

A. PUBLIC RECORDS STATUTES

As noted in the Introduction and Glossary of Terms, your state likely recognizes a distinction between “public records,” which may include correspondence, office records, personnel records, etc., and “government publications,” which may be compiled as a means to disseminate government information of educational or public interest. This section addresses statutes that concern public records and, in particular, those that focus on record keeping requirements and retention. The compilation of statutes for your state may combine record keeping requirements with public access provisions or freedom of information laws. Those statutes are addressed in Sections B & C.

1. Does your state have “public records statutes,” as referred to in the paragraph above?

- Yes
 No

a. If “Yes,” cite your state’s public records statutes and the administrative regulations that supplement them.

Minn. Stat. ch. 13 (West 1997 & Supp. 2002); Minnesota Government Data Practices Act
Minn. R. ch. 1205; Data Practices

Minn. Stat. § 138.17 (West 1997 & Supp. 2002); Records Management Act

Minn. Stat. § 15.17 (West 1997 & Supp. 2002); Official Records Act

Minn. Stat. ch. 3C (West 1997 & Supp. 2002); Revisor of Statutes

Minn. Stat. ch. 13 app. (West 1997); Rules of Public Access to Records of the Judicial Branch

b. If “No,” skip this whole section.

Additional comments:

2. The public records statutes/regulations apply to which of the following branches?

- Executive
 Legislative
 Judicial
 Administrative (applying to all agencies, no matter what branch of government)
 Other

a. Briefly explain your answer and cite to applicable statutes/regulations.

Minn. Stat. § 13.01 subd. 1 (West 1997 & Supp. 2002) states that the statute governs “all state agencies, political subdivisions and statewide systems”

Minn. Stat. § 13.90 (West Supp. 2002) creates an exemption from the MGDPA for the judiciary and states that the Minnesota Supreme Court is responsible for making the rules governing access to the judiciary.

Minn. Stat. § 15.17 (West 2000 & Supp. 2002) determines records maintenance and outlines responsibilities of the agencies.

Minn. Stat. § 15.17 (West 1997 & Supp. 2002) outlines preservation of official records.

Minn. Stat. ch. 13 app. Public Access to Records of Judicial Branch R. 4 (West 1997) states that all case records are accessible to the public with the exception of domestic abuse records, court service records, judicial work product and drafts, criminal juvenile cases, records controlled by statute and records covered by protective orders.

Minn. Stat. ch. 13 app. Public Access to Records of Judicial Branch R. 5 (West 1997) states that all administrative court records are accessible to the public with some exceptions.

Additional comments:

3. Cite to public records statutes/regulations where “public record” is defined.

“Public record” is not defined in the Minnesota statutes.

Additional comments:

The Minnesota Government Data Practices Act calls public records “public data” and defines public data as “all government data collected, created, received, maintained or disseminated by a state agency, political subdivision, or statewide system.” Minn. Stat. § 13.03 subd. 1 (West Supp. 2002).

“Government data” is “all data collected, created, received, maintained, or disseminated by any state agency, political subdivision, or statewide system regardless of its physical form, storage media or conditions of use.” Minn. Stat. § 13.02 subd. 7 (West Supp. 2002).

“State agency” is defined as “the state, the University of Minnesota, and any office, officer, department, division, bureau, board, commission, authority, district or agency of the state.” Minn. Stat. § 13.02 subd. 17 (West Supp. 2002).

“Political subdivision” is defined as “any county statutory or home rule charter city, school district, special district and any board, commission, district or authority created pursuant to law, local ordinance or charter provision. It includes any nonprofit corporation which is a community action agency organized pursuant to the economic opportunity act of 1964 (Public Law Number 88-452) as amended, to qualify for public funds, or any nonprofit social service agency which performs services under contract to any political subdivision, statewide system or state agency, to the extent that the nonprofit social service agency or nonprofit corporation collects, stores, disseminates, and uses data on individuals because of contractual relationship with state agencies, political subdivisions or statewide systems.” Minn. Stat. § 13.02 subd. 11 (West 1997).

“Statewide system” is defined as “any record keeping system in which government data is collected, stored, disseminated and used by means of a system common to one or more state agencies or more than one of its political subdivisions or any combination of state agencies and political subdivisions.” Minn. Stat. § 13.02 subd. 18 (West Supp. 2002).

The Records Management Act defines “government records” as “state and local records, including all cards, correspondence, discs, maps, memoranda, microfilms, papers, photographs, recordings, reports, tapes, writings, optical disks, and other data, information, or documentary material regardless of physical form or characteristics, storage media or conditions of use made or received by an officer or agency of the state and an officer or agency of a county, city, town, school district, municipal subdivision or corporation or other public authority or political entity within the state

pursuant to state law or in connections with the transaction of public business by an officer or agency.” Minn. Stat. § 138.17 subd. 1 (b)(1) (West Supp. 2002).

The Records Management Act defines “records” as excluding “data information that does not become part of an official transaction.” Minn. Stat. § 138.17 subd. 1 (b)(4) (West Supp. 2002).

4. Do the public records statutes/regulations address electronic records separately vis-à-vis print records?

Yes

No

- a. If “Yes,” cite to and briefly discuss statutes/regulations addressing electronic records; how are they treated differently?

Additional comments:

The state must provide data maintained in electronic form in its electronic form and doesn’t have to print copies of electronic material unless printing will provide the only access. In cases of “data stored in electronic form and made available in electronic form on a remote access basis,” inspection of documents includes remote access and ability to print copies or download, government entities are allowed to charge a reasonable fee for remote access to data. Minn. Stat. § 13.03 subd. 3(b) (West Supp. 2002).

Electronic records are included within the definition of records in Minn. Stat. § 15.17 subd. 2 (West Supp. 2002).

5. Do the public records statutes/regulations address retention of records?

Yes

No

- a. If “Yes,” cite to and briefly summarize the retention provisions.

Record retention is determined by the records disposition panel, which consists of the attorney general, the legislative auditor in the case of state records, the state auditor in the case of local records, and the director of the Minnesota Historical Society. Agencies apply to dispose of specific records and the disposition panel votes by majority whether agencies can dispose of the records. The panel can vote to replace original records with photographic records, which will be considered originals for all purposes. Minn. Stat. § 138.17 subd. 1 (a) (West 2000 & Supp. 2002).

Any records which the records disposition panel votes (by majority) to dispose of can be acquired and retained by the Minnesota Historical Society (whatever it deems to be of historical significance). Minn. Stat. § 138.17 subd. 1 (5)(c) (West 2000 & Supp. 2002). Records maintained by the Minnesota Historical Society are public unless the Society determines that the information is classified under a nonpublic category. Minn. Stat. § 138.17 subd. 1c. (West Supp. 2002).

