Nursing	159	1
1988 Department of Revenue	181	1
1988 Department of Human Rights	149	1
1988 Rural Development Board	324	1
1988 Department of Transportation	175	1
1988 Rural Finance Authority	109	1
1988 Board of Social Work	189	1
1988 Higher Education Coordinating Board	310	1
1988 Occupational Safety and Health Review Board	262	1
1988 Board of Barber Examiners	202	1
1988 Board of Assessors	113	1
1988 Telecommunication Access for Communication Impaired Persons Board	327	1
1988 Board of Marriage and Family Therapy	152	1
1988 Arts Education Center Board	291	1
1988 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
1988 Board of Optometry	161	1
1988 Board of Teaching	188	1
1988 Office of The Attorney General	114	1
1988 Minnesota Municipal Board	157	1
1988 Unlicensed Mental Health Service Providers	303	1
1988 Metropolitan Council	156	1
1987 Department of Commerce	120	20
1987 Department of Human Services	196	20
1987 Department of Labor and Industry	151	14
1987 Department of Health	144	10
1987 Minnesota Pollution Control Agency	167	10
1987 Department of Agriculture	105	8
1987 Minnesota Housing Finance Agency	148	8
1987 Department of Education	129	7
1987 Waste Management Board	228	6
1987 Department of Public Service	137	5
1987 Public Utilities Commission	138	5
1987 Secretary of State	133	4
1987 Department of Public Safety	171	4
1987 Harmful Substance Compensation Board	244	4
1987 Department of Administration	103	4
1987 Department of Transportation	175	4
1987 Mediation Services Bureau	258	3
1987 Board of Teaching	188	3
1987 Technical Colleges Board	302	3
1987 Department of Natural Resources	158	3

1987 Jobs and Training Department	298	2
1987 Board of Optometry	161	2
1987 Department of Revenue	181	2
1987 Board of Animal Health	110	2
1987 Board of Electricity	134	2
1987 Board of Barber Examiners	202	2
1987 Board of Podiatric Medicine	265	1
1987 Board of Pharmacy	164	1
1987 Board of Dentistry	125	1
1987 Board of Peace Officer Standards and Training	163	1
1987 Department of Corrections	121	1
1987 Board of Veterinary Medicine	193	1
1987 Higher Education Coordinating Board	310	1
1987 Ethical Practices Board	142	1
1987 Public Employees Retirement Association	180	1
1987 Board of Nursing	159	1
1987 Board of Accountancy	102	1
1987 Department of Trade and Economic Development	108	1
1987 Board of Examiners For Nursing Home Administrators	160	1
1987 Transportation Regulation Board	341	1
1987 Board of Psychology	168	1
1987 Minnesota Racing Commission	178	1
1987 Medical Examiners Board	299	1
1986 Department of Human Services	196	22
1986 Department of Commerce	120	11
1986 Department of Energy and Economic Development	136	8
1986 Minnesota Pollution Control Agency	167	7
1986 Department of Labor and Industry	151	6
1986 Jobs and Training Department	298	6
1986 Department of Agriculture	105	6
1986 Department of Health	144	6
1986 Department of Education	129	4
1986 Minnesota Housing Finance Agency	148	4
1986 Department of Public Safety	171	4
1986 Technical Colleges Board	302	4
1986 Public Utilities Commission	138	4
1986 Department of Revenue	181	3
1986 Department of Natural Resources	158	3
1986 Mediation Services Bureau	258	3
1986 Board of Optometry	161	2
1986 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	2
1986 Higher Education Coordinating Board	310	2
1986 Office of Administrative Hearings	104	2
1986 Board of Pharmacy	164	2
1986 Public Employees Retirement Association	180	2
1986 Secretary of State	133	2
1986 Department of Administration	103	2
1986 Minnesota Racing Commission	178	2
1986 Harmful Substance Compensation Board	244	1
1986 Transportation Regulation Board	341	1
1986 Board of Veterinary Medicine	193	1
1986 Board of Podiatry	165	1
1986 Waste Management Board	228	1
1986 Charitable Gambling Control Board	329	1
1986 Board of Animal Health	110	1
1986 Board of Nursing	159	1
1986 Capitol Area Architectural and Planning Board	118	1
1986 Board of Teaching	188	1
1986 Board of Accountancy	102	1
1986 Minnesota Supreme Court	281	1
1986 Environmental Quality Board	141	1
1986 Department of Human Rights	149	1
1986 Medical Examiners Board	299	1
1986 Ethical Practices Board	142	1
1986 Board of Water and Soil Resources	183	1

