

THE 79
GENERAL STATUTES

OF THE
STATE OF MINNESOTA

As Amended by Subsequent Legislation, with which are Incorporated
All General Laws of the State in Force December 31, 1894

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WITH ANNOTATIONS BY
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AND A GENERAL INDEX BY THE EDITORIAL STAFF OF THE NATIONAL
REPORTER SYSTEM

COMPLETE IN TWO VOLUMES

VOL. 1

CONTAINING THE CONSTITUTION OF THE UNITED STATES, THE ORDINANCE OF 1787,
THE ORGANIC ACT, ACT AUTHORIZING A STATE GOVERNMENT, THE STATE
CONSTITUTION, THE ACT OF ADMISSION INTO THE UNION, AND

Sections 1 to 4821 of the General Statutes

ST. PAUL, MINN.
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MINNESOTA STATUTES 1894

Ch. 5} PRINTING AND DISTRIBUTION OF LAWS, ETC. §§ 259-260

CHAPTER 5.

PRINTING AND DISTRIBUTION OF LAWS AND DOCUMENTS.¹

See—

Post, § 2290, for distribution of session laws and Minnesota Reports to the library of the law department of the University of Minnesota.

§ 2288, for distribution of Minnesota Reports to municipal courts, the attorney general, and the state library.

§ 2293, for distribution of Minnesota Reports to the United States circuit court of appeals.

§ 259. Commissioners of public printing.

The secretary of state, state treasurer and state auditor, shall be ex officio commissioners of public printing during their terms of office respectively.
(1874, c. 7, § 1; G. S. 1878, c. 5, § 1.)

§ 260. Printing to be divided into five classes.

The printing of the state is divided into classes, to be let in separate contracts, as follows: The printing and binding of all bills for the two houses of the legislature, together with such resolutions and other matters as may be ordered by the two houses, or either of them, or the officers thereof, other than in pamphlet form, constitute the first class, and shall be let in one contract; the printing and binding of the journals of the senate and house of representatives, and of such reports, communications, and other documents as enter into and make a part of the journals, constitute the second class, and shall be let in one contract; the printing and binding of all reports, communications, and other documents ordered by the legislature, or either branch thereof, or by the executive departments, to be printed in pamphlet form, together with the volumes of executive documents, and the legislative manual,

¹An act in relation to the printing and distribution of laws and documents. Approved March 9, 1874 (Laws 1874, c. 7). This act supersedes and repeals Laws 1868, c. 46, which superseded and repealed G. S. 1866, c. 5.

See, also:

An act to provide for the printing and publishing of the transactions of the Minnesota Horticultural Society and the distribution thereof. Approved Feb. 27, 1873 (Laws 1873, c. 36, as amended 1881, c. 72; 1883, c. 8).

An act providing for the printing and binding of the opinions of the attorney general for the use of the departments of state and county officers. Approved March 2, 1883 (Laws 1883, c. 129).

An act to provide for an index-digest of the Minnesota Reports. Approved March 9, 1885 (Laws 1885, c. 216, as amended 1887, c. 24).

An act to provide for compiling, revising, and digesting [the] tax laws of the state of Minnesota. Approved March 5, 1887 (Laws 1887, c. 163).

An act to provide for the furnishing of the Minnesota Reports to the clerk of the district court and the judge of probate of Benton county. Approved March 2, 1887 (Laws 1887, c. 180).

An act to provide for the printing of school laws. Approved March 3, 1887 (Laws 1887, c. 229).

An act to authorize the secretary of state to distribute certain public documents among the school and other public libraries in the state. Approved April 24, 1889 (Laws 1889, c. 243).

An act to provide for the preparation and publication of a history of the organization and services of Minnesota troops in the Civil War of 1861-1865, and the Indian War of 1862. Approved April 16, 1889 (Laws 1889, c. 273).

An act to provide for the compilation [compilation] and publication of the official reports and correspondence relating to the organization and services of Minnesota troops in the Civil and Indian Wars of 1861 to 1865. Approved April 26, 1891 (Laws 1891, c. 151).

An act appropriating money to defray expenses in carrying out the provisions of chapter 151, General Laws of 1891, relating to the distribution of the history of the Minnesota troops in the Civil War. Approved April 6, 1893 (Laws 1893, c. 219).

An act to provide for the revision of the general laws of the state of Minnesota. Approved April 20, 1891 (Laws 1891, c. 152).

