

USER'S GUIDE

The Minnesota Code of Agency Rules 1982 Reprint is a set of 81 paperbound pamphlets, organized into 70 volumes, containing the rules of 69 agencies filed in the Secretary of State's Office and in force on September 15, 1982. Each agency's rules occupy one numbered volume in the set. In a few instances one numbered volume is divided into two or more pamphlets labeled "A," "B," "C," as necessary. For example, the Department of Agriculture rules occupy volumes 9A and 9B. The Master Table of Contents on pages 13 to 29 of this volume lists the agencies whose rules appear in the Reprint.

Numbering System for Rules

Understanding the numbering system in the MCAR Reprint is helpful in locating rules. Two types of numbering of the rules are found in the Reprint: the MCAR system and the departmental system.

The MCAR system was developed for the 1977 publication of MCAR by the commissioner of administration. In the MCAR system all rules are grouped into 14 titles. Each title represents an area of government operation. The title number is printed before the letters "MCAR." Following are the MCAR titles:

- 1 MCAR - Constitutional Offices
- 2 MCAR - Administration
- 3 MCAR - Agriculture
- 4 MCAR - Commerce
- 5 MCAR - Education
- 6 MCAR - Environment
- 7 MCAR - Health
- 8 MCAR - Labor
- 9 MCAR - Law
- 10 MCAR - Planning
- 11 MCAR - Public Safety
- 12 MCAR - Social Service
- 13 MCAR - Taxation
- 14 MCAR - Transportation

The MCAR system subdivides each title into parts. A part represents an agency or department. The part number is printed after the letters "MCAR." For example: 1 MCAR 2 means Office of the Secretary of State. "2" is the part number for the Secretary of State's office. The Master Table of Contents lists all agencies with their respective titles and part numbers under the column "Agency Code."

A part is further subdivided into individual rules by use of numbers after a decimal point. For example, in the reference 1 MCAR 2.0101, ".0101" indicates a rule of the Secretary of

State's office dealing with voter registration.

The other numbering system, departmental numbering, was in use before the MCAR system began and for many rules is still in use. The departmental system uses an abbreviation for the department, or for a division within a department, and a number. For example, EDU 6 means a Department of Education rule, and RevLL 2 means a Department of Revenue rule concerning levy limitations. A complete list of departmental abbreviations and their meanings appears on page 35 of this volume.

In most cases when a rule was amended after the MCAR system was established the departmental number was changed to an MCAR number but the numerical part of the departmental number was incorporated into the MCAR number, after the decimal point. For example: SecStat 102 became 1 MCAR S 2.102.

In the MCAR Reprint the two numbering systems are often intermingled. For example, in the Medical Examiner rules the numbers appear as follows:

ME10 - Annual registration fee.
 ME11 - Midwives.
 7 MCAR S 4.012 - Continuing medical education.
 ME31 - Sworn statement to board.

The rule numbers are usually arranged decimally, rather than sequentially. In the decimal system the numbers are arranged by relative mathematical value rather than numerical order so that, for example, a rule numbered 2.185 would come between 2.18 and 2.19 because in the decimal system 2.18 equals 2.180 and 2.19 equals 2.190. In value 2.185 comes between these two. In sequential numbering .18 (eighteen) and .19 (nineteen) come before .185 (one hundred eighty-five.)

The chapter analysis showing rule numbers and headnotes in front of a volume will quickly show how the rule numbers are arranged for that volume.

Volume One Contents

The Master Table of Contents in volume one lists the agency names in the order presented in the original MCAR, the same order in which they appear in the MCAR Reprint. It also lists the range of MCAR and departmental numbers used for the agency rules, as well as the reprint volume number for the agency. For example:

TITLE 5

EDUCATION

PART 1	AGENCY CODE	VOLUME
State Department of Education	5 MCAR SS 1.0001-1.0883 (EDU 1-706)	25

The alphabetical list of agencies, on page 31, lists the names of the 69 agencies included in this Reprint, in alphabetical order by the first substantive word in the title. The list also gives the volume number for the agency. For example, the Department of Natural Resources is listed under "N" as Natural Resources Department and is volume 31.

The alphabetical listing of departmental abbreviations, on page 35, lists all abbreviations used in departmental numbers and the department or agency to which the abbreviation belongs. For example, Agr means Department of Agriculture and SCB means State University Board.

Finding Aids in Volumes Two Through Seventy

The first page or pages of volumes two through seventy contain a chapter analysis listing each of the agency's rules printed in that volume including the chapter name, the rule number, and a headnote that summarizes the content of the rule. For example:

DEPARTMENT OF TRANSPORTATION

Operating Standards for Special Transportation Service

14 MCAR S 1.7001	Scope.
14 MCAR S 1.7002	Authority.
14 MCAR S 1.7003	Definitions.
14 MCAR S 1.7004	Compliance.

A guide number appears on the outside corner of each page. The number on each left-hand page is the number of the first rule at the top of the page; the number on each right-hand page is the number of the last rule at the bottom of the page.

How to find a rule in the reprint

If you know a rule number, how can you find where that rule is located within the individual agency volumes? First, determine which agency is represented by the numbers. If the number is an MCAR number, look in the Master Table of Contents in the column entitled "Agency Code." The numbers are listed in numerical order, first by title number, and within each title by part number. Find the Reprint volume number for that agency. Check the chapter analysis for the order of rules within the volume. Look for the rule using the guide numbers at the top outside edge of each page. If the number is a departmental number, check the list of departmental abbreviations to determine which department it represents and then check the alphabetical list of agencies for the volume number for that agency. Find the volume and check the chapter analysis for the order of rules within the volume. Look for the rule using the rule guide numbers located at the top outside edge of each page.

If you do not have a rule number but want to know whether or not a rule exists on a topic, follow these steps:

First, try to determine which agency would logically have a rule on the topic. To do this, use the alphabetical list of agencies, or determine which MCAR title would be relevant for the topic and look through the parts of the title as listed in the Master Table of Contents. After narrowing down to an agency or two, skim the chapter analysis at the front of the volume for those agencies which seem likely to be correct.

An alternative way to locate a rule on a certain subject is to check the topic you are looking for in the most recent Minnesota Statutes index. You may be able to determine from the Statutes index which agency has statutory authority to promulgate rules for the topic you need. Find the Reprint volume for that agency and skim its chapter analysis.

If you know which agency may have rules on a given subject, you may wish to call them for information on a specific rule. The Revisor of Statutes Office may also be able to assist. Call the Revisor's Office at (612) 296-2868.

Updating

When you have found the rule you want to use, it is necessary to determine whether repeals or amendments have been adopted since the rule was printed in the MCAR Reprint. To do this consult the State Register under the "MCAR Amendments and Additions" section found in each issue. In the section is a listing, according to MCAR title and part number, of any rules proposed or adopted. The organization and cumulation of the listing is explained in the State Register. To ensure an accurate, up-to-date citation the State Register must be consulted.