

H. F. No. 397.

CHAPTER 75.

State printing.

An act to amend chapter five of the general statutes of 1878, relating to state printing, and to create the office of state printing expert, and to determine his salary and the manner of payment.

Be it enacted by the Legislature of the state of Minnesota:

Amending chap. 5 of statutes of 1878.

SECTION 1. That chapter five of the General Statutes of 1878, after the eleventh section thereof, be amended to read as follows:

Legislative journals, how kept.

Sec. 12. The secretary of the senate and the chief clerk of the house of representatives shall each keep a journal of the proceedings of their respective houses and furnish a copy thereof immediately upon each daily adjournment to the contractor for printing the same, who shall print and deliver the same at the commencement of the next day's session, the number of copies of each daily journal to be determined by resolution of each branch of the legislature. After being read in the house to which the journals respectively belong and examined and compared with the minutes of the record clerk or the clerk having charge of the record of bills, memorials and joint resolutions, and in the presence and with the sanction of the house corrected, or found and declared to be correct, the proceedings of each day shall be attested by said secretary and chief clerk and immediately thereafter delivered to the printer of the journals, who shall make the authorized corrections, if any, and print the sheets for the permanent volumes of the journal. When the journals are so printed the secretary of the senate and clerk of the house of representatives shall each make out indexes for their respective journals, and attend to the reading of the proof sheets of the same whenever requested to do so by the contractor.

Limitation as to printing in the journals.

Sec. 13. No executive message, address or communication of any state officer or board of officers, no report of the superintendent or other officers of any institution or building, no petition or memorial, no argumentative or voluminous report of any standing or select committee of either house or joint committee of both houses, no special report of any officer or board of officers, made in reply to any joint resolution of both houses, nor any other long or voluminous document, except amendments to the constitution and to bills and resolutions and the protests of members of either house against any act or resolution thereof, shall be entered at length upon the journals.

Printing of journals.

Sec. 14. The journals of each house shall be printed as kept and recorded, and each journal may have an appendix in which shall be printed all such petitions, memorials, reports of committees, special reports and communications of all officers, as are laid before either or both

houses, and all such other papers and documents as are laid before either or both houses in writing, unless the printing is otherwise provided for herein; provided that no paper or document shall be printed in either appendix unless the house before which such paper or document is presented shall expressly order the same to be printed in the appendix of the journal of such house, and if any paper or document so laid before both houses is so ordered to be printed by both houses, the same shall be printed only in the appendix to the senate journal.

Sec. 15. The laws and journals to be printed and put into book form shall be bound with pamphlet covering, and each journal and appropriate appendix shall be bound in the same volume, unless, in the opinion of the commissioners of printing, the same will make a volume too large for convenience, in which case each journal and appendix may be bound separately. The volumes of executive documents shall be bound in full cloth binding.

Form of printing and binding.

Sec. 16. All contractors shall, under the provisions of this chapter, promptly and without unnecessary delay, execute all orders issued to them by the legislature, or either branch thereof, or by the commissioners of printing on behalf of the executive officers of the state. The general and special laws shall be printed and delivered bound to the secretary of state within seventy days after the adjournment of the legislature; provided, however, that the commissioners of printing may, on good cause shown by the contractor, extend the time not exceeding twenty days.

Contractors to exercise diligence.

Sec. 17. The commissioners of printing may reject any and all printing that is not done in a workmanlike manner and with ordinary promptness; and the commissioners may withdraw the work from any contractor for unreasonable delay, and may by their agent or otherwise go into the open market and contract for and have the same done, to be paid for in the same manner and from the same fund as would have been paid the original contractor; and if from any cause there is an excess of cost over and above what the same would have been furnished by the original contractor such excess of cost shall be charged to and collected from the original contractor, or shall be payable by and collected from the bondsmen for said original contractor; and the action of said commissioners shall be final and conclusive on said original contractor and his sureties.

Poor work may be rejected, and contract may be annulled for delay.

Sec. 18. The paper for the state printing shall be provided by the state and delivered to the contractor and be received by the contractor in such quantities as may be necessary for the printing which he is required by his contract to do.

Paper for printing.