1985 Department of Human Services	196	29
1985 Department of Commerce	120	17
1985 Department of Health	144	15
1985 Minnesota Pollution Control Agency	167	15
1985 Department of Energy and Economic Development	136	14
1985 Department of Labor and Industry	151	8
1985 Department of Public Safety	171	7
1985 Department of Agriculture	105	6
1985 Minnesota Housing Finance Agency	148	6
1985 Board of Dentistry	125	6
1985 Board of Animal Health	110	4
1985 Minnesota Racing Commission	178	4
1985 Higher Education Coordinating Board	310	4
1985 Waste Management Board	228	3
1985 Board of Psychology	168	2
1985 Board of Peace Officer Standards and Training	163	2
1985 Department of Revenue	181	2
1985 Department of Administration	103	2
1985 Secretary of State	133	2
1985 Environmental Quality Board	141	1
1985 Jobs and Training Department	298	1
1985 Department of Economic Security	128	1
1985 Department of Education	129	1
1985 Sentencing Guidelines Commission	123	1
1985 Department of Transportation	175	1
1985 Board of Teaching	188	1
1985 Public Utilities Commission	138	1
1985 Department of Human Rights	149	1
1985 Board of Chiropractic Examiners	119	1
1985 Medical Examiners Board	299	1
1985 Department of Natural Resources	158	1
1985 Ethical Practices Board	142	1
1985 Department of Public Service	137	1
1985 Board of Nursing	159	1
1985 Department of Veterans Affairs	192	1
1985 Department of Trade and Economic Development	108	1
1985 Board of Accountancy	102	1
1985 Mediation Services Bureau	258	1
1984 Department of Commerce	120	28
1984 Department of Human Services	196	17
1984 Minnesota Housing Finance Agency	148	14
1984 Department of Energy and Economic Development	136	11
1984 Department of Labor and Industry	151	11
1984 Department of Education	129	10
1984 Department of Public Safety	171	9
1984 Department of Health	144	9
1984 Department of Agriculture	105	8
1984 Minnesota Pollution Control Agency	167	8
1984 Department of Economic Security	128	8
1984 Department of Revenue	181	7
1984 Department of Natural Resources	158	7
1984 Waste Management Board	228	3
1984 Public Welfare Department	323	3
1984 Higher Education Coordinating Board	310	3
1984 Office of Administrative Hearings	104	2
1984 Department of Corrections	121	2
1984 Public Utilities Commission	138	2
1984 Board of Pharmacy	164	2
1984 Board of Animal Health	110	2
1984 Medical Examiners Board	299	2
1984 Minnesota Municipal Board	157	1
1984 Secretary of State	133	1
1984 Department of Administration	103	1
1984 Transportation Regulation Board	341	1
1984 Office of The Attorney General	114	1

1984 Board of Boxing	116	1
1984 Board of Optometry	161	1
1984 Board of Dentistry	125	1
1984 Department of Public Service	137	1
1984 Board of Peace Officer Standards and Training	163	1
1984 Department of Human Rights	149	1
1984 Board of Accountancy	102	1
1984 Minnesota Racing Commission	178	1
1984 Environmental Quality Board	141	1
1984 Gambling Control Board	177	1
1984 Workers' Compensation Court of Appeals	198	1
1984 Cable Communications Board	117	1
1983 Minnesota Pollution Control Agency	167	13
1983 Department of Energy and Economic Development	136	11
1983 Department of Commerce	120	11
1983 Public Welfare Department	323	10
1983 Minnesota Housing Finance Agency	148	9
1983 Department of Agriculture	105	9
1983 Department of Health	144	6
1983 Department of Labor and Industry	151	5
1983 Department of Education	129	5
1983 Department of Revenue	181	4
1983 Board of Animal Health	110	3
1983 Waste Management Board	228	3
1983 Department of Transportation	175	3
1983 Department of Natural Resources	158	3
1983 Department of Public Safety	171	3
1983 Public Utilities Commission	138	2
1983 Secretary of State	133	2
1983 Board of Assessors	113	2
1983 Department of Human Rights	149	2
1983 Department of Corrections	121	2
1983 Board of Nursing	159	2
1983 Department of Economic Security	128	2
1983 Board of Electricity	134	1
1983 Board of Chiropractic Examiners	119	1
1983 Cable Communications Board	117	1
1983 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	1
1983 Higher Education Coordinating Board	310	1
1983 Department of Administration	103	1
1983 Minnesota State Retirement System	179	1
1983 Mediation Services Bureau	258	1
1983 Minnesota Racing Commission	178	1
1983 Board of Teaching	188	1
1983 Medical Examiners Board	299	1
1983 Office of Administrative Hearings	104	1
1983 Department of Employee Relations	135	1
1983 Energy, Planning, and Development Department	293	1
1983 Board of Peace Officer Standards and Training	163	1
1982 Department of Public Safety	171	13
1982 Public Welfare Department	323	12
1982 Energy, Planning, and Development Department	293	12
1982 Department of Commerce	120	9
1982 Minnesota Housing Finance Agency	148	8
1982 Department of Education	129	7
1982 Department of Revenue	181	6
1982 Department of Administration	103	6
1982 Department of Agriculture	105	6
1982 Department of Health	144	5
1982 Board of Animal Health	110	4
1982 Department of Employee Relations	135	3
1982 Waste Management Board	228	3
1982 Department of Natural Resources	158	3
1982 Department of Economic Security	128	3
1982 Public Utilities Commission	138	3