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constitute the third class, and shall be let in one contract; the printing and binding of the general and special laws, and joint resolutions, constitute the fourth class, and shall be let in one contract; the printing of all blanks, circulars, and other work necessary for the use of the executive departments, other than such as are printed in pamphlet form, and all printing not included in the foregoing classes, constitute the fifth class, and shall be let in one contract.

(1874, c. 7, § 2, as amended 1875, c. 138, § 1; G. S. 1878, c. 5, § 2.)

**§ 261. Advertisement for bids for public printing, etc.—
Maximum prices—Requisites of bids.**

The commissioners of printing shall, during the first week in May, A. D. one thousand eight hundred and seventy-five, and every year thereafter, give notice in two newspapers printed in the city of St. Paul, and in such other newspapers in the state, not exceeding four, as they may deem necessary, for thirty days, that sealed proposals will be received at the office of the secretary of state, until a day specified in the said notice, for the execution of the several classes of the state printing, in separate contracts, as specified in section two of this act, for the term of one year from the first day of *August* next ensuing; said advertisement shall contain the maximum list of prices established by law, and such other information as the said commissioners may deem necessary: *provided, however*, that the contract for such printing let and made for the year A. D. one thousand eight hundred and eighty-five shall only embrace the period between November first in the year of our Lord one thousand eight hundred and eighty-five and the thirty-first day of July, in the year of our Lord one thousand eight hundred and eighty-six. The following prices are hereby established as the maximum prices for doing said work:

Composition. First class, fifty cents per one thousand ems; second, third and fourth class, seventy cents per one thousand ems for plain matter; fifth class, one dollar per one thousand ems.

Presswork. For the first one hundred impressions of a form, one dollar; for each additional one hundred impressions of the same form, twenty-five cents. In book work the form is hereby determined to consist of eight pages octavo, or twelve pages duodecimo, or fraction thereof, whenever said fraction is made necessary. In all other work, the form shall consist of one side of the sheet upon which the job is printed and delivered.

Folding. When no charge is made for binding, per one hundred sheets of eight pages, or fraction thereof, eight cents.

Stitching. Including collating, stabbing, and cutting, per one hundred copies, one dollar.

Binding. Including folding, collating, stabbing, stitching, sawing, sewing, and trimming brochure covering, for books of eight pages or less, for one hundred copies, one dollar and fifty cents; brochure covering, for each additional eight pages or fraction thereof, per one hundred copies, twenty cents. Quarter binding, per one hundred copies, forty-five dollars; half binding, per one hundred copies, seventy-five dollars; full cloth binding, cut flush, per one hundred copies, fifty-five dollars; full cloth binding, with squares, per one hundred copies, sixty dollars; full roan leather, with squares, per one hundred copies, eighty dollars; full law, per one hundred copies, one hundred and fifty dollars.

Each proposal shall be in writing, sealed, and addressed to the secretary of state, and it shall be accompanied by a bond executed in due form, by the bidders, with at least two good and sufficient sureties, satisfactory to the commissioners, in the penal sum of eight thousand dollars, conditioned for the faithful performance, pursuant to this chapter, of such class or classes of the state printing as may be adjudged to him, and for the payment, as liquidated damages, by such bidder to the state, of any excess of cost over the bid or bids of such bidders which the state may be obliged to pay for such work, by rea-

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son of the failure of such bidder to complete his contract; said bond to be null and void if no contract is awarded to him. No bid unaccompanied by such bond shall be entertained by the commissioners of printing. The contract shall be let to the person who shall bid to execute the work at the greatest per centum of discount from the maximum prices established by law, such per centum of discount to be uniform on every item of work: *provided further*, that all printing and binding for which provision is made in this act, shall be performed within the state of Minnesota.

(1874, c. 7, § 3, as amended 1875, c. 138, § 2; G. S. 1878, c. 5, § 3; 1885, c. 37.)

A proviso relating to the printing of the Laws of 1875 is omitted as obsolete.

§ 262. Commissioners to act upon bids.

The commissioners of printing, or any two of them, shall, within two days after the expiration of the term for receiving proposals as aforesaid, proceed to open in public all such proposals by them received, and they shall award the contract for each class of printing to the lowest bidder therefor: provided, that nothing herein contained shall be construed so as to prevent the same person from becoming contractor for two or more classes of the printing, if he shall be the lowest bidder therefor. If two or more persons bid the same and the lowest price for any class or classes of the printing, the commissioners shall award the contract to such one or more of them as, in their opinion, will best subserve the interest of the state, having reference, however, to a division of the work, as far as practicable, among the several bidders aforesaid. If any of the aforesaid printing shall be executed without the city of St. Paul, all transportation of paper, copy, proof, or printed sheets, shall be at the expense of the contractor or contractors for such printing.