The state of Minnesota has a retention schedule for its agencies with recommended retention periods for different types of documents. It is not regulated statutorily; the schedule is available from the Department of Administration, Information Policy Analysis Division. Some of the

schedules are available at no cost on-line, others must be purchased from the IPAD. All agencies must get approval from the board before destroying records.

- b. If "Yes," also cite to and discuss any provisions/regulations that address retention of electronic records; cite to any other source of law supplementing them: attorney general opinions, court decisions, administrative rules or guidelines.

State Archives Department, Minnesota Historical Society, *Electronic Records Management Guidelines* (August 2001), at <http://www.mnhs.org/preserve/records/electronicrecords/erguidelines.pdf>.

Additional comments:

- 6. Do the public records statutes/regulations or other sources of law supplementing them (particularly a declaration of legislative intent or a relevant attorney general opinion) declare the public policy of the state and address the scope of citizens' access to public records or acknowledge the state's responsibility to permanently maintain public records?

Yes
 No

- a. If "Yes," cite to and provide relevant language.

"Government data are public and are accessible by the public for both inspection and copying unless there is federal law, a state statute, or a temporary classification of data that provides that certain data are not public." Minn. Stat § 13.01 subd. 3 (West 1997).

"Records of all courts and court administrators in the state of Minnesota are presumed to be open to any member of the public for inspection or copying at all times during the regular office hours of the office having custody of the records. Some records, however, are not accessible to the public, at least in the absence of a court order, and these exceptions to the general policy are set out in Rules 4, 5, and 6." Minn. Stat. Chapter 13 App. R. 2 (West 1997).

Additional comments:

The Information Policy Analysis Division of the Department of Administration released a document in July 2000, "Model Policy: Access to Government Data & Rights of Subjects Data" which states that the purpose of Minn. Stat. chapter 13 is to provide information to the public in an appropriate and prompt manner. Only when the data is specifically categorized as nonpublic can it be withheld from persons requesting it.

- 7. Is a public records administrator, a public records commission or other officer/government entity responsible for administering the public records statutes/regulations?

Yes
 No

- a. If "Yes," cite to applicable statutes/regulations and identify the responsible officer/government entity.

The responsible party in each agency, political subdivision and statewide system has a duty to establish procedures to insure that requests for government data are “received and complied with in an appropriate and prompt manner” in every state agency, political subdivision, and statewide system. Minn. Stat. § 13.03 subd. 2 (a) (West Supp. 2002). The deadline for responsible authorities to prepare written public access procedures as necessary to reflect changes in personnel or circumstances that will affect government data is August 1 of every year. Minn. Stat. § 13.03 subd. 2 (b) (West Supp. 2002).

The attorney general, legislative auditor, in the case of state records, state auditor in the case of local records, and director of the Minnesota historical society shall constitute a records disposition panel which will determine the disposition of records by a majority vote. Minn. Stat. § 138.17 subd. 1 (West 2000 & Supp. 2002).

The Commissioner of Administration is responsible for the overall records disposition. The Commissioner establishes the standards for the state agencies. Minn. Stat. § 16E.04 (West Supp. 2002). The Commissioner has the ability to write opinions to answer questions relating to public access to data, rights of data subjects, and classifications of data under chapter 13. Minn. Stat. § 13.072 (West Supp. 2002).

- b. If “Yes,” also cite to and discuss any source of law requiring the responsible officer/government entity to permanently maintain government information; cite attorney general opinions, court decisions, and administrative rules or guidelines.

Documents that the records disposition panel determines are of continuing value are to be retained in the records center. Minn. Stat. § 138.17 (West 2000 & Supp. 2002).

Additional comments:

- 8. Has any public records legislation/administrative regulation been proposed calling for “permanent public access” to electronic public records?

Yes
 No

- a. If “Yes,” cite to and briefly discuss the legislation/proposed regulation; what was the outcome?
- b. If “Yes,” also cite to documents from the legislative or regulatory history.

Additional comments:

- 9. Has litigation under the public records statutes resulted from the state’s failure to “permanently” maintain a public record?

Yes
 No

- a. If “Yes,” cite to and briefly discuss each case.

Additional comments:

Litigation over the MGDPA has primarily concerned privacy, not permanent access.

10. Discuss any unique circumstances in your state relevant to “permanent public access” of public records under public records statutes/regulations.

The Minnesota Government Data Practices Act differentiates between types of data. There are two general types of data, **data on individuals** and **data not on individuals**. These two classifications are broken into additional categories, **public data** and **not public data**. The categories are explained in the chart below. All data is public unless data is classified as not public by a state or federal law. Sections 13.30 through 13.90 classify government data; an additional list of Minnesota Statutes that classify data as not public or place restrictions on access to data can be found in § 13.99.

DATA ON INDIVIDUALS	DATA ON DECEDENTS	DATA NOT ON INDIVIDUALS
Minn. Stat. §13.02, subd. 5	Minn. Stat. §13.10, subd. 1	Minn. Stat. §13.02, subd. 4
PUBLIC Accessible to anyone for any reason Minn. Stat. §13.02, subd. 15	PUBLIC Accessible to anyone for any reason Minn. Stat. §13.02, subd. 15	PUBLIC Accessible to anyone for any reason Minn. Stat. §13.02, subd. 14
PRIVATE Accessible to the data subject; Not accessible to the public Minn. Stat. §13.02, subd. 12	PRIVATE Accessible to the representative of the decedent; Not accessible to the public Minn. Stat. §13.10, subd. 1B	NONPUBLIC Accessible to the subject of the data, if any; Not accessible to the public Minn. Stat. §13.02, subd. 9
CONFIDENTIAL Not accessible to the data subject; Not accessible to the public Minn. Stat. §13.02, subd. 3	CONFIDENTIAL Not accessible to the representative of the decedent; Not accessible to the public Minn. Stat. §13.10, subd. 1A	PROTECTED NONPUBLIC Not accessible to the data subject; Not accessible to the public Minn. Stat. §13.02, subd. 13

Minnesota Department of Administration, Information Policy Analysis Division, *Model Policy: Access to Government Data & Rights of Subjects Data* 17 (July 2000), at http://www.ipad.state.mn.us/docs/model_policyw.doc.

A government entity must supply a person requesting data with the data promptly. A person may request data confidentially and does not have to justify the information request. Minn. Stat. § 13.05 subd. 12 (West Supp. 2002).

