

*OFFICE OF THE
REVISOR OF STATUTES*



PERFORMANCE REPORT

1997-1998

Table of Contents

INTRODUCTION	1
<hr/>	
FUNCTIONS OF THE REVISOR'S OFFICE	2
<hr/>	
LEGISLATIVE DUTIES	2
BILL DRAFTING	2
BILL DRAFTING FOR AGENCIES	2
AMENDMENT DRAFTING	4
RESOLUTION DRAFTING	5
REVISOR'S BILLS	5
FORM APPROVALS OF BILLS	5
HOUSE COMMITTEE REPORTS	6
CONFERENCE COMMITTEE REPORTS	7
COMPARISON REPORTS	8
CONFERENCE COMMITTEE COMPARISON REPORTS	8
DESK COMPARISON REPORTS	9
ENGROSSING AND ENROLLING	10
ENGROSSMENTS	10
ENROLLMENTS	12
ADMINISTRATIVE RULE-RELATED DUTIES	14
RULE DRAFTING	14
FORM APPROVALS OF RULES	16
PROPOSED RULES	17
MODIFICATIONS	18
NOTICES OF ADOPTION	19
ADOPTED RULES	20
PUBLICATIONS AND ACCESS TO DATA	21
<hr/>	
LAWS OF MINNESOTA	21
MINNESOTA STATUTES AND SUPPLEMENT	22
INDEXES	22
MINNESOTA RULES AND SUPPLEMENT	23
COURT RULES	24
BILL DRAFTING MANUAL	25
RULE DRAFTING MANUAL	25
RULEMAKING GUIDE	25
COMPUTER SEARCHES	25
LOCAL LAWS TABLES	26
COPIES OF, AND ACCESS TO, PUBLIC DATA	26

LEGAL ASSISTANCE AND LIAISON	27
COUNSEL TO SUBCOMMITTEE ON CLAIMS	27
COURT OPINIONS REPORT	27
UNIFORM LAWS CONFERENCE	27
COMPILING DATA ON OPERATION AND EFFECT OF LAWS	28
COUNSEL AND INFORMATION FOR OTHER STATE OFFICES AND THE GENERAL PUBLIC	28
COMPUTER SERVICES	29
MAINTAINING A COMPUTER SYSTEM	29
<u>PRODUCTION STATISTICS</u>	30
BILL DRAFTING OPERATIONS	30
ENGROSSING AND ENROLLING OPERATIONS	31
STATUTORY EDITORIAL OPERATIONS	32

INTRODUCTION

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

This report is a review for the 1997-1998 biennium of each of the functions of the revisor's office that are identified by law, rule, or custom. Included as part of the report is a statistical overview of the past ten years, showing long-term trends on the demands of the office.

Some explanation is needed concerning statistics related to bill drafting files for 1997. Normally, bill drafts are linked to a particular drafting year and that year is advanced to the next year on July 1. In 1997, however, the 1997 bill drafting year was maintained until after the third special session which ended November 14, 1997. Consequently, drafting statistics for 1997 are slightly higher than they would otherwise be and those for 1998 are slightly lower than they would otherwise be.

Of particular note during this biennium is the continued growth in the demands being made on the office. This is illustrated by an increase of nearly 1,000 bill drafting requests over last biennium. In addition, *Minnesota Statutes 1998* shows a growth of over five percent in size over *Minnesota Statutes 1996*. The demand for Internet availability of data has consistently increased. *Minnesota Rules* was made available on the Internet in May 1997. The consistent evolution of Internet use has put additional demands on the computer staff.

Thanks to the following staff members for their contributions to this report:

Jacqueline Ahrens, engrossing/enrolling, committee report statistics
Cheryl Anderson, graphics design, data entry, and layout and styling
Lorna Breiter, Uniform Laws Commission
Maryann Corbett, indexing operations
Craig Gustafson, court rules operations
Holly Johnson, report layout and styling
Diane Knowlton, statutory editing, extracts statistics
Clayton Larson, computer operations
Craig Lindeke, claims bill and Supreme Court Report
Paul Marinac, bill drafting and rules operations, editing of report
Kathryne Maxson, rules editing
Martha Rhode, bill drafting statistics and coordination and editing of report
Carla Riehle, revisor's bills

Marlene Schmugge, resolution statistics
Corrine Staeheli, rules operations
Jan Vaidich, court rules
Marcia Valencour, editorial operations, editing of report

The revisor's office will prepare its next performance report in the fall of 2000. The report will review the work of the office during the 1999-2000 biennium.

Comments or questions regarding this report can be directed to Marcia Valencour at 296-7147.

FUNCTIONS OF THE REVISOR'S OFFICE

This section of the report examines each of the functions of the revisor's office as they are assigned by law, rule, request, or custom.

LEGISLATIVE DUTIES

Bill Drafting

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

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

The office processed nearly 1,000 more bill files in the 1997-1998 biennium than in the previous biennium.

Bill Drafting for Agencies

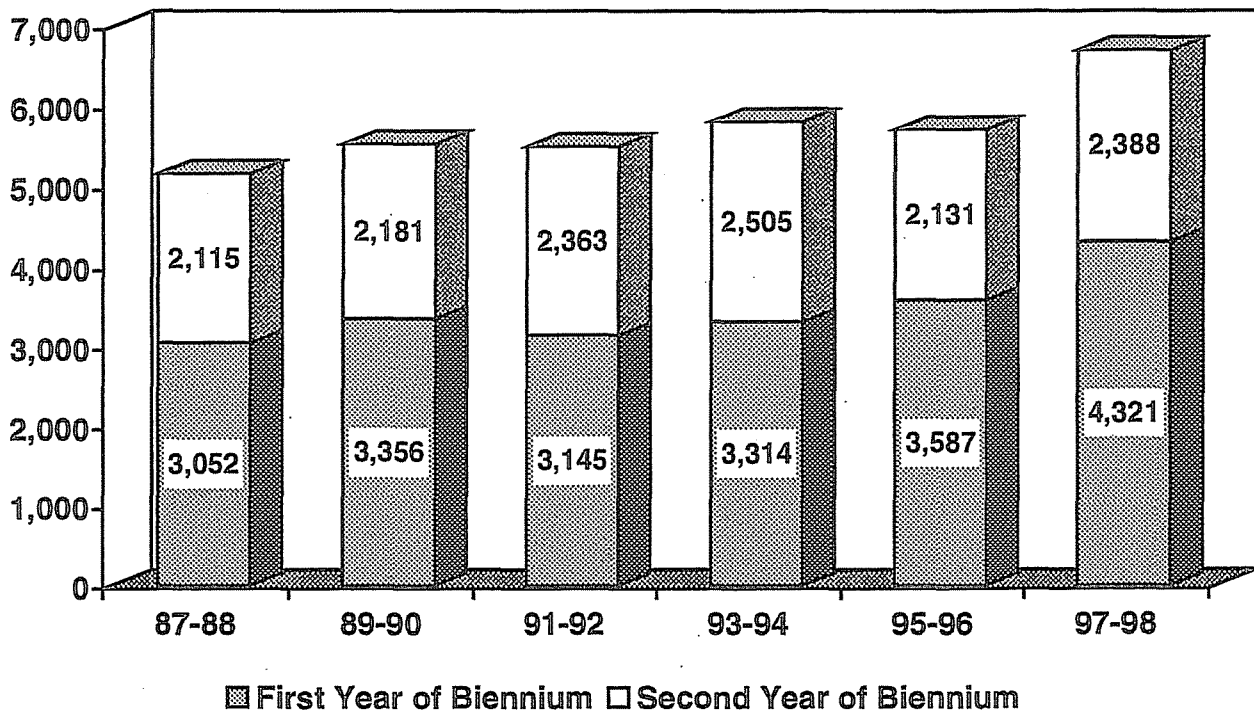
Source of mandate: Minnesota Statutes, sections 3C.03, subdivision 2, and 3C.035

The revisor's office has a statutory mandate to draft bills for the governor, departments or agencies of the state, and special legislative commissions as well as for the members of the legislature. In 1997-1998, the office drafted 657 of these bills.

Much of the bill drafting for departments and agencies is done prior to the start of each session of the legislature. Our office cooperates with Minnesota Planning and the governor's office in the preparation and jacketing of agency bills, and with House and Senate majority or minority leadership to see that these bills are delivered to the legislature in a timely manner.

The graph below shows trends in the number of bill drafting requests over the past ten years. In 1997, 4,321 drafting files were opened and in 1998, 2,388 were opened. Figures for 1997 include all special sessions and extend beyond the end of the fiscal year.