1982 Medical Examiners Board	299	2
1982 Minnesota Pollution Control Agency	167	2
1982 Board of Nursing	159	2
1982 Board of Pharmacy	164	2
1982 Cable Communications Board	117	2
1982 Higher Education Coordinating Board	310	1
1982 Board of Barber Examiners	202	1
1982 Department of Transportation	175	1
1982 Occupational Safety and Health Review Board	262	1
1982 Metropolitan Transit Commission	314	1
1982 Board of Examiners For Nursing Home Administrators	160	1
1982 Board of Peace Officer Standards and Training	163	1
1982 Workers' Compensation Court of Appeals	198	1
1982 Public Employment Relations Board	169	1
1982 Board of Teaching	188	1
1981 Department of Education	129	14
1981 Public Welfare Department	323	12
1981 Department of Agriculture	105	9
1981 Department of Commerce	120	7
1981 Energy Agency	308	7
1981 Department of Health	144	7
1981 Minnesota Housing Finance Agency	148	7
1981 Minnesota Pollution Control Agency	167	7
1981 Department of Corrections	121	5
1981 Department of Revenue	181	5
1981 Board of Teaching	188	5
1981 Department of Public Safety	171	4
1981 Department of Labor and Industry	151	4
1981 Department of Economic Security	128	3
1981 Board of Electricity	134	3
1981 Energy, Planning, and Development Department	293	3
1981 Ethical Practices Board	142	2
1981 Department of Public Service	137	2
1981 Office of Administrative Hearings	104	2
1981 Board of Nursing	159	2
1981 Department of Transportation	175	2
1981 Waste Management Board	228	2
1981 Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design	111	2
1981 Small Business Finance Agency	273	2
1981 Secretary of State	133	2
1981 Environmental Quality Board	141	2
1981 Minnesota Municipal Board	157	1
1981 State Arts Board	275	1
1981 Cable Communications Board	117	1
1981 Board of Animal Health	110	1
1981 Public Utilities Commission	138	1
1981 Board of Barber Examiners	202	1
1981 Board of Psychology	168	1
1981 Board of Peace Officer Standards and Training	163	1
1981 Capitol Area Architectural and Planning Board	118	1
1981 Workers' Compensation Court of Appeals	198	1
1981 Board of Accountancy	102	1
1980 Department of Human Rights	149	1

## Yearly Adopted Rulemakings

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Year	Total
2017	31
2016	55
2015	57
2014	62
2013	54
2012	60
2011	69
2010	54
2009	72
2008	74
2007	67
2006	61
2005	58
2004	67
2003	68
2002	64
2001	85
2000	81
1999	84
1998	98
1997	85
1996	121
1995	102
1994	130
1993	182
1992	137
1991	137
1990	160
1989	135
1988	143
1987	118
1986	139
1985	149
1984	142
1983	123
1982	113
1981	39

## Appendix F-Small Sub Group Recommendations

### MARSS Workgroup – Sub-Group Recommendations

Prepared September 13, 2017

#### Participants – Workshop 1

- Denise Collins
- Kerstin Forsythe Hahn
- Rebecca Gaspard
- Jodi Pope
- Wendy Legge
- Mary H. Lynn
- Beth Scheffer

#### Participants – Workshop 2

- Kerstin Forsythe Hahn
- Wendy Legge
- Mary H. Lynn
- Beth Scheffer

#### Participants – Workshop 3

- Wendy Legge

- Mary H. Lynn
- Beth Scheffer

#### Participants – Workshop 4

- Wendy Legge
- Mary H. Lynn
- Kerstin Forsythe Hahn

A number of the MARSS Workgroup members participated in a series of sub-group workshops. A different assembly of members participated in each workshop. From this work, a summary of recommended changes to the pilot-based requirements are provided below for full-group consideration and decision-making.

#### Decision Key

- Must = Must have in first release.
- Nice = Nice to have in first release if relatively easy and cheap to do so.
- Future = Plan and architect for this future enhancement.
- No = Not necessary, ever.