If the government entity doesn't maintain the requested data, it is not required to provide it. In addition, a government entity is not required to provide data in a form or format other than how it is maintained. If the data are not public the government entity that receives the data request must notify the requester as soon as possible, including a citation of the law classifying the data. Minnesota Department of Administration, Information Policy Analysis Division, *Model Policy: Access to Government Data & Rights of Subjects Data* 24-25 (July 2000), at http://www.ipad.state.mn.us/docs/model_policyw.doc.

Tennessee Warning (named after Senator Robert Tennessee of Minneapolis, who sponsored the bill)—Minn. Stat. § 13.04 subd. 4 (West 1997). Minnesota law requires government entities to inform an individual (this does not include corporations) providing personal or confidential information about him/herself of the following; a) the purpose and intended use of the requested data within the collecting state agency, political subdivision, or statewide system; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. *Edina Educ. Ass'n v. Board of Educ. of Independent School Dist. No. 273 (Edina)*, 562 N.W.2d 306, 311 (Minn. Ct. App., Apr. 15, 1997).

Tennessee Warnings are not required when an individual offers information not requested, when the information is about someone else, when the information requested about the individual is public data, or when law enforcement officers are investigating a crime. Minnesota Department of Administration, Information Policy Analysis Division, *Model Policy: Access to Government Data & Rights of Subjects Data* 34 (July 2000), at http://www.ipad.state.mn.us/docs/model_policyw.doc.

B. FREEDOM OF INFORMATION ACT

A state's freedom of information act (or law) generally addresses public access to "public records." As noted under Section A above, the compilation of statutes for your state may combine record keeping requirements and public access provisions.

1. Does your state have a "freedom of information act," as referred to in the paragraph above?

Yes
 No

- a. If “Yes,” cite your state’s freedom of information act (or law) statutes and the administrative regulations that supplement them.
- b. If “No,” skip this whole section.

Additional comments:

2. The freedom of information act statutes/regulations apply to which of the following branches?

- Executive
- Legislative
- Judicial
- Administrative (applying to all agencies, no matter what branch of government)
- Other

- a. Briefly explain your answer and cite to applicable statutes/regulations.

Additional comments:

3. Cite to freedom of information law statutes/regulations where “public record” is defined.

Additional comments:

4. Do the freedom of information act statutes/regulations address electronic records separately vis-à-vis print records?

- Yes
- No

- a. If “Yes,” discuss whether the freedom of information act statutes/regulations had been amended at any time to cover electronic records; cite to and provide amending language.
- b. If “Yes,” also cite to and briefly discuss statutes/regulations addressing electronic records; how are they treated differently?

Additional comments:

5. Do any freedom of information act statutes/regulations assure “permanent public access” of electronic public records?

- Yes
- No

- a. If “Yes,” cite to and discuss any provisions/regulations that address “permanent public access”; cite to any other source of law supplementing them: attorney general opinions, court decisions, administrative rules or guidelines.

Additional comments:

6. Do the freedom of information act statutes/regulations or other sources of law supplementing them (particularly a declaration of legislative intent or a relevant attorney general opinion) declare the public

policy of the state and address the scope of citizens' access to public records or acknowledge the state's responsibility to permanently maintain public records?

Yes
 No

- a. If "Yes," cite to and provide relevant language.

Additional comments:

7. Has any freedom of information legislation/administrative regulation been proposed calling for "permanent public access" of electronic public records?

Yes
 No

- a. If "Yes," cite to and briefly discuss the legislation/proposed regulation; what was the outcome?
b. If "Yes," also cite to documents from the legislative or regulatory history.

Additional comments:

8. Has litigation under the freedom of information act resulted from the state's failure to "permanently" maintain a public record?

Yes
 No

- a. If "Yes," cite to and briefly discuss each case.

Additional comments:

9. Discuss any unique circumstances in your state relevant to "permanent public access" of public records under freedom of information act statutes/regulations.

C. PUBLIC ACCESS LAWS

The term "public access law" is intended to be a catchall for all other statutes that address the permanency and public accessibility of government information. The type of law appropriately falling under this section is most likely to be a statute that governs availability and access of *government publications*. An example of such a statute is the "Free Public Access to the Code of Maryland Regulations Act," whose title alone explains much about its purpose.

1. Does your state have any "public access laws," as referred to in the paragraph above?

Yes
 No

- a. If "Yes," cite each of your state's public access law statutes and the administrative regulations that supplement them.
b. If "No," skip this whole section.

Additional comments:

2. For each public access law, specify the branches to which it applies.

- Executive
- Legislative
- Judicial
- Administrative (applying to all agencies, no matter what branch of government)
- Other

a. Briefly explain your answer and cite to applicable statutes/regulations.

Additional comments:

3. For each public access law, cite to and discuss provisions/regulations addressing the particular form of government information addressed by the law.

Additional comments:

4. For each public access law, do the applicable statutes/regulations address electronic information separately vis-à-vis print information?

- Yes
- No

a. If "Yes," cite to and briefly discuss statutes/regulations addressing electronic information; how is it treated differently?

Additional comments:

5. For each public access law, do the applicable statutes/regulations specifically address permanency of the information?

- Yes
- No

a. If "Yes," for each public access law, cite to and briefly discuss the permanency provisions.

Additional comments:

6. For each public access law, do the applicable statutes/regulations specifically address accessibility of information?

- Yes
- No

a. If "Yes," cite to and briefly discuss the accessibility provisions.

Additional comments:

7. For each public access law, do the applicable statutes/regulations or any other source of law supplementing them (particularly a declaration of legislative intent or a relevant attorney general opinion) declare the public policy of the state and address the scope of citizens' access to government publications or acknowledge the state's responsibility to permanently maintain government publications?

Yes
 No

- a. If "Yes," cite to and provide relevant language.

Additional comments:

8. Has any public access legislation/administrative regulation been proposed calling for "permanent public access" of electronic publications?

Yes
 No

- a. If "Yes," cite to and briefly discuss the legislation/proposed regulation; what was the outcome?
b. If "Yes," also cite to documents from the legislative or regulatory history.

Additional comments:

9. Has litigation under any public access law resulted from the state's failure to "permanently" maintain a government publication?

Yes
 No

- a. If "Yes," cite to and briefly discuss each case.

Additional comments:

10. Discuss any unique circumstances in your state relevant to "permanent public access" of government publications under public access laws.

D. STATE OFFICE FOR TECHNOLOGY AND CHIEF INFORMATION OFFICER

1. Does your state have an office for technology (or department of information technology, department of information service, or equivalent) and/or a chief information officer (or equivalent)?

Yes
 No

- a. If "Yes," provide the complete official name for the office and/or officer; cite to the statute giving that information.

