

PRACTICAL RESEARCH FOR LAWYERS IN THE INFORMATION AGE

Sponsored by:



**ADVANCED LEGAL EDUCATION
Hamline University
School of Law
1536 Hewitt Avenue
St. Paul, Minnesota 55104**



copyright © 1984
ADVANCED LEGAL EDUCATION
Hamline University School of Law

Advanced Legal Education of Hamline University School of Law sponsors seminars and publications as an educational service to the practicing attorney. Lecturers and authors of ALE publications have full opportunity to express legal interpretations and opinions. These do not reflect in any way a position of Advanced Legal Education or Hamline University School of Law.

PRACTICAL RESEARCH
FOR LAWYERS
In The Information Age

Table of Contents

	<u>Page No.</u>
Applications to Legal Information Needs	1
--CHARLES T. HVASS, JR.	
Locating People	11
--RUSSELL J. KRUEGER	
Investigative Techniques Used in News Reporting	25
--DAVE NIMMER	
Factual Research for Lawyers	35
--NICHOLAS TRIFFIN	
Discovery	69
--ROGER HAYDOCK	
Federal Administrative Research	87
--PENNY A. HAZELTON	
State Administrative Research	99
--STEVEN C. CROSS	
Agricultural Law and Research Application	123
--PHILIP L. ERICKSON	
Primary Labor Looseleaf Services	143
--GREGG M. CORWIN	

continued

Table of Contents (continued)

	<u>Page No.</u>
Minnesota Appellate Courts . . . --JUSTICE M. JEANNE COYNE	197
Access to Court of Appeals Records and Briefs --MARVIN ROGER ANDERSON	203
Minnesota Intermediate Court of Appeals --THE HONORABLE PETER S. POPOVICH	209
Finding the Law of Professional Responsibility --MICHAEL J. HOOVER	217
Articles Concerning Computer- Assisted Legal Research --ROBERT C. BERRING	255
Searching Non-Legal Databases: Cost-Effective Search Techniques --ANNE S. CAPUTO	263
LEXIS --DEBRA S. GOODMAN	301
Computer Assisted Legal Research --CRAIG E. RUNDE	311

March 29-30, 1984

PRACTICAL RESEARCH
FOR LAWYERS
In the Information Age

Federal Administrative Research

Penny A. Hazelton
Assistant Librarian for Research Services
Supreme Court of the United States
Washington, D.C.

	<u>Page No.</u>
General - Directories and Manuals . .	89
Rulemaking & Adjudicatory Functions .	92
Annual and Recurring Reports	95
Advisory Committees and Commissions .	95
Substantive Law	97

March 29-30, 1984

FEDERAL ADMINISTRATIVE RESEARCH

Selected Resources Annotated

General - Directories and Manuals

1. D'Aleo, Richard J., FEDfind: Your Key to Finding Federal Government Information, ICUC Press, P.O. Box 1447, Springfield, Va., 22151, (\$9.95), 1982.

Primarily a bibliographic tool, FEDfind attempts to provide basic information about all branches of the federal government. This work describes federal government organization and selected employees, the branches and selected activities and sources of publications and services. Its coverage is not limited to administrative agencies but may provide some assistance in isolated cases.

2. The United States Government Manual, 1983-84 ed., Office of the Federal Register, G.P.O., Washington, D.C., 1983.

As the official handbook of the federal government, this manual provides comprehensive information on the agencies of the legislative, judicial and executive branches. Short descriptions of each agency and its major divisions as well as lists of principal officials and

legislative or executive authority are included in the manual.

Especially helpful are the inclusion of federal boards, committees and commissions, quasi-official agencies, selected multilateral and bilateral organizations, abolished and transferred agencies and functions, common abbreviations and acronyms, organization charts, regional maps, and a list of agencies which publish rules in CFR.

3. United States Directory of Federal Regional Structures, 1980-81 ed., Office of the Federal Register, G.P.O., Washington, D.C., 1980.

A companion to U.S. Government Manual, this volume includes regional offices' maps and tables for all federal administrative agencies. The name of the head of the region (usually Director), his/her address and telephone number are also included.