#	Functionality	Decision (see above)	Impact on Solution Components, System Requirements & Business Capabilities	Impact on Costs
1.	Build vs. Buy	Overall Recommendation	<ul style="list-style-type: none"><li>• Based on the needed flexibility, a desire to reduce cost, and the reduction in functionality from that defined in the pilot project, the sub-group participants recommend that a build approach be taken with MARSS. This does not preclude the purchase of some solution components.</li></ul>	<ul style="list-style-type: none"><li>• Initial cost lower with a build approach.</li></ul>



#	Functionality	Decision (see above)	Impact on Solution Components, System Requirements & Business Capabilities	Impact on Costs
2.	Security controls over non-public data and public data not ready for display	<p>No, redacted vs. non-redacted not in system (only redacted submitted)</p> <p>Must have, flag for public data that is not yet ready for public display (but data request could access) (e.g. agency notice plan in draft stage)</p>	<ul style="list-style-type: none"> <li>Initially, the security component need only control for agency edit rights for respective rule data (i.e. agency x cannot view agency y's data that is not publicly displayable), but otherwise all uploaded data/documents are to be considered publicly viewable.</li> <li>An indicator to flag items as not yet ready for public display should remain, with a default of ready for public display, but any entered/uploaded data/documents should be considered to be public and accessible upon request.</li> <li>While supplemental items might be uploaded, they are to be considered as public. They can be flagged as not ready for public display however.</li> <li>Initially, the ability to upload data/documents flagged and secured as non-public for internal agency purposes during rule development is not supported.</li> <li>A decision might be made in the future to exclude non-public data entirely from the system or it may be included, which would necessitate proper access controls.</li> <li>Any needed redaction will be done prior to uploads. Redaction technology is not needed. Clarification is needed as to the non-redacted content being a part of the official rulemaking record.</li> </ul>	<ul style="list-style-type: none"> <li>Removal of the need to properly control access to redacted data removes a fair bit of complexity and some cost.</li> <li>Security flag (not ready for public viewing) is not a significant cost.</li> </ul>
3.	Version control	Must have	<ul style="list-style-type: none"> <li>Agencies will have the discretion as to which versions to upload and which to keep.</li> <li>The system will track that an item is a replacement for another item through date relationships and classifications.</li> <li>A history of versions remaining in the system will be traceable through dates and displayable as a history of versions, as currently done with the Statute and Rules Publication.</li> <li>Older versions should be classified as supplemental.</li> </ul>	<ul style="list-style-type: none"> <li>None/minimal</li> </ul>
4.	Classifications	Must have	<ul style="list-style-type: none"> <li>Various classifications should be maintained, such as rule proceeding type, document type, etc.</li> <li>Agencies must be able to change the proceeding type. Changes to dependent data must be supported by the system through alerts/business rules regarding changes.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

#	Functionality	Decision (see above)	Impact on Solution Components, System Requirements & Business Capabilities	Impact on Costs
5.	Contact Info & Notifications – Legislative Committees	<p>Must have – contacts tracked &amp; committee as search criterion</p> <p>Notifications of official notices - nice to have)</p>	<ul style="list-style-type: none"> <li>• The MARSS system will make available the list of legislative committees as well as contact information that the legislature currently provides to the Revisor’s Office.</li> <li>• Rulemaking requires committee chair information and ranking minority member information as well as LCC contact information.</li> <li>• The agencies will be responsible for selecting the appropriate persons from the list in the system to assign to their rulemakings.</li> <li>• The system will provide some sort of notification or alert to the agency if the committee information changes for a particular rulemaking.</li> </ul>	<ul style="list-style-type: none"> <li>• If simple notifications are desired for committees, none. Not a full-blown subscription service.</li> </ul>
6.	Mobile Access	<p>Must have – public views</p> <p>Nice to have – editing rights</p> <p>Public comments – future</p>	<ul style="list-style-type: none"> <li>• System must be mobile-friendly in its public displays (mobile phone/tablet optimized).</li> <li>• The ability to modify the content of the system (agency functions) on a mobile device is not a must have, but might be useful (e.g. via use of tablet).</li> <li>• Future public comment entry via a mobile device should be considered with public comment discussion.</li> </ul>	<ul style="list-style-type: none"> <li>• Not considerable for public views.</li> <li>• Security features may be needed for editing and comment submissions.</li> </ul>

