

## CHAPTER 1250

### DEPARTMENT OF ADMINISTRATION

### PRINT COMMUNICATIONS DIVISION

### STATE PUBLICATIONS

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#### AVAILABILITY OF PUBLICATIONS

#### 1250.0200 SCOPE AND PURPOSE.

Parts 1250.0200 to 1250.0600 are promulgated pursuant to Minnesota Statutes, chapter 14, and govern the availability of publications from the Print Communications Division, Department of Administration. The division publishes and offers for sale the following: the State Register; the Minnesota Guidebook to State Agency Services; and the Minnesota Rules.

**Statutory Authority:** *MS s 14.46; 16B.04 subd 1*

**History:** *L 1987 c 384 art 2 s 1*

#### 1250.0300 AVAILABILITY OF THE PRINT COMMUNICATIONS DIVISION PUBLICATIONS.

**Subpart 1. Where to purchase publications.** Publications of the Print Communications Division are available from: Print Communications Division, 117 University Ave., St. Paul, Minnesota, 55155.

All purchases from the Print Communications Division shall be prepaid and may be obtained as described below. All purchases from the Print Communications Division shall be final.

**Subp. 2. State Register.** The State Register is distributed weekly on Monday to the public when published, either as a part of an annual subscription or in single copies for a fee set pursuant to part 1250.0400.

Mail orders for annual subscriptions shall be accompanied by the order form found on the back page of each issue of the State Register or on an order card available from the Print Communications Division and shall be accompanied by full payment.

Checks shall be made payable to the "Minnesota State Treasurer." Single issue orders shall be accompanied by full payment. Over-the-counter sales are available at the Print Communications Division at the address noted in subpart 1.

Subscribers to the State Register shall receive a Minnesota Guidebook without additional charge.

**Subp. 3. Minnesota Guidebook to State Agency Services.** The guidebook is made available to the public either as part of the annual State Register subscription or in response to requests from nonsubscribers. The guidebook is also available at retail bookstores throughout the state. Retail bookstores interested in distributing the guidebook may contact the Print Communications Division at the address noted in subpart 1.

Mail orders for the guidebook shall be made on the order form found in the back page of each issue of the State Register. The order form is also available by phone or written request from the Print Communications Division. Subscribers to the State Register shall receive a guidebook without additional charge. Orders for the guidebook shall be accompanied by full payment. Checks shall be made payable to the "Minnesota State Treasurer."

Subp. 4. **Minnesota Rules.** Minnesota Rules, consisting of a multivolume set of permanent rules of state agencies, is made available to the public for a fee set pursuant to part 1250.0400. A quarterly update service is available for an additional fee.

All orders shall be placed in writing or in person at the Print Communications Division at the address noted in subpart 1.

**Statutory Authority:** *MS s 14.46; 16B.04 subd 1*

#### 1250.0400 FEES.

Fees for services shall be prescribed by the commissioner of administration and approved by the commissioner of finance unless otherwise authorized by law or rule and shall be based upon the following factors: cost of publication, storage, handling, postage, and operating expenses of the Print Communications Division. Fees may differ for quantity purchases.

**Statutory Authority:** *MS s 14.46; 16B.04 subd 1*

#### 1250.0500 DISCLAIMER OF LIABILITY.

The Print Communications Division of the Department of Administration shall assume no responsibility for or liability arising from the contents of publications distributed, printed, or otherwise available under its auspices. Any conflict arising from contents shall be referred to the state agency from which the copy or information for the publication emanated.

**Statutory Authority:** *MS s 14.46; 16B.04 subd 1*

#### 1250.0600 ERRATA LISTINGS.

Omission or other errors in copy shall be corrected by errata listings so identified in subsequent issues.

**Statutory Authority:** *MS s 14.46; 16B.04 subd 1*

### PUBLIC DOCUMENTS

#### 1250.0700 AUTHORITY AND SCOPE.

Parts 1250.0700 to 1250.1200 are promulgated pursuant to Minnesota Statutes, sections 16B.48; 16B.51, subdivision 3; and 16B.53, to inform the general public of the availability of publications, maps, and other services from the Print Communications Division, Department of Administration. All references to "commissioner" refer to the commissioner of administration. All references to "Print Communications Division" refer to: Print Communications Division, Department of Administration, 117 University Avenue, Saint Paul, Minnesota 55155.