Bill Drafting Files Opened



Totals for each biennium:

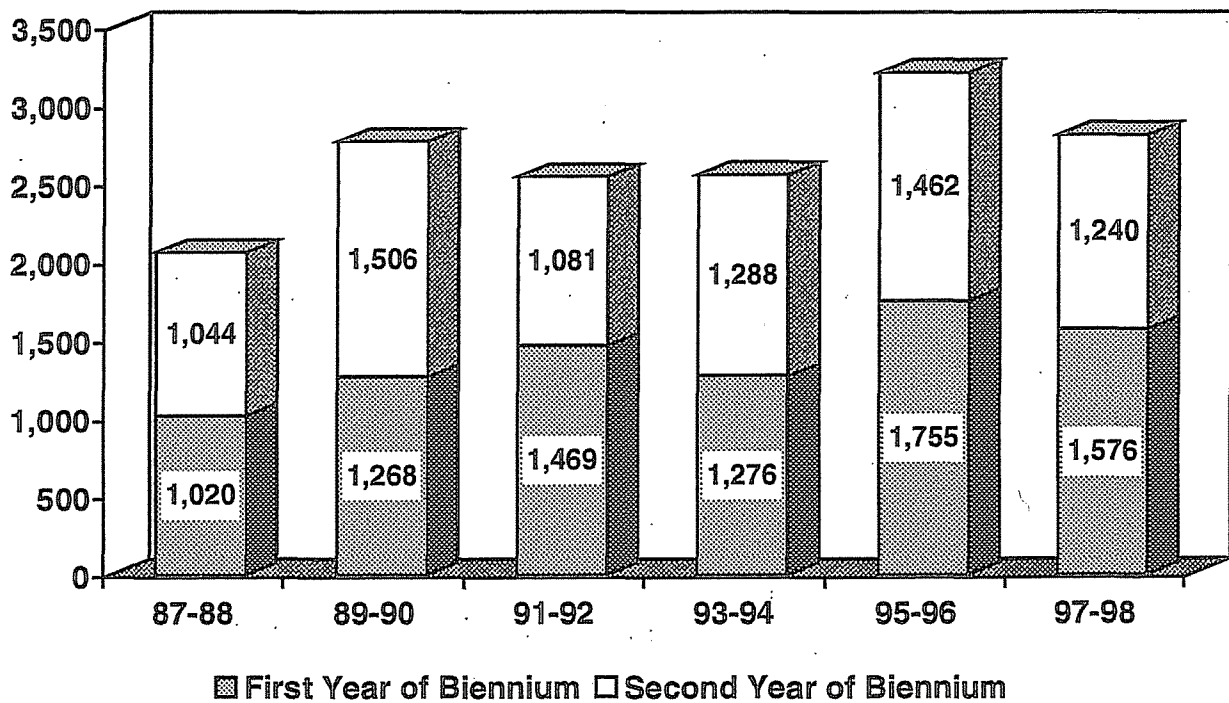
1987-88	5,167
1989-90	5,537
1991-92	5,508
1993-94	5,819
1995-96	5,718
1997-98	6,709

Amendment Drafting

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

In addition to the preparation in our office of amendments for Senate and House committees and floor sessions, two lawyers from the office are available on the House floor during house floor sessions to draft amendments. Support staff for preparing the amendments on the House floor is also provided by the revisor's office. The office prepared 1,576 amendments in 1997 and 1,240 in 1998.

Amendment Drafts



Totals for each biennium:

1987-88	2,064
1989-90	2,774
1991-92	2,550
1993-94	2,564
1995-96	3,217
1997-98	2,816

Resolution Drafting

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

The office prepared 439 congratulatory resolutions in fiscal year 1997 and 359 in fiscal year 1998.

Electronic mail has been very helpful in speeding the process of taking resolution requests.

House resolutions are delivered directly to the requesting member who in turn obtains the proper signatures and the state seal from the speaker's office.

In addition to formal resolutions, the office prepares text that can be used by the governor's office in drafting proclamations if that is the form of congratulation the requester prefers.

Revisor's Bills

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

There are three principal types of revisor's bills: a bill to correct technical errors in the statutes, a bill to correct errors in a given session's bills, and bills to improve the style and form of statutory chapters.

Revisor's bills to correct obsolete and redundant language, erroneous and obsolete references, and conflicting amendments were passed in Laws 1997, chapter 7, and Laws 1998, chapter 254.

Bills to correct technical errors in the 1996, 1997, 1998, and special sessions in those years were passed in the following chapters: Laws 1997, chapters 2 and 251; Laws 1997, First Special Session chapter 5; Laws 1997, Third Special Session chapter 3; Laws 1998, chapter 408; and Laws 1998, First Special Session chapter 3.

The session corrections bill is customarily one of the final bills passed during a session. Because of end of session time constraints, an abbreviated procedure is used for these end of session correction bills. We work with legislative leadership to develop effective procedures for them. Those procedures were revised in 1998 to provide more information to members and to streamline the process.

Form Approvals of Bills

Source of mandate: House Rule 5.01, Joint Rule 2.01, and custom and usage of the legislature

The revisor's office examines each bill and endorses approval of its form and its compliance with joint and House rules. Technically, this requirement of approval applies to bills prepared for introduction in the House of Representatives. In practice, it applies to all bills, since bills drafted for a senate member have both House and Senate copies. Form checks and approvals are a standard part of the bill drafting process.

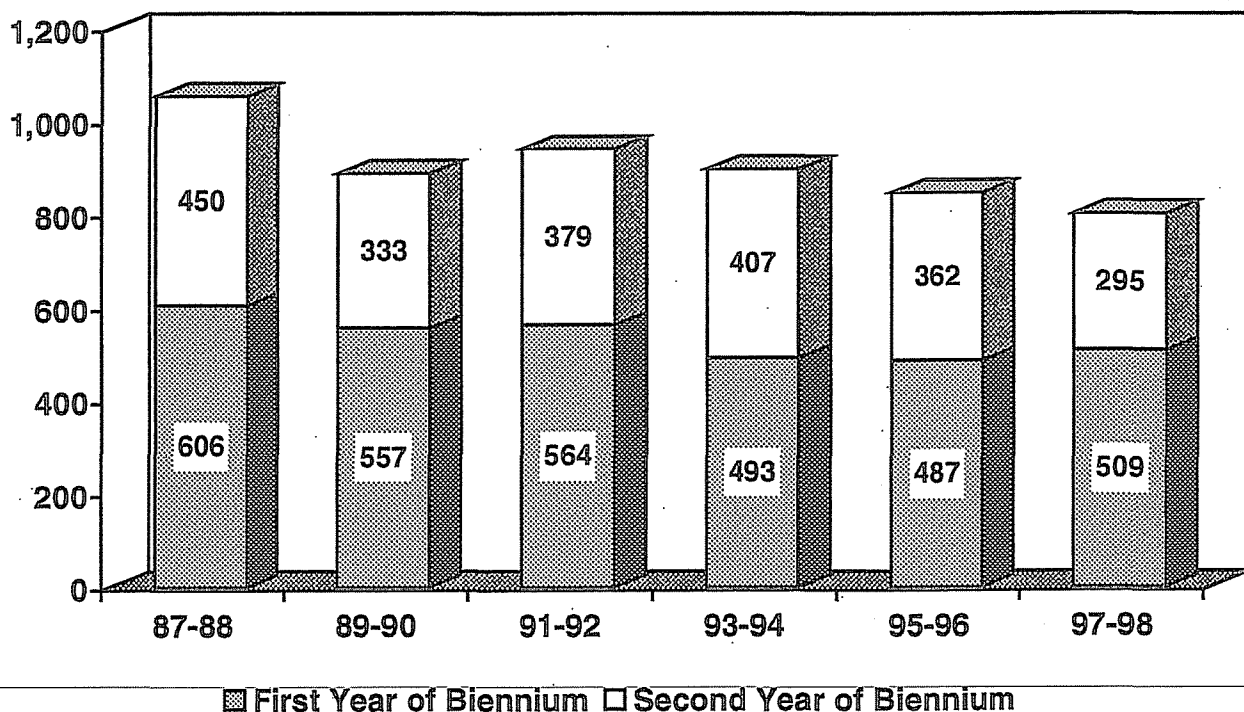
House Committee Reports

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

During the 1997 regular and special sessions, 478 committee reports were prepared for the House. During the 1998 regular session, 359 committee reports were prepared for the House. We prepare minority reports for committees when these are requested. One minority report was prepared in the 1997-1998 biennium.