#	Functionality	Decision (see above)	Impact on Solution Components, System Requirements & Business Capabilities	Impact on Costs
7.	Searching	Must have	<ul style="list-style-type: none"> <li>• A robust set of searching mechanisms are required to support public ease of access, including legislative staff. <ul style="list-style-type: none"> <li>○ Search parameters (e.g. between these dates) &amp; filters (to various types/classifications, e.g. adopted)</li> <li>○ Topic/keyword</li> <li>○ Revisor ID</li> <li>○ More than one parameter can be used in one search</li> <li>○ Faceted (a search within a search) searches are possible</li> <li>○ Intact phrases can be used</li> <li>○ By agency, all agencies, selected agencies, with automatically associated agencies brought along (e.g. DOLI would be accompanied by agencies such as the Plumbing Board and the Board of Electricity where appropriate)</li> <li>○ Search alternative names with a new name automatically</li> <li>○ Step through highlighted search criteria</li> <li>○ Sort by and group by</li> <li>○ By legislative committee</li> <li>○ By Statutory Authority and Session Law</li> <li>○ Have simple and advanced search options</li> <li>○ Ability to add additional search capabilities, based on the data in the system</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
8.	Canned reports	Must have	<ul style="list-style-type: none"> <li>• Need capability from day one, e.g. The Docket.</li> <li>• More reports over time.</li> <li>• Downloadable in various formats (Excel, PDF, Word, and CSV).</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
9.	Saved queries	<p>Must have – agencies</p> <p>Future - Legislative aides /public</p>	<ul style="list-style-type: none"> <li>• For agency users, must have.</li> <li>• Future: Legislative aides/public, having accounts to save queries. <ul style="list-style-type: none"> <li>○ Consideration: turnover of LAs, changing users.</li> <li>○ Consideration: volume of users, license based.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Development Time</li> <li>• Future Cost Implication: User Licenses/Self-Provisioning Component</li> </ul>

#	Functionality	Decision (see above)	Impact on Solution Components, System Requirements & Business Capabilities	Impact on Costs
10.	Views	Must have	<ul style="list-style-type: none"> <li>It is desired for the MARSS system to be linked to from the official Minnesota Rules publication hosted on the Revisor website (e.g. the history section of a published Minnesota Rule could link directly to the State Register publication found in the MARSS system or further link to the rule proceeding pages with full details on a rulemaking).</li> <li>As noted for related items in this list, the public will only see data flagged as ready for public viewing, although it might technically be public and releasable per a data request.</li> <li>History and detail is viewable with a rulemaking proceeding, given that it is flagged for public viewing (the default).</li> <li>All rulemaking proceeding data is controlled by the agency owner(s) up until adoption.</li> <li>The public will be able to see where a rule proceeding is in the process via a simple timeline of events and rulemaking record items, dependent on agency uploads/entry.</li> <li>Future: Should non-public data be added, which is still being determined, it will not be viewable by the public or by agencies other than the agency(ies) owning a rulemaking proceeding.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
11.	Dashboard	<p>Must have – agencies</p> <p>Future – workflow</p> <p>Future – public self-provisioning</p>	<ul style="list-style-type: none"> <li>A simple version of a dashboard is desirable, i.e. a list of saved queries and canned reports, my rules, some alerts, etc. – must have for agency users.</li> <li>No assignment/workflow “to-dos” – reconsider with workflow.</li> <li>Reconsider if self-provisioning of accounts and listserv sign-ups added – does a public “dashboard” or account view come with this?</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

#	Functionality	Decision (see above)	Impact on Solution Components, System Requirements & Business Capabilities	Impact on Costs
12.	Required Data and Optional Supplemental Data	Must have	<ul style="list-style-type: none"> <li>• Rulemaking record items are defined in Statute. Some Statutory “catchall” language needs consensus if any are official rulemaking record items (e.g. 14.365(8)). If supplemental in nature, these items can be uploaded optionally at the discretion of each agency. In other words, agencies should not be expected to be consistent regarding supplementation item determinations.</li> <li>• Agencies are expected to come to agreement regarding required data in the system. Data will either be required in a certain context or it will be optional. <ul style="list-style-type: none"> <li>○ E.g. Statutory Authority (if entered, we can report back to the agencies if a Bill is introduced to amend the Statutory Authority.)</li> </ul> </li> <li>• Agencies will maintain flexibility and decision-making regarding what and when to upload where flexibility is needed.</li> <li>• Some data will be required beyond the rulemaking record items if the data is needed for system logic (alerts, prompts, workflow, notifications, controls) as requested by the agencies. In fulfilling requests of the agencies for system functionality that require new system logic, the Revisor’s Office will make agencies aware of the data that will become required in order for the system logic to work.</li> <li>• Decisions/governance over required data/docs are expected to occur through an ongoing agency working group in collaboration with the Revisor’s Office and the IRC. <ul style="list-style-type: none"> <li>○ Before Implementation: Discussion is needed around this item.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
13.	Data change History	Must have	<ul style="list-style-type: none"> <li>• The system will track creation dates, update dates, deletion dates, and dates of record expungement as they relate to retention schedules as needed.</li> <li>• The system will maintain the data required by Law for record destruction as it relates to data contained in MARSS.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
14.	Records Retention Policy Handling	Must have	<ul style="list-style-type: none"> <li>• The agencies will be responsible for monitoring their own records retention schedules and deleting data and documents in the system accordingly.</li> <li>• Official rulemaking record items are permanent, and therefore no records retention policies apply.</li> <li>• If an item is deleted from the system, the delete will be physical, not logical. In other words, the deletion will be full and final without the ability to reverse the deletion. This will ensure that discoverable data is not retained behind the scenes.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>

