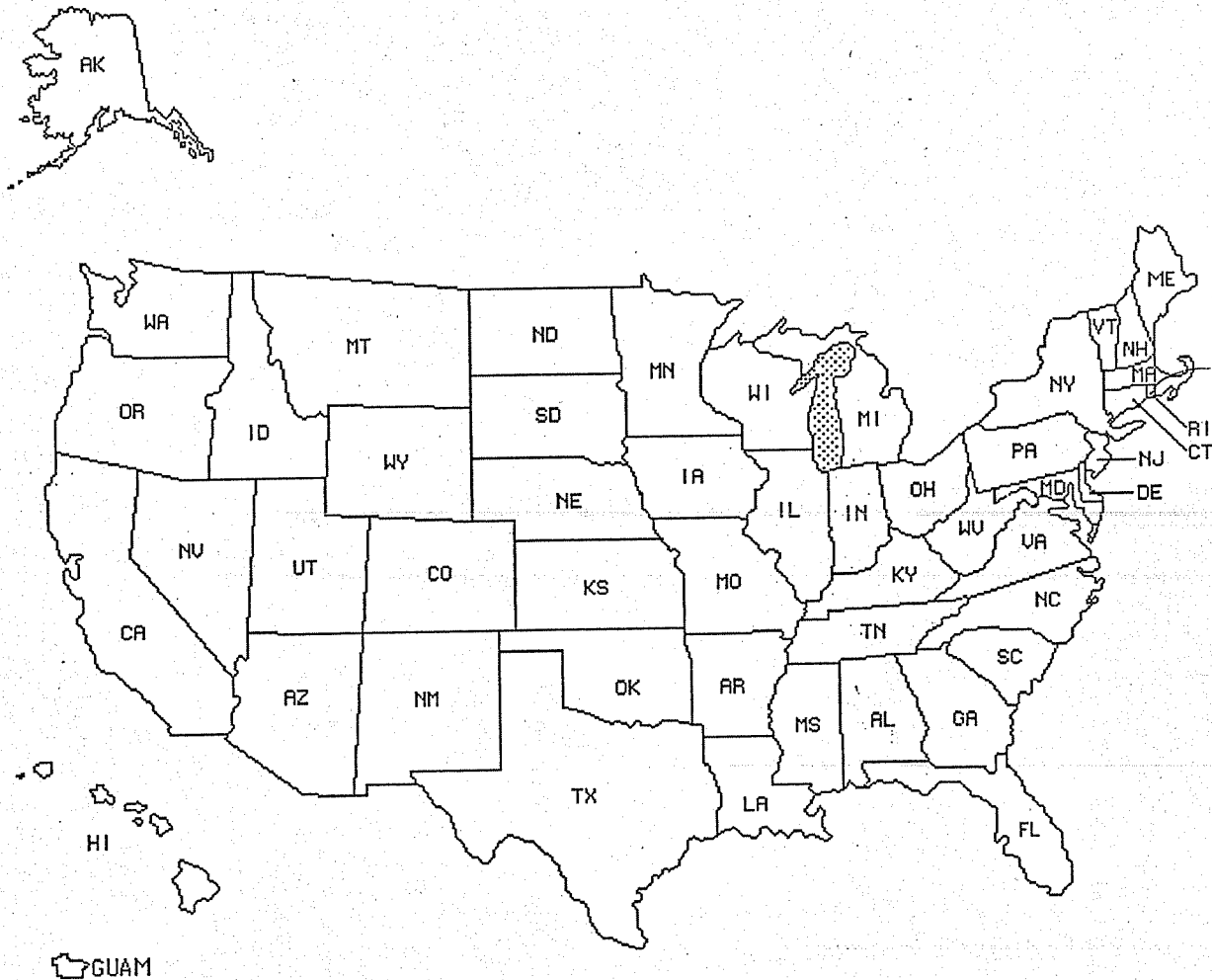
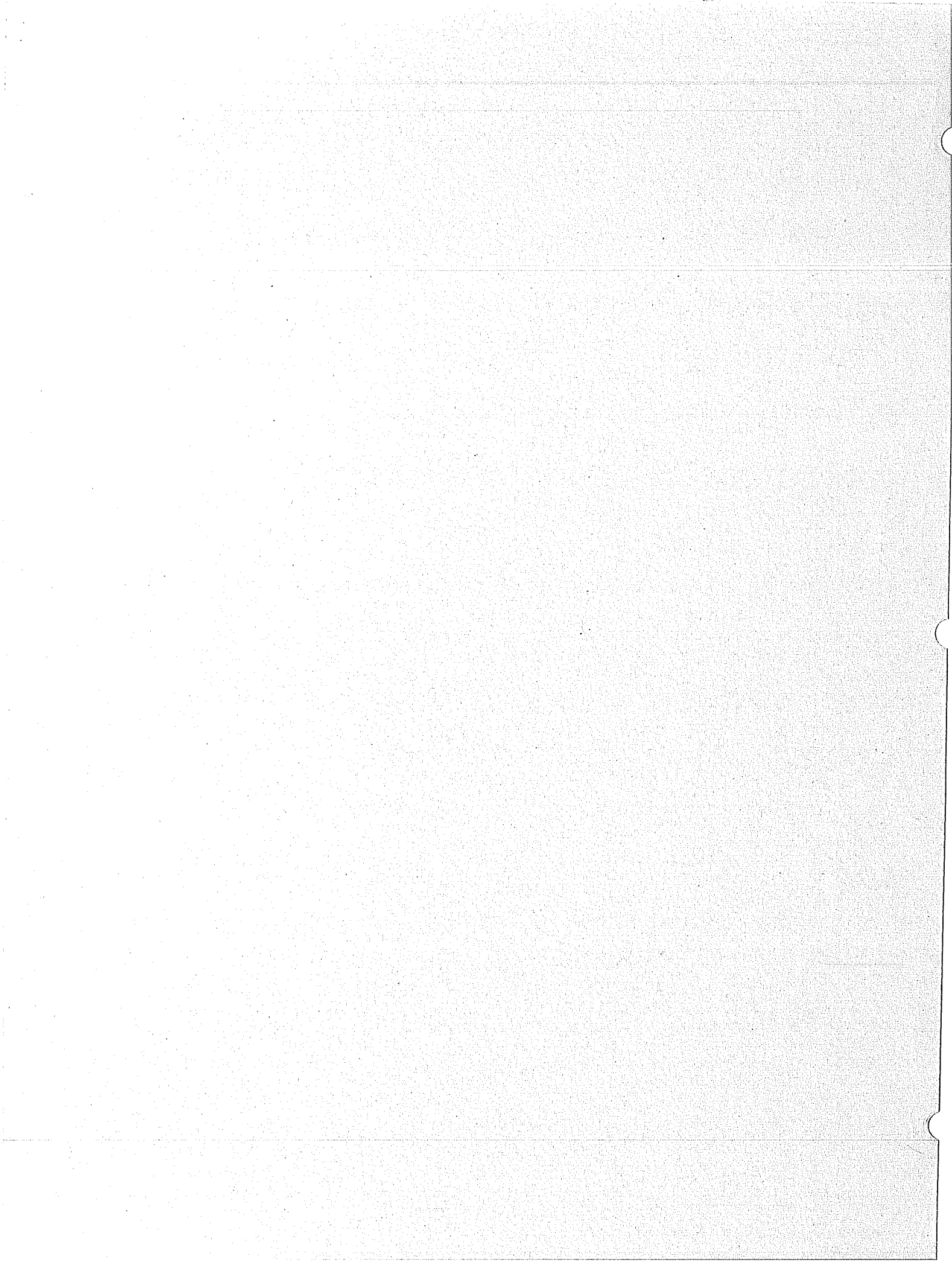


1988 State and Federal Survey



**NATIONAL ASSOCIATION
OF
SECRETARIES OF STATE**
Administrative Codes and Registers Committee/Section



NATIONAL ASSOCIATION OF SECRETARIES OF STATE

Administrative Codes and Registers Committee/Section

1988
*Administrative Codes and Registers
State and Federal Survey*

INTRODUCTION

This Survey updates the information contained in the 1987 State and Federal Survey and is current as of January 1, 1988. Each state and jurisdiction is represented, although several states did not send in information for 1988. For these states, the 1987 information appears here, with a note stating that they sent no response to the 1988 Survey.

Arrangement is alphabetical by state or jurisdiction with the exception of the Federal Government which appears first. A table of contents follows this introduction on page 3.

Each jurisdiction is asked to carefully examine the information contained in this Survey. If errors are found, please report them as quickly as possible.

Requests for copies of this Survey should be directed to the first address shown below. Copies are \$25.00 each in order to cover publication costs. Any questions concerning the information in this Survey may also be sent to the addresses below or to the offices within the various individual jurisdictions.

Carolann Underwood
Executive Secretary
Administrative Codes and Registers Committee/Section
c/o Administrative Rules
8th Floor, Harry S Truman Building
Jefferson City, Missouri 65101
(314) 751-4015

PREFACE

On the cover, the six regions of ACR are designated via different backgrounds. Each region has a regional representative who serves on the ACR Section executive committee and who disseminates information to the ACR members.

For your further information, the six regions and their representatives are listed below. For telephone numbers and/or addresses of the representatives, please turn to the *Register* and/or *Code* information for that state.

NORTHEAST

Connecticut
Maine
Maryland
Massachusetts
New Hampshire
New Jersey
New York
Pennsylvania (Gary Hoffman)
Vermont

SOUTHEAST

Federal Government
Georgia
Maryland
North Carolina (Molly Mason)
Rhode Island
South Carolina
Virginia
West Virginia
Washington, D.C.

SOUTH

Alabama
Arkansas
Delaware
Florida
Hawaii
Louisiana (Nancy Midkiff)
Mississippi
Tennessee

MIDWEST

Guam
Illinois
Indiana
Kentucky (Susan Wunderlich)
Michigan
Missouri
Ohio
Wisconsin

NORTHERN PLAINS

Colorado
Iowa
Kansas
Minnesota (Marcia Waldron)
Montana
Nebraska
North Dakota
Oklahoma
South Dakota
Wyoming

WEST/SOUTHWEST

Alaska
Arizona
California
Idaho
New Mexico
Nevada
Oregon
Texas (Dan Proctor/Dee Wright)
Utah
Washington

TABLE OF CONTENTS

Federal Government	
<i>Federal Register</i>	7
<i>Code of Federal Regulations</i>	9
Alabama	
<i>Alabama Administrative Monthly</i>	11
<i>Alabama Administrative Code</i>	13
Alaska	
<i>Alaska Administrative Journal</i>	15
<i>Alaska Administrative Code</i>	17
Arizona	
<i>Arizona Administrative Register</i>	19
<i>Arizona Administrative Code</i>	21
Arkansas	
<i>Arkansas Register</i>	23
Code (none)	25
California	
<i>California Administrative Notice Register</i>	27
<i>California Code of Regulations</i>	29
Colorado	
<i>Colorado Register</i>	31
<i>Colorado Code of Regulations</i>	33
Connecticut	
<i>Connecticut Law Journal</i>	35
<i>Regulations of Connecticut State Agencies</i>	37
Delaware	
Register (none)	39
Code (none)	41
District of Columbia	
<i>District of Columbia Register</i>	43
<i>D.C. Municipal Regulations</i>	45
Florida	
<i>Florida Administrative Weekly</i>	47
<i>Florida Administrative Code Annotated</i>	49
Georgia	
Register (none)	51
<i>Official Compilation Rules and Regulations of the State of Georgia</i>	53
Guam, Territory of	
Register (none)	55
<i>Guam Administrative Rules and Regulations</i>	57
Hawaii	
<i>Hawaii Administrative Rules</i>	59
Code (none)	61
Idaho	
Register (none)	63
Code (none)	65
Illinois	
<i>Illinois Register</i>	67
<i>Illinois Administrative Code</i>	69
Indiana	
<i>Indiana Register</i>	71
<i>Indiana Administrative Code</i>	73