(1874, c. 7, § 4, as amended 1875, c. 138, § 3; G. S. 1878, c. 5, § 4.)

§ 263. Bills and resolutions, how printed.

The bills and resolutions specified in the first class of printing shall be printed in folio foolscap form on long primer type, each page to contain not less than thirty-two lines of solid matter of forty-five ems in length, with a great primer reglet only in each space between the lines; and in counting the composition on bills and other matter embraced in this class the same shall be measured as solid long primer matter: provided, that any necessary fraction of a page shall be measured as a full page. For all matter in the first class the same rule of measurement shall be adopted as is provided in section nine relative to the fifth class.

(1874, c. 7, § 5, as amended 1875, c. 138, § 4; G. S. 1878, c. 5, § 5.)

§ 264. Journals, how printed.

The journals of the two houses of the legislature specified in the second class shall be printed in medium octavo form, on good long primer type, with at least nineteen hundred ems on a page, without any unnecessary leads, blank or broken lines or pages: provided, that if the journal of either house be printed daily for the use of the legislature, double the contract price may be allowed for composition upon the journals so printed, but nothing shall then be charged or allowed for composition or re-composition of the same matter for the bound journals.

(1874, c. 7, § 6, as amended 1875, c. 138, § 5; G. S. 1878, c. 5, § 6.)

§ 265. Public documents and reports.

The volumes of public documents and reports, communications and other matters specified in the third class, shall be printed in medium octavo form, on good long primer type, with at least sixteen hundred and fifty ems in a page: provided, that so much of the annual reports of the officers of the executive department, and of the superintendents of the public institutions, as contains the remarks of those officers, may be single leaded with leads not exceeding in thickness six to pica: provided further, that subordinate reports and appendixes may be printed in brier, when deemed advisable by the superintendent of printing. The volumes of the public documents shall contain nothing that is to be inserted in the laws and journals of the same year; and the various reports, communications and other documents inserted therein, shall follow each other in as close compact order as is consistent with

good workmanship, without intervention of unnecessary blanks or separate title or half title pages; and the paging thereof shall be consecutive, and at the conclusion there shall be an index referring to the particular page at which each separate document commences. In all cases when, by order of the legislature of either branch thereof, any document is printed in pamphlet form by the contractor for the printing of the journals, which shall also be printed in the daily journals, but one charge shall be made or allowed for the composition thereof: provided, the order for the pamphlets is made before the type has been used on the daily journals or distributed.

(1874, c. 7, § 7, as amended 1875, c. 133, § 6; G. S. 1878, c. 5, § 7.)

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§ 266. How laws to be printed.

The laws specified in the fourth class shall be printed in medium octavo form, on good long primer type, the pages to be of the same size and form as those of the documents specified in the preceding section, with marginal notes to the general laws, in nonpareil type, similar to those heretofore inserted.

(1874, c. 7, § 8; G. S. 1878, c. 5, § 8.)

§ 267. Printing for executive department.

The printing embraced in the fifth class shall be executed in a style consistent with good workmanship, and with due reference to economy. In estimating the composition, all work in script type, or of which script is the chief kind used, shall be estimated as pica, and measured by the surface actually covered, and not by the size of the sheet used. All open work, such as letter heads, blank deeds, and the like, shall be estimated in the same manner: provided, no job shall be counted at less than one thousand ems. All work in other than script type shall be estimated according to the type actually used: provided, that when different kinds are used in a single job, it may be measured and estimated proportionately for the different kinds used.

(1874, c. 7, § 9, as amended 1875, c. 133, § 7; G. S. 1878, c. 5, § 9.)

§ 268. Rule for estimating composition.