#	Functionality	Decision (see above)	Impact on Solution Components, System Requirements & Business Capabilities	Impact on Costs
15.	Notifications During Rule Proceeding	Future, largely  Some notifications initially, nice to have	<ul style="list-style-type: none"> <li>Initially, notifications which agencies are required to fulfill based on a rulemaking events or timings will be handled outside the system per agency effort, except: <ul style="list-style-type: none"> <li>Some minimal notifications, such as when a Statute changes or with bill introductions, are desirable with the first implementation.</li> </ul> </li> <li>An advanced business rule engine for process-based notifications associated with workflow would be considered with workflow.</li> </ul>	<ul style="list-style-type: none"> <li>Same as workflow</li> </ul>
16.	Workflow assignments	Future, maybe	<ul style="list-style-type: none"> <li>A workflow component is not needed initially. <ul style="list-style-type: none"> <li>Initially, agencies would be required to manage workflow assignments outside of the system.</li> <li>Initially, uploads and data entry are to be done based on the agency's discretion without process support by the system. In other words, agencies will be responsible for uploading rulemaking record items when required without the benefit of prompts and reminders.</li> </ul> </li> <li>It is worth the time/effort to plan for potential workflow capabilities (some workflow/notifications), i.e. "rough in the plumbing" for the future.</li> </ul>	<ul style="list-style-type: none"> <li>Workflow engine not needed initially</li> <li>Workflow engine probably purchased if workflow is desired in the future</li> <li>There is some relatively low cost in exploring and roughing in initially</li> </ul>
17.	Notifications via Public Listservs	Future	<ul style="list-style-type: none"> <li>Initially, notifications about rulemakings will remain unchanged. Users will use the same means they use today to register to follow a rulemaking. The system, where possible, will allow the agency to provide instructions to users as to how to sign up for their particular agency's rulemaking notices.</li> <li>In the future, providing listserv sign ups per rule or per agency or across agencies (topic-based) would be desirable.</li> <li>Self-provisioning of accounts for joining lists and saving queries by the public would be a future component.</li> </ul>	<ul style="list-style-type: none"> <li>A component like GovDelivery may be needed at the time this is added to the system, but adding the "pipes" to build this in the future will be minimal in relation to cost.</li> </ul>

#	Functionality	Decision (see above)	Impact on Solution Components, System Requirements & Business Capabilities	Impact on Costs
18.	Reviews by Non-Agency Users	Future, maybe	<ul style="list-style-type: none"> <li>Related to workflow, reviews by entities other than agencies are not necessary, initially. In other words, initially, support for the direct submission of documentation by a range of stakeholders is not supported by the system and must be handled separately. <ul style="list-style-type: none"> <li>Agencies will obtain the necessary approvals and signatures outside the system and will then control uploads.</li> <li>Because of this, users, roles, and permissions will be simplified initially.</li> <li>Initially, electronic signatures are not needed.</li> </ul> </li> <li>It is worth the time/effort to plan for potential non-agency reviews which might include electronic signatures, i.e. “rough in the plumbing,” for the future.</li> <li>The system will support reviews with one, two or three of these categories of data (related to next item): <ul style="list-style-type: none"> <li>Publicly viewable public data (display)</li> <li>Not ready for public viewing, but public and accessible via a data request (flagged as such to exclude from displays)</li> <li>Non-public and protected as such. <ul style="list-style-type: none"> <li>Non-public data might be included at some point in association with workflow and approvals (requiring proper security).</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>There is some relatively low cost in exploring and roughing in initially</li> <li>Cost of adding non-agency reviewers?</li> <li>Public/Not Public</li> <li>Public display {Y/N}</li> <li>Business rule: If non-public, public display = N</li> </ul>
19.	Interested and Affected Persons and Entities Lists	Future – consider with listservs	<ul style="list-style-type: none"> <li>Initially, support for Interested and Affected Persons and Entities Lists is not needed in the system.</li> <li>Agencies will manage their Interested and Affected Persons and Entities Lists outside the system as well as manage notifications to these groups.</li> <li>We will reconsider with future public listserv capability.</li> </ul>	<ul style="list-style-type: none"> <li>Same as listservs</li> </ul>