1988 SURVEY OF CODES AND REGISTERS

TABLE OF CONTENTS

Iowa	
<i>Iowa Administrative Bulletin</i>	75
<i>Iowa Administrative Code</i>	77
Kansas	
<i>Kansas Register</i>	79
<i>Kansas Administrative Regulations</i>	81
Kentucky	
<i>Kentucky Administrative Register</i>	83
<i>Kentucky Administrative Regulations Service</i>	85
Louisiana	
<i>Louisiana Register</i>	87
<i>Louisiana Administrative Code</i>	89
Maine	
Register (none)	91
<i>Code of Maine Rules</i>	93
Maryland	
<i>Maryland Register (Md.R.) & Maryland Register State Contract Supplement (Md.R. S.C.S.)</i>	95
<i>Code of Maryland Regulations (COMAR)</i>	97
Massachusetts	
<i>Massachusetts Register</i>	99
<i>Code of Massachusetts Regulations (Code or CMR)</i>	101
Michigan	
<i>Michigan Register</i>	103
<i>Michigan Administrative Code</i>	105
Minnesota	
<i>Minnesota State Register</i>	107
<i>Minnesota Rules</i>	109
Mississippi	
Register (none)	111
Code (none)	113
Missouri	
<i>Missouri Register</i>	115
<i>Code of State Regulations</i>	117
Montana	
<i>Montana Administrative Register</i>	119
<i>Administrative Rules of Montana</i>	121
Nebraska	
Register (none)	123
<i>Nebraska Administrative Code</i>	125
Nevada	
Register (none)	127
<i>Nevada Administrative Code</i>	129
New Hampshire	
<i>New Hampshire Rulemaking Register</i>	131
<i>New Hampshire Code of Administrative Rules Annotated</i>	133
New Jersey	
<i>New Jersey Register</i>	135
<i>New Jersey Administrative Code</i>	137
New Mexico	
Register (none)	139
Code (none)	141
New York	
<i>New York State Register</i>	143
<i>Official Compilation of Codes, Rules and Regulations</i>	145

1988 SURVEY OF CODES AND REGISTERS

TABLE OF CONTENTS

North Carolina	
<i>North Carolina Register</i>	147
<i>North Carolina Administrative Code</i>	149
North Dakota	
Register (none)	151
<i>North Dakota Administrative Code</i>	153
Ohio	
<i>Ohio Monthly Record</i>	155
<i>Ohio Administrative Code</i>	157
Oklahoma	
<i>Oklahoma Register</i>	159
Code (none)	161
Oregon	
<i>Oregon Bulletin</i>	163
<i>Oregon Administrative Rules Compilation</i>	165
Pennsylvania	
<i>Pennsylvania Bulletin</i>	167
<i>Pennsylvania Code</i>	169
Rhode Island	
Register (none)	171
Code (none)	173
South Carolina	
<i>South Carolina State Register</i>	175
<i>Code of Laws of South Carolina, 1976</i>	177
South Dakota	
<i>South Dakota Register</i>	179
<i>Administrative Rules of South Dakota</i>	181
Tennessee	
<i>Tennessee Administrative Register</i>	183
<i>Rules and Regulations of the State of Tennessee</i>	185
Texas	
<i>Texas Register</i>	187
<i>Texas Administrative Code</i>	189
Utah	
<i>Utah State Bulletin</i>	191
<i>Utah Administrative Code</i>	193
Vermont	
Register (none)	195
<i>Vermont Administrative Code</i>	197
Virginia	
<i>Virginia Register of Regulations</i>	199
Code (none)	201
Washington	
<i>Washington State Register</i>	203
<i>Washington Administrative Code</i>	205
West Virginia	
<i>West Virginia Register</i>	207
<i>Code of State Rules</i>	209
Wisconsin	
<i>Wisconsin Administrative Register</i>	211
<i>Wisconsin Administrative Code</i>	213
Wyoming	
Register (none)	215
Code (none)	217

1988 SURVEY OF CODES AND REGISTERS

TABLE OF CONTENTS

1988 SURVEY OF CODES AND REGISTERS
FEDERAL GOVERNMENT

JURISDICTION: FEDERAL GOVERNMENT

ADMINISTRATIVE REGISTER: *Federal Register*

OFFICE AND STAFF:

Director: John E. Byrne
Address: Office of the Federal Register
National Archives & Records Administration
Washington, D.C. 20408
Telephone: (202) 523-5240
Person to contact about information on this survey: Martha L. Girard
Governing Agency: Office of the Federal Register
The office is under the National Archives & Records Administration.
Total number of employees (FTE): 17 (Full-time: 17; Part-time: 0)
Office Hours: 8:45 a.m. to 5:15 p.m., Monday thru Friday

BUDGET:

Salaries:

Printing Expenses: Information not available

Director's Salary (Optional):	_____	Under \$10,000	_____	\$10,000 - \$15,000
	_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
	_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
	_____	\$35,000 - \$40,000	<u> x </u>	over \$40,000

Subsidy received: (1)

Amount received from subscriptions: (1)

(1) Office of the Federal Register editorial and administrative costs are funded by Federal appropriation. GPO receives all funds generated by subscription or single issue sales.

FREQUENCY OF ISSUE: Daily

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 20,062
Number of free subscribers: 11,675
Price per issue: \$1.50
Price per subscription: \$340; \$195 microfiche; \$37,500 magnetic tape
Is the subscription and/or single issue price set by statute? No
If not, how are they determined? Regulation
Length of subscription: Annual
How do you promote sales? Public information workshops and brochures
How do you distribute/mail? Second class mail
Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 201
Pages per year (1987): 49,654

COMPUTER COMPOSITION:

Computer Use	Yes	
Searchable data base	No	
Microfiche	Yes	Price: \$195.00
Microfilm	No	

1988 SURVEY OF CODES AND REGISTERS

FEDERAL GOVERNMENT

CONTENT:

Proposed Rules:	Full Text
Adopted Rules:	Full Text
Emergency Rules:	Full Text
Court Ordered Rules:	Full Text
Executive Orders:	Full Text
Proclamations:	Full Text
State Contracts:	No
Executive Items:	Full Text
Judicial Items:	No
Legislative Items:	No
Attorney General Opinions:	No
Open Meetings:	Yes
Public Hearings:	Yes
Index:	Yes

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	Yes
Official Text:	Yes
Judicial Notice:	Yes
Annotations:	No
Edit:	Yes
Legislative Oversight:	No
Economic Impact Statement:	Yes
Emergency Rules:	Yes

In effect how long? Determined by agency issuing rule

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	Yes
Pre-publication review:	Yes
Liaison Representative Required:	Yes

When did you begin publishing the Register? 1936

The *Federal Register* is distributed free of charge to federal depository libraries.

The *Federal Register* is printed in-house by the Government Printing Office.

Copy for publication is generated by the agencies.

Other Information: Federal Register Act requires Government Printing Office to print and distribute the *Federal Register*.

COPIES OF THE *FEDERAL REGISTER* MAY BE OBTAINED FROM:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

The *Federal Register* is cited: Volume number/FR/page number (i.e., 53 FR 30024)

1988 SURVEY OF CODES AND REGISTERS
FEDERAL GOVERNMENT

JURISDICTION: FEDERAL GOVERNMENT

ADMINISTRATIVE CODE: *Code of Federal Regulations*

OFFICE AND STAFF:

Director: John E. Byrne
Address: Office of the Federal Register
National Archives & Records Administration
Washington, D.C. 20408
Telephone: (202) 523-5240
Person to contact about information on this survey: Martha L. Girard
Governing Agency: Office of the Federal Register
This office is under the National Archives & Records Administration.
Total number of employees (FTE): 13 (Full-time: 13; Part-time: 0)
Office Hours: 8:45 a.m. to 5:15 p.m., Monday thru Friday

BUDGET:

Salaries:
Printing Expenses: Information not available
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000-\$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	<u> x </u>	over \$40,000

Subsidy received: (1)

Amount received from subscriptions: (1)

(1) Office of the Federal Register editorial and administrative costs are funded by Federal appropriation. GPO receives all funds generated by subscription or single issue sales.

PUBLICATION:

Frequency of printing entire Code: Annually
Number of sets printed in last complete publication: by set and individual volume
Year entire Code last published: 1987
Supplementation frequency: Daily (Federal Register)
Form of supplementation: Bound volume

CIRCULATION:

Number of paid subscribers: 3219
Number of free subscribers: 2850
Price per set: \$620; \$188 microfiche; \$21,750 magnetic tape
Number of volumes per set: 185
If sold by less than entire set, please answer the following:
How sold? Individual volume
Price? Varies by size
Is supplement automatically sent to subscribers of entire Code? No
If not, is there a separate subscription for supplementation? Supplementation is the Federal Register.
Is supplementation covered by original price of entire Code? No
If not, please indicate the price for supplementation
How do you promote sales? Public information workshops and brochures
How do you distribute/mail? 3rd & 4th Class Mail
Subscribers are required to pay in advance.

FORMAT: Paperbound and Microfiche

1988 SURVEY OF CODES AND REGISTERS

FEDERAL GOVERNMENT

VOLUME:

Pages per full set: 112,495
Average pages per volume: 608
Pages per supplement (average):

LAW:

Official Text: Yes
Judicial Notice: Yes
Annotations: Yes
Edit: Yes
Emergency rules included: Yes

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: No
Microfiche: Yes Price: \$188.00
Microfilm: No
What type/brand of computer equipment do you use? Digital
What type/brand of software do you use? Atex

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Subject/agency index and numerical finding aids (List of Sections Affected)
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Code of Federal Regulations* is arranged by subject matter.

MISCELLANEOUS:

When did you first publish your Code? 1938
The *Code of Federal Regulations* is distributed free of charge to federal depository libraries.
The *Code of Federal Regulations* does not contain anything other than rules.
The *Code of Federal Regulations* is published in-house by the Government Printing Office.

COPIES OF THE CODE OF FEDERAL REGULATIONS MAY BE OBTAINED FROM:

Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

The *Code of Federal Regulations* is cited: Title number/CFR/Part and Section number (i.e. 8 CFR 2.24)

1988 SURVEY OF CODES AND REGISTERS

ALABAMA

STATE: ALABAMA

ADMINISTRATIVE REGISTER: *Alabama Administrative Monthly*

OFFICE AND STAFF:

Director: Louis G. Greene

Address: Suite 435, State House
Montgomery, Alabama 36130

Telephone: (205) 261-7570

Person to contact about information on this survey: Edna Brooks

Governing Agency: Legislative Reference Service

This office is under the Legislature.

Total number of employees (FTE): 2 (Full-time: 2; Part-time: 0)

Office Hours: 8 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries: \$20,000 - 25,000

Printing Expenses: under \$10,000

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:

Amount received from subscriptions: \$8,150

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 163

Number of free subscribers: 15

Price per issue:

Price per subscription: \$50

Is the subscription and/or single issue price set by statute? No

If not, how are they determined? Statute requires us to make available at cost

Length of subscription: one year

How do you promote sales? none

How do you distribute/mail? 1st class mail; hand mail

Subscribers are billed.

VOLUME:

Average pages per issue (1987): 50 - 55

Pages per year (1987): 660

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: No

Microfiche: No

Microfilm: No

1988 SURVEY OF CODES AND REGISTERS

ALABAMA

CONTENT:

Proposed Rules:	Notice Only
Adopted Rules:	Notice Only
Emergency Rules:	Notice Only
Court Ordered Rules:	No
Executive Orders:	No
Proclamations:	No
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	No
Attorney General Opinions:	No
Other:	No
Open Meetings:	No
Public Hearings:	No
Index:	No

LAW:

Correction of Nonsubstantive Errors:	No
Correction of Substantive Errors:	No
Official Text:	No
Judicial Notice:	No
Annotations:	Yes
Edit:	Yes
Legislative Oversight:	Yes
Economic Impact Statement:	No
Emergency Rules:	Yes
In effect how long? 120 days	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	No
Instruction in regulation drafting:	Yes
Seminars:	No
Consultations:	Yes
Manual:	Yes
Pre-publication review:	Yes
Liaison Representative Required:	No

When did you begin publishing the Register? October 1982

The *Alabama Administrative Monthly* is not distributed to depository libraries.

The *Alabama Administrative Monthly* is printed in-house.

Copy for publication is generated by this agency in-house.

COPIES OF THE ALABAMA ADMINISTRATIVE MONTHLY MAY BE OBTAINED FROM:

Legislative Reference Service
 Administrative Procedure Division
 Suite 435, Alabama State House
 Montgomery, Alabama 36130
 Attn: Edna Brooks

The *Alabama Administrative Monthly* is cited: AAM

1988 SURVEY OF CODES AND REGISTERS

ALABAMA

STATE: ALABAMA

ADMINISTRATIVE CODE: *Alabama Administrative Code*

OFFICE AND STAFF:

Director: Louis G. Greene

Address: Legislative Reference Service
Suite 435, State House
Montgomery, Alabama 36130

Telephone: (205) 261-7570

Person to contact about information on this survey: Edna B. Brooks

Governing Agency: Legislative Reference Service

This office is under the Legislature.