We also prepare subcommittee or division reports for the House. These reports are prepared at the request of a committee secretary or the chief committee clerk. In all, seven subcommittee or division reports were prepared during the 1997 and 1998 sessions.

House Committee Reports



Totals for each biennium:

1987-88	1,056
1989-90	890
1991-92	943
1993-94	900
1995-96	849
1997-98	804

Conference Committee Reports

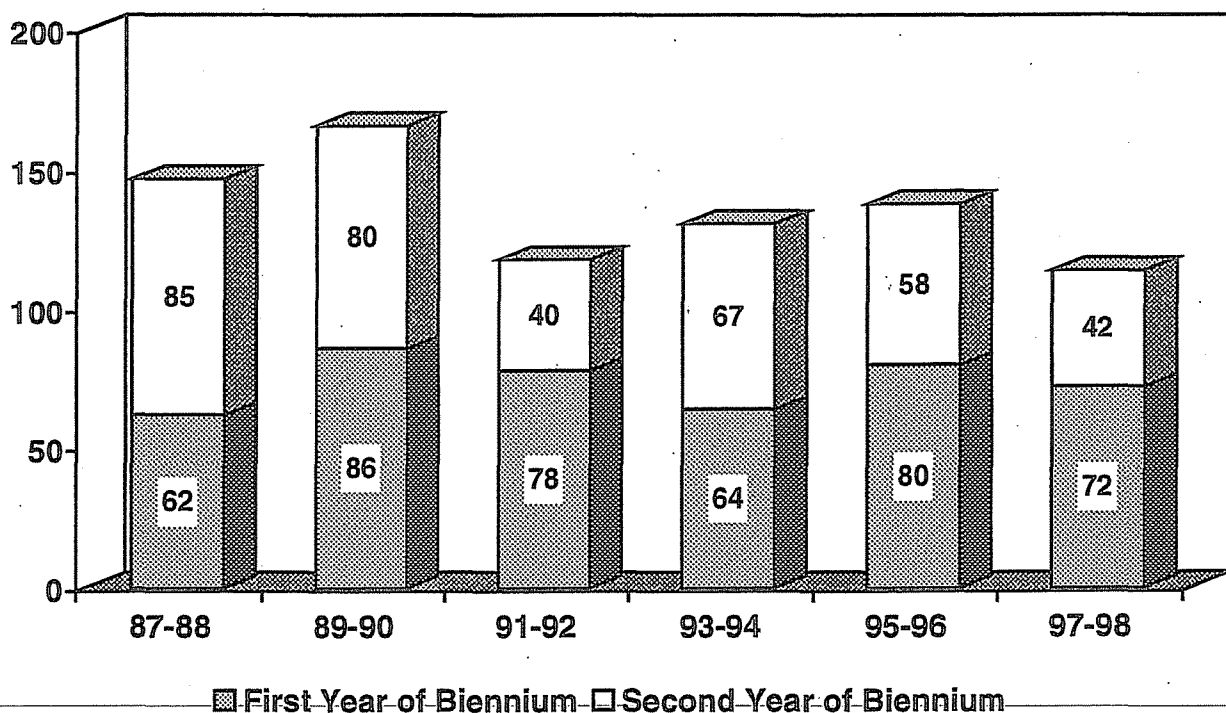
Source of mandate: Minnesota Statutes, section 3C.04, subdivision 6; custom and usage of the legislature

During 1997, the office prepared 72 conference committee reports that were returned to the desks. There were 29 conference committee reports on House bills and 43 on Senate bills. When alternative and unofficial versions of reports are added, the total is 86.

For 1998, the figures are as follows: 42 total reports returned to the desk, 11 for the House and 31 for the Senate. The addition of alternative and unofficial versions brings the total to 57.

These reports are usually prepared under severe time constraints during the last few days of session.

Conference Committee Reports



Totals for each biennium:

1987-88	147
1989-90	166
1991-92	118
1993-94	131
1995-96	138
1997-98	114

Comparison Reports

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

We prepare two types of comparison reports for the legislature: conference committee comparison reports and House and Senate desk comparison reports.

Conference Committee Comparison Reports

The office prepares special side-by-side comparisons requested by committees for House and Senate bills under conference committee consideration.

These reports are growing increasingly complex because of the number of documents involved in each comparison. In previous years, a side-by-side comparison typically involved one House and one Senate bill. There are increasing requests where three or more bills are involved. More than ever, the time and expertise of professional staff are required.

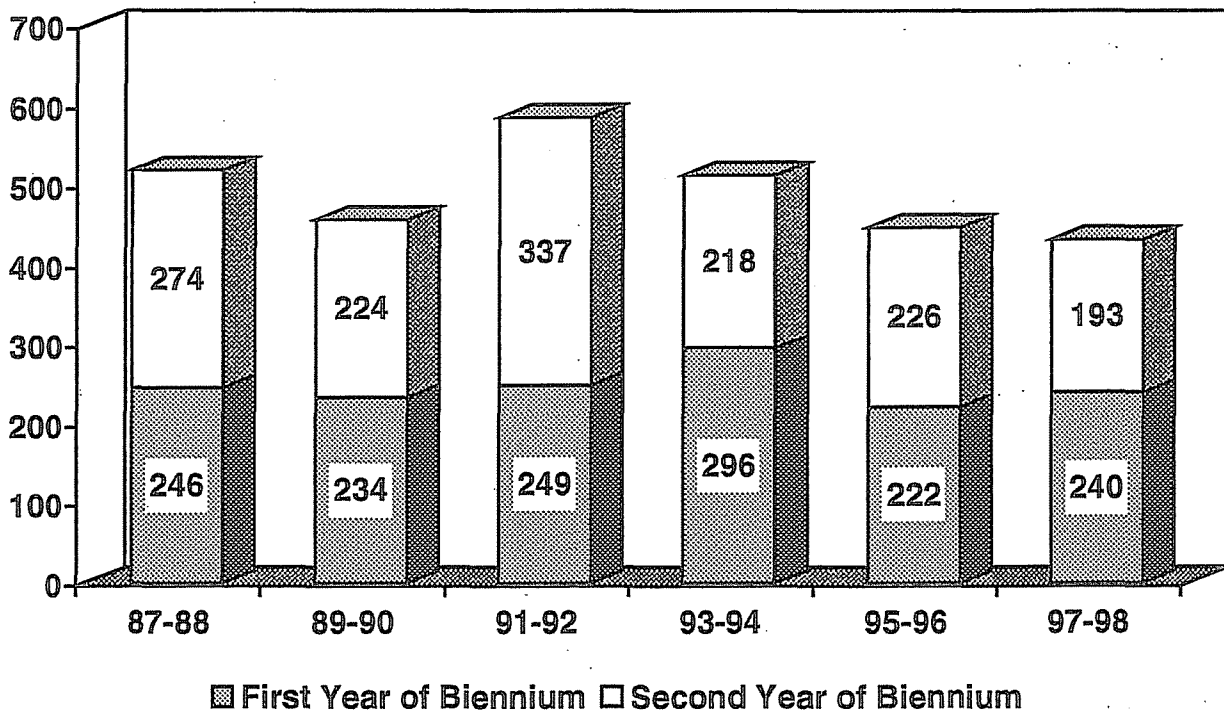
Because of the increase in the number and complexity of the side-by-side reports, the office has improved and streamlined their preparation. In 1997, 62 side-by-side comparison reports were prepared and in 1998, the number of side-by-side comparisons was 70.

Desk Comparison Reports

The office prepares comparison reports for the House and Senate desks. The reports are used to determine differences in companion bills. In 1997, we completed 45 reports for the Senate and 133 for the House. In 1998, we completed 41 reports for the Senate and 82 for the House.