4. Federal Regulatory Directory, 1983-84 ed., Congressional Quarterly, Inc., Washington, D.C., (\$29.95), 1983.

This comprehensive guide to federal activities is published annually. A good description of the regulatory process is followed by an essay about

General - Directories and Manuals (Cont.)

each federal agency with rule-making powers. History and powers and authority of the agency are discussed in depth. Short biographies of the key personnel are followed by a listing of other important personnel, organizational charts, information resources and regional offices. Indexes include a personnel locator and an excellent subject/agency listing.

A good resource for a general understanding of a federal agency. Not as current or comprehensive as the Federal Yellow Book but more depth than U.S. Government Manual.

5. Whitnah, Donald R., editor-in-chief, Government Agencies, Greenwood Press, Westport, Conn., (\$49.95), 1983.

This compilation of essays about federal agencies is intended to educate the reader in the what, why, and how of the organization's role in this nation's economy. Each essay stresses achievements, failures, administrative structure, as well as in-house and external squabbles. Each contribution is followed by a bibliography of major resources about the agency.

Excellent subject and name index. Organized alphabetically by name of the agency. Four helpful appendices

General - Directories and Manuals (Cont.)

include 1) agencies arranged chronologically with year of establishment, 2) evolution of agency name, 3) umbrella agencies, and 4) categories of agency service.

6. Federal Yellow Book, Washington Monitor, Inc., 1301 Pennsylvania Ave N.W., Suite 1000, Washington, D.C., 20004, (\$130.00 + \$142.00 annually), 1983.

A looseleaf service organized by agency with title, address and telephone number for the over 29,000 top people in the Executive Branch of federal government. There is no personal name index, but there is an index primarily designed to help you locate internal departments, divisions and sub-agencies. This directory contains no descriptive information but will greatly assist a researcher in locating the appropriate office and person. Personnel for all departments, independent agencies, the executive office of the President and regional offices are included. It is updated regularly.

Rulemaking & Adjudicatory Functions

7. A Guide to Federal Agency Rulemaking, Administrative Conference of the United States, Office of the Chairman, Washington, D.C., 1983.

Rulemaking & Adjudicatory Functions (Cont.)

This excellent volume was written especially for federal agency personnel, but is an excellent overview of the rule-making function of federal agencies. It provides an integrated view of rule-making procedures and proceedings.

Especially helpful are the chapters on "ex parte" communications and judicial review. The 25-page bibliography is excellent, including books, articles, cases, as well as relevant primary authority.

8. Johnson, Nancy P., "Federal Administrative Decisions", 1 Legal Reference Services Quarterly 49-65 (Spring 1981).

A bibliography of officially published federal administrative opinions arranged by agency. A good place to check if you want to know if official reports are available. Some entries are annotated. No cross references internally, but short enough to browse to find agency information.

9. Stern, Arlene L., compiler and editor, Legal Looseleaves in Print, 1983 (3rd) ed., Infosources Publishing, 118 W. 79th St., New York, N.Y., 10024, (\$25.00), 1983.

Since many federal administrative agencies either do not publish their opinions timely or do not publish their opinions at all, this reference tool is a sourcebook for identifying the unofficial publications containing federal administrative agency decisions. Once identification of a particular opinion or decision has been made, the next research task is to find it. This book may be very helpful in that process. Organized by title of the looseleaf, the volume has a good subject index which allows you to identify looseleaves which may include the rules and/or decisions you seek.

10. Pike and Fischer, Administrative Law, 2nd series, Pike and Fischer, Washington, D.C., 1952- .

Includes: Desk Book (1 book), Current Material (1 book), Digest (8 books), and Decisions (v. 1-56).

Statutes, rules of practice before major federal agencies, text of selected opinions and decisions of the courts and administrative agencies in the field of federal administrative procedure.

Annual and Recurring Reports

11. Requirements for Recurring Reports to the Congress: A Directory Issued by the Comptroller General, 1982 Congressional Sourcebook Series (GAO/PAD-82-28), G.P.O., Washington, D.C., 1982.

Published every two years, this volume describes the requirements for statutory and non-statutory recurring reports to Congress from all federal agencies and branches of the federal government. There is an excellent subject index, an agency index, a congressional index and a law index (the latter divided by public law name, public law number, U.S. Code cite, and U.S. Statutes at Large).

Advisory Committees and Commissions

12. Encyclopedia of Governmental Advisory Organizations, 4th ed., Gale Research Co., Detroit, Mich., (\$350.00 + \$250.00 annually), 1983.