Total number of employees (FTE): 2 (Full-time: 2; Part-time: 0)

Office Hours: 8 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries: \$20,000 - 25,000

Printing Expenses: \$10,000 - 15,000

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:

Amount received from subscriptions: \$8,100

PUBLICATION:

Frequency of printing entire Code:

Number of sets printed in last complete publication: 25 sets

Year entire Code last published: October 1986

Supplementation frequency: Quarterly

Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: 50

Number of free subscribers: 5

Price per set: \$350

Number of volumes per set: 19

If sold by less than entire set, please answer the following:

How sold?

Price?

Is supplement automatically sent to subscribers of entire Code? Yes

Is supplementation covered by original price of entire Code? No

If not, please indicate the price for supplementation: approx. \$30 per quarter

How do you promote sales? none

How do you distribute/mail? United Parcel Service

Subscribers are billed.

FORMAT: Loose-Leaf

1988 SURVEY OF CODES AND REGISTERS

ALABAMA

VOLUME:

Pages per full set: 12,350
Average pages per volume: 650
Pages per supplement (average): 500

LAW:

Official Text:	Yes
Judicial Notice:	No
Annotations:	Yes
Edit:	No
Emergency rules included:	No

COMPUTER COMPOSITION:

Computer Use:	Yes
Searchable data base:	No
Microfiche:	No
Microfilm:	No

What type/brand of computer equipment do you use? Digital
What type/brand of software do you use? Select

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Alphabetical
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Alabama Administrative Code* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? 1984
The *Alabama Administrative Code* is not distributed to depository libraries.
The *Alabama Administrative Code* contains nothing other than rules.
The *Alabama Administrative Code* is published and printed in-house.

COPIES OF THE ALABAMA ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

Legislative Reference Service
Administrative Procedure Division
Suite 435, Alabama State House
Montgomery, Alabama 36130
Attn: Edna Brooks

The *Alabama Administrative Code* is cited:

1988 SURVEY OF CODES AND REGISTERS

ALASKA

STATE: ALASKA

ADMINISTRATIVE REGISTER: *Alaska Administrative Journal*

*Alaska did not respond to the 1988 Survey.

OFFICE AND STAFF:

Director: Office of the Lt. Governor, AAJ Coordinator

Address: P.O. Box AA

Juneau, Alaska 99811

Telephone: (907) 465-3520

Person to contact about information on this survey: Sally R. Hanson

Governing Agency: Office of the Lieutenant Governor

This office is under the Lieutenant Governor (Alaska has no Secretary of State).

Total number of employees (FTE): 1 (Full-time: 1; Part-time: 0)

Office Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries:

Printing Expenses: (and postage)

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
<u> x </u>	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received: \$30,000

Amount received from subscriptions: \$17,500

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 70

Number of free subscribers: 120

Price per issue:

Price per subscription: \$250

Is the subscription and/or single issue price set by statute? No

If not, how are they determined? Cost to print and postage

Length of subscription: One year

How do you promote sales?

How do you distribute/mail? First class mail

Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 65

Pages per year (1987): 3,380

COMPUTER COMPOSITION:

Computer Use:

Yes -- Communicating displaywriter; format and enter into data base through Legislative Affairs (STAIRS)

Searchable data base:

Yes

Microfiche:

No

Microfilm:

No

1988 SURVEY OF CODES AND REGISTERS

ALASKA

CONTENT:

Proposed Rules:	Summary
Adopted Rules:	Summary
Emergency Rules:	Summary
Court Ordered Rules:	No
Executive Orders:	Yes
Proclamations:	Yes
State Contracts:	Summary
Executive Items:	Summary
Judicial Items:	No
Legislative Items:	No
Attorney General Opinions:	Summary
Other:	Vacancies on Boards/Commissions
Open Meetings:	Yes
Public Hearings:	Yes
Index:	Yes, by department

LAW:

Correction of Nonsubstantive Errors:	No
Correction of Substantive Errors:	No
Official Text:	No
Judicial Notice:	No
Annotations:	No
Edit:	No
Legislative Oversight:	No
Economic Impact Statement:	No
Emergency Rules:	Yes
In effect how long?	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	No
Consultations:	Yes, on a case by case basis
Manual:	Yes, published by Department of Law
Pre-publication review:	No, each agency responsible for own material
Liaison Representative Required:	Yes, assigned by each agency
When did you begin publishing the Register?	11/7/83 on data base; 5/7/84 hard copy
The Alaska Administrative Journal is distributed free of charge to both state and federal depository libraries.	
The Alaska Administrative Journal is published in-house.	
Copy for publication is generated by the agencies.	
Other information about your Register not explained above:	Received electronically from each agency, formatted and entered into data base, then a master is generated and then printed.

THE ALASKA ADMINISTRATIVE JOURNAL MAY BE OBTAINED FROM:

AAJ Coordinator
Office of the Lieutenant Governor
P.O. Box AA
Juneau, Alaska 99811

1988 SURVEY OF CODES AND REGISTERS

ALASKA

STATE: ALASKA

ADMINISTRATIVE CODE: *Alaska Administrative Code*

*Alaska did not respond to the 1988 Survey.

OFFICE AND STAFF:

Director: Office of the Lt. Governor, AAC Coordinator

Address: P.O. Box AA

Juneau, Alaska 99811

Telephone: (907) 465-3520

Person to contact about information on this survey: Sally R. Hanson

Governing Agency: Office of the Lieutenant Governor

This office is under the Lieutenant Governor (Alaska has no Secretary of State).

Total number of employees (FTE): 1 (Full-time: 1; Part-time: 0)

Office Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries:

Printing Expenses: \$15,000/\$20,000 for local govts. (175 supplements purchased each quarter

(responsible by statute to supply all local govts. with code)

Director's Salary (Optional):	_____	Under \$10,000	_____	\$10,000 - \$15,000
	_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
	_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
	_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received: \$80,000

Amount received from subscriptions: None

PUBLICATION:

Frequency of printing entire Code: N/A

Number of sets printed in last complete publication: N/A

Year entire Code last published: 1975

Supplementation frequency: Four times each calendar year

Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: 1,300

Number of free subscribers: None

Price per set: \$264

Number of volumes per set: 5

If sold by less than entire set, please answer the following:

How sold? Quarterly supplements

Price? \$85 - \$110 (depends on number of pages)

Is supplement automatically sent to subscribers of entire Code? Publisher's control

Is supplementation covered by original price of entire Code? No

If not, please indicate the price for supplementation: Depends on number of pages

How do you promote sales? By publisher

How do you distribute/mail? By publisher

The publisher handles all subscriptions.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

ALASKA

VOLUME:

Pages per full set: 4,000
Average pages per volume: 800
Pages per supplement (average):

LAW:

Official Text: Yes
Judicial Notice: No
Annotations: No
Edit: Yes, Editor's notes
Emergency rules included: Yes

COMPUTER COMPOSITION:

Computer Use: No
Searchable data base: No
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use?
What type/brand of software do you use?

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Contents, check list/cross reference code/statute
Indices are prepared by the publisher.

ARRANGEMENT:

The *Alaska Administrative Code* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? 1959
The *Alaska Administrative Code* is distributed free of charge (paid by Lt. Governor's office) to state and federal depository libraries.
The *Alaska Administrative Code* contains nothing except rules.
The *Alaska Administrative Code* is published by an outside publisher/printer.

COPIES OF THE ALASKA ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

Book Publishing Co.
201 Westlake North
Seattle, Washington 98109
(206) 343-5700

1988 SURVEY OF CODES AND REGISTERS
ARIZONA

STATE: ARIZONA

ADMINISTRATIVE REGISTER: *Arizona Administrative Register*

OFFICE AND STAFF:

Director: Dare Griffith
Address: Capitol, West Wing, Suite 706
Phoenix, Arizona 85007
Telephone: (602) 255-4086
Person to contact about information on this survey: Ilene M. Gillen, Editor
Governing Agency: Office of the Secretary of State
This office is under the Secretary of State.
Total number of employees (FTE): 2 (Full-time: 2; Part-time: 0)
Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries:
Printing Expenses: \$16,000
Director's Salary (Optional):

	Under \$10,000		\$10,000 - \$15,000
	\$15,000 - \$20,000		\$20,000 - \$25,000
	\$25,000 - \$30,000		\$30,000 - \$35,000
	\$35,000 - \$40,000		over \$40,000

Subsidy received: 100 %
Amount received from subscriptions: \$8,395

FREQUENCY OF ISSUE: Monthly (plus 2 semi-annual indices)

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 238
Number of free subscribers: 228
Price per issue: \$3
Price per subscription: \$36
Is the subscription and/or single issue price set by statute? No
If not, how are they determined? Cost of production and distribution
Length of subscription: 1 year
How do you promote sales? Printed price list
How do you distribute/mail? 1st class Mail and state agency courier mail
Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 18
Pages per year (1987): 214

COMPUTER COMPOSITION:

Computer Use:	Yes, by an outside contractor
Searchable data base:	No
Microfiche:	No
Microfilm:	No

1988 SURVEY OF CODES AND REGISTERS

ARIZONA

CONTENT:

Proposed Rules:	Notice with summary of text
Adopted Rules:	Listed by rule number only
Emergency Rules:	Notice with summary of text
Court Ordered Rules:	No
Executive Orders:	Full text
Proclamations:	Full text
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	No
Attorney General Opinions:	Summary of opinions
Other:	Governor's appointments to Boards & Commissions with description
Open Meetings:	No
Public Hearings:	No
Index:	Yes (semi-annual)

LAW:

Correction of Nonsubstantive Errors:	
Correction of Substantive Errors:	
Official Text:	
Judicial Notice:	
Annotations:	
Edit:	Yes (summary only at this time)
Legislative Oversight:	Governor's Regulatory Review Council
Economic Impact Statement:	Not printed
Emergency Rules:	Yes
In effect how long?	90 days

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Administrative Rules on filing & printing only
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	No
Pre-publication review:	
Liaison Representative Required:	
When did you begin publishing the Register?	October 1976
The <i>Arizona Administrative Register</i> is distributed free of charge to the State Library and Archives and to county law libraries.	
The <i>Arizona Administrative Register</i> is printed by an outside printer/publisher.	
Copy for publication is generated in-house in the Publications Division.	

COPIES OF THE ARIZONA ADMINISTRATIVE REGISTER MAY BE OBTAINED FROM:

Office of Secretary of State
Publications Division
State Capitol, West Wing, Suite 706
Phoenix, Arizona 85007

The *Arizona Administrative Register* is cited: A.A.R.

1988 SURVEY OF CODES AND REGISTERS

ARIZONA

STATE: ARIZONA

ADMINISTRATIVE CODE: *Arizona Administrative Code*

OFFICE AND STAFF:

Director: Dare Griffith
 Address: Capitol, West Wing, Suite 706
 Phoenix, Arizona 85007
 Telephone: (602) 255-4086
 Person to contact about information on this survey: Ilene M. Gillen
 Governing Agency: Office of the Secretary of State
 This office is under the Secretary of State.
 Total number of employees (FTE): 4 (Full-time: 4; Part-time: 0)
 Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries:
 Printing Expenses: \$101,350
 Director's Salary (Optional): _____ Under \$10,000 _____ \$10,000 - \$15,000
 _____ \$15,000 - \$20,000 _____ \$20,000 - \$25,000
 _____ \$25,000 - \$30,000 _____ \$30,000 - \$35,000
 _____ \$35,000 - \$40,000 _____ over \$40,000
 Subsidy received: 100%
 Amount received from subscriptions: \$69,165

PUBLICATION:

Frequency of printing entire Code: Code is loose-leaf, updated quarterly; no reason to reprint entire Code
 Number of sets printed in last complete publication: Chapters, indicating individual agencies, reprinted when inventory is depleted
 Year entire Code last published: July 1975
 Supplementation frequency: Quarterly
 Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: Sets - 268; Parts - 6,513
 Number of free subscribers: Sets - 110; Parts - 420
 Price per set: \$450
 Number of volumes per set: 15
 If sold by less than entire set, please answer the following:
 How sold? By Title (rules with same principle subject matter), and by Chapter (individual agency)
 Price? Based on production and distribution cost
 Is supplement automatically sent to subscribers of entire Code? No
 If not, is there a separate subscription for supplementation? Yes
 Is supplementation covered by original price of entire Code? No
 If not, please indicate the price for supplementation: \$90 (1987)
 How do you promote sales? printed price list, state agency mailings.
 How do you distribute/mail? 1st class Mail/Printed Matter; state agency courier mail
 Subscribers are required to pay in advance.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

ARIZONA

VOLUME:

Pages per full set: 7,600

Average pages per volume: 500 (Varies 270-750)

Pages per supplement (average): 290

LAW:

Official Text: Yes

Judicial Notice: No

Annotations: Yes

Edit: Yes

Emergency rules included: Yes

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: Yes; not accessible to the public

Microfiche: No

Microfilm: No

What type/brand of computer equipment do you use? IBM System 36 Mini Computer; IBM 3180 terminals and 4219 IBM Dot Matrix printer and PC Micro Computer and laser printer

What type/brand of software do you use? Display Write 3 and 36

What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices? No; a table of contents provided; Index may be considered later

Indices are prepared in-house by staff.