Office of Technology; the Commissioner of Administration is the chief information officer. Minn. Stat. § 16E.01 subd. 1 (West Supp. 2002).

b. If “No,” skip this whole section.

Additional comments:

The Information Policy Analysis Division of the Department of Administration is responsible for data practices, and collaborates with the Commissioner of Administration to write advisory opinions. *Conversation with Don Gemberling, Director, IPAD, June 25, 2002.*

2. Cite the “enabling” statute that created and defines the powers/responsibilities of the office/officer; when was the statute first enacted?

The Office of Technology was enacted in 1997, and is defined in Minn. Stat. § 16E.04 subd. 2-3 (West Supp. 2002).

Additional comments:

3. Does the office/officer have power to promulgate administrative regulations?

Yes
 No

a. If “Yes,” cite the body of administrative regulations promulgated by the office/officer.

The Commissioner of Administration can promulgate regulations but hasn’t since the 1980’s because it is easier to promulgate regulations by working with the legislature and there is more public involvement when the Commissioner works with the legislature. *Conversation with Don Gemberling, Director, IPAD, June 25, 2002.*

Additional comments:

The Officer writes advisory opinions to answer questions submitted to him/her. The opinions are given deference by the courts.

4. The office/officer has jurisdiction over which branches?

Executive
 Legislative
 Judicial
 Administrative (applying to all agencies, no matter what branch of government)
 Other

a. Briefly explain your answer and cite to applicable statutes/regulations.

The Office of Technology is an advisory body created to “provide leadership and direction for information and communications technology policy in Minnesota.” Minn. Stat. § 16E.01 subd. 1 (West Supp. 2002). It has advisory powers over all agencies and political subdivisions of the government in Minnesota; the Commissioner of Administration is responsible for establishing

information and technology standards for all the government agencies and entities in Minnesota to follow. Minn. Stat. § 16E.03 subd. 2 (West Supp. 2002).

Additional comments:

5. Are the powers/responsibilities of the office/officer defined differently for electronic government information vis-à-vis print government information?

Yes
 No

- a. If “Yes,” cite to and briefly discuss applicable statutes/regulations addressing electronic government information; how is it treated differently?

Additional comments:

The Commissioner must facilitate development standards for electronic data the same as print data. Minn. Stat. § 16E.01 subd. 3 (11) (West Supp. 2002).

6. Do applicable statutes/regulations for the office/officer set forth powers/responsibilities relating to “permanent public access” of government information?

Yes
 No

- a. If “Yes,” cite to and discuss any provisions/regulations that address those powers/responsibilities; cite to any other source of law supplementing them: attorney general opinions, court decisions, administrative rules or guidelines.

Additional comments:

The Commissioner has the responsibility to “increase public access to information about the government.” Minn. Stat. § 16B.04 subd. 4 (4) (West Supp. 2002).

7. Does any relevant source of law acknowledge in any way the state’s responsibility to permanently maintain government information?

Yes
 No

- a. If “Yes,” briefly discuss that recognition; cite to and provide relevant language.

Disposal and preservation of public records is regulated under Chapter 138 of the Minnesota Statutes. Minn. Stat. § 138.163 (West Supp. 2002). Only records involved in an official government transaction are subject to preservation laws. Minn. Stat. § 138.17 (West 2000 & Supp. 2002). By definition, this does not include the “government data” defined in the MGDPA, Minn. Stat. § 13.02 subd. 7 (West 1997 & Supp. 2002).

The state agencies have a responsibility to create records on a “medium of a quality to insure permanent records.” Minn. Stat. § 15.17 subd. 1 (West Supp. 2002).

Additional comments:

8. Whether or not a supporting source of law can be identified, does the office/officer acknowledge responsibility to permanently maintain government information?

Yes
 No

- a. If "Yes," briefly discuss when and how that responsibility was acknowledged; cite to any supporting source of law.

Additional comments:

The Information Policy Analysis Division acknowledges that statutorily some government information needs to be maintained, specifically information from official government transactions which the records disposition panel determines has continuing value under Minn. Stat. § 138.17 (West 2000), but does not acknowledge that all government data as defined in Minn. Stat. § 13 (West 1997 & Supp. 2002) needs to be permanently maintained. *Conversation with Don Gemberling, Director, IPAD, June 25, 2002.*

9. Has the office/officer undertaken any special initiatives or projects involving "permanent public access" of government information?

Yes
 No

- a. If "Yes," briefly describe those special initiatives or projects; discuss their effectiveness and actual accomplishments.

The Information Policy Analysis Division attempted to reconcile the differences in Minn. Stat. § 138.17 (West 2000) and Minn. Stat. § 13 (West 1997) by applying the Records Management statute to all data under the MGDPA, but was faced with resistance from the government agencies and determined it was best to keep the two definitions separate. *Conversation with Don Gemberling, Director, IPAD, June 25, 2002.*

Additional comments:

10. Has any litigation involving the office/officer resulted from the state's failure to "permanently" maintain government information?

Yes
 No

- a. If "Yes," cite to and briefly discuss each case.

Additional comments:

11. Discuss any unique circumstances in your state relevant to the office for technology and/or chief information officer.

E. STATE TECHNOLOGY PLANS

1. Does your state have a current official information technology plan (or equivalent)?

Yes
 No

a. If "Yes," describe what government entity was responsible for creating the plan; cite to the source of its authority.

The Office of Information Technology. Minn. Stat. § 16E (West Supp. 2002).

The state legislature appropriated over \$1,000,000 for a state technology project or data processing device or system. Minn. Stat. § 16E.0465 (West Supp. 2002).

b. If "Yes," also provide complete bibliographic information about the plan; when was it published?

Office of Information Technology, *The Journey to Minnesota's Digital Future: 2 Year Strategic Plan for the Office of Technology in Minnesota* (January, 2001), at www.northstar.state.mn.us.

c. If "No," skip this whole section.

Additional comments:

2. The technology plan covers which branches?

Executive
 Legislative
 Judicial
 Administrative (applying to all agencies, no matter what branch of government)
 Other

a. Briefly explain your answer and cite to applicable statutes/regulations.

The Office of Information Technology was formed to create a master plan for information and communications technology systems. It reports to the governor and the legislature at the start of each session. Minn. Stat. § 16E.03 subd. 5 (West Supp 2002). The OIT exists to aid state agencies in creating their own technology plans.

Additional comments:

3. Does the current plan include a section on permanency and public accessibility of electronic government information?

Yes
 No

a. If "Yes," cite to and provide relevant language of the plan.

Additional comments:

4. Discuss any unique circumstances in your state relevant to technology planning or the current information technology plan.