This work is a reference guide to permanent, continuing and ad hoc U.S. Presidential Advisory Committees, Public Advisory Committees, Inter-agency Committees and other government related boards, panels, task forces and commissions. All current and many historical groups are included, all organized by broad subject. An excellent alphabetical and keyword index allows easy access. Although the entries are brief, each

Advisory Committees and Commissions (Cont.)

includes the body's history and authority, program, membership (though specific names rarely used), staff, meetings (if any), and publications and reports.

Lack of inclusion should not support the proposition that the body does not exist. Supplemented by New Governmental Advisory Organizations.

13. Federal Advisory Committee, Annual Report of the President, G.S.A., Washington, D.C., 1983.

Published pursuant to the Federal Advisory Committee Act of 1972, this report includes the activities, status and changes in composition of federal advisory committees. The lists of current committees are arranged alphabetically and by agency. Agency committee management officers and staff contact persons are also included. Good statistics are included beginning with the 11th Annual Report (1982).

This report does not describe the committee and its work as the Encyclopedia of Governmental Advisory Organizations does. However, it is a good resource to verify the current status of an advisory committee and its name so their reports or other publications might be easily found. There is no subject or key-

Advisory Committees and Commissions (Cont.)

word index, so without the agency name or the exact name of the body, this report is difficult to use.

Substantive Law

14. Davis, Kenneth Culp, Administrative Law Text, 3rd ed., West Publishing Co., 1972.
15. Davis, Kenneth Culp, Administrative Law Treatise, 2nd ed., Davis Publishing Co., San Diego, Calif., 1978.

Volumes 1-4 and 1982 supplement; volume 5 not yet published so first edition must be consulted.
16. Gellhorn, Ernest and Barry Boyer, Administrative Law and Process in a Nutshell, 2nd ed., West Publishing Co., 1981.
17. Madjeska, Lee, Administrative Law: Practice and Procedure, Lawyers Coop, 1982.
18. Schwartz, Bernard, Administrative Law, Little, Brown & Co., 1976.

PRACTICAL RESEARCH
FOR LAWYERS
In The Information Age

State Administrative Research

Steven C. Cross
Revisor of Statutes
Minnesota Legislature
St. Paul

	<u>Page No.</u>
Historical Information	101
How to Find a Rule	108
Interpreting the Rules	115
If You Need Historical Data	121
If You Find an Error	121
Acknowledgements	122

March 29-30, 1984

Preface to Minnesota Rules
presented by Steven C. Cross

pub.
3/26/84

USER'S GUIDE

no index
yet

HISTORICAL INFORMATION

Minnesota Rules 1983 is compiled, edited, published, and distributed by the Office of the Revisor of Statutes under the mandate of Minnesota Statutes, section 14.47.

This publication is the first edition of the recompiled agency rules resulting from the mandate of Laws of Minnesota 1980, chapter 615, which directed the recompilation and publication of agency rules by the revisor.

Historically, several offices have been charged with the duty to compile and publish the administrative rules of state agencies. The responsibility to provide regulations for "a uniform manner and form for the preparation, printing, and indexing of regulations" was given in 1945 to a publication board. The commissioner of administration, the attorney general, and the secretary of state (or their designees) served as the board's members. Under this mandate individual agencies published their own rules. No consolidated set of the rules of all agencies existed. Since the publications board neither met nor adopted any regulations, the format of the regulations varied widely.

In 1955 the revisor of statutes was directed to compile and index the rules while the board retained the publication duty and the commissioner of administration sold the rules. However, no funds were ever appropriated to the revisor to accomplish the mandated work, so the form of publication of the rules remained unchanged. In 1963 the compilation and indexing duties were shifted from the revisor back to the commissioner of administration.

Minnesota State Regulations. In 1970 the commissioner of administration published an eleven-volume set entitled "Minnesota State Regulations." This was the first attempt to publish a uniform set of regulations. It was supplemented quarterly by a service entitled "Minnesota State Regulations Service." The set and service simply collated those regulations individually printed by the agencies adopting the regulations. In 1975 the commissioner of administration became the publisher of the rules as well as compiler. The commissioner was also given by law the first formal mandate for a set to be published under a particular name. The law called for the publication of a "Manual of State Agency Rules." In response, on July 1, 1976, the commissioner retitled the old Minnesota State Regulations set but left it otherwise unchanged.