Sec. 19. All paper furnished to contractors and all work completed or in process of completion and not delivered shall be at the risk of contractors from fire or other damage, and part payment for any work so destroyed or dam-

State paper at risk of contractor.

aged shall not exempt the contractor from any liability to do the work over again, or to furnish the paper therefor at his own expense; and any loss of paper from carelessness on the part of the contractor or his employes shall be accounted for to the commissioners of printing. The contractor shall be allowed ten per cent for waste on paper for all jobs of one hundred and fifty copies or less of a form, and five per cent on all jobs of more than one hundred and fifty copies to each form.

Official publication of laws

Sec. 20. All laws printed and published by authority of this state shall be printed or published without any addition to the same except the word "Approved," and the date of said approval, and in each volume of the session laws hereafter published there shall be a general certificate, made and signed by the secretary of state, to the effect that all laws, memorials and resolutions contained therein have been compared with the originals thereof filed in his office, and that they are correct copies thereof.

Number of messages, laws, journals and documents to be printed.

Sec. 21. All regular messages from the governor and all inaugural messages from the governor-elect shall be printed in pamphlet form, and there shall be printed in such form for the governor's use five hundred copies, and for the use of the legislature two thousand copies, without any order by either or both houses for the printing thereof. There shall be printed six hundred copies of the permanent journals of each house. There shall be printed twelve thousand copies of the general laws and two thousand copies of the special laws. Of the volumes of executive documents and reports there shall be printed six hundred copies of each volume. And at the same time and from the same type, there may be printed separate reports of the state officers or boards or departments as the commissioners of printing may direct.

State printing expert to be appointed.

Specific duties of expert

Sec. 22. The commissioners of printing are hereby authorized to appoint some competent person, a practical printer thoroughly versed in all branches of the business, who shall be designated "state printing expert," whose duties shall be, under the direction of the commissioners of printing, to take charge of all the printing and binding required to be done for the several departments of government; to receive the proper orders for the same, and to have the same properly executed according to law; to keep a record of all work ordered from the several contractors, and of all printing and binding ordered from any other parties; to take charge of all paper purchased by the state, and to keep account of the same; to deliver to contractors all paper necessary for the various classes of printing ordered; to examine and supervise the work of printing and binding in progress, and to see that it is executed with due economy to the state; to examine all accounts of printing and binding, and to adjust the same in accordance with law and such rulings as may be determined by the commissioners; to keep a set of books, in which he shall enter all items of work done for any de-

partment of the government, charging the same up to the proper department; to enter therein the value of all paper and stationery purchased on behalf of the state, and to whom delivered and charging the value thereof, so that a complete record will be made of the cost of all paper and stationery and of all printing and binding, and of the orders issued in payment thereof, so that the whole of the purchases and the whole of the payments therefor can be fully accounted for; and to make report thereof to the secretary of state for publication with his annual report. Said printing expert shall take charge of the proof reading and prepare the indexes for the general and special laws; he shall also prepare the indexes for the volumes of the executive documents. Said printing expert shall also take charge of the distribution of the laws, journals and public documents of the state, taking receipts for the same, and making due report thereof to the secretary of state. He shall perform such other duties in connection with the public printing as may be required by the secretary of state. He shall receive for his services the sum of twenty-one hundred dollars per annum, the same to be paid in monthly payments out of any appropriation for printing and binding, and in the same manner as payments are made to contractors and others for work performed, and to be charged upon the books of the printing expert as an expense account for supervision of state printing and binding.

Sec. 23. Every contractor for any class of printing and binding shall file and preserve one copy of each document or other matter by him printed for the state, which he shall deliver to the state printing expert, together with a memorandum bill of the same, made out in the manner prescribed by the printing expert. Provided, that in the current execution of a contract, the state expert may estimate the value of labor performed on uncompleted work; and the secretary of state may, in his discretion, issue an order in favor of the contractor for eighty per cent of said estimate.

Sec. 24. All accounts filed for printing, binding and stationery shall be carefully entered of record by the printing expert, and if any errors are found in such accounts the printing expert shall make the necessary corrections before entering the same. When the account is adjusted he shall certify the same to the secretary of state, who, on receipt thereof shall give his order for the amount due upon the state auditor, designating the fund from which the same shall be paid. And only upon the presentation of this order with the voucher attached, the state auditor shall draw his warrant upon the state treasurer for the amount thereof, payable out of any moneys appropriated for that purpose. If there is no appropriation available for immediate payment of the account, the state auditor shall indorse upon the face of the secretary's

Files of printed work.