ARRANGEMENT:

The *Arizona Administrative Code* is arranged by subject matter and by agency. (Code arranged by subject matter (known as Titles) which then divide into Chapters. Chapter numbers assigned to individual agencies according to subject matter.)

MISCELLANEOUS:

When did you first publish your Code? June 1975

The *Arizona Administrative Code* is distributed free of charge to the State Library and Archives and to county law libraries.

The *Arizona Administrative Code* also contains prefatory material including Arizona Administrative Procedure Act and Arizona Open Meeting Law.

The *Arizona Administrative Code* is typed and edited in-house; downloaded to outside publisher, and distributed and sold in-house.

Other information about your Code not explained above:

COPIES OF THE ARIZONA ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

Office of Secretary of State

Publications Division

State Capitol, West Wing, Suite 706

Phoenix, Arizona 85007

The *Arizona Administrative Code* is cited: A.A.C.

1988 SURVEY OF CODES AND REGISTERS

ARKANSAS

STATE: ARKANSAS

ADMINISTRATIVE REGISTER: *Arkansas Register*

OFFICE AND STAFF:

Director: Ricky B. Hearne
Address: Office of Secretary of State
State Capitol, Room 010
Little Rock, Arkansas 72201-1094
Telephone: (501) 682-3578
Person to contact about information on this survey: Ricky B. Hearne
Governing Agency: Office of Secretary of State
This office is under the Secretary of State.
Total number of employees (FTE): 2 (Full-time: 2; Part-time: 0)
Office Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries:
Printing Expenses: Information not available
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:
Amount received from subscriptions:

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 195
Number of free subscribers: 75
Price per issue: \$3.50
Price per subscription: \$40 annually
Is the subscription and/or single issue price set by statute? No
If not, how are they determined? Set by the Secretary of State
Length of subscription: One year
How do you promote sales? Inquiries of our office
How do you distribute/mail? Bulk Rate Mail
Subscribers are billed and required to pay in advance.

VOLUME:

Average pages per issue (1987): 60
Pages per year (1987): 1,100

COMPUTER COMPOSITION:

Computer Use: Yes; text typeset with in-house equipment.
Searchable data base: No
Microfiche: No
Microfilm: No
What do you use, if not a computer?

1988 SURVEY OF CODES AND REGISTERS

ARKANSAS

CONTENT:

Proposed Rules:	No
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	No
Executive Orders:	No
Proclamations:	No
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	No
Attorney General Opinions:	Full text
Other:	Gubernatorial Appointments
Open Meetings:	No
Public Hearings:	No
Index:	Yes

LAW:

Correction of Nonsubstantive Errors:	No
Correction of Substantive Errors:	No
Official Text:	No
Judicial Notice:	No
Annotations:	No
Edit:	No
Legislative Oversight:	No
Economic Impact Statement:	No
Emergency Rules:	No
In effect how long?	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	No
Instruction in regulation drafting:	No
Seminars:	No
Consultations:	No
Manual:	No
Pre-publication review:	No
Liaison Representative Required:	No

When did you begin publishing the Register? 1969

The *Arkansas Register* is not distributed free of charge to depository libraries.

The *Arkansas Register* is printed by an outside printer.

Copy for publication is generated in-house by the agencies.

COPIES OF THE ARKANSAS REGISTER MAY BE OBTAINED FROM:

Office of Secretary of State

1988 SURVEY OF CODES AND REGISTERS
ARKANSAS

STATE: ARKANSAS

ADMINISTRATIVE CODE: None

OFFICE AND STAFF:

Director:

Address:

Telephone:

Person to contact about information on this survey:

Governing Agency:

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
	_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:

Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code:

Number of sets printed in last complete publication:

Year entire Code last published:

Supplementation frequency:

Form of supplementation:

CIRCULATION:

Number of paid subscribers:

Number of free subscribers:

Price per set:

Number of volumes per set:

If sold by less than entire set, please answer the following:

How sold?

Price?

Is supplement automatically sent to subscribers of entire Code?

If not, is there a separate subscription for supplementation?

Is supplementation covered by original price of entire Code?

If not, please indicate the price for supplementation

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

FORMAT:

1988 SURVEY OF CODES AND REGISTERS

ARKANSAS

VOLUME:

Pages per full set:
Average pages per volume:
Pages per supplement (average):

LAW:

Official Text:
Judicial Notice:
Annotations:
Edit:
Emergency rules included:
Other (specify):

COMPUTER COMPOSITION:

Computer Use:
Searchable data base:
Microfiche: Price, if any
Microfilm: Price, if any
What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices?
If so, please specify type(s)
Are indices prepared in-house by staff members or by the publisher?

ARRANGEMENT:

Is your Code arranged by subject matter, by agency, or by some other means?

MISCELLANEOUS:

When did you first publish your Code?
Is the Code distributed to depository libraries in your state free of charge?
If so, are they state document depositories or federal document depositories?
If your Code contains anything other than rules, please specify the contents
Is your Code published in-house or by an outside publisher?
If done in-house, do you print it in-house or by an outside printer?
Other information about your Code not explained above

Where can copies of your Code be obtained:

1988 SURVEY OF CODES AND REGISTERS
CALIFORNIA

STATE: CALIFORNIA

ADMINISTRATIVE REGISTER: *California Regulatory Notice Register*

OFFICE AND STAFF:

Director: Linda Stockdale Brewer
Address: Office of Administrative Law
555 Capitol Mall, Suite 1290
Sacramento, California 95814
Telephone: (916) 323-6225
Person to contact about information on this survey: Andrew O. Hesse
Governing Agency: Office of Administrative Law
This office is under the Governor.
Total number of employees (FTE): 49 (Full-time: 48; Part-time: 2)
Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$1,863,264
Printing Expenses: \$98,000
Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ <u>x</u> over \$40,000

Subsidy received: \$45,000
Amount received from subscriptions: \$53,000

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 1044
Number of free subscribers: 125
Price per issue: N/A
Price per subscription: \$50 per year
Is the subscription and/or single issue price set by statute? Yes
Length of subscription: One year
How do you promote sales? Brochure
How do you distribute/mail? mail order
Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 57
Pages per year (1987): 2,964

COMPUTER COMPOSITION:

Computer Use: No
Searchable data base: No
Microfiche: No
Microfilm: No
Copies are reproduced from originals submitted by agencies.

1988 SURVEY OF CODES AND REGISTERS

CALIFORNIA

CONTENT:

Proposed Rules:	Notice Only
Adopted Rules:	Notice only
Emergency Rules:	Notice only
Court Ordered Rules:	No
Executive Orders:	No
Proclamations:	No
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	No
Attorney General Opinions:	No
Other: OAL Opinions; Requests for Review	
by Legislature; Appeals to the Governor	
on OAL Disapproval Decisions	Full text
Other: Regulatory Determinations	Notice Only
Open Meetings:	Yes
Public Hearings:	Yes
Index:	No

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	No
Official Text:	Yes
Judicial Notice:	No
Annotations:	No
Edit:	No
Legislative Oversight:	No
Economic Impact Statement:	Yes
Emergency Rules:	Yes
In effect how long?	120 days

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	No
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	No
Pre-publication review:	No
Liaison Representative Required:	No
When did you begin publishing the Register? 1974	
The California Regulatory Notice Register is distributed free of charge to state depository libraries.	
The California Regulatory Notice Register is printed in-house.	
Copy for publication in generated by the agencies.	

COPIES OF THE CALIFORNIA REGULATORY NOTICE REGISTER MAY BE OBTAINED FROM:

Office of Administrative Law
P.O. Box 1015
North Highlands, California 95660

The *California Regulatory Notice Register* is cited: Cal. Regulatory Notice Reg 88 No. _____, Pg. _____

1988 SURVEY OF CODES AND REGISTERS
CALIFORNIA

STATE: CALIFORNIA

ADMINISTRATIVE CODE: *California Code of Regulations*

OFFICE AND STAFF:

Director: Linda Stockdale Brewer
Address: Office of Administrative Law
555 Capitol Mall, Suite 1290
Sacramento, California 95814
Telephone: (916) 323-6225
Person to contact about information on this survey: Andrew O. Hesse
Governing Agency: Office of Administrative Law
This office is under the Governor.
Total number of employees (FTE): 49 (Full-time: 48; Part-time: 2)
Office Hours: 8:00 a.m. to 5:00 p.m. Monday thru Friday

BUDGET:

Salaries: \$1,863,264
Printing Expenses: \$1,670,000
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____x	over \$40,000

Subsidy received: ---
Amount received from subscriptions: \$1,670,000

PUBLICATION:

Frequency of printing entire Code: n/a
Number of sets printed in last complete publication: n/a
Year entire Code last published: n/a
Supplementation frequency: Weekly
Form of supplementation: Loose-leaf supplements mailed to subscribers

CIRCULATION:

Number of paid subscribers: 39,461
Number of free subscribers: 323
Price per set: \$1,710 (assembled in binders, plus tax)
Number of volumes per set: 60
If sold by less than entire set, please answer the following:
How sold? By Title and portions of a Title
Price? Varies by unit
Is supplement automatically sent to subscribers of entire Code? No
If not, is there a separate subscription for supplementation? Yes
Is supplementation covered by original price of entire Code? No
If not, please indicate the price for supplementation: \$1,485
How do you promote sales? brochure (price list)
How do you distribute/mail? Mail order, over the counter
Subscribers are required to pay in advance.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS
CALIFORNIA

VOLUME:

Pages per full set: 40,000
Average pages per volume: 1,500
Pages per supplement (average): 200

LAW:

Official Text:	Yes
Judicial Notice:	Yes
Annotations	No
Edit:	No
Emergency rules included:	Yes

COMPUTER COMPOSITION:

Computer Use:	Yes
Searchable data base:	No
Microfiche:	Yes; available from Uniersity Microfilms (800-521-0600) and Aircraft Technical Publishers (800-262-4172)
Microfilm:	No
What type/brand of computer equipment do you use?	IBM
What type/brand of software do you use?	

INDEXING:

Does your Code contain one or more indices? Yes; also available from UMI - see above
If so, please specify type(s): subject indices
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *California Code of Regulations* is arranged by subject.

MISCELLANEOUS:

When did you first publish your Code? 1945
The *California Code of Regulations* is distributed free of charge to state depository
libraries.
The *California Code of Regulations* is published in-house by the State Printing Office.
The *California Code of Regulations* also contains approval/disapproval decisions of OAL.

COPIES OF THE CALIFORNIA ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

Publications Section
P.O. Box 1015
North Highlands, CA 95660

The *California Code of Regulations* is cited: Cal. Code Regs. Title _____ Section _____

1988 SURVEY OF CODES AND REGISTERS

COLORADO

STATE: COLORADO

ADMINISTRATIVE REGISTER: *Colorado Register*

*Colorado did not respond to the 1988 Survey.

OFFICE AND STAFF:

Director: Johanna Billmyer (Secretary of State's rules liaison)

Address: 1560 Broadway, Suite 200

Denver, CO 80202

Telephone: (303) 866-2461

Person to contact about information on this survey: Johanna Billmyer

Governing Agency: Secretary of State

This office is under the Secretary of State.

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received: none

Amount received from subscriptions:

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers:

Number of free subscribers:

Price per issue:

Price per subscription:

Is the subscription and/or single issue price set by statute?