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

Conference Committee and Desk Bill Comparisons



Totals for each biennium:

1987-88	520
1989-90	458
1991-92	586
1993-94	514
1995-96	448
1997-98	433

Engrossing and Enrolling

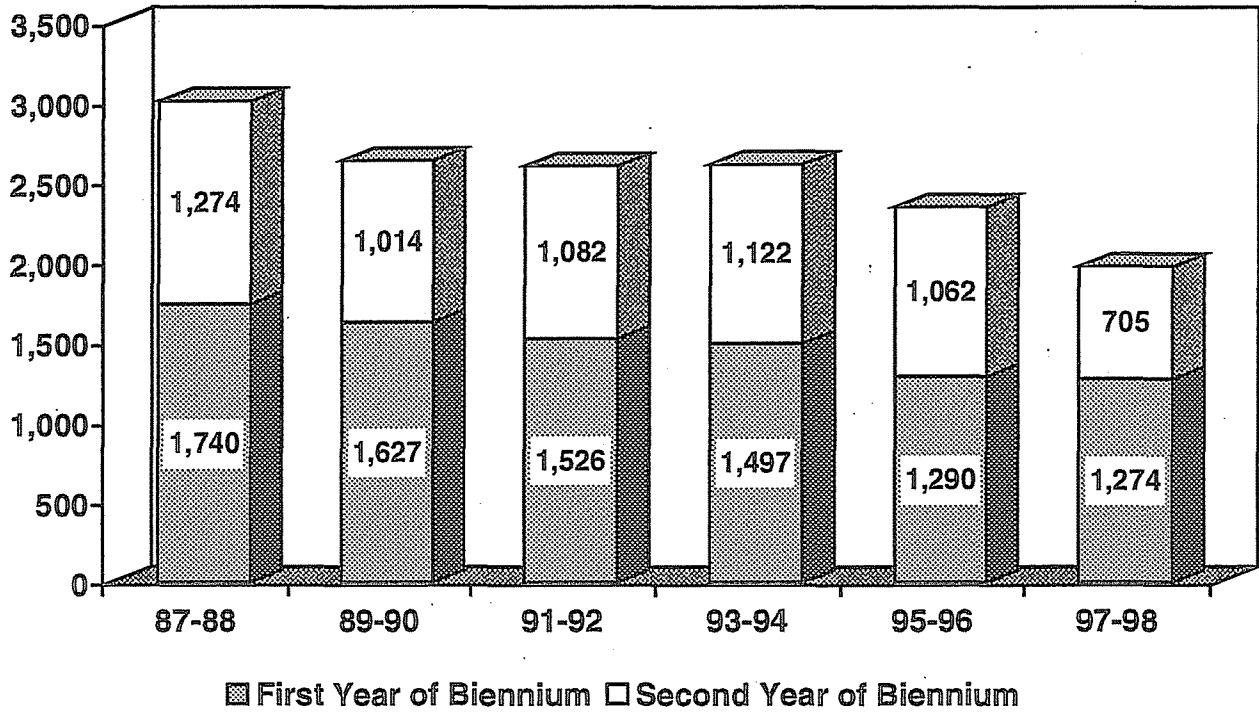
Source of mandate: Minnesota Statutes, section 3C.04, subdivision 5, and Joint Rule 2.07

Engrossments

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

In the 1997 regular session, 1,274 engrossments were completed and in the 1998 session, 705 were completed. These figures include unofficial engrossments requested by the desks. Of that number, we prepared 550 engrossments on House bills in 1997 and 306 in 1998. We prepared 642 engrossments on Senate bills in 1997 and 348 in 1998. Complete engrossing and enrolling statistics appear on page 31.

Total Engrossments (House and Senate)



Totals for each biennium:

1987-88	3,014
1989-90	2,641
1991-92	2,608
1993-94	2,619
1995-96	2,352
1997-98	1,979

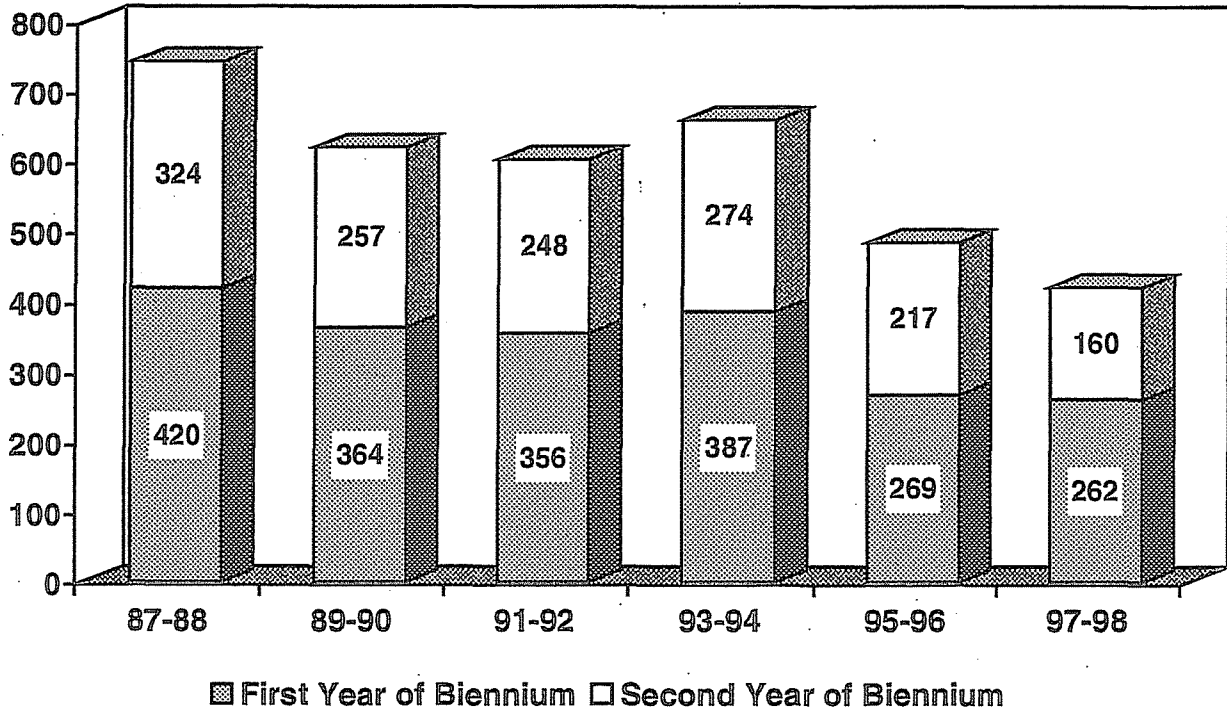
Enrollments

After a bill has passed both houses in the same form, either as introduced or as finally engrossed, the bill is ready to be enrolled. Enrollments are done at the direction and under the authority of the Secretary of the Senate and the Chief Clerk of the House of Representatives.

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

During the 1997 regular and special sessions, 262 enrollments were prepared and during the 1998 regular and special sessions, 160 were prepared. While fewer enrollments were processed in the 1997-1998 biennium, the size and number of statutory sections affected in each was greater than last biennium.

Total Enrollments



Totals for each biennium:

1987-88	744
1989-90	621
1991-92	604
1993-94	661
1995-96	486
1997-98	422

ADMINISTRATIVE RULE-RELATED DUTIES

Rule Drafting

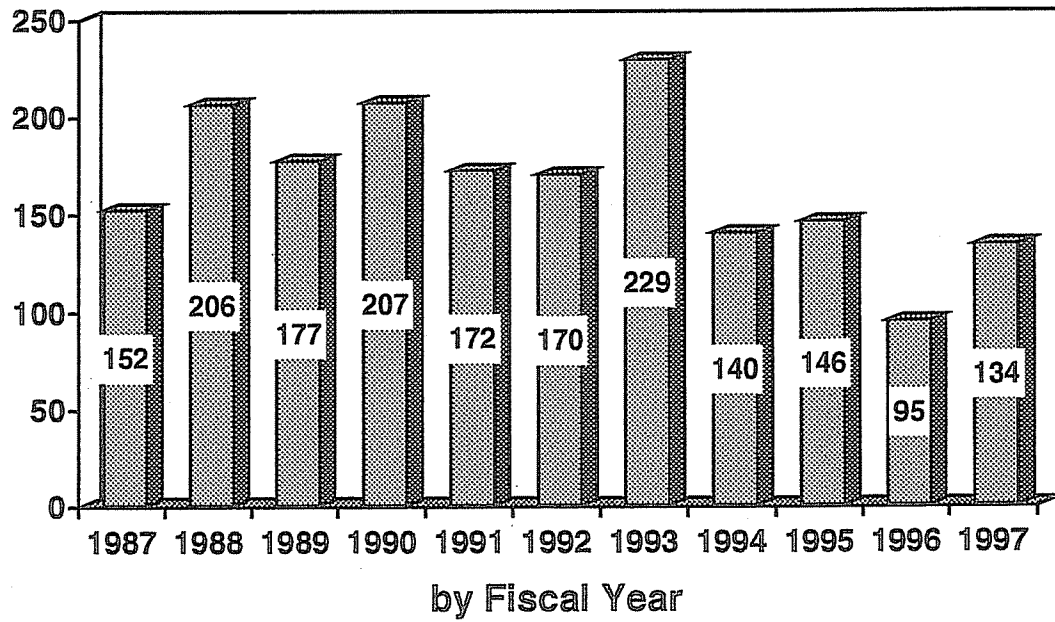
Source of mandate: Minnesota Statutes, sections 3C.03, subdivision 2, and 14.07, subdivision 1, clause (f)

The office helps agencies to draft administrative rules, providing assistance to agencies to propose and adopt rules that are written clearly and concisely, consistent with legislative direction, and free of common drafting errors.