Minnesota Code of Agency Rules. In further response to the 1975 legislative mandate, in June 1977 the commissioner of administration began publishing an

entirely new set called the Minnesota Code of Agency Rules (MCAR). The change was important because it represented the first attempt at a comprehensive numbering system for the entire set. New binders were also issued, and the set was expanded from 11 to 15 volumes. While the commissioner tried to give the set the appearance of an integrated publication with consistent numbering, in reality each agency controlled the printing of its rules and the conversion to the MCAR numbering system. As a result, many rules were never renumbered into the MCAR numbering scheme, and many other rules were never even printed in the set.

The Recompilation Project. Laws of Minnesota 1980, chapter 615 provided for comprehensive changes in the publication of rules effective July 1, 1980. It directed the revisor of statutes to formulate a plan for the compilation of both permanent and, if practicable, temporary agency rules in a manner convenient for public use, to publish this compilation and any necessary pamphlets, supplements, or new rule compilations, and to sell them for a reasonable fee. During the recompilation, the revisor could change the order of rules and their format but could not rewrite the rules or change the meaning of any rule. Part of the recompilation task included the preparation of appropriate tables, cross-references, explanatory notes, and indexes that were all absent from the Minnesota Code of Agency Rules. The

revisor could integrate the rules with the statutes or publish them separately and could use outside contractors to do any of the work involved. The authority of the commissioner of administration to publish MCAR expired July 1, 1982.

The change in the manner of publication of administrative rules was motivated by several problems in the existing method. The sole authority of the Department of Administration to publish MCAR was to "allow for economic publication and distribution and efficient use." (Minnesota Statutes 1978, section 15.047.) In practice, since each agency controlled the timing of publication and had its own form guidelines, the MCAR set had gaps in its text and displayed a wide variety of formats. MCAR was really an aggregation of separate publications, not a unitary publication, so it had a ragged appearance. In addition, MCAR was without research tools and lacked a common index by which a rule could be found. Finally, readers felt that the existing form of the rules detracted from their status as having the "force and effect of law." The form, which seemed to be second class compared to the publication form of the statutes, suggested that the rules had a secondary status compared to the statutes.

The intent of Laws of Minnesota 1980, chapter 615 was to place all responsibility for compiling and publishing rules in a single office with a full set of appropriate powers; the goal of the change was an improved rules

format and the addition for necessary research tools including a common index. The law was also intended to improve the appearance of the published rules to give them the prestige they deserve. The process and result would be similar to that of the publication of Minnesota Statutes.

The MCAR Reprint. Work on recompiling the administrative rules began on July 1, 1980. It was the revisor's initial intention to terminate MCAR on July 1, 1982, and introduce a new publication, Minnesota Rules, by September. Unfortunately, after the initial appropriation, the state's fiscal situation deteriorated and the office went through a series of budget reductions. By the midpoint in the biennium, the revisor's budget was reduced three times. In all, the funds originally requested were cut by more than 20 percent. Among the funds eliminated were those for the indexing, composition, and printing of the recompiled rules. As a result, the publication date of Minnesota Rules was postponed.

MCAR subscribers were not abandoned in the interim period. The legislature provided sufficient funds to allow MCAR to be maintained for an additional year. However, rather than continuing the supplement service, it was decided to reprint MCAR in its entirety in a set of 70 paper-covered volumes as a substitute for the 15 loose-leaf volumes previously used. The 1982 MCAR Reprint was a

one-time occurrence to fill the gap between the end of MCAR and the first publication of Minnesota Rules.

In the reprint, rules remained in outline format, were still a mixture of the MCAR and departmental numbering systems, and were not indexed. The reprint did, however, contain the rules in force at its publication, including many not published in the existing loose-leaf MCAR. Its format, one volume or more for each agency, was more convenient than the larger loose-leaf volumes. Since all volumes were bound, the set was complete and free from filing errors. To help users in finding rules, the set contained a user's guide, an alphabetical listing of agencies, a general table of contents, and individual chapter analyses. The set was not supplemented, but users could rely on the State Register to find changes occurring after the publication date of the set.