If not, how are they determined?

Length of subscription:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

VOLUME:

Average pages per issue (1987):

Pages per year (1987):

COMPUTER COMPOSITION:

Computer Use:

Searchable data base:

Microfiche:

Microfilm:

What do you use, if not a computer?

1988 SURVEY OF CODES AND REGISTERS

COLORADO

CONTENT:

Proposed Rules:	Yes: full text optional; notice required
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	Full Text
Executive Orders:	N/A
Proclamations:	N/A
State Contracts:	N/A
Executive Items:	N/A
Judicial Items:	N/A
Legislative Items:	N/A (except rules changes)
Attorney General Opinions:	Yes, for rules opinions only
Open Meetings:	No
Public Hearings:	No (except on rules)
Index :	Yes

LAW:

Correction of Nonsubstantive Errors:	No
Correction of Substantive Errors:	No
Official Text:	Yes
Judicial Notice:	No
Annotations:	Yes
Edit:	No
Legislative Oversight:	Yes
Economic Impact Statement:	Not as to Register directly
Emergency Rules:	Yes
In effect how long?	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	No
Instruction in regulation drafting:	No
Seminars:	No
Consultations:	No
Manual:	No
Pre-publication review:	No
Liaison Representative required:	No

When did you begin publishing the Register? October 1978

Is the Register distributed to depository libraries in your state free of charge?

If yes, are these state document depositories or federal document depositories?

The *Colorado Register* is printed by an outside publisher/printer.

Copy for publication is generated by the agencies.

Other information about your Register not explained above: The Register is, in part, the Code -- it is incorporated into the Code.

Colorado's rules are published by a private business, the Public Record Corporation, as a profit-making venture. The Corporation has a contract with the Office of the Secretary of State, but is not otherwise an agency or affiliate of State Government.

COPIES OF THE *COLORADO REGISTER* MAY BE OBTAINED FROM:

The Public Record Corporation
1666 Lafayette St., P.O. Box 18186
Denver, CO 80218
(303) 832-8262

1988 SURVEY OF CODES AND REGISTERS

COLORADO

STATE: COLORADO

ADMINISTRATIVE CODE: *Colorado Code of Regulations*

*Colorado did not respond to the 1988 Survey.

OFFICE AND STAFF:

Director:

Address: Johanna Billmyer (Secretary of State's rules liaison)
1560 Broadway, Suite 200
Denver, CO 80202

Telephone: (303) 866-2461

Person to contact about information on this survey: Johanna Billmyer

Governing Agency: Secretary of State (Secretary of State holds publication contract)

This office is under the Secretary of State.

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
	_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:

Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code: Code is changed monthly by Register

Number of sets printed in last complete publication:

Year entire Code last published: First publication was also the last -- January 1978

Supplementation frequency: Monthly

Form of supplementation: Register

CIRCULATION:

Number of paid subscribers:

Number of free subscribers:

Price per set:

Number of volumes per set:

If sold by less than entire set, please answer the following:

How sold?

Price?

Is supplement automatically sent to subscribers of entire Code?

If not, is there a separate subscription for supplementation?

Is supplementation covered by original price of entire Code?

If not, please indicate the price for supplementation

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS
COLORADO

VOLUME:

Pages per full set:
Average pages per volume:
Pages per supplement (average):

LAW:

Official Text:	Yes
Judicial Notice:	No
Annotations:	Yes
Edit:	No
Emergency rules included:	Yes

COMPUTER COMPOSITION:

Computer Use:
Searchable data base:
Microfiche:
Microfilm:
What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Agency, subject
Indices are prepared by the publisher.

ARRANGEMENT:

The *Colorado Code of Regulations* is arranged by subject matter and by agency.

MISCELLANEOUS:

When did you first publish your Code? January 1978
The *Colorado Code of Regulations* is not distributed free of charge to depository libraries.
The *Colorado Code of Regulations* also contains rules opinions of the Attorney General and editor's notes (on editor's pages in front of appropriate rule).
The *Colorado Code of Regulations* is published by an outside publisher.
Other information about your Code not explained above: The Code is an evolving publication which incorporates some parts of each monthly Register, and monthly loses some pages or rules to repeals and amendments, but which is some ways is the same as when first put out.

COPIES OF THE COLORADO CODE OF REGULATIONS MAY BE OBTAINED FROM:

The Public Record Corporation
1666 Lafayette Street, P.O. Box 18186
Denver, Colorado 80218
(303) 832-8262

1988 SURVEY OF CODES AND REGISTERS

CONNECTICUT

STATE: CONNECTICUT

ADMINISTRATIVE REGISTER: *Connecticut Law Journal* (CLJ)

*Connecticut did not respond to the 1988 Survey.

OFFICE AND STAFF:

Director: Maureen D. Prior (Acting Director)

Address: Commission on Official Legal Publications
111 Phoenix Avenue
Enfield, Connecticut 06082

Telephone: (203) 741-3027

Person to contact about information on this survey: Cynthia Y. Crabtree

Governing Agency: Commission on Official Legal Publications

This office is under the Judicial Department.

Total number of employees (FTE): (Full-time: 28; Part-time: 3)

Office Hours: 7:30 a.m. to 4:15 p.m., Monday thru Friday

BUDGET:

Salaries: Not available

Printing Expenses: Not available at this time

Director's Salary (Optional):	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
	_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received: Only have total budget

Amount received from subscriptions: \$212,276

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 2,485

Number of free subscribers: 1,534

Price per issue: \$2

Price per subscription: \$80 per year

Is the subscription and/or single issue price set by statute? No

If not, how are they determined? By Commission vote

Length of subscription: One year

How do you promote sales? We do not.

How do you distribute/mail? U.S. mail and in-house mailing system

Subscribers are billed.

VOLUME:

Average pages per issue (1987): 200

Pages per year (1987): 10,000 (approximate)

COMPUTER COMPOSITION:

Computer Use: No

Searchable data base: _____ No

Microfiche: No

Microfilm: No

What do you use, if not a computer? Compugraphic typesetting, floppy disk storage

1988 SURVEY OF CODES AND REGISTERS

CONNECTICUT

CONTENT:

Proposed Rules:	Full text or only notice; depends on quantity of setting and time allowed
Adopted Rules:	Full text, most of the time
Emergency Rules:	No
Court Ordered Rules:	No
Executive Orders:	No
Proclamations:	No
State Contracts:	No
Executive Items:	No
Judicial Items:	Full text
Legislative Items:	No
Attorney General Opinions:	Full text: only those with public interest, not all
Other:	All Supreme Court opinions; all Appellate Court opinions; CT Practice book
Open Meetings:	No
Public Hearings:	Yes
Index:	No

LAW:

Correction of Nonsubstantive Errors:	Yes, typographical errors
Correction of Substantive Errors:	Yes, by request of agency
Official Text:	Yes
Judicial Notice:	No
Annotations:	No
Edit:	No
Legislative Oversight:	No
Economic Impact Statement:	Yes
Emergency Rules:	No
In effect how long? Does not apply	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	No
Instruction in regulation drafting:	No
Seminars:	No
Consultations:	No
Manual:	No
Pre-publication review:	No
Liaison Representative Required:	No

When did you begin publishing the Register? 1935

The *Connecticut Law Journal* is distributed free of charge to state depository libraries.

The *Connecticut Law Journal* is printed in-house.

Copy for publication is generated by the Commission on Official Legal Publications.

Other information about your Register not explained above: The Connecticut Law Journal publishes weekly notices of intent to amend or adopt regulations for the various state agencies and new or amended regulations within a month of their having been filed with the Secretary of State.

COPIES OF THE *CONNECTICUT LAW JOURNAL* MAY BE OBTAINED FROM:

Commission on Official Legal Publications
 11 Phoenix Avenue
 Enfield, Connecticut 06082

1988 SURVEY OF CODES AND REGISTERS
CONNECTICUT

STATE: CONNECTICUT

ADMINISTRATIVE CODE: *Regulations of Connecticut State Agencies*

*Connecticut did not respond to the 1988 Survey.

OFFICE AND STAFF:

Director: Maureen D. Prior (Acting Director)

Address: Commission on Official Legal Publications
111 Phoenix Avenue
Enfield, Connecticut 06082

Telephone: (203) 741-3027

Person to contact about information on this survey: Cynthia Y. Crabtree

Governing Agency: Commission on Official Legal Publications

This office is under the Judicial Department.

Total number of employees (FTE): (Full-time: 28; Part-time: 3)

Office Hours: 7:30 a.m. to 4:15 p.m., Monday thru Friday

BUDGET:

Salaries: Not available

Printing Expenses: Cost analysis to be performed at later date

Director's Salary (Optional):	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
	_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received: Only have total budget

Amount received from subscriptions: \$14,752.20

PUBLICATION:

Frequency of printing entire Code: N/A

Number of sets printed in last complete publication: 1,000

Year entire Code last published: 1975

Supplementation frequency: Every six months

Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: 581

Number of free subscribers: 291

Price per set: \$225

Number of volumes per set: 9 loose-leaf binders

If sold by less than entire set, please answer the following:

How sold? By individual title

Price? Price varies as to total content of each title

Is supplementation automatically sent to subscribers of entire Code? Yes, if they subscribe

Is supplementation covered by original price of entire Code? No

If not, please indicate the price for supplementation: \$24 per year

How do you promote sales? We do not

How do you distribute/mail? U.S. mail and in-house mail system

Subscribers are billed.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

CONNECTICUT

VOLUME:

Pages per full set: 7,320

Average pages per volume: 406

Pages per supplement (average): 550

LAW:

Official Text: Yes

Judicial Notice: No

Annotations: No

Edit: Yes, only for style to conform

Emergency rules included: No

COMPUTER COMPOSITION:

Computer Use: No

Searchable data base: No

Microfiche: No

Microfilm: No

What type/brand of computer equipment do you use?

What type/brand of software do you use?

What do you use, if not computers? Compugraphic typesetting, storage on floppy disks

INDEXING:

Does your Code contain one or more indices? Yes

If so, please specify type(s): Index in front of each section

Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Regulations of Connecticut State Agencies* is arranged by subject matter. (Titles are codified to the statutes by section numbers.)

MISCELLANEOUS:

When did you first publish your Code? 1961

The *Regulations of Connecticut State Agencies* is distributed free of charge to state depository libraries.

The *Regulations of Connecticut State Agencies* contains nothing other than rules.

The *Regulations of Connecticut State Agencies* is published and printed in-house.

COPIES OF THE REGULATIONS OF CONNECTICUT STATE AGENCIES MAY BE OBTAINED FROM:

Commission on Official Legal Publications

111 Phoenix Avenue

Enfield, Connecticut 06082

1988 SURVEY OF CODES AND REGISTERS
DISTRICT OF COLUMBIA

JURISDICTION: DISTRICT OF COLUMBIA

ADMINISTRATIVE REGISTER: *District of Columbia Register*

OFFICE AND STAFF:

Director: Alan S. Winter

Address: District Building, Room 406
1350 Pennsylvania Ave., N.W.
Washington, D.C. 20004

Telephone: (202) 727-5090

Person to contact about information on this survey: Alan S. Winter

Governing Agency: Office of Documents and Administrative Issuances

This office is under the Mayor.

Total number of employees (FTE): 2 (Full-time: 2; Part-time: 0) (Total agency staff: 10 persons)

Office Hours: 8:30 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$79,000

Printing Expenses: \$220,000

Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	<u> x </u> over \$40,000

Subsidy received: \$220,000

Amount received from subscriptions: \$79,000

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 655

Number of free subscribers: 350

Price per issue: n/a

Price per subscription: \$50

Is the subscription and/or single issue price set by statute? No

If not, how are they determined?

Length of subscription: One year

How do you promote sales? Public Information Workshops

How do you distribute/mail? Mail to subscribers

Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 160

Pages per year (1987): 8,342

COMPUTER COMPOSITION:

Computer Use: No

Searchable data base: No

Microfiche: No

Microfilm: No

What do you use, if not a computer? Agencies prepare material using a variety of equipment

1988 SURVEY OF CODES AND REGISTERS
DISTRICT OF COLUMBIA

CONTENT:

Proposed Rules:	Full text
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	No
Executive Orders:	Full text
Proclamations:	No
District Contracts:	No
Executive Items:	Notice only
Judicial Items:	Notice only, occasional
Legislative Items:	No
Attorney General Opinions:	Ethics Opinions only
Other:	No
Open Meetings:	Yes
Public Hearings:	Yes
Index:	Yes

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	No
Official Text:	Yes
Judicial Notice:	Yes
Annotations:	No
Edit:	Yes
Legislative Oversight:	Yes
Economic Impact Statement:	No
Emergency Rules:	Yes
In effect how long?	120 days

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	Yes
Pre-publication review:	Yes
Liaison Representative Required:	Yes

When did you begin publishing the Register? 1954

The *D.C. Register* is distributed free of charge to D.C. depository libraries.

