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USER'S GUIDE

Main Headings

The index to Minnesota Rules 1991 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.

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 Welfare fraud, 9500.2780 WIN, work incentive program, defined, 9500.2060 Wrongfully obtained assistance, 9500.2780

"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

Arts grants, see ARTS GRANT PROCEDURES Community college systems, 8450.0400

AGRICULTURE DEPARTMENT

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 PRO-CEDURES. For information about the Department of Agriculture one can find several places to look under the main heading AGRICULTURE DEPART-MENT, and also by looking under the main heading AGRICULTURE.

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

ABSENCE AND ABSENTEES

See specific index headings

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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 "under this topic" directs the user to look within that main heading for an entry. For example:

VOCATIONAL EDUCATION Aid, see Financial aid under this topic

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