In estimating the composition of all pamphlets, laws, journals and volumes of public documents, every necessary fraction of a page will be counted as a full page, but no entire blank page shall be counted or charged for; and if, in any branch of the printed [printing], tabular statements occur, which it shall be impracticable to print on the ordinary sized pages, the same shall be printed on tabular sheets of the necessary size, and the amount of composition on the same shall be ascertained by measuring the printed surface, and thereby ascertaining the number of ems. In any class, all figure work requiring additional justification in each line, and all rule work requiring the fitting in of rules, shall be allowed one price and a half, and for all rule and figure work, double price for composition shall be allowed, the same to be ascertained by strict measurement and count. But one charge shall be made for the composition of all documents ordered to be printed by both branches of the legislature, and no charge or allowance shall be made for composition, when extra or additional copies are ordered to be printed: provided, such subsequent order shall be made before the type contained therein shall be distributed.

(1874, c. 7, § 10, as amended 1875, c. 133, § 8; G. S. 1878, c. 5, § 10.)

§ 269. Notice of acceptance of proposals—Cancelling contract.

It shall be the duty of the secretary of state to give prompt notice to each successful bidder that his proposals are accepted. If from death, or any unforeseen cause, there be a failure on the part of any successful bidder to execute his contract, the commissioners of printing, or a majority of them, may enter into a contract with the next lowest bidder. If any contractor, after commencing upon his contract, fails to execute the work embraced therein with reasonable expedition and in a suitable manner, the commissioners of printing may notify him that, [for] reasons they shall specify, his contract is cancelled, and they may then contract with some other person to do the work at the lowest practicable rate.

(1874, c. 7, § 11; G. S. 1878, c. 5, § 11.)

§ 270. Journals, how kept and printed.

The secretary of the senate and the chief clerk of the house of representatives shall each keep a journal of the proceedings of their respective houses and furnish a copy thereof immediately upon each daily adjournment to the contractor for printing the same, who shall print and deliver the same at the commencement of the next day's session, the number of copies of each daily journal to be determined by resolution of each branch of the legislature. After being read in the house to which the journals respectively belong and examined and compared with the minutes of the record clerk or the clerk having charge of the record of bills, memorials and joint resolutions, and in the presence and with the sanction of the house corrected, or found and declared to be correct, the proceedings of each day shall be attested by said secretary and chief clerk and immediately thereafter delivered to the printer of the journals, who shall make the authorized corrections, if any, and print the sheets for the permanent volumes of the journal. When the journals are so printed the secretary of the senate and clerk of the house of representatives shall each make out indexes for their respective journals, and attend to the reading of the proof sheets of the same whenever requested to do so by the contractor.

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(1893, c. 75, § 1.2)

The printed journals are competent evidence of their contents: and their effect as evidence will not be destroyed by clerical errors in writing up the record to complete the written journals. *Lincoln v. Haugan*, 45 Minn. 451, 48 N. W. Rep. 196.

See *Comstock v. Tracey*, 46 Fed. Rep. 162, 166.

§ 271. What shall be omitted from journals.

No executive message, address or communication of any state officer or board of officers, no report of the superintendent or other officers of any institution or building, no petition or memorial, no argumentative or voluminous report of any standing or select committee of either house or joint committee of both houses, no special report of any officer or board of officers, made in reply to any joint resolution of both houses, nor any other long or voluminous document, except amendments to the constitution and to bills and resolutions and the protests of members of either house against any act or resolution thereof, shall be entered at length upon the journals.

(1893, c. 75, § 1.)

§ 272. Appendix to journals.

The journals of each house shall be printed as kept and recorded, and each journal may have an appendix in which shall be printed all such petitions, memorials, reports of committees, special reports and communications of all officers, as are laid before either or both houses, and all such other papers and documents as are laid before either or both houses in writing, unless the printing is otherwise provided for herein; provided that no paper or document shall be printed in either appendix unless the house before which such paper or document is presented shall expressly order the same to be printed in the appendix of the journal of such house, and if any paper or document so laid before both houses is so ordered to be printed by both houses, the same shall be printed only in the appendix to the senate journal.

(Id.)

§ 273. Binding of laws, journals, and documents.

The laws and journals to be printed and put into book form shall be bound with pamphlet covering, and each journal and appropriate appendix shall be bound in the same volume, unless, in the opinion of the commissioners of printing, the same will make a volume too large for convenience, in which case each journal and appendix may be bound separately. The volumes of executive documents shall be bound in full cloth binding.

(Id.)

²An act to amend chapter five of the General Statutes of 1873, relating to state printing, and to create the office of state printing expert, and to determine his salary and the manner of payment. Approved April 19, 1893.

§ 274. Contractors to exercise diligence.