#	Functionality	Decision (see above)	Impact on Solution Components, System Requirements & Business Capabilities	Impact on Costs
20.	Public Comments	Future	<ul style="list-style-type: none"> <li>Initially, agencies will upload public comment-related items at their discretion, no special support for the public submission of comments is needed. <ul style="list-style-type: none"> <li>OAH system will continue to support public comment process.</li> </ul> </li> <li>This topic needs further discussion before a decision to implement. <ul style="list-style-type: none"> <li>Discuss the different public comment time periods.</li> <li>Consider that direct access to one place for public comments is valuable.</li> <li>Consider that a one stop shop for rule info and public comments is valuable.</li> <li>Comments should be able to be flagged for whether they are ready for public display, as other data will be “flaggable.”</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Not considerable relates to providing a “rough in” for a future enhancement. A future component will need to be purchased/developed in order to add this support.</li> </ul>
21.	Agency Managed Topics	No	<ul style="list-style-type: none"> <li>Topics should be controlled (which are associated with rules, along with keywords which are not controlled). However, an agency managed Admin UI is not needed, as Revisor Office management of topics is desired.</li> <li>Agencies should be able to suggest additions to topics.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
22.	Document Templates	No	<ul style="list-style-type: none"> <li>The management of common document templates will be handled outside the system.</li> <li>An agency admin UI for template management is not needed.</li> <li>The ability to have a repository of the most recent templates for download and subsequent upload will not be available in the system.</li> <li>The ability to pre-populate templates with known data is not supported.</li> </ul>	<ul style="list-style-type: none"> <li>Less development time for the 2<sup>nd</sup> phase of the project.</li> </ul>



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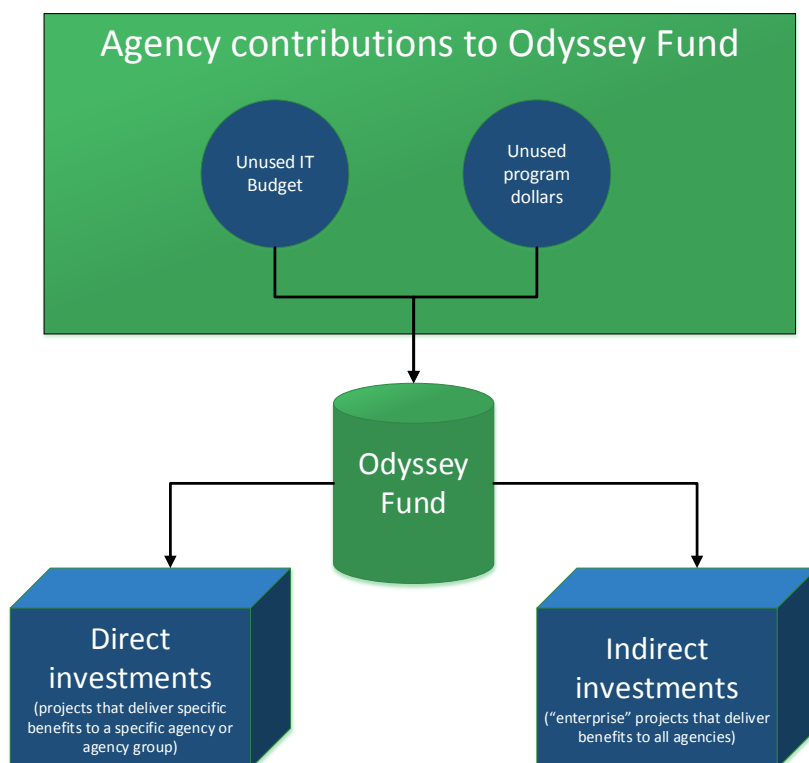
## ITA (Odyssey) Program Purpose

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In 2006, the legislature created the Information and Telecommunications Account (ITA) as a means to invest in common IT solutions to minimize costs and maximize efficiencies and “create government efficiencies.” M.S. 16E.21 outlines the purpose of the account and permitted use of funds. As a special revenue appropriation this fund does not cancel at the end of the biennium like direct appropriations, and encumbrances can be made on estimated receipts.