The Office of Technology's Master Plan is still in the planning stage. It can be found online at <http://www.state.mn.us/ebranch/ot/masterplan/masterplan.html> .

F. STATE PRINTING OFFICE AND STATE PRINTER

1. Does your state have an official printing office (or equivalent) and/or an official printer (or equivalent)?

Yes
 No

- a. If "Yes," provide the complete official name for the printing office and/or official printer; cite to the statute giving that information.
- b. If "No," skip this whole section.

Additional comments:

The state of Minnesota does not have an official printer. The Department of Administration is responsible for agency printing and copying. Minn. Stat. § 16B.50 (West 1997). The Commissioner of Administration is responsible for publishing the State Register. Minn. Stat. § 14.46 subd. 1 (West Supp. 2002). The judicial branch can designate its own printer; the official reporter for Minnesota is the Northwestern Reporter, Second Series, published by West. The Revisor of Statutes is responsible for publishing the *Laws of Minnesota*. Minn. Stat. § 3C.06 (West 1997). The Revisor can designate a printer to print the session laws with the approval of the legislature. Minn. Stat. § 3C.08 subd. 3 (West Supp. 2002).

2. Cite the "enabling" statute that created and defines the powers/responsibilities of the printing office/official printer.

Additional comments:

3. Does the printing office/official printer have power to promulgate administrative regulations?

Yes
 No

- a. If "Yes," cite the body of administrative regulations promulgated by the printing office/official printer.

Additional comments:

4. The printing office/official printer has jurisdiction over which branches?

Executive
 Legislative
 Judicial

- Administrative (applying to all agencies, no matter what branch of government)
- Other

a. Briefly explain your answer and cite to applicable statutes/regulations.

Additional comments:

5. Briefly discuss the functions of the printing office/official printer. Then:
- a. Describe your state's use of in-house agency publishing and/or commercial publishing of government information.
 - b. What percentage of official state government documents are printed by the printing office/official printer?
 - c. To what extent is the printing office/official printer involved in the electronic dissemination of government information?

Additional comments:

6. Are the powers/responsibilities of the printing office/official printer defined differently for electronic government information vis-à-vis print government information?

- Yes
- No

a. If "Yes," cite to and briefly discuss applicable statutes/regulations addressing electronic government information; how is it treated differently?

Additional comments:

7. Do applicable statutes/regulations for the printing office/official printer set forth powers/responsibilities relating to "permanent public access" of government information?

- Yes
- No

a. If "Yes," cite to and discuss any provisions/regulations that address those powers/responsibilities; cite to any other source of law supplementing them: attorney general opinions, court decisions, administrative rules or guidelines.

Additional comments:

8. Does any relevant source of law acknowledge in any way the state's responsibility to permanently maintain government information?

- Yes
- No

a. If "Yes," briefly discuss that recognition; cite to and provide relevant language.

Additional comments:

9. Whether or not a supporting source of law can be identified, does the printing office/official printer acknowledge responsibility to permanently maintain government information?

Yes
 No

- a. If "Yes," briefly discuss when and how that responsibility was acknowledged; cite to any supporting source of law.

Additional comments:

10. Has the printing office/official printer undertaken any special initiatives or projects involving "permanent public access" of government information?

Yes
 No

- a. If "Yes," briefly describe those special initiatives or projects; discuss their effectiveness and actual accomplishments.

Additional comments:

11. Has any litigation involving the printing office/official printer resulted from the state's failure to "permanently" maintain government information?

Yes
 No

- a. If "Yes," cite to and briefly discuss each case.

Additional comments:

12. Discuss any unique circumstances in your state relevant to the official printing office and/or official printer.

G. STATE ARCHIVES AND STATE ARCHIVIST

This section addresses your state's official archives and state archivist. If these responsibilities are by law under the auspices of your state library and state librarian, please move on to Section H.

1. Does your state have an official archives (or equivalent) and/or an official archivist (or equivalent)?

Yes
 No

- a. If "Yes," provide the complete official name for the archives and/or archivist; cite the statute giving that information.

Minn. Stat. § 138.17 subd. 6 (West Supp. 2002), "the state archivist."

- b. If “No,” skip this whole section.

Additional comments:

At the Minnesota Historical Society there is a state archivist, appointed by the director of the society. The Minnesota Historical Society is not part of the government, but it maintains government documents that it determines have historical significance once a state agency applies to the records disposition panel to destroy the documents.

The chief administrative officer of each state agency has the responsibility to preserve and maintain records, including “written or printed books, papers, letters, contracts, documents, maps, plans, computer-based data, and other records made or received pursuant to law or in connection with the transaction of public business.” Minn. Stat. § 15.17 subd. 2 (West Supp. 2002). If the records disposition panel decides that the records must be maintained permanently and the state archives do not find them of historical significance, the records are maintained in the state records center, which is administered by the commissioner of administration. Minn. Stat. § 138.17 subd. 7 (West 2000).

2. Cite the “enabling” statute that created and defines the powers/responsibilities of the archives/archivist.

“State Archives” are “those records preserved or appropriate for preservation as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of government or because of the value of the information contained in them, when determined to have sufficient historical or other value to warrant continued preservation by the state of Minnesota and accepted for inclusion in the collections of the Minnesota historical society.” Minn. Stat. § 138.17 subd. 1 (5) (West Supp. 2002).

The archivist is established in Minn. Stat. § 138.17 subd. 6 (West Supp. 2002).

Records management by the chief administrative officer of each agency is outlined in Minn. Stat. § 15.17 (West Supp. 2002).

The records management program is outlined in Minn. Stat. § 138.17 subd. 7 (West Supp. 2002).

Additional comments:

3. Does the archive/archivist have power to promulgate administrative regulations?

Yes

No

- a. If “Yes,” cite the body of administrative regulations promulgated by the archive/archivist.

Additional comments:

4. The archive/archivist has defined responsibilities for which branches?

Executive

- Legislative
- Judicial
- Administrative (applying to all agencies, no matter what branch of government)
- Other

a. Briefly explain your answer and cite to applicable statutes/regulations.

The state archivist is under the Minnesota Historical Society, which is not a part of the state government, although its role is described in Minn. Stat. § 138.17 subd. 1c (West 2000).

The records are managed by the Department of Administration in the records center, and by the individual agencies that maintain their records until they apply to dispose of them. Minn. Stat. § 138.17 subd. 6 (West Supp. 2002).

Additional comments:

5. Briefly discuss the functions of the archive/archivist.

“The State Archives Department identifies, collects, preserves and makes accessible the historically valuable records of state and local government in Minnesota.” State Archives website, www.mnhs.org/preserve/records/contact.html

The Archivist maintains a list of all records destroyed by state agencies. Minn. Stat. § 138.17 subd. 7 (West 2000).