All contractors shall, under the provisions of this chapter, promptly and without unnecessary delay, execute all orders issued to them by the legislature, or either branch thereof, or by the commissioners of printing on behalf of the executive officers of the state. The general and special laws shall be printed and delivered bound to the secretary of state within seventy days after the adjournment of the legislature; provided, however, that the commissioners of printing may, on good cause shown by the contractor, extend the time not exceeding twenty days.

(Id.)

§ 275. Rejection of work—New contract.

The commissioners of printing may reject any and all printing that is not done in a workmanlike manner and with ordinary promptness; and the commissioners may withdraw the work from any contractor for unreasonable delay, and may by their agent or otherwise go into the open market and contract for and have the same done, to be paid for in the same manner and from the same fund as would have been paid the original contractor; and if from any cause there is an excess of cost over and above what the same would have been furnished by the original contractor such excess of cost shall be charged to and collected from the original contractor, or shall be payable by and collected from the bondsmen for said original contractor; and the action of said commissioners shall be final and conclusive on said original contractor and his sureties.

(Id.)

§ 276. Paper for printing.

The paper for the state printing shall be provided by the state and delivered to the contractor and be received by the contractor in such quantities as may be necessary for the printing which he is required by his contract to do.

(Id.)

§ 277. State paper and work at risk of contractor—Waste.

All paper furnished to contractors and all work completed or in process of completion and not delivered shall be at the risk of contractors from fire or other damage, and part payment for any work so destroyed or damaged shall not exempt the contractor from any liability to do the work over again, or to furnish the paper therefor at his own expense; and any loss of paper from carelessness on the part of the contractor or his employes shall be accounted for to the commissioners of printing. The contractor shall be allowed ten per cent for waste on paper for all jobs of one hundred and fifty copies or less of a form, and five per cent on all jobs of more than one hundred and fifty copies to each form.

(Id.)

§ 278. Official publication of laws—Certificate.

All laws printed and published by authority of this state shall be printed or published without any addition to the same except the word "Approved," and the date of said approval, and in each volume of the session laws hereafter published there shall be a general certificate, made and signed by the secretary of state, to the effect that all laws, memorials and resolutions contained therein have been compared with the originals thereof filed in his office, and that they are correct copies thereof.

(Id.)

§ 279. Official publications—Number of copies.

All regular messages from the governor and all inaugural messages from the governor-elect shall be printed in pamphlet form, and there shall be printed in such form for the governor's use five hundred copies, and for the use of the legislature two thousand copies, without any order by either or both houses for the printing thereof. There shall be printed six hundred copies of the permanent journals of each house. There shall be printed twelve thousand copies of the general laws and two thousand copies of the special laws. Of the volumes of executive documents and reports there shall be printed six hun-

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dred copies of each volume. And at the same time and from the same type, there may be printed separate reports of the state officers or boards or departments as the commissioners of printing may direct.

(Id.)

§ 280. State printing expert to be appointed—Duties, etc.

The commissioners of printing are hereby authorized to appoint some competent person, a practical printer thoroughly versed in all branches of the business, who shall be designated "state printing expert," whose duties shall be, under the direction of the commissioners of printing, to take charge of all the printing and binding required to be done for the several departments of government; to receive the proper orders for the same, and to have the same properly executed according to law; to keep a record of all work ordered from the several contractors, and of all printing and binding ordered from any other parties; to take charge of all paper purchased by the state, and to keep account of the same; to deliver to contractors all paper necessary for the various classes of printing ordered; to examine and supervise the work of printing and binding in progress, and to see that it is executed with due economy to the state; to examine all accounts of printing and binding, and to adjust the same in accordance with law and such rulings as may be determined by the commissioners; to keep a set of books, in which he shall enter all items of work done for any department of the government, charging the same up to the proper department; to enter therein the value of all paper and stationery purchased on behalf of the state, and to whom delivered and charging the value thereof, so that a complete record will be made of the cost of all paper and stationery and of all printing and binding, and of the orders issued in payment thereof, so that the whole of the purchases and the whole of the payments therefor can be fully accounted for; and to make report thereof to the secretary of state for publication with his annual report. Said printing expert shall take charge of the proof reading and prepare the indexes for the general and special laws; he shall also prepare the indexes for the volumes of the executive documents. Said printing expert shall also take charge of the distribution of the laws, journals and public documents of the state, taking receipts for the same, and making due report thereof to the secretary of state. He shall perform such other duties in connection with the public printing as may be required by the secretary of state. He shall receive for his services the sum of twenty-one hundred dollars per annum, the same to be paid in monthly payments out of any appropriation for printing and binding, and in the same manner as payments are made to contractors and others for work performed, and to be charged upon the books of the printing expert as an expense account for supervision of state printing and binding.

