
MARSS Working Group

Report to the Legislature

As Required by 2017 Minn. Laws, First Special Session, Ch. 4, Art. 2, Sect. 60

For more information:

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[**Insert Revisor webpage where documents have been posted?**](#)

As requested by Minnesota Statutes, section 3.197: This report cost approximately **[\$[amount]]** to prepare, including staff time, printing and mailing expenses.

Upon request, this material will be made available in an alternative format such as large print, Braille or audio recording. Printed on recycled paper.

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Legislative Charge

State the requirements of the legislative report as set forth by legislative mandate here. Please also include the exact legislative language. Please contact Government Relations if you have questions on your legislative report's charge.

- A. Creation and Description of Minnesota Administrative Rules Status System (MARSS) Working Group**
- B. MARSS Description**
- C. Duties**

2017 Minn. Laws, First Special Session, Ch. 4, Art. 2, Sect. 60

Sec. 60. MINNESOTA ADMINISTRATIVE RULES STATUS SYSTEM (MARSS) WORKING GROUP.

Subdivision 1. Creation. The MARSS working group consists of the following nine members:

- (1) the chief judge of the Office of Administrative Hearings, or a designee;
- (2) the secretary of state, or a designee;
- (3) a representative from the Interagency Rules Committee (IRC) appointed by the committee;
- (4) a representative from each of the following agencies with rulemaking experience appointed by the appropriate commissioner:
 - (i) the Department of Health;
 - (ii) the Minnesota Pollution Control Agency;
 - (iii) the Department of Transportation; and
 - (iv) the Department of Labor and Industry;
- (5) as designated by the IRC, a representative from a health-related board; and
- (6) as designated by the IRC, a representative from a non-health-related board.

Subd. 2. MARSS description. The Minnesota Administrative Rules Status System (MARSS) is a concept for a new software application. The application would be built and maintained by the Revisor's Office. Executive branch agencies and others would upload official rulemaking record documents to the system. The goal is to improve public access, security, preservation, and transparency of state agencies' official rulemaking records through the creation of a single online records system. The system would serve as a single Internet location for the public to track rulemaking progress and access the official rulemaking record. Agencies would fulfill their requirement to maintain and preserve the official rulemaking record by submitting required documents to the revisor for inclusion in the online records system.

Subd. 3. Duties. The working group must report by February 1, 2018, to the chairs and ranking minority members of the committees in the house of representatives and senate with jurisdiction over policy and finance for the legislature. The report must identify the functional and nonfunctional requirements of the MARSS system. The working group must define a funding mechanism to share the cost to build and maintain the MARSS system among state agencies and departments.

Subd. 4. Administration provisions. (a) The revisor of statutes or the revisor's designee must convene the initial meeting of the working group by August 1, 2017. Upon request of the working group, the revisor must provide meeting space and administrative services for the group.

(b) The working group must elect a chair from among its members at the first meeting.

(c) Members serve without compensation and without reimbursement for expenses.

(d) The working group expires on February 1, 2018, or upon submission of documents fulfilling its duties, whichever is earlier.

Subd. 5. Deadline for appointments and designations. The appointments and designations authorized by this section must be completed by July 1, 2017.

Executive Summary

In this section, write 1 – 2 paragraph summary of the report's proposal; it's background information; provide concise analysis; and the report's main conclusions. Please include this section if your report is over 50 pages long.

MARSS Working Group Duties-Legislative Charge

Report due February 1, 2018 to the chairs and ranking minority members of the committees in the House and Senate with jurisdiction over policy and finance for the legislature

- a. Report must identify the **functional and non-functional requirements** of the MARSS system.
- b. Working group must **define a funding mechanism** to share the cost to build and maintain the MARSS system among state agencies and departments

Functional and Non-Functional Requirements of the Minnesota Administrative Rules Status System (MARSS)

The MARSS system will support many capabilities and will realize a number of aims. Transparency in the rulemaking process and access to rulemaking information are primary benefits to be provided through establishing this system. In addition, the system will allow for proactive engagement methods to be put in place to provide relevant rule information to the public and legislatives staff, officials and committees. The system will also bring efficiency and consistency into the rulemaking process and will be built to a level of robustness and security appropriate for the official repository for the permanent preservation of rulemaking records. The system will be built with future desired capabilities in mind, such as workflow support for authorized reviews by

entities other than agencies and expanded methods for engagement and notification. The move from distributed, manual support to centralized, automated support for rulemaking will provide solutions for many expressed needs of the public, the legislature and agencies.

Introduction

Introduce what the legislative report will be discussing here. This should include general background of the issue area and brief summary (1 – 2 paragraphs) of the report’s major findings/conclusions.