The Commissioner of Administration creates standards for records management, makes “continuing surveys of paper work operations,” and makes recommendations for improvements to current records management practices. Minn. Stat. § 138.17 subd. 7 (West Supp. 2002).

Each state agency maintains its own records, the commissioner can request an inventory of records from the agency heads. Minn. Stat. § 138.17 subd. 7 (West Supp. 2002). Each agency also preserves its records to provide “full and accurate knowledge of their official activities.” Minn. Stat. § 15.17 subd. 1 (West Supp. 2002).

Additional comments:

6. Are the powers/responsibilities of the archive/archivist defined differently for electronic government information vis-à-vis print government information?

- Yes
- No

a. If “Yes,” cite to and briefly discuss applicable statutes/regulations addressing electronic government information; how is it treated differently?

Additional comments:

The records statutes include “computer-based data.” Minn. Stat. § 15.17 subd. 2 (West Supp. 2002).

7. Do applicable statutes/regulations for the archive/archivist set forth powers/responsibilities relating to “permanent public access” of government information?

Yes
 No

a. If “Yes,” cite to and discuss any provisions /regulations that address those powers/responsibilities; cite to any other source of law supplementing them: attorney general opinions, court decisions, administrative rules or guidelines.

Additional comments:

8. Does any relevant source of law acknowledge in any way the state’s responsibility to permanently maintain government information?

Yes
 No

a. If “Yes,” briefly discuss that recognition; cite to and provide relevant language.

If the records disposition panel determines that the records are of continuing value to the state or the public then they are maintained by the agency, in the state records center, or by the Minnesota historical society. Minn. Stat. § 138.17 subd. 7 (West Supp. 2002).

Additional comments:

9. Whether or not a supporting source of law can be identified, does the archive/archivist acknowledge responsibility to permanently maintain government information?

Yes
 No

a. If “Yes,” briefly discuss when and how that responsibility was acknowledged; cite to any supporting source of law.

Additional comments:

10. Has the archive/archivist undertaken any special initiatives or projects involving “permanent public access” of government information?

Yes
 No

a. If “Yes,” briefly describe those special initiatives or projects; discuss their effectiveness and actual accomplishments.

Additional comments:

11. Has any litigation involving the archive/archivist resulted from the state’s failure to “permanently” maintain government information?

Yes
 No

- a. If “Yes,” briefly discuss the circumstances of each case and its outcome, and provide citations to any court decisions.

Additional comments:

12. Discuss any unique circumstances in your state relevant to the official archive and/or official archivist.

In Minnesota, the state agencies are responsible for preserving their own records. The agencies determine individual retention schedules, which are approved by the commissioner of administration and the records disposition panel. Minn. Stat. § 138.17 subd. 7 (West Supp. 2002). The agency must complete a records disposition application in order to dispose of records, and the records disposition panel determines the value of the documents. If they are considered of continuing value, they are stored in the state records center. Minn. Stat. § 138.17 subd. 7 (West Supp. 2002).

The state archives have the authority to examine any document on a disposition application or on a retention schedule for historical significance. Minn. Stat. subd. 1a (West Supp. 2002). The Minnesota state archive in the Minnesota Historical Society is not a government entity. The Minnesota Historical Society is a private, non-profit organization. The society will take documents it determines are of important historical significance to place in its archives. The records will be accessible to the public unless the archives deems otherwise; the other classifications are covered in Minn. Stat. § 138.17 subd. 1c (1)-(6) (West Supp. 2002).

H. STATE LIBRARY AND STATE LIBRARIAN

This section addresses your state’s official library and state librarian. There is no separate section that addresses the official law library and state law librarian, if any. If your state has an official library *and* an official law library (and/or official librarian *and* official law librarian), it may be appropriate to address those government entities and/or persons separately.

1. Does your state have an official library (or equivalent) and/or an official librarian (or equivalent)?

Yes
 No

- a. If “Yes,” provide the complete official name for the library and/or librarian; cite to the statute giving that information.

Library Development Services, Department of Children, Families and Learning. Minn. Stat. § 134.31 (West 2000 & Supp. 2002).

The State Law Library was created by an act of Congress in 1849, before Minnesota was a state. Act of March 3, 1849.

- b. If “No,” skip this whole section.

Additional comments:

The libraries in Minnesota, the State Law Library, the Legislative Reference Library and the State Library are collaborative; each of the libraries serves different functions for the state.
Conversation with the Legislative Reference Librarian, June 25, 2002.

2. Cite the “enabling” statute that created and defines the powers/responsibilities of the library/librarian.

State Library--Minn. Stat. § 134.31 (West 2000 & Supp. 2002).

State Law Library--Minn. Stat. § 480.09 (West 2002).

Additional comments:

3. Does the library/librarian have power to promulgate administrative regulations?

Yes

No

a. If “Yes,” cite the body of administrative regulations promulgated by the library/librarian.

Additional comments:

The State Library is under the direction of the Commissioner of Children, Families, and Learning.

4. The library/librarian has defined responsibilities for which branches?

Executive

Legislative

Judicial (Law Library)

Administrative (applying to all agencies, no matter what branch of government)

Other

a. Briefly explain your answer and cite to applicable statutes/regulations.

Additional comments:

5. Briefly discuss the functions of the library/librarian.

The Department of Children, Families and Learning is responsible for public education and supporting library services for every citizen, developing resource sharing among libraries, and establishing jointly operated library services. Minn. Stat. § 134.31 subd. 1 (West Supp. 2002).

The Department gives advice to libraries on organization, maintenance and administration. Minn. Stat. § 134.31 subd. 2 (West Supp. 2002).

The Department provides libraries with “books, journals, audiovisual items, information services or resource materials” and encourages the sharing of these items. Minn. Stat. § 134.31 subd. 3 (West Supp. 2002).

The Department collects statistics on “receipts, expenditures, services and use of the regional public library systems and the public libraries of the state.” Minn. Stat. § 134.31 subd. 4 (West Supp. 2002).

The State Law Librarian is responsible for the library property and managing the library, all purchases made by the library, fines imposed by the library, and any items acquired by the library. Minn. Stat. § 480.09 subd. 3 (West 2002).

Additional comments:

6. Are the powers/responsibilities of the library/librarian defined differently for electronic government information vis-à-vis print government information?

Yes
 No

- a. If “Yes,” cite to and briefly discuss applicable statutes/regulations addressing electronic government information; how is it treated differently?

Additional comments:

The Law Library is a Federal depository and the federal government makes distinctions between electronic and print but this does not apply to state information and documents.