***Fund transfers to the Information and Telecommunication Account made after June 30, 2017 that remain unexpended and unencumbered at the close of the fiscal year four years after the funds were received in the account shall lapse to the fund from which the receipt was transferred.***

Agencies may use the ITA Fund (commonly referred to as the Odyssey Fund) to move funds into the next biennial budget for specifically defined IT efforts. By providing a flexible mechanism for agencies to invest those dollars in technology initiatives that benefit the agency customers and the services they consume, Minnesota IT can ensure those investments are also strategic to the enterprise.



Minnesota IT Services established the Odyssey Program to monitor ITA projects and to ensure the responsible use of these funds. All projects that receive ITA funds (both Direct and Indirect investments) must be approved by Minnesota IT Services, MMB, and the Legislative Advisory Commission (LAC). Eligible projects will show some benefit to the state, such as long-term savings or cost avoidance, process improvement, government efficiency, cross-agency collaboration, or IT standards compliance.

# ITA (Odyssey) Update

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## What has changed?

- Legislative Advisory Commission (LAC) review and approval required before funds can be transferred to Odyssey
- LAC review may take up to 30 days
- Timeline for submitting requests has been revised to allow time for LAC review
- ITA funds lapse –unexpended and unencumbered funds at the **close of fiscal year four years after funds received lapse to fund from which funds were transferred.**

## What is the process and what are the important dates? (timeline dates are for planning purposes only)

- ITA (Odyssey) Requests submitted by CBTO to MNIT ePMO due late April
- ePMO begins internal review of requests late April
- ePMO delivers approved requests to MMB early May
- MMB review, prep and for LAC review 30 days
- MMB reports LAC decisions to MNIT mid-June (at the earliest)
- Interagency Agreements Executed - tbd

## What has not changed?

- Budget is set up for your project with the funds
- Funds subject legislative budgeting needs
- Project planning and project oversight process:
  - Project is partnership with agency and MNIT
  - Project team prepares and delivers project planning information to ePMO for review
  - ePMO reviews project artifacts to ensure that an appropriate level of planning has been done for the project to succeed
  - Project team and ePMO team together review project overview information and develop an action plan that will allow for a quick release of funds
  - Project funding is released when all aspects of the program requirements have been met and approved by the ePMO team
  - Project Manager and Project Budget Contact will receive budget setup instructions from MNIT Finance
  - Project Team delivers monthly status reports to the ePMO and meets quarterly to monitor progress through the life of the project

## How often can we submit requests?

- Currently there is one review / approve cycle
- Future item is to work with MMB to set up a second review cycle

## Where can I find additional information?

- [Information and Telecommunications Account \(Odyssey\) site](#)
- Dave Osteraas, ePMO Manager, [dave.osteraas@state.mn.us](mailto:dave.osteraas@state.mn.us), 651-201-1038.
- [Revisor of Statutes](#), State of Minnesota

## Appendix H: MARSS Working Group Members

The MARSS working group was comprised of the following nine members as required by the enabling legislation. Agency representatives were appointed by their Commissioners. Representatives from the Interagency Rules Committee (IRC), a health-related board, and a non-health related board were appointed by the committee.

- 1) Designee from the Secretary of State's Office, Bert Black, Legal Advisor;
- 2) Designee from the Office of Administrative Hearings, Denise Collins, Court Administrator;
- 3) Representative from the Interagency Rules Committee (IRC) and MARSS Working Group Chair, Kerstin Forsythe Hahn, Rulemaking Coordinator and Records Manager at the Minnesota Department of Education (MDE);
- 4) Representative from the Minnesota Department of Health (MDH), Patricia Winget, Rules Coordinator and Legal Counsel;
- 5) Representative from the Minnesota Pollution Control Agency (MPCA), Mary H. Lynn, Agency Rule Coordinator;
- 6) Representative from the Minnesota Department of Transportation (DOT), Elizabeth Richter Scheffer, Associate Legal Counsel and Rules Coordinator, Office of Chief Counsel;
- 7) Representative from the Minnesota Department of Labor and Industry; Wendy Willson Legge, Chief General Counsel;
- 8) Representative from a non-health-related board, Jodi Pope, Legal/Management Analyst, Minnesota Campaign Finance and Public Disclosure Board; and
- 9) Representative from a health-related board, Rebecca Gaspard, Policy Analyst, Minnesota Board of Cosmetology.

Staff from the Revisor's Office also attended many of the MARSS working group meetings. The working group worked closely with: Revisor, Paul Marinac; Assistant Revisor, Cindy Maxwell; and Revisor Technology staff members, Melissa Patsch, Software Developer, and LeAnn Simonson, Contract Business Process Analyst. Revisor's Office Editorial Staff members Ellen Purtle and Justin Carlson also provided administrative support. The working group appreciates all the work of these dedicated public servants.

Chief Judge Tammy Pust from the Office of Administrative Hearings also attended meetings when possible.