I. History of MARSS Project

- A. Legislative History
- B. Beta Project Development
- C. Working Group Process
 - a. Large group meeting schedule
 - b. Small working groups
 - i. Requirements Recommendations

Analysis

MARSS Working Group Duties-Legislative Charge

Report due February 1, 2018 to the chairs and ranking minority members of the committees in the House and Senate with jurisdiction over policy and finance for the legislature

- c. Report must identify the **functional and non-functional requirements** of the MARSS system.
 - d. Working group must **define a funding mechanism** to share the cost to build and maintain the MARSS system among state agencies and departments
- A. **Functional Requirements (generally discuss and include appendix for both function and non-functional?)**
 - B. **Non-Functional Requirements**
 - C. **Funding Mechanism**
 - a. **Recommended funding mechanism**
 - i. **Odyssey Funding (?)**
 - ii. **Appropriation Request (?)**
 - iii. **Other (?)**
 - b. **Other options considered and why not recommended (?)**
 - c. **Recommended next steps**

Detail all analysis of the legislative report here. Include any data and graphs in this section.

Description of the Functional and Non-Functional Requirements of the Minnesota Administrative Rules Status System (MARSS)

Capabilities Provided in the Initial Build of MARSS

The capabilities to be supported through the initial build of the MARSS software system are described below. Further detail is provided via the functional and non-functional requirements in Appendix XX, written as software requirements specifications for the technical team.

Transparency in the Rulemaking Process and Access to Rulemaking Information

The MARSS system will provide a mechanism to provide the desired transparency and access to information related to rulemaking. The onus of responsibility for submission of rulemaking information to MARSS will continue to rest with each agency. The agencies will receive support from the MARSS system in their aim to provide process transparency and information access. This aim will be made easier to achieve by virtue of maintaining official rulemaking records in one place rather than by each of the more than seventy agencies with rulemaking authority.

Internet and mobile access to rulemaking information will be provided to the public as well as to legislative staff, officials, and committees. Robust search options will be provided to provide greater access to relevant rulemaking information. This information will include adopted rules, the status of active rulemaking proceedings, the status of potential rulemaking proceedings via each agency's Docket, and abandoned rules and historical rules prior to MARSS, to the extent possible.

Proactive Engagement through the Provision of Relevant Rule Information

The MARSS system will provide notifications of pertinent rulemaking events to legislative staff and officials as well as to legislative committees associated with rulemaking proceedings. Notifications will also be provided to agencies, such as when statutory, rule or law changes with potential rule impacts occur.

Information in the MARSS system, initially to include only public information, will be presented with relevance and presentation in mind. The public, including all interested persons, will be provided with a timeline display of rulemaking activity and status. The system will also allow agencies to control when rulemaking information in development is ready and appropriate for public consumption up through the adoption of a rule, at which point the official rulemaking record items will be publicly accessible and permanent.

- **Efficiency and Consistency**

Improved efficiencies and consistency will be achieved by virtue of using a deliberately designed shared system. Agencies will have greater support for their rulemaking activities and documentation. For instance, agencies will have process support through a personal dashboard for tracking their rulemaking, reports and topics of interest.

- **System Robustness**

The MARSS system will be built as a robust, secure, reliable system appropriate for the permanent preservation of official rulemaking records. The system will also be built to gracefully change to accommodate capabilities desired in the future. Some capabilities to enhance MARSS in the future have been identified and are described below.

Future Capabilities

- **Assigned Reviews**

System support for reviews to be completed by authorized reviewers, such as the Minnesota Management and Budget Office (MMB), the Governor's Office, and the Office of Administrative Hearings (OAH), may be added in the future. The edit rights necessary to complete these reviews would be provided through internet or mobile device access. These reviews might include adding rulemaking items to the rulemaking record during the rulemaking proceeding, providing review consultation related to a rulemaking record item, and/or providing an electronic signature for a rulemaking record item where required.

- **Expanded Proactive Engagement and Advanced Notifications**

The support through a personal dashboard for tracking rulemakings of interest, reports and topics of interest might be extended in the future to the public as well as legislative staff, officials and committees.

The public's access to rulemaking information might be enhanced through publicly available rule topic or rule event-based subscription services. Anyone would be able to subscribe to specific rulemaking information through a self-help interface. This capability could likely also support the agencies' requirement to maintain lists which identify interested and impacted persons and entities for the purpose of notification when relevant rule information is available.

Workflow support, such as alerting an assigned reviewer of an upcoming review deadline, might be provided in the future. While the initial build of MARSS will support public information only, the design will be built knowing that security capabilities may need to accommodate the possible inclusion of information associated with workflow support that is not public in the future.

Conclusion

Sum up all main points of the legislative report here.

The MARSS system will support many capabilities and will realize a number of aims. Transparency in the rulemaking process and access to rulemaking information are primary benefits to be provided through establishing this system. In addition, the system will allow for proactive engagement methods to be put in place to provide relevant rule information to the public and legislative staff, officials and committees. The system will also bring efficiency and consistency into the rulemaking process and will be built to a level of robustness and security appropriate for the official repository for the permanent preservation of rulemaking records. The

system will be built with future desired capabilities in mind, such as workflow support for authorized reviews by entities other than agencies and expanded methods for engagement and notification. The move from distributed, manual support to centralized, automated support for rulemaking will provide solutions for many expressed needs of the public, the legislature and agencies.

Bibliography

Cite all sources for the legislative report here using a recognized citation style.

Include documents prepared by the Revisor’s Office IT Staff? Ex. Appendixes with final requirements in them.