Payment of accounts for printing.

order, if there is an appropriation available at a future time, the time when it can be paid, and if there is no appropriation therefor, to indorse thereon, good for payment by a deficiency appropriation to be made by the legislature, and that until said appropriation is available, the order so indorsed will draw legal interest until the time that the appropriation is available for the payment.

Filing of reports by subordinate officers to state officers.

Sec. 25. All county, township, village and city officers, and all boards of officers of all state institutions and buildings, and all officers connected with the public works of the state, and all corporations (except such as by their charters are required to make reports at some other specified time), which are required by law to make annual or biennial reports for any purpose to any state officer, shall make out and transmit the same on or before the fifteenth day of September of each year to the proper officer. For the purpose of making out all such reports the year shall begin on the first day of August and end on the last day of July of the succeeding year.

Filing of reports by state officers and boards.

Sec. 26. All state officers and boards of officers, and the officers of all such institutions and buildings as are required to make reports to the governor or the legislature, shall make such reports on or before the fifteenth day of October of each year. (And for the purpose of such reports the fiscal year is declared to begin on the first day of August, and to end on the last day of July of the succeeding year.) The governor, upon receiving such reports, shall deliver the same to the commissioners of printing; and the said commissioners are hereby authorized, in connection with the printing expert, to examine said reports; and said commissioners may, by unanimous vote, determine whether any portion of any of said reports may be omitted, or whether any of them may be condensed in any manner without detriment to the officials making the same, or to the state or to the public.

Fiscal year.

Condensing reports.

Printed laws, journals and documents declared official.

Sec. 27. All laws, journals and documents, printed and published by any contractor under the provisions of this chapter, and duly certified by the secretary of state as provided herein, shall be deemed to be officially printed and published, and full faith and credit shall be given to them as such.

Commissioners to determine number of reports to be printed.

Sec. 28. It shall be the duty of the commissioners of printing to determine the number of copies of any report to be printed, either annually or biennially, and the style of binding for the same, when not otherwise specified by any existing law.

Composition of executive documents.

Sec. 29. In the printing of any reports of officers that are required or necessary to be inserted in the volumes of executive documents, there shall be no allowance or payment made for the composition of type used on such executive documents, except for such matter as has not previously been used in the separate reports; provided, that in all forms of the executive documents, where the paging is required to be changed to make it consecutive, an allow-

ance of one dollar for each form so changed shall be made, but subject to the same discount as all other items in the class as contracted for.

Sec. 30. In accounting under this act, when a charge is allowed for binding, no charge shall be allowed for folding, collating, stabbing, stitching, end papers, drying or pressing sheets, or for lettering volumes; but all these items of work shall be deemed to be included in the charge allowed for binding; except that a net charge of fifteen cents may be allowed for every name of any state officer, or members of the legislature or officer thereof, or employes of the government authorized to receive copies of any volume printed by the state, with their name embossed thereon.

Definition of binding charges.

Sec. 2. All acts and parts of acts inconsistent with this act are hereby repealed.

Sec. 3. This act shall take effect and be in force from and after its passage.

Approved April 19, 1893.

CHAPTER 76.

H. F. No. 86.

An act to amend section thirty-six, title four, chapter six general statutes one thousand eight hundred and seventy-eight, relating to settlements between state treasurer and state auditor.

State treasurer's daily statements.

Be it enacted by the Legislature of the state of Minnesota:

SECTION 1. Amend section thirty-six, title four, chapter six, General Statutes 1878, so it shall read as follows:

To be made to the state auditor.

The state treasurer shall, at the close of business each day, deliver to the state auditor a statement showing the entire receipts and disbursements of his office during the day, together with duplicate receipts for moneys received and the state warrants on which disbursements have been made. Said statement shall show the amounts credited to the several funds and amounts paid from the several funds.

SEC. 2. This act shall take effect and be in force from and after its passage.

Approved April 17, 1893.

CHAPTER 77.

S. F. No. 75.

An act to amend subdivision twenty, of title one, chapter seven of the general statutes of one thousand eight hundred and seventy-eight, relating to the salary of supreme court reporter.

Supreme court reporter.

Be it enacted by the Legislature of the state of Minnesota:

SECTION 1. That subdivision twenty of title one of chapter seven of the General Statutes of 1878 be and the same is hereby amended so as to read as follows:

Increase salary.