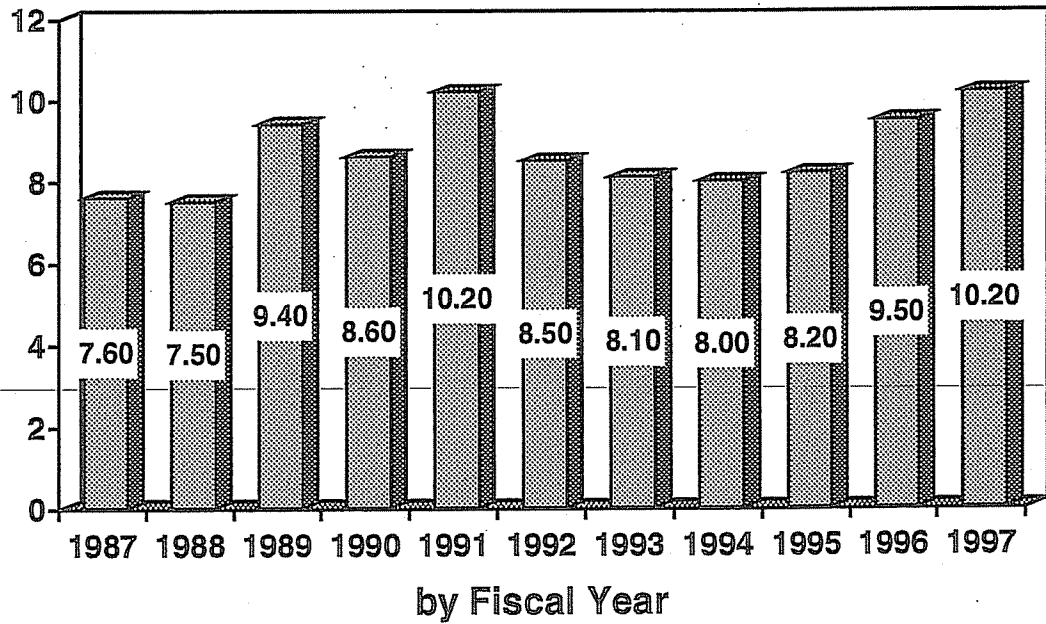
Quality controls for rule drafting include review and approval by the drafting attorneys and peer review by senior legal staff. Many redrafts of rules are usual as a part of the agencies' development of language for rules. (see Average Rule Drafts Per File, next page). Other elements include clerical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

The computerized rule tracking system provides public information about the progress of rules through the rulemaking process. The system includes all rule proceedings since December 1980, the year the revisor's office took over rule drafting and publishing. The system is available on MLIS, the Minnesota Legislative Information System.

New Rule Drafting Files



Average Rule Drafts Per File



Form Approvals of Rules

Source of mandate: Minnesota Statutes, section 14.07, subdivisions 2 and 4

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

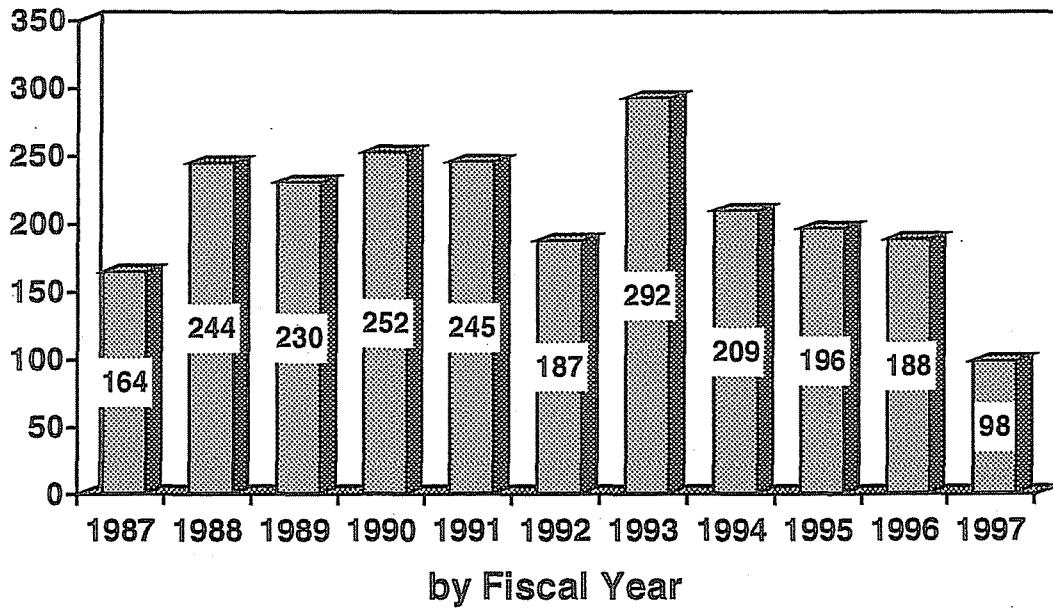
As part of this approval, the office certifies that documents incorporated by reference in rules are conveniently available to the public. Form approval is provided at the same time as a more substantive review as a part of the drafting assistance our office provides.

Proposed Rules

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

The revisor's office prepares the document that contains the text of a proposed rule, certified approved as to form, for publication in the *State Register*. The graph below represents trends in production of these documents over the past ten years.

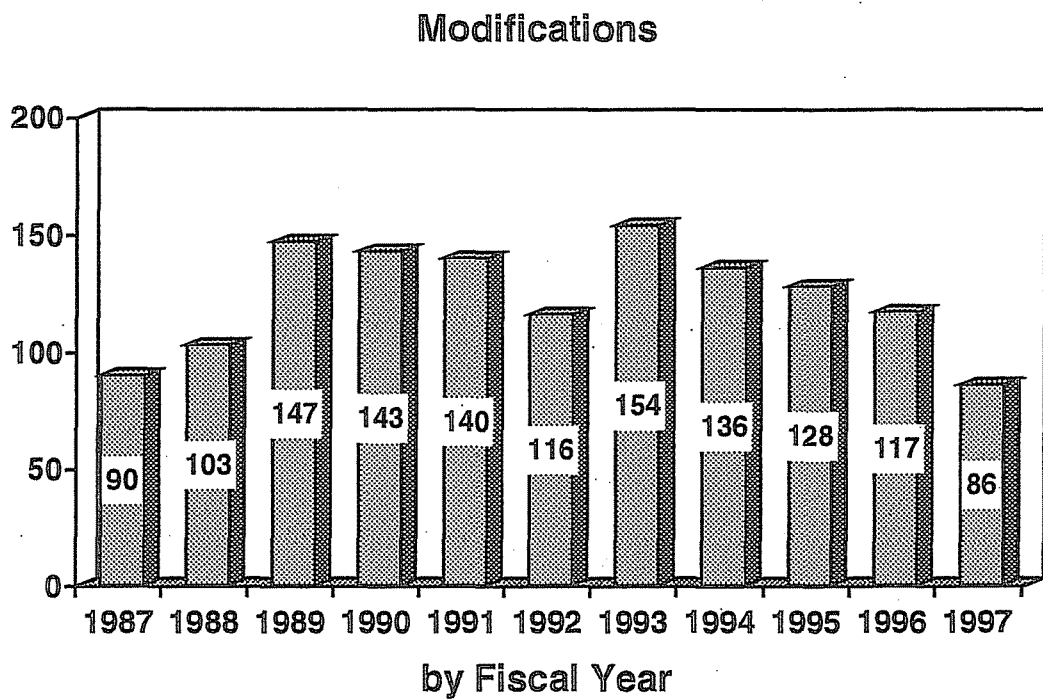
Final Proposed Rule Drafts Approved



Modifications

Source of mandate: Minnesota Statutes, section 14.07

Agencies sometimes modify or change rules during the rulemaking process to correct defects found by the office of administrative hearings, in response to public comment on the rules, or on their own initiative. The office prepares the text of these modifications to rules, approved as to form, for use by agencies. Production data for the past ten years is shown below.