Minnesota Rules. Minnesota Rules is distinctly different from all preceding publications of administrative rules.

In answer to the long-standing need for an improved rules format, the revisor was given a full set of appropriate powers to facilitate the initial recompilation of the administrative rules. In addition, the revisor was provided with the necessary editorial powers to carry out the duty to publish and update the rules as an ongoing process, similar to the process used for Minnesota Statutes. The result is that the recompilation does not

end our work. We will be doing continuous revision to keep the text both accurate and up to date.

As part of the revisor's plan to recompile the administrative rules, the revisor contracted for the keyboarding of text into a database compatible with the revisor's computer system. While compiling the materials to be keyboarded as the textual source of the recompiled rules, the text of MCAR was compared with the text on file with the State Register and Public Documents Division. Any discrepancy in the text was checked against the secretary of state's files to ensure its accuracy. Rules were then renumbered and arranged into a uniform, comprehensive decimal numbering scheme which would allow for future integration of amendments, repeals, and additions to agency rules. Various tables, editorial headings, editorial notes, and statutory authority citations have been included to facilitate convenient use of this publication as a source of information and as a drafting tool. Agencies were asked to review their rules as recompiled and submit their comments and suggestions prior to final publication. Work on an index to this publication is in progress and is scheduled to arrive in May 1984.

The source of the text for Minnesota Rules 1983 is agency rules adopted as of July 31, 1983. Any rule adopted August 1, 1983, or after will be included in the first supplement to this publication scheduled for spring 1984. Drafting to the Minnesota Rules format will begin February 1, 1984.

The recompilation of the administrative rules has been an arduous task. In the course of the work, many difficult decisions were made about the arrangement and numbering of the rules, based on our research and planning as well as our individual judgment about what would make the set most useful. Minnesota Rules is the reflection of this effort.

We expect that future editions of Minnesota Rules will include incremental improvements which will enhance the utility of the publication. Among the plans for future editions are a rule cross-reference table showing all locations in Minnesota rules containing a reference to each individual part number. In addition, historical notes relating to the adoption and amendment of rules after initial publication will be included.

HOW TO FIND A RULE

How the rules are organized. Rules are usually grouped under the state agency that administers them. Some agencies are allotted one chapter; others have many chapters. The chapters appear in alphabetical order by agency name; that is, the rules of the Board of Abstractors appear first, and the rules of the State Zoological Board appear last.

Within each chapter the rules are arranged in a decimal numbering system. In the decimal system, the numbers are arranged by relative mathematical value rather than numerical sequence so that, for example, a rule numbered 1002.1850

would come between 1002.1800 and 1002.1900. The decimal system allows for the later insertion of new rules without disturbing the original numbering scheme.

In a part number, the four digits to the left of the decimal point match the chapter number, and the four digits to the right of the decimal point assign a unique number to each rule in the chapter. No part number is smaller than .0001 or larger than .9999. All four decimal places are always expressed, even if they are filled by zeros.

If you have a citation to Minnesota Rules. Readers usually consult Minnesota Rules to find material that some other document has cited. A typical citation looks like this: Minnesota Rules, part 4800.2800, subpart 2, item A. These numbers and letters tell you exactly where to look for the cited material.

To find the right volume and chapter, look at the first four digits of the part number, before the decimal point. Part 1005.0100 is in chapter 1005. Look at the spines of the volumes to see which volume contains the chapter you need.

Each page of the text has a number in the left or right hand corner which will help you find the part you're looking for. The part number on the left indicates the part number of the text starting that page; the part number on the right indicates the part number of the text ending that page. To find the right page, scan the numbers at the upper

corners of each pair of facing pages. These are the numbers of the first and last parts on those pages. To find the part, scan the left margins. Every part begins with a part number in boldface type at the left margin. The first four digits match the chapter number. The last four digits, after the decimal point, are arranged in decimal order.

To find smaller divisions, such as subparts, items, and subitems, scan the left margin of the part. Subparts are marked "Subpart 1.," "Subp. 2." and so on. Items are marked with capital letters, subitems with arabic numbers in parentheses. Occasionally, smaller divisions appear--units, marked with lowercase letters, and subunits, marked with lowercase roman numerals. Item letters are indented five spaces; subitem numbers, ten spaces, and so on.