7. Do applicable statutes/regulations for the library/librarian set forth powers/responsibilities relating to “permanent public access” of government information?

Yes
 No

- a. If “Yes,” cite to and discuss any provisions/regulations that address those powers/responsibilities ; cite to any other source of law supplementing them: attorney general opinions, court decisions, administrative rules or guidelines.

Additional comments:

8. Does any relevant source of law acknowledge in any way the state’s responsibility to permanently maintain government information?

Yes (Law Library)
 No

- a. If “Yes,” briefly discuss that recognition; cite to and provide relevant language.

The Law Library is a selective state government depository and it is required to keep the documents. *Conversation with Marvin Anderson, Director, State Law Library, June 28, 2002.*

Additional comments:

9. Whether or not a supporting source of law can be identified, does the library/librarian acknowledge responsibility to permanently maintain government information?

Yes (Law Library)

No (State Library)

- a. If "Yes," briefly discuss when and how that responsibility was acknowledged; cite to any supporting source of law.

The Law Library is required to keep documents in the library for other state agencies.

Additional comments:

10. Has the library/librarian undertaken any special initiatives or projects involving "permanent public access" of government information?

Yes (Law Library)

No (State Library)

- a. If "Yes," briefly describe those special initiatives or projects; discuss their effectiveness and actual accomplishments.

The Law Library is required to keep documents in the library for other state agencies. They sponsor a shared government information depository for selected federal materials outside the law with respect to various state agencies. *Conversation with Marvin Anderson, June 28, 2002.*

Additional comments:

11. Has any litigation involving the library/librarian resulted from the state's failure to "permanently" maintain government information?

Yes

No

- a. If "Yes," cite to and briefly discuss each case.

Additional comments:

12. Discuss any unique circumstances in your state relevant to the state library and/or state librarian.

I. STATE DEPOSITORY LIBRARY LAWS

States often have a depository library program patterned after the federal model for disseminating federal government publications.

1. Does your state have a "depository library program," as referred to in the paragraph above?

Yes
 No

- a. If “Yes,” cite your state’s depository library law statutes and the administrative regulations that supplement them.

The legislative reference “library is a depository of all documents published by the state and shall receive them automatically without cost”. Minn. Stat. § 3.302 subd. 3 (West 1997). “Documents” comprehensively includes any publication issued by the state or by an agency supported by state funds, “considered to be of interest or value to the library.” *Id.* Intraoffice or interoffice memos and forms and information concerning only the internal operation of an agency are not included.” *Id.*

Not all state agencies comply with this statutory directive. Minnesota State Documents Focus Group, *Minnesota State Documents Depository System: The Basics 1* (August 2001), at <http://venus.library.leg.state.mn.us/lrl/mndocs/StateDocsBasics.pdf>. “Legislative library staff identify and acquire some documents, and many agencies faithfully send documents.” *Id.*

Representative members of the depository libraries held a forum in August 2001 during which they addressed issues with the state document depository system and stated the system exists to provide a “permanent record of state publications.” *Id.*

Operations of the depository program are not statutorily regulated, and according to the Legislative Reference Librarian no one has come up with wording to create it administratively. *Conversation with Legislative Reference Librarian, June 25, 2002.*

- b. If “No,” skip this whole section.

Additional comments:

The state of Minnesota has 36 depository libraries, which include 18 community and technical college libraries, 6 state university libraries, 3 public libraries, 5 separate University of Minnesota campus libraries, and 4 state agency libraries. The depository libraries receive shipments of microfiche documents from the Legislative Reference Library and are responsible for making the collections available for public use.

2. Do the depository library statutes/regulations address electronic government information separately vis-à-vis print government information?

Yes
 No

- a. If “Yes,” cite to and briefly discuss statutes/regulations addressing electronic government information; how is it treated differently?
- b. If “No,” explain whether or not the statutes/regulations have been construed to cover electronic government information?

Currently the libraries receive documents in microfiche form. The individual depository libraries are interested in maintaining the current microfiche system because they feel that it will provide more permanent access to patrons than electronic access. *Conversation with the Legislative Reference Librarian, June 25, 2002.*

Additional comments:

3. Do any depository library statutes/regulations assure "permanent public access" of electronic government information?

Yes

No

- a. If "Yes," cite to and discuss any provisions/regulations that address "permanent public access"; cite to any other source of law supplementing them: attorney general opinions, court decisions, administrative rules or guidelines.

Additional comments:

The Legislative Reference Library is investigating the possibility of providing documents electronically through a pilot project where documents are scanned onto the server in PDF form. At this time due to budget constraints and technical questions, the LRL cannot guarantee permanent public access of electronic government information. *Conversation with the Legislative Reference Librarian, June 25, 2002.*

4. Do the depository library statutes/regulations or any other source of law supplementing them (particularly a declaration of legislative intent or a relevant attorney general opinion) declare the public policy of the state and address the scope of citizens' access to government information or acknowledge the state's responsibility to permanently maintain public records?

Yes

No

- a. If "Yes," cite to and provide relevant language.

Additional comments:

5. Have depository libraries as a whole undertaken any special initiatives or projects involving "permanent public access" of government information?

Yes

No

- a. If "Yes," briefly describe those special initiatives or projects; discuss their effectiveness and actual accomplishments.

Additional comments:

The LRL is examining the feasibility of electronic access. Also, the LRL provides the depository libraries with URLs for all of the documents that are available in that format.

6. Please determine the absolute number or percentage of titles:

very low Formerly distributed in print, now distributed exclusively in electronic format.

very low Never before distributed, now distributed in electronic format.

Additional comments:

The LRL does not have exact numbers, documents which are available in electronic form are sometimes printed out and catalogued. Due to financial constraints they have not been able to convert a significant number of documents into electronic form. *Conversation with Legislative Reference Librarian, June 25, 2002.*

7. Discuss the depository library program's effectiveness and actual accomplishments in disseminating, preserving and providing access of electronic government information?

Additional comments:

The LRL is facing budget cuts and does not have the financial capability to create access to a large number of government documents electronically. The LRL is not in a position to ask for more resources from the legislature.

The pilot project by the LRL gives electronic access to current users but does not guarantee permanent public access. Without the support of the other depository libraries, it is difficult to expand the electronic access substantially. *Conversation with Legislative Reference Librarian, June 25, 2002.*

J. COOPERATIVE ARRANGEMENTS

One can imagine any number of cooperative arrangements to assure "permanent public access." A well-known example is the partnership between the Texas Electronic Depository program (involving the Texas State Library and Archives Commission) and the University of North Texas Libraries (see description for program C304 at Computers in Libraries 2002 on the Information Today website). A hypothetical example of a less formalized cooperative arrangement is where a state's highest court relies on the state bar association to publish the court's decisions.