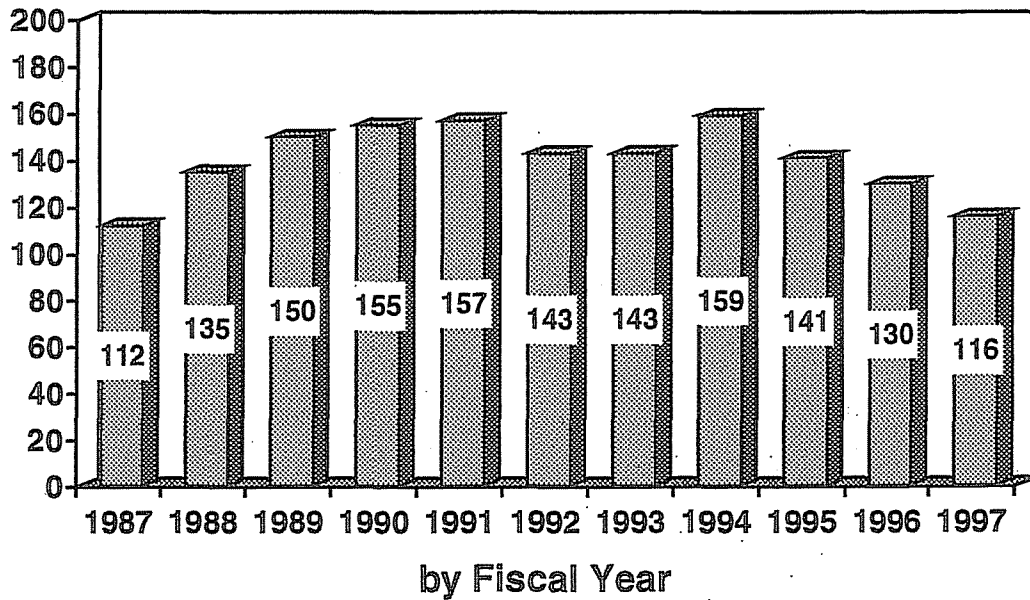


Notices of Adoption

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

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

Notices of Adoption

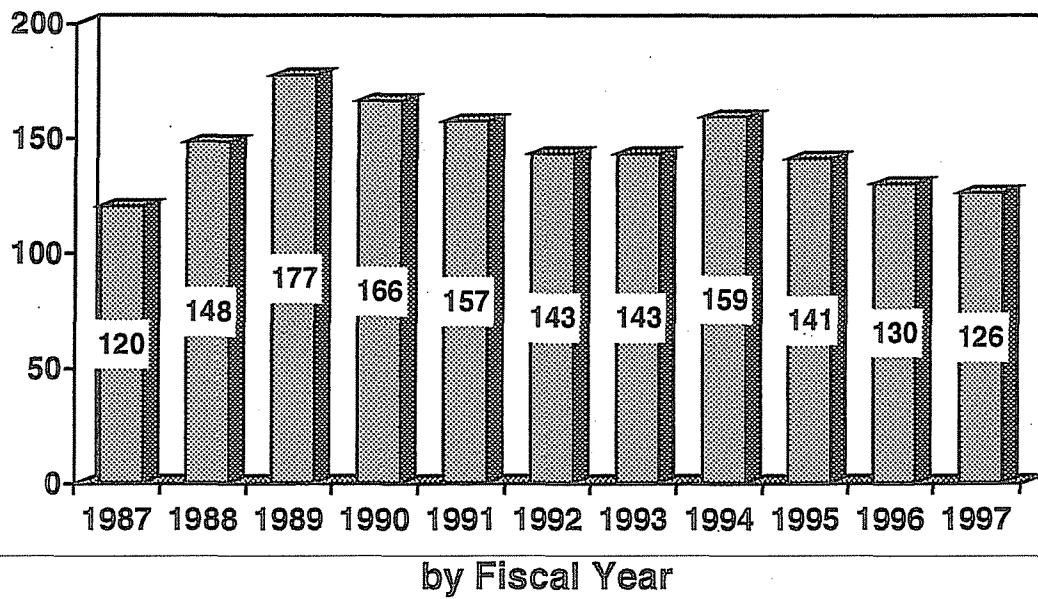


Adopted Rules

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

The office prepares copies of rules that have been adopted by agencies, approved as to form, for filing with the Secretary of State. Production data for these copies is shown in the graph below.

Final Adopted Rules



PUBLICATIONS AND ACCESS TO DATA

Laws of Minnesota

Source of mandate: Minnesota Statutes, section 3C.06

After each regular legislative session, the revisor's office publishes a hardbound book of the text of all laws enacted during that session. The publication includes a table of local laws, a table to coordinate the session laws with the permanent statutes, a table to convert House or Senate file numbers into chapter numbers, and a subject index. A computer program is used to check the integrity of the statutory language in Laws.

Laws of Minnesota 1997 contained 251 chapters affecting 3,439 sections of *Minnesota Statutes*. Five chapters that were passed at the 1997 First Special Session were included in the 1997 three-volume set. The volume of material in the 1997 hardbound volumes of acts, as expressed in numbers of printed pages, is approximately equal to that in the comparable 1995 sessions. The acts of the 1997 Second and Third Special Sessions were published separately in a temporary pamphlet.

Laws of Minnesota 1998 contains 157 chapters affecting 3,754 sections of the statutes. This is a decrease of 50 chapters from the comparable 1996 volumes. However, the average size of each chapter increased from about 10-1/2 pages to 15-1/2 pages. Three chapters from the 1997 Second Special Session, three chapters from the 1997 Third Special Session, and three chapters from the 1998 First Special Session were included in the 1998 two-volume set.

In the last two biennia, the press run for *Laws of Minnesota* has remained constant at 3,100 copies.

The text of *Laws of Minnesota 1997* and *Laws of Minnesota 1998* is also available to the public on the Internet.

Minnesota Statutes and Supplement

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

Minnesota Statutes 1997 Supplement supplemented the 1996 edition of *Minnesota Statutes*. As in the most recent editions, the 1997 supplement was printed in pocket part format. A small number of 1997 supplements were bound as books for use by legislative staff. Sections affected by instructions to the revisor were included in the 1997 supplement.

The full edition of *Minnesota Statutes 1998* is being printed at the time of this report. The publication includes section histories, tables, an index, and other editorial aids. The full set of Minnesota Statutes includes a volume of court rules.

Editorial work on the 1998 edition proceeded smoothly despite the large volume of work. Again in the biennium just ended, the number of instructions to the revisor and recodification of various chapters contributed to the large volume of work. In particular, the recodification of the education code added to the volume and complexity of the publishing project. The magnitude of the publishing work is further illustrated by an increase of over five percent in the volume of pages.

All materials are reviewed by staff attorneys in two stages of the editorial work. By further involvement of the attorneys in the editorial process, we hope to improve the quality of the publication itself, as well as anticipate editorial problems at the drafting stage where resolution may be possible prior to passage.

Minnesota Statutes 1998 will be made available on the Internet and in CD-ROM format.

Indexes

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

We have produced the following indexes in 1997 and 1998:

- ❑ index to *Laws of Minnesota 1997 with 1997 First Special Session*
- ❑ index to *Laws of Minnesota 1997 Second and Third Special Sessions* (pamphlet)
- ❑ index to *Laws of Minnesota 1998 with 1997 Second and Third Special Sessions*

- ❑ index to *Minnesota Statutes 1997 Supplement* (pocket part)
- ❑ index to *Minnesota Statutes 1998* (full set published)
- ❑ index to *Minnesota Rules 1995, Supplement 2* (pocket part)
- ❑ index to *Minnesota Rules 1997* (full set published)
- ❑ index to *Minnesota Rules 1997, Supplement 1* (pocket part)

We continue to update the statutes index as completely revised in 1994. The thesaurus and vocabulary control systems developed for the revision allow us to maintain the index with greater consistency.

During the biennium just ended, we have introduced a new database for index maintenance based on the BASIS database program that the office has used successfully for bill tracking and statutes searching. We have worked with Information Dimensions in Dublin, Ohio, to produce and test the new system and have spent considerable time producing user documentation and training indexers to use the system. The new system eliminates the tedious step of hand-marking copy for drafting assistants and makes the work of thesaurus maintenance far easier and quicker. It also allows every indexer to see the aggregate work of all the indexers so that less editing is needed for the final product.

At the time of this report, the new system is in use and working as expected. E-mail allows all indexers at remote sites to consult with each other quickly and efficiently.

When the 1998 update of the index is complete, the new system will also make it possible to load the index onto the Internet with links from each index entry to the text of the relevant statutory section. The online index will be available at about the same time as the printed statutes for 1998.