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(Id.)

§ 281. Copy of job and bill to be delivered to expert.

Every contractor for any class of printing and binding shall file and preserve one copy of each document or other matter by him printed for the state, which he shall deliver to the state printing expert, together with a memorandum bill of the same, made out in the manner prescribed by the printing expert. Provided, that in the current execution of a contract, the state expert may estimate the value of labor performed on uncompleted work; and the secretary of state may, in his discretion, issue an order in favor of the contractor for eighty per cent of said estimate.

(Id.)

§ 282. Accounts for work—Payment—Interest.

All accounts filed for printing, binding and stationery shall be carefully entered of record by the printing expert, and if any errors are found in such accounts the printing expert shall make the necessary corrections before entering the same. When the account is adjusted he shall certify the same to the secretary of state, who, on receipt thereof shall give his order for the amount due upon the state auditor, designating the fund from which the same shall be paid. And only upon the presentation of this order with the voucher at-

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tached, the state auditor shall draw his warrant upon the state treasurer for the amount thereof, payable out of any moneys appropriated for that purpose. If there is no appropriation available for immediate payment of the account, the state auditor shall indorse upon the face of the secretary's order, if there is an appropriation available at a future time, the time when it can be paid, and if there is no appropriation therefor, to indorse thereon, good for payment by a deficiency appropriation to be made by the legislature, and that until said appropriation is available, the order so indorsed will draw legal interest until the time that the appropriation is available for the payment.

(Id.)

§ 283. Official reports—When to be filed.

All county, township, village and city officers, and all boards of officers of all state institutions and buildings, and all officers connected with the public works of the state, and all corporations (except such as by their charters are required to make reports at some other specified time), which are required by law to make annual or biennial reports for any purpose to any state officer, shall make out and transmit the same on or before the fifteenth day of September of each year to the proper officer. For the purpose of making out all such reports the year shall begin on the first day of August and end on the last day of July of the succeeding year.

(Id.)

§ 284. Same—Fiscal year.

All state officers and boards of officers, and the officers of all such institutions and buildings as are required to make reports to the governor or the legislature, shall make such reports on or before the fifteenth day of October of each year. (And for the purpose of such reports the fiscal year is declared to begin on the first day of August, and to end on the last day of July of the succeeding year.) The governor, upon receiving such reports, shall deliver the same to the commissioners of printing; and the said commissioners are hereby authorized, in connection with the printing expert, to examine said reports; and said commissioners may, by unanimous vote, determine whether any portion of any of said reports may be omitted, or whether any of them may be condensed in any manner without detriment to the officials making the same, or to the state or to the public.

(Id.)

§ 285. Printed laws, etc.—When official.

All laws, journals and documents, printed and published by any contractor under the provisions of this chapter, and duly certified by the secretary of state as provided herein, shall be deemed to be officially printed and published, and full faith and credit shall be given to them as such.

(Id.)

See *Lincoln v. Haugan*, cited in note to § 270.

§ 286. Commissioners to determine number of copies to be printed, when.

It shall be the duty of the commissioners of printing to determine the number of copies of any report to be printed, either annually or biennially, and the style of binding for the same, when not otherwise specified by any existing law.

(1893, c. 75, § 1.)

§ 287. Payment for composition of executive documents.

In the printing of any reports of officers that are required or necessary to be inserted in the volumes of executive documents, there shall be no allowance or payment made for the composition of type used on such executive documents, except for such matter as has not previously been used in the separate reports; provided, that in all forms of the executive documents, where the paging is required to be changed to make it consecutive, an allowance of one dollar for each form so changed shall be made, but subject to the same discount as all other items in the class as contracted for.

(Id.)

§ 288. Definition of charge for binding.

In accounting under this act, when a charge is allowed for binding, no charge shall be allowed for folding, collating, stabbing, stitching, end papers, drying or pressing sheets, or for lettering volumes; but all these items of work shall be deemed to be included in the charge allowed for binding; except that a net charge of fifteen cents may be allowed for every name of any state officer, or members of the legislature or officer thereof, or employes of the government authorized to receive copies of any volume printed by the state, with their name embossed thereon.

(Id.)