If you have a citation to MCAR. If you have a citation in the form "3 MCAR S 2.001," you can find the correct text in Minnesota Rules by using the concordance table in volume 7.

Check the left column of the concordance table to find the MCAR number you have. Then look at the right column and find the Minnesota Rules part number opposite your MCAR number. The number on the right tells you what part to consult to find the material that once appeared under the MCAR number you have.

The left column of the concordance table lists MCAR numbers or departmental

abbreviations and numbers of rules adopted through July 31, 1983. A rule number repealed in MCAR will not be listed. In some cases a rule exempt from the Administrative Procedure Act will not be listed.

The MCAR numbering system groups rules into 14 titles. Each title represents an area of government operation. The title number is printed before the letters "MCAR." Following are the MCAR titles:

- 1 MCAR - Constitutional Offices
- 2 MCAR - Administration
- 3 MCAR - Agriculture
- 4 MCAR - Commerce
- 5 MCAR - Education
- 6 MCAR - Environment
- 7 MCAR - Health
- 8 MCAR - Labor
- 9 MCAR - Law
- 10 MCAR - Planning
- 11 MCAR - Public Safety
- 12 MCAR - Social Service
- 13 MCAR - Taxation
- 14 MCAR - Transportation

The MCAR system subdivides each title into parts. A part represents an agency or department. The part number is printed after the letters "MCAR." For example: 1 MCAR 2 means Office of the Secretary of State. "2" is the part number for the secretary of state's office.

A part is further subdivided into individual rules by use of numbers after a decimal point. For example, in the reference 1 MCAR S 2.0101, ".0101"

indicates a rule of the secretary of state's office dealing with voter registration.

The departmental numbering system was in use before the MCAR system began. The departmental system uses an abbreviation for the department, or for a division within a department, and a number. For example, EDU 6 means a Department of Education rule, and RevLL 2 means a Department of Revenue rule concerning levy limitations. A complete list of departmental abbreviations and their meanings appears in volume 7.

In most cases when a rule was amended after the MCAR system was established the departmental number was changed to an MCAR number, but the numerical part of the departmental number was incorporated into the MCAR number, after the decimal point. For example, SecStat 102 became 1 MCAR S 2.102.

In the MCAR Reprint the two numbering systems were often intermingled. For example, in the Medical Examiner rules the numbers appeared as follows:

ME10 - Annual registration fee.
ME11 - Midwives.
7 MCAR S 4.012-Continuing medical
education.
ME31 - Sworn statement to the board.

The rule numbers were usually arranged decimally rather than sequentially.

The left column of the concordance table lists agencies alphabetically. An alphabetical list of agencies, together with the range of numbers used by each agency in MCAR, appears in volume 7. Within each agency listing, the rule numbers are usually arranged decimally. The right column of the concordance table lists the corresponding Minnesota Rules number. Rules may have been combined or divided into parts. Divisions below the level of part are not included.

If you cannot find the part being cited.

If the part number you are looking for does not appear where you expect it, first check the explanation of decimal numbering. If you still cannot find the part number, check the pocket part, the pamphlet that fits in a pocket inside the back of each volume. If you have just received your set of Minnesota Rules, it will not yet have pocket parts; these will be published in spring, 1984. The first pocket parts will contain rules promulgated after July 31, 1983, the cutoff date for publication of rules in the bound volumes. Pocket parts will be updated cumulatively at regular intervals. The exact interval of pocket parts will be determined by the office's findings on the frequency of changes and additions to Minnesota Rules.

If neither the volume nor the pocket part contains the part number you need, consult the State Register, the weekly publication that gives official notice of proposed and adopted rules. Each issue of the State Register contains a table

showing what existing parts have been amended and what new parts have been proposed or adopted in that issue. Begin by looking at the first issue to appear after the publication date of the pocket part you have checked; continue checking each later issue until you find the part you need.

If your rule still cannot be found, it might have been repealed before July 31, 1983, or it might be among the rules that do not appear because they are not subject to the Administrative Procedure Act.

If you have a title or subject.

Unfortunately, in some documents, rules are not cited precisely but are referred to vaguely as "the rules on (subject)." If this is the only reference you have, or if you have only a general subject, you will find it harder to locate the rules you need, but not impossible.