The *D.C. Register* is printed in-house by the D.C. printer.

Copy for publication is prepared by the agencies.

Other information about your Register not explained above:

COPIES OF THE D.C. REGISTER MAY BE OBTAINED FROM:

Office of Documents and Administrative Issuances
District Building, Room 406
1350 Pennsylvania Ave., N.W.
Washington, D.C. 20004

The *D.C. Register* is cited: Vol., Abbreviation, Page No. (e.g., 35 DCR 5568)

1988 SURVEY OF CODES AND REGISTERS
DISTRICT OF COLUMBIA

JURISDICTION: DISTRICT OF COLUMBIA

ADMINISTRATIVE CODE: *D.C. Municipal Regulations*

OFFICE AND STAFF:

Director: Alan S. Winter
Address: District Building, Room 406
1350 Pennsylvania Ave., N.W.
Washington, D.C. 20004
Telephone: (202) 727-5090
Person to contact about information on this survey: Alan Winter
Governing Agency: Office of Documents and Administrative Issuances
This office is under the Mayor.
Total number of employees (FTE): 2 (Full-time: 2; Part-time: 0) (Total agency staff: 10 persons)
Office Hours: 8:30 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$100,000
Printing Expenses: \$60,000
Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ x over \$40,000

Subsidy received: \$120,000
Amount received from subscriptions: \$40,000

PUBLICATION:

Frequency of printing entire Code: Law requires annual updates
Number of sets printed in last complete publication: Publication of annual updates are staggered.
Year entire Code last published: 1984
Supplementation frequency: Annually
Form of supplementation: Rules amending Code are published in the *D.C. Register*

CIRCULATION:

Number of paid subscribers: N/A
Number of free subscribers: N/A
Price per set: \$800
Number of volumes per set: 30
If sold by less than entire set, please answer the following:
How sold? By Volume
Price? Price varies by volume
Is supplement automatically sent to subscribers of entire Code? N/A
If not, is there a separate subscription for supplementation? N/A
Is supplementation covered by original price of entire Code? N/A
If not, please indicate the price for supplementation: N/A
How do you promote sales?
How do you distribute/mail? Mail or over the counter sales
Subscribers are required to pay in advance.

FORMAT: Paperbound

1988 SURVEY OF CODES AND REGISTERS
DISTRICT OF COLUMBIA

VOLUME:

Pages per full set: 7,000
Average pages per volume: 225
Pages per supplement (average): N/A

LAW:

Official Text: Yes
Judicial Notice: Yes
Annotations: Yes; source annotations only
Edit: Yes
Emergency rules included: No

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: Yes; not accessible to the public
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use? Compaq 286
What type/brand of software do you use? Xenix/Tyxset
What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): More recent volumes contain subject indices
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *D.C. Municipal Regulations* is arranged by subject.

MISCELLANEOUS:

When did you first publish your Code? 1981
The *D.C. Municipal Regulations* is distributed free of charge to D.C. depository libraries.
The *D.C. Municipal Regulations* also contains regulations enacted by pre-home rule city council and board of commissioners.
The *D.C. Municipal Regulations* is printed by in-house.
Other information about the Code not explained above: A comprehensive subject matter index is being prepared.

COPIES OF THE D.C. MUNICIPAL REGULATIONS MAY BE OBTAINED FROM:

Office of Documents and Administrative Issuances
District Building, Room 406
1350 Pennsylvania Ave., N.W.
Washington, D.C. 20004

The *D.C. Municipal Regulations* is cited: Vol., Title No., Abbreviation "DCMR", Section Number (e.g. 18 DCMR §2304.6).

1988 SURVEY OF CODES AND REGISTERS

DELAWARE

STATE: DELAWARE

*Delaware did not respond to the 1988 Survey.

ADMINISTRATIVE REGISTER: None

OFFICE AND STAFF:

Director:

Address:

Telephone:

Person to contact about information on this survey:

Governing Agency:

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
	_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:

Amount received from subscriptions:

FREQUENCY OF ISSUE:

CIRCULATION (as of January 1, 1988):

Number of paid subscribers:

Number of free subscribers:

Price per issue:

Price per subscription:

Is the subscription and/or single issue price set by statute?

If not, how are they determined?

Length of subscription:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

VOLUME:

Average pages per issue (1987):

Pages per year (1987):

COMPUTER COMPOSITION:

Computer Use:

Searchable data base: _____

Microfiche:

Microfilm:

What do you use, if not a computer?

1988 SURVEY OF CODES AND REGISTERS

DELAWARE

CONTENT:

- Proposed Rules:
- Adopted Rules:
- Emergency Rules:
- Court Ordered Rules:
- Executive Orders:
- Proclamations:
- State Contracts:
- Executive Items:
- Judicial Items:
- Legislative Items:
- Attorney General Opinions:
- Open Meetings:
- Public Hearings:
- Index:

LAW:

- Correction of Nonsubstantive Errors:
- Correction of Substantive Errors:
- Official Text:
- Judicial Notice:
- Annotations:
- Edit:
- Legislative Oversight:
- Economic Impact Statement:
- Emergency Rules:
 - In effect how long?

MISCELLANEOUS:

- Editorial Standards Manual/Guidelines:
- Instruction in regulation drafting:
 - Seminars:
 - Consultations:
 - Manual:
 - Pre-publication review:
 - Liaison Representative Required:
- When did you begin publishing the Register?
- Is the Register distributed to depository libraries in your state free of charge?
 - If yes, are these state document depositories or federal document depositories?
- Is the Register printed in-house or by an outside publisher/printer?
- Is the copy for publication generated by your agency in-house, by the publisher, or by the agencies?
- Other information about your Register not explained above:

Where can copies of your Register be obtained:

1988 SURVEY OF CODES AND REGISTERS

DELAWARE

STATE: DELAWARE

*Delaware did not respond to the 1988 Survey.

ADMINISTRATIVE CODE: None

OFFICE AND STAFF:

Director:

Address:

Telephone:

Person to contact about information on this survey:

Governing Agency:

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:

Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code:

Number of sets printed in last complete publication:

Year entire Code last published:

Supplementation frequency:

Form of supplementation:

CIRCULATION:

Number of paid subscribers:

Number of free subscribers:

Price per set:

Number of volumes per set:

If sold by less than entire set, please answer the following:

How sold?

Price?

Is supplement automatically sent to subscribers of entire Code?

If not, is there a separate subscription for supplementation?

Is supplementation covered by original price of entire Code?

If not, please indicate the price for supplementation

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

FORMAT:

1988 SURVEY OF CODES AND REGISTERS

DELAWARE

VOLUME:

Pages per full set:

Average pages per volume:

Pages per supplement (average):

LAW:

Official Text:

Judicial Notice:

Annotations:

Edit:

Emergency rules included:

COMPUTER COMPOSITION:

Computer Use:

Searchable data base:

Microfiche:

Microfilm:

What type/brand of computer equipment do you use?

What type/brand of software do you use?

What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices?

If so, please specify type(s)

Are indices prepared in-house by staff members or by the publisher?

ARRANGEMENT:

Is your Code arranged by subject matter, by agency, or by some other means?

MISCELLANEOUS:

When did you first publish your Code?

Is the Code distributed to depository libraries in your state free of charge?

If so, are they state document depositories or federal document depositories?

If your Code contains anything other than rules, please specify the contents

Is your Code published in-house or by an outside publisher?

If done in-house, do you print it in-house or by an outside printer?

Other information about your Code not explained above:

Where can copies of your Code be obtained:

1988 SURVEY OF CODES AND REGISTERS
FLORIDA

STATE: FLORIDA

ADMINISTRATIVE REGISTER: *Florida Administrative Weekly*

OFFICE AND STAFF:

Director: Liz Cloud, Bureau Chief
Address: Room 1802, The Capitol
Tallahassee, Florida 32399-0250
Telephone: (904) 488-8427
Person to contact about information on this survey: Liz Cloud
Governing Agency: Department of State
This office is under the Secretary of State.
Total number of employees (FTE): 8 (Full-time: 7; Part-time: 1)
Office Hours: 8:00 a.m. - 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$144,383
Printing Expenses: \$69,854.16
Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received: \$100,000
Amount received from subscriptions: \$195,788.37 and line charges

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 2,272
Number of free subscribers: 202
Price per issue: varies weekly
Price per subscription: \$154.02
Is the subscription and/or single issue price set by statute? Yes and No
If not, how are they determined? Law says: 50% of operating cost collected from subscribers;
50% from line charges
Length of subscription: Annual - July 1 thru June 30
How do you promote sales? N/A
How do you distribute/mail? Mail
Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 96
Pages per year (1987): 5,008

COMPUTER COMPOSITION:

Computer Use: No
Searchable data base: No
Microfiche: No
Microfilm: No
What do you use, if not a computer? Word processing equipment (Micro-computers)

1988 SURVEY OF CODES AND REGISTERS

FLORIDA

CONTENT:

Proposed Rules:	Full text
Adopted Rules:	Notice only; list
Emergency Rules:	Full text
Court Ordered Rules:	No
Executive Orders:	No
Proclamations:	No
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	No
Attorney General Opinions:	Declaratory Statements
Open Meetings:	Yes
Public Hearings:	Yes
Index:	Yes, List of Affected Rules

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	No
Official Text:	Yes
Judicial Notice:	Yes
Annotations:	Yes
Edit:	No
Legislative Oversight:	Yes
Economic Impact Statement:	Yes
Emergency Rules:	Yes
In effect how long?	90 Days

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	No
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	Yes
Pre-publication review:	No
Liaison Representative Required:	No
When did you begin publishing the Register?	January 1975
The <i>Florida Administrative Weekly</i> is distributed free of charge to state depository libraries.	
The <i>Florida Administrative Weekly</i> is printed in-house.	
Copy for publication is generated by the Bureau in-house.	

COPIES OF THE *FLORIDA ADMINISTRATIVE WEEKLY* MAY BE OBTAINED FROM:

Department of State
Bureau of Administrative Code
Room 1802, The Capitol
Tallahassee, Florida 32399-0250

The *Florida Administrative Weekly* is cited: Florida Administrative Weekly

1988 SURVEY OF CODES AND REGISTERS
FLORIDA

STATE: FLORIDA

ADMINISTRATIVE CODE: *Florida Administrative Code Annotated*

OFFICE AND STAFF:

Director: Liz Cloud, Bureau Chief
Address: Room 1802, The Capitol
Tallahassee, Florida 32399-0250
Telephone: (904) 488-8427
Person to contact about information on this survey: Liz Cloud
Governing Agency: Department of State
This office is under the Secretary of State.
Total number of employees (FTE): (Full-time: ; Part-time:)
Office Hours:

BUDGET:

Salaries:
Printing Expenses:
Director's Salary (Optional):

	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
	_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:
Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code:
Number of sets printed in last complete publication:
Year entire Code last published:
Supplementation frequency:
Form of supplementation:

CIRCULATION:

Number of paid subscribers:
Number of free subscribers:
Price per set:
Number of volumes per set:
If sold by less than entire set, please answer the following:
How sold?
Price?
Is supplement automatically sent to subscribers of entire Code?
If not, is there a separate subscription for supplementation?
Is supplementation covered by original price of entire Code?
If not, please indicate the price for supplementation
How do you promote sales?
How do you distribute/mail?
Are subscribers billed or are they required to pay in advance?

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

FLORIDA

VOLUME:

Pages per full set:
Average pages per volume:
Pages per supplement (average):

LAW:

Official Text: Yes
Judicial Notice: Yes
Annotations: Yes
Edit: Yes
Emergency rules included: No

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: Yes; somewhat accessible to public
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s):
Indices are prepared by the publisher.

ARRANGEMENT:

The *Florida Administrative Code Annotated* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? 1962
The *Florida Administrative Code Annotated* is not distributed to depository libraries free of charge.
The *Florida Administrative Code Annotated* contains nothing other than rules.
The *Florida Administrative Code Annotated* is printed by an outside publisher.