The indexes for *Laws of Minnesota* and *Minnesota Rules* are still being produced on the VM system which is in need of replacement in the next two years. Plans are being made to produce these indexes with other tools. A software upgrade expected in late 1998 should make it possible for the office to use the type of stand-alone indexing software that is becoming the industry standard.

Minnesota Rules and Supplement

Source of mandate: Minnesota Statutes, section 14.47

Two supplements to *Minnesota Rules 1995* were published, one in 1996 and one in early 1997. The first contained changes to *Minnesota Rules 1995* adopted through July 23, 1996. The second contained changes to *Minnesota Rules 1995* adopted through January 13, 1997.

A full edition of *Minnesota Rules* was published late in 1997.

Minnesota Rules 1997 implemented several changes in terminology directed in instructions to the revisor adopted by the legislature.

In addition, the text of *Minnesota Rules* was made available on the Internet beginning in May 1997. The text is updated throughout the year as changes are adopted.

The 1997 published edition will be supplemented in 1998 with pocket parts.

Court Rules

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

Work on the 1998 edition of the *Court Rules* volume was completed on schedule. The volume includes extensive amendments to the Sentencing Guidelines, General Rules of Practice for the District Courts, Rules of Juvenile Procedure, Rules of Civil Appellate Procedure, and various rules regulating the legal profession.

Bill Drafting Manual

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

The office publishes a manual of form requirements and drafting advice for the use of those who draft bills. A new edition of the bill drafting manual was published in 1997. It was edited and composed using the revisor's computer system. Many forms were added or revised in this edition. The office plans to make an electronic version of this manual available on our website.

Rule Drafting Manual

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

The office publishes a manual of form requirements and drafting advice for the use of those who draft administrative rules. A new edition of the rule drafting manual was published in 1997. It was substantially reorganized and revised. Many new forms and aids to the user were included. The office plans to make an electronic version of this manual available on our website.

Rulemaking Guide

Source of mandate: custom and usage

Since 1987, the office has published a guide to help agencies through the process of adopting rules. *Rulemaking in Minnesota: A Guide* describes each of the three types of rulemaking proceedings, explains what is required of agencies at each stage of the process, and provides references to the applicable laws and rules. The guide is periodically revised as necessary to include changes made to these laws and rules. A revised guide was published November 1, 1997, and is available in an electronic form on our website. The guide is being further revised to include 1998 legislative changes and will be republished in November 1998.

Computer Searches

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

The office produces and upgrades software to perform word and phrase searches on statute, rule, and bill text. As well as doing such searches for our own drafting and editorial work, we do searches at the request of members, agencies, and some outside entities such as the County Attorneys Association.

We have a new statute search system that offers a more user friendly approach to searching and producing output that has been very useful to our office and other legislative offices.

Increases in the demand for our search capabilities can be directly related to the general increases in bill drafting, rule drafting, and publishing needs, both in-house and from outside sources. Generally, outside requests are processed through our staff attorneys to enhance the accuracy and completeness of the search results.

The CD-ROM format of the statutes includes search capability. While more limited than the system search resources based in our office, this electronic format of the statutes offers some resource for the general user that is otherwise unavailable.

Local Laws Tables

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

Laws that pertain to specific political subdivisions are infrequently coded in *Minnesota Statutes* and need finding aids to make them accessible. Our office produces indexes of these laws to accompany both the session law publication and the statutes. The work must be done by an attorney, not by a computer program. Tables 4 to 6 of the session laws list local laws passed at a given session alphabetically by the names of local government units. Also listed are the dates of local approval and the filing of approval with the Secretary of State if local approval has been filed. Table 1 of *Minnesota Statutes* also lists the acts alphabetically, from 1849 through the 1998 First Special Session.

Copies of, and Access to, Public Data

Source of mandate: custom and usage

The Minnesota Legislative Information System (MLIS), which the Revisor's office provides in conjunction with the House and Senate Index offices, is our chief source of public information. Our office provides access to the text of bills, statutes, and administrative rules. We also provide public access to information input by our office on the status of rules as they go through the adoption process. MLIS also provides public access to House and Senate bill status information. This information is input by House and Senate Index staff, but computer support is provided by the Revisor's data systems staff.

The office also provides Internet access to bills, statutes, laws, rules, and bill status. We continue to enhance the Internet capability and provide access to progressively more data.

The office also makes available, upon request, computer disks containing the text of portions of *Minnesota Statutes* and *Minnesota Rules*. The office's ability to transfer files between the mainframe and PC has been enhanced and expanded. Many transfers were done for bills, statutes, and rules for state agencies and as well as for the general public. We are currently monitoring this activity to see how the increase in demand for file transfers will affect our work.

The office also sells copies of our entire data bases or portions of our data bases to outside sources as requested. Currently, the largest purchasers we have are Reed Elsevier, Inc. (for use on its LEXIS service) and West Group (for use on the WESTLAW service).

LEGAL ASSISTANCE AND LIAISON

Counsel to Subcommittee on Claims

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

At the request of the Legislative Coordinating Commission, the office has assigned an attorney to act as counsel to the Joint Senate/House Subcommittee on Claims. Craig Lindeke has acted as the counsel since the 1993 legislative session. Duties include reviewing the hundreds of claims made to the subcommittee, making recommendations on each claim, acting as counsel at subcommittee hearings, and drafting the annual claims bill.

Nine claims were paid in the 1997 claims bill, Laws 1997, chapter 17. Fourteen claims were paid in the 1998 claims bill, Laws 1998, chapter 362. Both bills also contained amendments to claims-related statutes suggested by the subcommittee.

Court Opinions Report

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

The office prepares a biennial report on Supreme Court and Court of Appeals opinions declaring a statute unconstitutional or pointing out deficiencies in a statute. To produce the report, staff attorneys read and review every case. Reports are submitted in November of each even-numbered year.

The report submitted in November 1996 contained 11 cases. Three cases involved questions of constitutionality in particular statutory applications. The 1997 legislature took action to remedy one of these defects by adding language related to intent in the harassment and stalking law. The remainder of the cases suggested possibilities for legislative action or criticized statutory language. The legislature acted on one suggestion indirectly by enacting the putative fathers' adoption registry.

Uniform Laws Conference

Source of mandate: Minnesota Statutes, section 3.251

The revisor or the revisor's designated representative is one of Minnesota's four appointed Uniform State Laws commissioners. Harry Walsh attended the 1997 meeting of the National Conference on Uniform State Laws. Lorna Breiter attended the 1998 meeting. At the 1998 annual meeting, the conference approved final drafts of Article 9 of the Uniform Commercial Code and the Uniform Principal and Income Act.

The office drafts uniform laws at the request of Minnesota commissioners for introduction and consideration by the Minnesota Legislature. In 1997, the office drafted 15 uniform acts.

Compiling Data on Operation and Effect of Laws

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

The office gathers information on the operation and effect of laws by encouraging staff to request specialized legal treatises relating to their assigned bill drafting subject areas. Several attorneys have acquired collections that they actively use in drafting. Acquisitions to these collections are made on a regular basis.

Counsel and Information for Other State Offices and the General Public

Source of mandate: Minnesota Statutes, section 43A.04, subdivision 11, and custom and usage

Attorneys in the revisor's office take questions from the public when those questions come to our office. Attorneys also inform the public by acting as faculty for continuing legal education, addressing classes in law or public administration and organizations such as the Interagency Rules Committee, and assisting with activities, such as the YMCA's Youth in Government Program. The computer searches we provide are also a source of information to state agencies and the public.

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

In 1998, one of our staff members served as program chair for the annual national meeting of the Administrative Codes and Registers Section, a standing subcommittee of the National Association of Secretaries of State.

COMPUTER SERVICES

Maintaining a Computer System

Source of mandate: custom and usage

The revisor's computer operations provide computer programs and equipment in support of the drafting and publications work of the revisor's office. In addition, training, programs, equipment, and data are provided in support of the work of many house and senate offices. Training and help desk support is provided to users of the system. There are approximately 130 users who create and edit documents, another 350 users who access MLIS, and many additional users who access information through the Internet.

The computer system uses a text processing program that was developed in-house. The system has customized applications that fit into the unique needs of the legislature. For example, there are programs that provide assistance for automatically incorporating amendments into bills, renumbering sections of a bill, creating titles, and creating tables of statutes amended, repealed, or new.

The revisor's system houses central databases that users from the revisor's office, the house, and the senate can utilize in order to reduce redundant keystroking whenever possible. The office has continued its support of the composition and printing of the senate journal, including front matter, text, and index. Data residing in the revisor system is utilized by the house in preparing the house journal.