The index to the rules will help you most. (If you have just received the newly published set of Minnesota Rules, you will not have an index yet; it will be published May 1, 1984.) For more detailed information on how to use the index, see the introduction to the index volume.

The table listing chapter titles in the front of each volume can also help. If you know what state agency administers the rules you need, consult the table to learn what chapters contain that agency's rules. The title of a chapter may tell

you that it contains the rules you need. For example, chapter 1540 is entitled Minnesota Meat Inspection Regulations. If the chapter titles do not help, consult the chapter analysis at the beginning of each chapter. The chapter analysis is a listing of all part numbers in the chapter followed by headings that summarize the contents of each part. Some chapters and chapter analyses contain editorial headings that point out the major subject areas within the chapter. In chapter 4800, for example, editorial headings such as "Scholarships and Grants-in-Aid" and "Student Loan Program" separate the part numbers applicable to each of those subjects.

INTERPRETING THE RULES

Headnotes. Every part has a headnote, a word or phrase in boldface capitals that tells the subject of the part. Subparts also have headnotes in boldface uppercase and lowercase letters. These headnotes are intended to be catchwords only. They are not part of the text of the rules.

The language of rules: using Minnesota Statutes, chapter 645. The rules in this publication have the force of law and are generally interpreted by courts according to the same criteria used for statutes. Many of these criteria appear in Minnesota Statutes, chapter 645, which contains the law on statutory construction. Knowing that chapter will help you understand words and phrases whose meaning might be in dispute. For example, it helps to know that in a

phrase like "from January 1 to March 31," the word "to" includes the second date.

The content of rules: using the rules and statutes together. Rules alone may not tell you everything about the requirements you must meet or the duties you must perform. It is best to read the statutes as well, and there should be a set of Minnesota Statutes wherever there is a set of Minnesota Rules. To find the statutes most closely related to the rules you have read, check the Statutory Authority note at the end of each part.

Incorporations by reference. Incorporation by reference is the process by which an agency makes certain publications or documents a part of their rules even though the text of the publication or document is not printed as a part of the rule. The following example from Minnesota Rules, part 3545.1100, subpart 2, has two publications incorporated by reference into it, the AICPA Professional Standards and the Office of Management and Budget Circular A-102:

Example:

Subp. 2. Audited financial statements. An audit is an examination of the various financial statements of the funds and account groups of a district by the state auditor or an independent certified public accountant. This examination shall be performed in accordance with generally accepted auditing standards as set forth in AICPA Professional Standards, issued by the American Institute of Certified Public Accountants

(New York, New York, 1974). It shall also meet the audit requirements contained in the Office of Management and Budget Circular A-102 Revised and published in the Federal Register, volume 42, pages 45828 to 45891 (1977).

The legal effect of an incorporation by reference is that the publication or document is treated as though it were part of the rule. The incorporation by reference, like any other properly adopted rule, has the force and effect of law. (Minnesota Statutes, sections 14.07, subdivision 4 and 14.38).

Minnesota Statutes, section 14.07, subdivision 4, allows an agency to incorporate by reference into its rules the text from Minnesota Statutes, Minnesota Rules, United States Statutes at Large, United States Code, Laws of Minnesota, Code of Federal Regulations, the Federal Register, and other publications and documents which are determined by the revisor of statutes after consultation with the chief hearing examiner to be conveniently available to the public. A publication or document is defined as "conveniently available to the public" if it is available for loan or inspection and copying to a person living anywhere in Minnesota through a statewide interlibrary loan system or in a public library without charge except for reasonable copying fees and mailing costs. (Minnesota Statutes, section 14.07, subdivision 4, clause (b).)

As part of the form approval for proposed

and adopted rules the revisor's office permits agencies to incorporate by reference into their rules only those publications and documents which have been found to be conveniently available. The form approval by the revisor has been in effect since July 1, 1981.

A list of the publications or documents that the revisor has approved as conveniently available and the place where they can be found is located in the Incorporation by Reference Table in volume 7. This list fulfills the statutory mandate in Minnesota Statutes, section 14.47, subdivision 1, which requires that the revisor include in Minnesota Rules a consolidated list of publications and other documents incorporated by reference into the rules after June 30, 1981, and found conveniently available by the revisor under Minnesota Statutes, section 14.07, subdivision 4, indicating where the publications or documents are conveniently available to the public.