COPIES OF THE *FLORIDA ADMINISTRATIVE CODE ANNOTATED* MAY BE OBTAINED FROM:

The Harrison Company
3110 Crossing Park
Norcross, Georgia 30071
1-800-241-3561

The *Florida Administrative Code Annotated* is cited: Florida Administrative Code Annotated

1988 SURVEY OF CODES AND REGISTERS
GEORGIA

STATE: GEORGIA

ADMINISTRATIVE REGISTER:

OFFICE AND STAFF:

Director:

Address:

Telephone:

Person to contact about information on this survey:

Governing Agency:

This office is under the Secretary of State.

Total number of employees (FTE):

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:

Amount received from subscriptions:

FREQUENCY OF ISSUE:

CIRCULATION (as of January 1, 1988):

Number of paid subscribers:

Number of free subscribers:

Price per issue:

Price per subscription:

Is the subscription and/or single issue price set by statute?

If not, how are they determined?

Length of subscription:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?.

VOLUME:

Average pages per issue (1987):

Pages per year (1987):

COMPUTER COMPOSITION:

Computer Use:

Searchable data base:

Microfiche:

Microfilm:

What do you use, if not a computer?

1988 SURVEY OF CODES AND REGISTERS

GEORGIA

CONTENT:

- Proposed Rules:
- Adopted Rules:
- Emergency Rules:
- Court Ordered Rules:
- Executive Orders:
- Proclamations:
- State Contracts:
- Executive Items:
- Judicial Items:
- Legislative Items:
- Attorney General Opinions:
- Open Meetings:
- Public Hearings:
- Index:

LAW:

- Correction of Nonsubstantive Errors:
- Correction of Substantive Errors:
- Official Text:
- Judicial Notice:
- Annotations:
- Edit:
- Legislative Oversight:
- Economic Impact Statement:
- Emergency Rules:
 - In effect how long?

MISCELLANEOUS:

- Editorial Standards Manual/Guidelines:
- Instruction in regulation drafting:
 - Seminars:
 - Consultations:
 - Manual:
 - Pre-publication review:
 - Liaison Representative Required:
- When did you begin publishing the Register?
- Is the Register distributed free of charge to depository libraries in your state?
- Is the Register printed in-house or by an outside publisher/printer?
- Copy for publication is generated:

Where can copies of your Register be obtained:

1988 SURVEY OF CODES AND REGISTERS
GEORGIA

STATE: GEORGIA

ADMINISTRATIVE CODE: *Official Compilation Rules and Regulations of the State of Georgia*

OFFICE AND STAFF:

Director: George M. Scott
Address: Suite 816, West Tower
2 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334
Telephone: (404) 656-6710
Person to contact about information on this survey: George M. Scott
Governing Agency: Secretary of State, Administrative Procedure Division
This office is under the Secretary of State.
Total number of employees (FTE): 4 (Full-time: 4; Part-time: 0)
Office Hours: 8:00 a.m. to 5:00 p.m.

BUDGET:

Salaries:	\$82,000		
Printing Expenses:	\$93,000		
Director's Salary (Optional):		_____ Under \$10,000	_____ \$10,000 - \$15,000
		_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
		_____ \$25,000 - \$30,000	_____ x \$30,000 - \$35,000
		_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:
Amount received from subscriptions: \$12,212

PUBLICATION:

Frequency of printing entire Code: Loose-leaf, updated monthly
Number of sets printed in last complete publication: N/A
Year entire Code last published: 1965
Supplementation frequency: Monthly
Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: 245
Number of free subscribers: 479
Price per set: \$300
Number of volumes per set: 12
If sold by less than entire set, please answer the following:
How sold? Per volume
Price? \$65 per volume
Is supplement automatically sent to subscribers of entire Code? Yes
If not, is there a separate subscription for supplementation? No
Is supplementation covered by original price of entire Code? Yes
If not, please indicate the price for supplementation:
How do you promote sales?
How do you distribute/mail? USPS, UPS
Subscribers are billed.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

GEORGIA

VOLUME:

Pages per full set: 2,500
Average pages per volume: 200
Pages per supplement (average): 75

LAW:

Official Text: No
Judicial Notice: No
Annotations: No
Edit: No
Emergency rules included: No

COMPUTER COMPOSITION:

Computer Use: No
Searchable data base: No
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices? No
If so, please specify type(s):
Indices are prepared by the publisher.

ARRANGEMENT:

The Official Compilation Rules and Regulations of the State of Georgia is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? 1965
The Official Compilation Rules and Regulations of the State of Georgia is distributed to state depository libraries free of charge.
The Official Compilation Rules and Regulations of the State of Georgia contains nothing other than rules.
The Official Compilation Rules and Regulations of the State of Georgia is prepared in-house and printed by an outside printer.
Other information about your Code not explained above

COPIES OF THE OFFICIAL COMPILATION RULES AND REGULATIONS OF THE STATE OF GEORGIA MAY BE OBTAINED FROM:

Administrative Procedure Act Division
Suite 816, West Tower
2 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

The Official Compilation Rules and Regulations of the State of Georgia is cited: by an Agency Control Number (ACN) - Chapter Number (CN) - Rule Number (RN) or ACN - Division with a Department Number - CN - RN.

1988 SURVEY OF CODES AND REGISTERS

GUAM

JURISDICTION: TERRITORY OF GUAM

*Guam did not respond to the 1988 Survey.

ADMINISTRATIVE REGISTER: None

OFFICE AND STAFF:

Director:

Address:

Telephone:

Person to contact about information on this survey:

Governing Agency:

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:

Amount received from subscriptions:

FREQUENCY OF ISSUE:

CIRCULATION (as of January 1, 1988):

Number of paid subscribers:

Number of free subscribers:

Price per issue:

Price per subscription:

Is the subscription and/or single issue price set by statute?

If not, how are they determined?

Length of subscription:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

VOLUME:

Average pages per issue (1987):

Pages per year (1987):

COMPUTER COMPOSITION:

Computer Use:

Searchable data base:

Microfiche:

Microfilm:

What do you use, if not a computer?

1988 SURVEY OF CODES AND REGISTERS

GUAM

CONTENT:

- Proposed Rules:
- Adopted Rules:
- Emergency Rules:
- Court Ordered Rules:
- Executive Orders:
- Proclamations:
- State Contracts:
- Executive Items:
- Judicial Items:
- Legislative Items:
- Attorney General Opinions:
- Open Meetings:
- Public Hearings:
- Index:

LAW:

- Correction of Nonsubstantive Errors:
- Correction of Substantive Errors:
- Official Text:
- Judicial Notice:
- Annotations:
- Edit:
- Legislative Oversight:
- Economic Impact Statement:
- Emergency Rules:
 - In effect how long?

MISCELLANEOUS:

- Editorial Standards Manual/Guidelines:
- Instruction in regulation drafting:
 - Seminars:
 - Consultations:
 - Manual:
 - Pre-publication review:
 - Liaison Representative Required:
- When did you begin publishing the Register?
- Is the Register distributed to depository libraries in your state free of charge?
 - If yes, are these state document depositories or federal document depositories?
- Is the Register printed in-house or by an outside publisher/printer?
- Is the copy for publication generated by your agency in-house, by the publisher, or by the agencies?
- Other information about your Register not explained above:

Where can copies of your Register be obtained:

1988 SURVEY OF CODES AND REGISTERS

GUAM

JURISDICTION: TERRITORY OF GUAM

*Guam did not respond to the 1988 Survey.

ADMINISTRATIVE CODE: *Guam Administrative Rules and Regulations*

OFFICE AND STAFF:

Director: Charles H. Troutman, Compiler

Address: 7th Floor, PDN Building

238 O'Hara Street

Agana, Guam 96910

Telephone: (671) 472-6841

Person to contact about information on this survey: Charles Troutman

Governing Agency: Attorney General

This office is under the Attorney General.

Total number of employees (FTE): 7.5 (Full-time: 7.5; Part-time: 0)

Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday (except noon hour)

BUDGET: (Cannot calculate just for Administrative Code as we also print laws, court reports, AG opinions)

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:

Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code: Annual updates (all code is loose-leaf)

Number of sets printed in last complete publication: 500

Year entire Code last published: 1984

Supplementation frequency: Annual

Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: 200 approx.

Number of free subscribers: 85

Price per set: \$150

Number of volumes per set: 3

If sold by less than entire set, please answer the following:

How sold?

Price?

Is supplement automatically sent to subscribers of entire Code? If requested

Is supplementation covered by original price of entire Code? No

If not, please indicate the price for supplementation: \$50

How do you promote sales? Notices to lawyers, businesses, newspaper

How do you distribute/mail? Mail or customer pickup

Subscribers are billed.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

GUAM

VOLUME:

Pages per full set: Approx. 1,800
Average pages per volume: 600
Pages per supplement (average): 100-200 pages

LAW:

Official Text: Yes, Governing law 1GCA ch. 16, 5GCA ch. 6
Judicial Notice: Yes
Annotations: Yes
Edit: Yes
Emergency rules included: Yes

COMPUTER COMPOSITION:

Computer Use: Yes, IBM 5520 to 6670 Laser printer
Searchable data base: No
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use? IBM 5520
What type/brand of software do you use? Bundled

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Subject
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Guam Administrative Rules and Regulations* is arranged by agency and by order of agency location in old government Code. Will change with new law codification.

MISCELLANEOUS:

When did you first publish your Code? 1975
The *Guam Administrative Rules and Regulations* is distributed free of charge to both territory and federal depository libraries.
The *Guam Administrative Rules and Regulations* contains nothing other than rules. However, the office also primarily publishes law codes, session laws of legislature, and court reports.
The *Guam Administrative Rules and Regulations* is prepared in-house and camera-ready copy sent to an outside printer.

COPIES OF THE GUAM ADMINISTRATIVE RULES AND REGULATIONS MAY BE OBTAINED FROM:

Office of Compiler of Laws
7th floor, PDN Building
238 O'Hara Street
Agana, Guam 96910

1988 SURVEY OF CODES AND REGISTERS
HAWAII

STATE: HAWAII

ADMINISTRATIVE REGISTER: *Hawaii Administrative Rules* (not codified)

OFFICE AND STAFF:

Director: Ms. Jaurene Judy
Address: Office of the Lieutenant Governor
P.O. Box 3226
Honolulu, Hawaii 96801
Telephone: (808) 548-2544
Person to contact about information on this survey: Carole Toguchi
Governing Agency: Office of the Lieutenant Governor
This office is under the Lieutenant Governor (Hawaii has no Secretary of State).
Total number of employees (FTE): .10 (Full-time: 1; Part-time:)
Office Hours: 7:45 a.m. - 4:30 p.m., Monday thru Friday

BUDGET:

Salaries:
Printing Expenses: none
Director's Salary (Optional):

_____ Under \$10,000	_____	\$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____	over \$40,000

Subsidy received: none
Amount received from subscriptions: none

FREQUENCY OF ISSUE: Periodic; as amendments, new and repealed rules are adopted and approved by Governor

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: none
Number of free subscribers: none
Price per issue: 25¢ per page
Price per subscription: n/a
Is the subscription and/or single issue price set by statute? n/a
If not, how are they determined?
Length of subscription: n/a
How do you promote sales? n/a
How do you distribute/mail? n/a

VOLUME:

Average pages per issue (1987): Looseleaf; each agency has a volume of original material plus a volume
Pages per year (1987): of amendments.