The revisor's computer staff provides Internet access to bills, engrossments, conference committee reports, and bill status information. The complete text of *Laws of Minnesota*, *Minnesota Statutes*, and *Minnesota Rules* is made accessible on the Internet.

The computer staff has continued work on development and implementation of a UNIX-based data processing system. When complete, the system will replace the VM system in current operation.

The computer services of the office have made an enormous contribution to the quantity and quality of the data generated throughout the legislature from its initial preparation to its availability on the Internet.

PRODUCTION STATISTICS

Bill Drafting Operations

Source of mandate: custom and usage

Session Year	Drafting Files Opened	Drafting Files Introduced	Percent	Amendment Drafts	Total Bill Introductions	Total Bills Passed	Bill Comparisons	Conference Committee Reports (Acted On)
1987 & Special	3,052	1,902	62%	1,020	3,253	410	246	67 (62)
1988	<u>2,115</u>	<u>1,258</u>	<u>59%</u>	<u>1,044</u>	<u>2,174</u>	<u>315</u>	<u>274</u>	<u>139 (85)</u>
Total	5,167	3,160	61%	2,064	5,427	725	520	206 (147)
1989 & Special	3,356	1,783	53%	1,268	3,444	358	234	152 (86)
1990	<u>2,181</u>	<u>1,187</u>	<u>54%</u>	<u>1,506</u>	<u>2,031</u>	<u>256</u>	<u>224</u>	<u>137 (80)</u>
Total	5,537	2,970	54%	2,774	5,475	614	458	289 (166)
1991	3,145	1,725	60%	1,469	3,320	356	249	109 (78)
1992	<u>2,363</u>	<u>1,329</u>	<u>65%</u>	<u>1,081</u>	<u>2,537</u>	<u>247</u>	<u>337</u>	<u>48 (40)</u>
Total	5,508	3,054	63%	2,550	5,857	603	586	157 (118)
1993 & Special	3,314	1,801	59%	1,276	3,476	381	296	79 (64)
1994 & Special	<u>2,505</u>	<u>1,435</u>	<u>64%</u>	<u>1,288</u>	<u>2,692</u>	<u>276</u>	<u>218</u>	<u>92 (67)</u>
Total	5,819	3,236	62%	2,564	6,168	657	514	171 (131)
1995 & Special	3,587	2,236	62%	1,755	3,839	268	222	110 (80)
1996	<u>2,131</u>	<u>1,356</u>	<u>62%</u>	<u>1,462</u>	<u>2,346</u>	<u>206</u>	<u>226</u>	<u>171 (58)</u>
Total	5,718	3,592	62%	3,217	6,185	474	448	281 (138)
1997 & Special	4,321	2,577	60%	1,576	4,258	263	240	86 (72)
1998 & Special	<u>2,388</u>	<u>1,636</u>	<u>68%</u>	<u>1,240</u>	<u>3,051</u>	<u>160</u>	<u>193</u>	<u>57 (42)</u>
Total	6,709	4,213	64%	2,816	7,309	423	433	143 (114)

Engrossing and Enrolling Operations

Session Year	Engrossed House Bills	Engrossed Senate Bills	Unofficial House Engrossments	Unofficial Senate Engrossments	Total Engrossments	House Enrollments	Senate Enrollments	Total Enrollments	Vetoes*	Senate & House Resolutions Enrolled
1987 & Special	858	801	41	40	1,740	262	158	420	0	10
<u>1988</u>	<u>611</u>	<u>615</u>	<u>26</u>	<u>22</u>	<u>1,274</u>	<u>171</u>	<u>153</u>	<u>324</u>	<u>3</u>	<u>6</u>
Total	1,469	1,416	67	62	3,014	433	311	744	3	16
1989 & Special	766	776	52	33	1,627	225	139	364	3	6
<u>1990</u>	<u>413</u>	<u>549</u>	<u>27</u>	<u>25</u>	<u>1,014</u>	<u>93</u>	<u>164</u>	<u>257</u>	<u>1</u>	<u>1</u>
Total	1,179	1,325	79	58	2,641	318	303	621	4	7
1991	762	686	17	61	1,526	210	146	356	27	8
<u>1992</u>	<u>492</u>	<u>567</u>	<u>9</u>	<u>14</u>	<u>1,082</u>	<u>116</u>	<u>132</u>	<u>248</u>	<u>14</u>	<u>2</u>
Total	1,254	1,253	26	75	2,608	326	278	604	41	10
1993 & Special	664	771	26	36	1,497	204	183	387	26	4
<u>1994 & Special</u>	<u>556</u>	<u>539</u>	<u>32</u>	<u>15</u>	<u>1,122</u>	<u>162</u>	<u>112</u>	<u>274</u>	<u>17</u>	<u>1</u>
Total	1,220	1,310	58	51	2,619	366	295	661	43	5
1995 & Special	586	612	38	54	1,290	147	122	269	13	3
<u>1996</u>	<u>495</u>	<u>473</u>	<u>51</u>	<u>43</u>	<u>1,062</u>	<u>134</u>	<u>83</u>	<u>217</u>	<u>19</u>	<u>1</u>
Total	1,081	1,085	89	97	2,352	281	205	486	32	4
1997 & Special	550	642	59	23	1,274	88	174	262	15	5
<u>1998 & Special</u>	<u>306</u>	<u>348</u>	<u>45</u>	<u>6</u>	<u>705</u>	<u>49</u>	<u>111</u>	<u>160</u>	<u>11</u>	<u>4</u>
Total	856	990	104	29	1,979	137	285	422	26	9

* Does not include item vetoes

Statutory Editorial Operations

Session Year	Session Chapters	Session Law Pages	Average Pages Per Chapter	Statute or Supplement Pages	Statutory Units - Amended	Statutory Units - New	Statutory Units - Repealed	Total Statutory Units - Other	Statutory Units - Affected	Session Laws Press Run (Activity)	Statutes or Supplement Press Run (Activity)
1987 & Special	410	3,960	9.66	2,517	3,466	1,619	1,017	65	6,167	2,400 (some surplus)	3,800 (sold out
1988	<u>315</u>	<u>2,241</u>	<u>7.11</u>	<u>13,050</u>	<u>2,061</u>	<u>464</u>	<u>241</u>	<u>7</u>	<u>2,773</u>	2,400 (all but 10 sold)	9/89)
Total	725	6,201	8.55	15,567	5,527	2,083	1,258	72	8,940		
1989 & Special	358	3,873	10.82	2,781	3,246	1,762	794	31	5,833	2,600 (sold out 8/89)	4,300 ordered
1990	<u>256</u>	<u>2,813</u>	<u>10.99</u>	<u>13,984</u>	<u>1,894</u>	<u>1,322</u>	<u>875</u>	<u>5</u>	<u>4,096</u>	2,900	
Total	614	6,686	10.89	16,765	5,140	3,084	1,669	36	9,929		
1991	356	2,184	8.94	1,844	2,607	1,155	474	0	4,236	3,100	4,300
1992	<u>244</u>	<u>2,666</u>	<u>10.93</u>	<u>15,183</u>	<u>1,995</u>	<u>1,073</u>	<u>380</u>	<u>22</u>	<u>3,470</u>	3,100	
Total	600	4,850	8.08	17,027	4,602	2,228	854	22	7,706		
1993 & Special	381	3,789	9.95	2,239	2,954	1,202	419	8	4,583	3,100	4,300
1994 & Special	<u>274</u>	<u>3,003</u>	<u>10.96</u>	<u>18,585</u>	<u>2,444</u>	<u>998</u>	<u>423</u>	<u>2</u>	<u>3,867</u>	3,100	
Total	655	6,792	10.37	20,824	5,398	2,200	842	10	8,450		
1995 & Special	268	3,777	14.09	2,523	3,027	1,159	712	7	4,905	3,100	4,500
1996	<u>206</u>	<u>2,150</u>	<u>10.44</u>	<u>18,463</u>	<u>1,876</u>	<u>648</u>	<u>750</u>	<u>22</u>	<u>3,296</u>	3,100	
Total	474	5,927	12.50	20,986	4,903	1,807	1,462	29	8,201		
1997 & Special	261	3,915	15.04	2,743	3,439	1,254	635	135	5,463	3,100	4,500
1998 & Special	<u>167</u>	<u>2,573</u>	<u>15.41</u>	<u>19,882</u>	<u>2,607</u>	<u>587</u>	<u>560</u>	<u>20</u>	<u>3,774</u>	3,100	
Total	428	6,488	15.16	22,625	6,046	1,841	1,195	155	9,237		