**Statutory Authority:** *MS s 16B.04 subd 1*

#### 1250.0800 PUBLICATIONS AND MAPS AVAILABILITY.

Subpart 1. **Authorization of publications.** All publications and maps authorized by the commissioner shall be made available to the general public for fees set pursuant to part 1250.1100.

Information about publications or maps currently available may be obtained by writing the Print Communications Division at the above-noted address or by calling the Print Communications Division and requesting a catalog or map index.

Subp. 2. **Catalogs of publications and maps.** The Print Communications Division shall publish a catalog of Minnesota state publications and indices of maps at intervals deemed necessary by the commissioner, to keep the public reasonably informed of all materials currently available from the Print Communications Division.

Catalogs shall list current publications, their prices and code numbers including but not limited to the following publications: statutes, directories, conservation books, miscellaneous reports, teaching guides, and adopted rules of state agencies.

Indices for lake and fire plan maps list the name and code number of the lake, township and range for fire plan maps, and the prices for each.

Catalogs and indices are available from the Print Communications Division. There shall be no charge for catalogs and indices.

**Statutory Authority:** *MS s 16B.04 subd 1*

**1250.0900 HOW TO PURCHASE AVAILABLE MATERIALS.**

Subpart 1. **Over-the-counter sales.** Any person may purchase any publication or map offered for sale from the section by paying the prescribed fee, plus sales tax, at the office of the Print Communications Division at the above-noted address during regular business hours.

Subp. 2. **Mail order instructions.** Mail orders shall be sent to: Print Communications Division, 117 University Avenue, Saint Paul, Minnesota 55155.

No forms are required. Mail orders shall include a check or money order for the exact amount of purchase, including sales tax where applicable. If tax exemption is claimed, the tax exempt number shall be given. Mail orders shall include the full title of the publication and code number, if possible.

Mail orders shall include the full name and address, including the zip code, of the person to whom the order is to be sent. Mail orders for lake maps shall include name of the lake and, where known, the code number. If the code number is unknown, the county, township, range, and other specific information that will aid in locating the exact area shall be provided. All orders for fire plan maps shall be placed by listing township and range numbers of the area. A free index containing information including township and range numbers may be obtained from the Print Communications Division at the address contained in subpart 2.

Subp. 3. **Customer deposit.** Payment received for publications or maps that are temporarily out of stock or in short supply shall be held in customer deposit. The customer shall be notified of the customer deposit number, and the item(s) will be shipped when available. The customer may request a refund of the amount held for each customer in the customer deposit on receipt of the notification. Requests for refund or inquiries regarding customer deposits shall be made to the Print Communications Division at the address contained in subpart 2.

Unused money in customer deposit shall be refunded at the end of each quarter of the fiscal year unless the customer requests it to be held for future use.

**Statutory Authority:** *MS s 16B.04 subd 1*

**1250.1000 OTHER SERVICES OFFERED.**

Subscription services, photocopying white printer reproductions, and other related services shall be offered to state agencies and the general public upon authorization by the commissioner.

**Statutory Authority:** *MS s 16B.04 subd 1*

**1250.1100 FEES.**

Fees for services shall be prescribed by the commissioner unless otherwise authorized by law or rule and shall take into consideration the following factors: cost of publication, storage, handling, and the operating expenses of the Print Communications Division. Fee schedules shown in catalogs and indices are subject to change without notice.

**Statutory Authority:** *MS s 16B.04 subd 1*

**1250.1200 DISCLAIMER OF LIABILITY.**

The Print Communications Division of the Department of Administration shall assume no responsibility for or liability arising from contents of publications or maps distributed, produced, or otherwise made available under its auspices. Any concern or conflict arising from contents shall be referred to the state agency from which the copy for the publication or map emanated.

**Statutory Authority:** *MS s 16B.04 subd 1*