Statutory authority. Agencies and departments may adopt rules only if given authority to do so by the legislature. Therefore, for any given rule there is a section in Minnesota Statutes or Laws of Minnesota that can be cited as the source where the authority has been given to promulgate the rules. The authority is popularly referred to as "statutory authority."

Generally the statutory authority is not put in the content of the rule. The

Office of Administrative Hearings rules, Minnesota Rules, part 1400.0300, requires agencies to publish the statutory authority in the State Register as part of the Notice of Intent to Adopt Rules without a Public Hearing or the Notice of Hearing.

Minnesota Rules, as an aid to the user, provides a citation to the statutory authority for each rule part. The citation is printed at the end of each part and appears as follows:

Example:

6800.0600 POSTING LICENSE.

Each pharmacy license shall be posted in a conspicuous place in the pharmacy for which the license has been issued.

MS s 151.06 subd. 1; 151.19

In the example, Minnesota Statutes, sections 151.06, subdivision 1, and 151.19 give the pharmacy board the authority to promulgate rules on posting of licenses in a pharmacy.

The statutory authority information for this first edition of Minnesota Rules was provided to the Office of the Revisor of Statutes by each agency. In rules adopted after this publication the revisor's office will take the statutory authority information from the State Register when the rules are proposed.

Notes. Throughout Minnesota Rules,

editor's notes appear wherever special information about a chapter or part will aid the reader's understanding. Notes call a reader's attention to such things as a cross-reference to another rule which could not be translated to a Minnesota Rules number because the MCAR or departmental number was repealed or is nonexistent, or to a rule or series of rules promulgated by one agency but enforced by another. An example of a note that explains why a cross-reference to Department of Revenue rule 2009 (6)-5 was not changed to a Minnesota rule part number follows:

Example:

8007.0200 CHANGE IN ACCOUNTING METHODS.

The taxpayer must secure permission from the commissioner to change his method of accounting or in reporting income and deductions...A change in the method of accounting or basis of reporting income and deductions means any change in the treatment of items of income and deductions such as change from cash receipts and disbursements basis to the accrual basis or vice versa; a change in the method of inventory valuations; or a change permitted by the commissioner involving any other specialized method of accounting for income and deductions except bad debts, the treatment of which is set forth in 2009 (6)-5 and parts 8009.2100 to 8009.2700.

For adjustments which are required when a change is made in an accounting method,

see Minnesota Statutes, section 290.07,
subdivision 3.

MS s 290.52

NOTE: Regulation 2009 (6)-5 has been
repealed.

IF YOU NEED HISTORICAL DATA

If you need to find out how a rule was
changed by amendment prior to this
publication, you can trace the
information by consulting the State
Register which lists amendments and
adoptions of rules. Since rules prior to
the recompilation were cited by MCAR or
departmental numbers, the reverse
concordance table will help you locate
the rule number you will trace in the
State Register.

The left column of the reverse
concordance table lists Minnesota Rules
numbers in decimal order. The right
column lists the corresponding previously
used MCAR or departmental abbreviation
and number.

IF YOU FIND AN ERROR

Each set of Minnesota Rules includes
addressed postage paid postcards. A user
of the rules who finds an apparent error
in the text may use the postcards to
notify the revisor of the problem. Any
comments and suggestions for improvements
to the publication are also welcome.

ACKNOWLEDGEMENTS

The original concept of an improved publication of administrative rules in the format of Minnesota Rules is that of Senator David D. Schaaf, the author of House File No. 874 (Laws of Minnesota 1980, chapter 615). This act set up the mandate for the publication of Minnesota Rules and provided the revisor of statutes with the necessary editorial powers to carry out the initial recompilation project. In addition, the significant editorial powers needed for the revisor to publish the rules as an ongoing process were provided in the enabling legislation.

The compilation, editing, printing, and distribution of Minnesota Rules were assisted by many people outside the revisor's office.

The efforts and cooperation of the following are hereby acknowledged:

- All state agencies;
- Judith Wehrwein
Attorney General's Office;
- Staff members
Office of the Attorney General;
- The Office of the Secretary of State;
- Peter Boehm and John Freese
Computype, Inc.;
- Dick Muellerliele
North Central Publishing Company; and
- Steve Ordahl
State Register and Public Documents
Division.