§ 289. Statement of terms of court to be published.

The secretary of state shall prepare a statement showing the times and places of holding the terms of the district courts in the several counties, and in such statement refer to the laws fixing the times for holding the same respectively; such statement shall be published with the laws for the year one thousand eight hundred and eighty-three, and he shall thereafter, at the close of each legislative session, correct such statement, and publish the same, so corrected, with the general laws of the then next previous session.

(1883, c. 7, § 1; G. S. 1878, v. 2, c. 5, § 59.)

§ 290. Legislative manual.

It shall be the duty of the secretary of state to cause to be prepared and published for the use of the senate and house of representatives a book to be denominated "Legislative Manual," which shall contain the constitution of the United States and the organic act and the constitution of this state, Jefferson's Manual, rules of order of the senate and house of representatives of this state, joint rules of the senate and house, lists of senators and members of the house and employes of each house, statistical and other information of the same description with that heretofore published in the legislative manual.

(1881, c. 115; G. S. 1878, v. 2, c. 5, § 50a; as amended 1889, c. 242; 1893, c. 122, § 1.3)

§ 291. Same—Advertisement for bids.

The secretary of state shall during the month of October in each year preceding a session of the legislature advertise in two newspapers of general circulation, for two publications each, a notice that proposals may be tendered for the composition, printing and binding of said manual, and that the same will be let to the lowest and best responsible bidder therefor, with authority to reject any and all bids that may be considered above the market value of the work to be done.

(1893, c. 122, § 2.)

§ 292. Same—Printing to be paid from the general appropriation.

All payments for or on account of the composition, printing and binding for the said manual under any contract made by the secretary of state, shall be paid from the general appropriation for printing and binding and audited and paid in the same manner as other printing accounts.

(Id. § 3.)

§ 293. To use stereotype plates as far as possible.

The secretary of state shall procure stereotyped plates for the purpose of publishing said manual, or such parts thereof as he may deem useful and best, which plates shall be kept and preserved by the secretary of state and used as he may direct.

(Id. § 4.)

³ An act to amend chapter two hundred and forty-two General Laws of eighteen hundred and eighty-nine, entitled An act to amend chapter one hundred and fifteen General Laws of eighteen hundred and eighty-one entitled An act to provide for the publication of a legislative manual. Approved April 8, 1893. And all acts and parts of acts amendatory thereof inconsistent with this act are repealed by § 9 of this act.

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§§ 294-297 PRINTING AND DISTRIBUTION OF LAWS, ETC.

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§ 294. Matter not to go into other reports.

The reading matter in this manual shall not be published in any other report.

(Id. § 5.)

§ 295. Distribution of manual.

There shall be printed and bound of this manual six thousand copies to be distributed as follows: Fifty copies to the state historical society for exchange with other states. Five copies to the state university. Three copies to the state library. Two copies to the congressional library at Washington. Two copies to the Soldiers' home. Two copies to each public free library in this state. Two copies to each college, seminary or academy in this state. Two copies to each normal school. Two copies to each state high school. One copy to each state institution not herein otherwise provided for. Ten copies to each elective state officer. Two copies to each appointed state officer who is the head of any department. One copy to each elective and one to each appointed officer of the two houses of the legislature. One copy to each of the supreme and district court judges. One copy to each United States senator and member of congress from this state. Two hundred and seventy-five copies to remain in the office of the secretary of state, who shall, out of this number, at the commencement of each session, distribute to the members of the legislature one copy to each member, and the balance of the whole number prepared and printed shall be distributed equally amongst the members of the legislature; provided, that if there shall remain an odd number after the division amongst the members herein provided for, then such odd number shall be added to the number to remain in the office of the secretary of state for distribution in his discretion.

(Id. § 6.)

§ 296. Same—Receipts to be taken.

The secretary of state is hereby charged with the distribution of the entire number of manuals herein provided for, and he shall take receipts from every person and institution receiving any of said manuals and shall report to the next and each subsequent legislature the name of each person and institution receiving any of said manuals and the number of manuals received by each of such persons and institutions.

(Id. § 7.)

§ 297. Appropriation for editorial labor.

There is hereby biennially appropriated out of any money in the state treasury not otherwise appropriated, belonging to the general fund, the sum of one thousand dollars, to be drawn on the order of the secretary of state, for the compilation and editorial labor on this volume, including the making of appropriate indexes and proof-reading of the same.

(Id. § 8.)