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USER'S GUIDE

Main Headings

The index to Minnesota Rules 1987 is an alphabetical arrangement of main subject headings. The headings appear in boldface capitals. The words and phrases forming the main headings are selected from terminology used in the rules and reflect concepts associated with the rules or in common usage.

When used as main headings, the names of departments, agencies, boards, commissions, and committees are inverted if necessary to place the substantive word in the name first in the index entry. For example: AGRICULTURE, STATE DEPARTMENT OF. The inverted heading is then placed in the alphabetical position for the first word in the heading.

There is a main heading for DEFINITIONS. It lists words and phrases defined in a designated definition part or subpart in a rule and other definitions clearly designated as such within a rule.

References to Part Numbers

The numbers listed after an entry refer to rule part numbers. For example:

Railroads, 8830.3100

means that a Department of Transportation rule requiring certain reports of accidents to be submitted by railroads can be found in part 8830.3100 of Minnesota Rules.

Alphabetization

Main headings and the entries under each main heading are arranged in word-by-word alphabetical order to the first comma, at which point the alphabetizing is renewed. For example:

> ADULT CORRECTIONS FACILITIES Contraband, mail, 2910.3100 Contraband control, security, 2910.4700

Abbreviations and acronyms are alphabetized as though they are one word. For example:

AID TO FAMILIES WITH DEPENDENT CHILDREN

Business expenses, deduction from income, 9500.0110 Caretakers of child, eligibility, relatives, 9500.0070 CETA incentive payments, exclusion from income, 9500.0110 Change, county of residence, eligibility affect, 9500.0060

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"SEE" and "SEE ALSO"

Two types of cross-references are used in the index. They are to either another main heading or to an entry within the same heading.

1. A "See" or "See also" reference under a main heading and a "see" reference within a subheading to an entry shown in all capital letters directs the user to another main heading. For example:

ADDICTION See CHEMICALLY DEPENDENT PERSONS ADVISORY COMMITTEES Adult vocational-technical education, 3505.8600 Arts grants, see ARTS GRANT PROCEDURE AGRICULTURE, STATE DEPARTMENT OF

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See also AGRICULTURE

Aerial spraying or dusting, commercial operations licenses, issuance, 8800.3800

The rules concerning addiction will be found in the index under the main heading CHEMICALLY DEPENDENT PERSONS. The rules about an advisory committee for art grants will be found under the main heading ARTS GRANT PROCEDURE. For information about the Department of Agriculture one can find several places to look under the main heading AGRICULTURE, STATE DEPARTMENT OF, and also by looking under the main heading AGRICUL-TURE.

A "see" reference is also used in the following way:

ABSENCE AND ABSENTEES

See specific index headings

This is a direction to look under a specific subject heading for information on absence or absentees. For example, for information about absentee voters look under the more specific heading ABSENTEE VOTING.

2. A lower-case "see" reference to an entry with the phrase "this topic" directs the user to look within that main heading for an entry. For example:

VOCATIONAL EDUCATION Aid, see Financial aid, this topic

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