1. To secure PPA, has any state agency or other government entity (judicial, legislative or executive) partnered with any not for profit, educational, or for profit organization outside of government?

Yes

No

a. If "Yes," describe each partnership, noting whether it is funded by a grant or through a government appropriation; give a brief history and summary of accomplishments.

The Minnesota judicial branch has its opinions published by West Publishing, which publishes the Northwestern Reporter 2d, the official reporter for the state of Minnesota.

The state gives historical documents to the Minnesota Historical Society, which is a private, non-profit organization. This is statutory under Minn. Stat. § 138.17 (West Supp. 2002).

Additional comments:

2. Does the state rely on any cooperative activities that are not actually formalized?

Yes

No

- a. If “Yes,” describe each relationship and cooperative activity; give a brief history and a summary of accomplishments.

Additional comments:

3. Does any state agency or other government entity secure “permanent public access” through any other type of cooperative arrangement?

Yes

No

- a. Describe each cooperative arrangement; give a brief history and a summary of accomplishments.

Additional comments:

K. FACTORS TO BE CONSIDERED IN FUTURE ADVOCACY OR REFORM EFFORTS

1. If “permanent public access” is neglected in your state, carefully examine existing public records statutes, freedom of information statutes, public access laws, etc., and respond to the following:

- a. If possible, cite to and discuss one or two specific places in statutes or other sources of law where the state legislature or a responsible agency might naturally insert basic reform language.

The two main records statutes, Minn. Stat. § 13 (West 1997 & Supp. 2002) and Minn. Stat. § 138.17 (West 2000 & Supp. 2002) do not cover the same materials. In § 138.17 records management and preservation refers only to documents involved in official government transactions. This eliminates a large portion of the government data defined in § 13. Reconciling the two statutes and creating a mandate to maintain all government data instead of only records involved in official transactions would create a larger body of data permanently available to the public.

- b. If specific places to insert reform language are not obvious, very briefly discuss what state agency or other government entity might naturally be made responsible for “permanent public access.”

The Information Policy Analysis Division is already responsible for records disposition. The Legislative Reference Library (LRL) is designated as an official depository for all state

publications, but it is underfunded and also very dependent on voluntary cooperation from the other state agencies to provide it with documents. The LRL is supposed to receive the documents “automatically without cost,” but there is no enforcement mechanism (and the LRL is unlikely to receive additional funding to help it deal with the additional documentation it may thereby acquire).

Additional comments:

2. Discuss known failed efforts in your state to achieve “permanent public access”; how might new efforts succeed?

The Information Policy Analysis Division attempted to reconcile Minn. Stat. § 138.17 and Minn. Stat. § 13 and determined that the state agencies did not want to be responsible for preserving all of the data covered in Minn. Stat. § 13. *Conversation with Don Gemberling, Director, Information Policy Analysis Division, June 25, 2002.*

The Legislative Reference Library is exploring a pilot program to create electronic access to more documents but has found that libraries involved in the depository system do not want to change from microfiche to electronic data. The LRL also cited financial constraints as a major reason why more documents were not available electronically. *Conversation with Legislative Reference Librarian, June 25, 2002.*

Additional comments:

L. DIRECTORY

This section asks you to collect directory-type information for important state officials involved in the dissemination of government information.

Provide official contact information for:

1. State Chief Information Officer (or equivalent)

Brian Lamb
Commissioner of the Department of Administration and Office of Technology
Minnesota Department of Administration
200 Administration Building
50 Sherburne Ave.
St. Paul MN 55155
Telephone: (651) 296-1424
Fax: (651) 297-7909
E-Mail: Brian.Lamb@state.mn.us

2. State Printer

None

3. State Archivist

Robert Horton
Head of State Archives, State Archivist
Minnesota Historical Society
345 W. Kellogg Blvd.
St. Paul, MN 55102-1906
Telephone: (651) 215-5866
Fax: (651) 296-9961
E-Mail: robert.horton@mnhs.org

4. State Librarian and/or State Law Librarian

State Librarian
Ken Hasledalen, Assistant Commissioner and State Librarian
Library Development & Services
Department of Children, Families & Learning
1500 Highway 36 West
Roseville, MN 55113-4266
Telephone: (651) 582-8808
Fax: (651) 582-8731
E-Mail: ken.hasledalen@state.mn.us

State Law Librarian
Barbara Golden
Director, Minnesota State Law Library
Minnesota Judicial Center
25 Constitution Avenue
Telephone: (651) 296-0031
Fax: (651) 296-6740
E-Mail: barb.golden@courts.state.mn.us

State Legislative Librarian
Robbie LaFleur
Director, Legislative Reference Library
645 State Office Building
St. Paul, MN 55155
Telephone: (651) 296-8310
Fax: (651) 296-9731
E-Mail: robbie.lafleur@lrl.leg.mn

5. State Attorney General (on freedom of information act issues, etc.)

Mike Hatch, Attorney General
State of Minnesota
1400 NCL Tower
445 Minnesota Street
St. Paul, MN 55101
Telephone: (651) 296-3353 or (800) 657-3787
E-Mail: attorney.general@state.mn.us

The state Attorney General's office refers people to Don Gemberling, the Director of the Information Policy Analysis Division in the Department of Administration for MGDPA issues:

Don Gemberling
Director, Information Policy Analysis Division
305A Centennial Office Building, 658 Cedar Street
St. Paul, MN 55155
Telephone: (651) 296-6733 or (800) 657-3721
Fax: (651) 205-4219
E-Mail: Don.Gemberling@state.mn.us

M. IMPORTANT STATE RESOURCES

Provide URLs or other finding information for:

1. Official state home page

<<http://www.state.mn.us>>

2. State agency portal

<<http://www.northstar.state.mn.us>>

- a. Does the portal have a searching capability similar to FirstGov?

Yes, it has a searching capability; it is a new site so they are still working on the engine.

3. Legislative website:

<<http://www.leg.state.mn.us/>>

- a. Does the website cover the current year only?

No

- b. Are services free or fee-based?

Free

4. Judicial websites:

<<http://www.courts.state.mn.us>>

5. Regulatory agency websites

<<http://www.state.mn.us/govtooffice/index.html/30>>

6. Freedom of Information Service Hotline:

None

a. Does the state have an ombudsman for freedom of information act issues?

No

b. Is the state attorney general's office the public's contact for freedom of information act issues?

No, it is the Information Policy Analysis Division of the Department of Administration.