COMPUTER COMPOSITION:

Computer Use:	Yes, chronological list of filings (Summary)
Searchable data base:	No
Microfiche:	No
Microfilm:	No

1988 SURVEY OF CODES AND REGISTERS

HAWAII

CONTENT:

Proposed Rules:	No
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	No
Executive Orders:	No
Proclamations:	Full text
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	No
Attorney General Opinions:	Full text
Other:	No
Open Meetings:	No
Public Hearings:	Yes
Index:	Yes

LAW:

Correction of Nonsubstantive Errors:	No
Correction of Substantive Errors:	No
Official Text:	No
Judicial Notice:	No
Annotations:	No
Edit:	No
Legislative Oversight:	No
Economic Impact Statement:	No
Emergency Rules:	Yes
In effect how long?	120 days

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes; Hawaii Administrative Rules Drafting Manual, published by the Legislative Reference Bureau
Instruction in regulation drafting:	No
Seminars:	No
Consultations:	No
Manual:	Yes
Pre-publication review:	Yes
Liaison Representative Required:	No
When did you begin publishing the Register?	n/a
The <i>Hawaii Administrative Rules</i> is distributed free of charge to state depository libraries.	
The <i>Hawaii Administrative Rules</i> is printed in-house.	
Copy for publication is generated by the agencies.	
Other information about your Register not explained above:	

COPIES OF THE HAWAII ADMINISTRATIVE RULES MAY BE OBTAINED FROM:

Main State Library

The *Hawaii Administrative Rules* is cited: Hawaii Administrative Rules

1988 SURVEY OF CODES AND REGISTERS

HAWAII

STATE: HAWAII

ADMINISTRATIVE CODE: None

OFFICE AND STAFF:

Director:

Address:

Telephone:

Person to contact about information on this survey:

Governing Agency:

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:

Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code:

Number of sets printed in last complete publication:

Year entire Code last published:

Supplementation frequency:

Form of supplementation:

CIRCULATION:

Number of paid subscribers:

Number of free subscribers:

Price per set:

Number of volumes per set:

If sold by less than entire set, please answer the following:

How sold?

Price?

Is supplement automatically sent to subscribers of entire Code?

If not, is there a separate subscription for supplementation?

Is supplementation covered by original price of entire Code?

If not, please indicate the price for supplementation:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

FORMAT:

1988 SURVEY OF CODES AND REGISTERS

HAWAII

VOLUME:

Pages per full set:
Average pages per volume:
Pages per supplement (average):

LAW:

Official Text:
Judicial Notice:
Annotations:
Edit:
Emergency rules included:

COMPUTER COMPOSITION:

Computer Use:
Searchable data base:
Microfiche:
Microfilm:
What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices?
If so, please specify type(s)
Are indices prepared in-house by staff members or by the publisher?

ARRANGEMENT:

Is your Code arranged by subject matter, by agency, or by some other means?

MISCELLANEOUS:

When did you first publish your Code?
Is the Code distributed to depository libraries in your state free of charge?
If so, are they state document depositories or federal document depositories?
If your Code contains anything other than rules, please specify the contents
Is your Code published in-house or by an outside publisher?
If done in-house, do you print it in-house or by an outside printer?
Other information about your Code not explained above:

Where can copies of your Code be obtained:

1988 SURVEY OF CODES AND REGISTERS

IDAHO

STATE: IDAHO

ADMINISTRATIVE REGISTER: None

OFFICE AND STAFF:

Director: Laura M. Pershing

Address: Idaho State Law Library
Supreme Court Building
451 W. State Street
Boise, Idaho 83720

Telephone: (208) 334-3316

Person to contact about information on this survey: Laura M. Pershing

Governing Agency: Legislature

The Idaho State Law Library is under the Idaho Supreme Court

Total number of employees (FTE): .5 (Full-time: 0; Part-time: 1)

Office Hours: 9 a.m. to 5 p.m., Monday through Friday

BUDGET:

Salaries: in state law library appropriation

Printing Expenses:

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:

Amount received from subscriptions:

FREQUENCY OF ISSUE:

CIRCULATION (as of January 1, 1988):

Number of paid subscribers:

Number of free subscribers:

Price per issue:

Price per subscription:

Is the subscription and/or single issue price set by statute?

If not, how are they determined?

Length of subscription:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

VOLUME:

Average pages per issue (1987):

Pages per year (1987):

COMPUTER COMPOSITION:

Computer Use:

Searchable data base:

Microfiche:

Microfilm:

What do you use, if not a computer?

CONTENT:

- Proposed Rules:
- Adopted Rules:
- Emergency Rules:
- Court Ordered Rules:
- Executive Orders:
- Proclamations:
- State Contracts:
- Executive Items:
- Judicial Items:
- Legislative Items:
- Attorney General Opinions:
- Open Meetings:
- Public Hearings:
- Index:

LAW:

- Correction of Nonsubstantive Errors:
- Correction of Substantive Errors:
- Official Text:
- Judicial Notice:
- Annotations:
- Edit:
- Legislative Oversight:
- Economic Impact Statement:
- Emergency Rules:
 - In effect how long?

MISCELLANEOUS:

- Editorial Standards Manual/Guidelines:
- Instruction in regulation drafting:
 - Seminars:
 - Consultations:
 - Manual:
 - Pre-publication review:
 - Liaison Representative Required
- When did you begin publishing the Register?
- Is the Register distributed to depository libraries in your state free of charge?
 - If yes, are these state document depositories or federal document depositories?
- Is the Register printed in-house or by an outside publisher/printer?
- Is the copy for publication generated by your agency in-house, by the publisher, or by the agencies?
- Other information about your Register not explained above: Idaho does have an administrative procedure act and rules are promulgated and published. However, the act does not create a central publication. Each agency is responsible for the publication of its own rules, and for filing them in the Idaho State Law Library and in twenty-four public libraries around the state. The rules filed in the agency office and the rules filed in the Idaho State Law Library constitute the official register of rules. Publication means distribution by the agency to the various libraries.

Where can copies of your Register be obtained:

1988 SURVEY OF CODES AND REGISTERS

IDAHO

STATE: IDAHO

ADMINISTRATIVE CODE: None

OFFICE AND STAFF:

Director:

Address:

Telephone:

Person to contact about information on this survey:

Governing Agency:

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:

Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code:

Number of sets printed in last complete publication:

Year entire Code last published:

Supplementation frequency:

Form of supplementation:

CIRCULATION:

Number of paid subscribers:

Number of free subscribers:

Price per set:

Number of volumes per set:

If sold by less than entire set, please answer the following:

How sold?

Price?

Is supplement automatically sent to subscribers of entire Code?

If not, is there a separate subscription for supplementation?

Is supplementation covered by original price of entire Code?

If not, please indicate the price for supplementation:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

FORMAT:

1988 SURVEY OF CODES AND REGISTERS

IDAHO

VOLUME:

Pages per full set:
Average pages per volume:
Pages per supplement (average):

LAW:

Official Text:
Judicial Notice:
Annotations:
Edit:
Emergency rules included:

COMPUTER COMPOSITION:

Computer Use:
Searchable data base:
Microfiche:
Microfilm:
What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices?
If so, please specify type(s)
Are indices prepared in-house by staff members or by the publisher?

ARRANGEMENT:

Is your Code arranged by subject matter, by agency, or by some other means?

MISCELLANEOUS:

When did you first publish your Code?
Is the Code distributed to depository libraries in your state free of charge?
If so, are they state document depositories or federal document depositories?
If your Code contains anything other than rules, please specify the contents:
Is your Code published in-house or by an outside publisher?
If done in-house, do you print it in-house or by an outside printer?
Other information about your Code not explained above: Idaho does have an administrative procedure act and rules are promulgated and published. However, the act does not create a central publication. Each agency is responsible for the publication of its own rules, and for filing them in the Idaho State Law Library and in twenty-four public libraries around the state. The rules filed in the agency office and the rules filed in the Idaho State Law Library constitute the official register of rules. Publication means distribution by the agency to the various libraries.

Where can copies of your Code be obtained:

1988 SURVEY OF CODES AND REGISTERS

ILLINOIS

STATE: ILLINOIS

ADMINISTRATIVE REGISTER: *Illinois Register*

OFFICE AND STAFF:

Director: Mimi Griffiths

Address: Administrative Code Division

201 West Monroe Street

Springfield, Illinois 62756

Telephone: (217) 782-9786

Person to contact about information on this survey: Mimi Griffiths

Governing Agency: Illinois State Library

This office is under the Secretary of State.

Total number of employees (FTE): 8 (Full-time: 8; Part-time: 0)

Office Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday (Central Time Zone)

BUDGET:

Salaries: Approximately \$150,000

Printing Expenses: Approximately \$280,000

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	<u> x </u>	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received: actual figure not available; subscriptions vary from week to week

Amount received from subscriptions: \$121,197 (includes single issue sales, microfiche, indices)

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 572

Number of free subscribers: 177 approx.

Price per issue: \$10

Price per subscription: \$200

Is the subscription and/or single issue price set by statute? In part: statute says to cover publication and mailing costs; rules specify price

If not, how are they determined? Costs of printing and mailing

Length of subscription: 1 year

How do you promote sales? Word of mouth; workshops on rulemaking; brochure in process

How do you distribute/mail? Special Postal Service rate - bound printed matter; state delivery system

Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 486

Pages per year (1987): 25,254

COMPUTER COMPOSITION:

Computer Use:

Yes, only for indices and table of contents

Searchable data base:

No

Microfiche:

Yes, volume years only; Price: \$200 a set

Microfilm:

No

What do you use, if not a computer?

Agencies must give us camera-ready copy

1988 SURVEY OF CODES AND REGISTERS

ILLINOIS

CONTENT:

Proposed Rules:	Full text
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	Full text
Executive Orders:	Full text
Proclamations:	Full text
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	Yes, notices from Legislative oversight committee only
Attorney General Opinions:	No
Other:	Dept. of Revenue quarterly index to letter rulings; regulatory agendas; lists of employers violating Prevailing Wage Act; toxic Substances Lists; notices of acceptance of applications for purchases of banks by out-of-state corporations
Open Meetings:	No
Public Hearings:	Yes, for proposed rules only
Index:	Yes, cumulative (by agency) and Sections Affected Indices

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	Yes, within one week of publication in Register
Official Text:	Yes
Judicial Notice:	Yes
Annotations:	No
Edit:	No
Legislative Oversight:	Yes
Economic Impact Statement:	Yes
Emergency Rules:	Yes
In effect how long?	150 days maximum, but may be less

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	Yes
Pre-publication review:	Yes
Liaison Representative Required:	Yes

When did you begin publishing the Register? 1977

The *Illinois Register* is distributed free of charge to state depository libraries.

The *Illinois Register* is printed in-house.

Copy for publication is generated by the agencies (rules) and the Code Division (table of contents and indices).

COPIES OF THE ILLINOIS REGISTER MAY BE OBTAINED FROM:

Administrative Code Division
201 West Monroe Street
Springfield, Illinois 62756

The *Illinois Register* is cited: Vol. #, Ill. Reg., page # (e.g., 13 Ill. Reg. 1209)

1988 SURVEY OF CODES AND REGISTERS

ILLINOIS

STATE: ILLINOIS

ADMINISTRATIVE CODE: *Illinois Administrative Code*

OFFICE AND STAFF:

Director: Mimi Griffiths
Address: Administrative Code Division
201 West Monroe Street
Springfield, Illinois 62756
Telephone: (217) 782-9786
Person to contact about information on this survey: Mimi Griffiths
Governing Agency: Illinois State Library
This office is under the Secretary of State.
Total number of employees (FTE): 8 (Full-time: 8; Part-time:)
Office Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday (Central Time Zone)

BUDGET:

Salaries: Approximately \$150,000
Printing Expenses: Approx. \$210,000 for 9 vol. set; \$35,000 for each of three supplements
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____ x	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received: not available; sets are still selling
Amount received from subscriptions: \$35,166

PUBLICATION:

Frequency of printing entire Code: At present rate, every 4 years
Number of sets printed in last complete publication: 1,000
Year entire Code last published: 1986 (first time - rules as effective 1-1-85)
Supplementation frequency: 1 per year in years when entire Code not published
Form of supplementation: Bound volume

CIRCULATION:

Number of paid subscribers: approx. 700
Number of free subscribers: approx. 250
Price per set: \$210
Number of volumes per set: 9
If sold by less than entire set, please answer the following:
How sold? By volume
Price? \$25
Is supplement automatically sent to subscribers of entire Code? No
If not, is there a separate subscription for supplementation? Yes
Is supplementation covered by original price of entire Code? No
If not, please indicate the price for supplementation: \$55 - '86 & '87 Supps; \$60 - '88 Supp.
How do you promote sales? Brochure; workshops on rulemaking; order form in Register; displays at conferences and business shows; word of mouth
How do you distribute/mail? Special Postal Service fourth class; state delivery system
Subscribers are required to pay in advance.

FORMAT: Paperbound

1988 SURVEY OF CODES AND REGISTERS
ILLINOIS

VOLUME:

Pages per full set: 14,438
Average pages per volume: 1,604
Pages per supplement (average): 3,489

LAW:

Official Text: Yes
Judicial Notice: Yes
Annotations: No
Edit: Yes, not substantive text - format only
Emergency rules included: Yes, if in effect on date of publication; No - '89 edition forward

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: No; coming, but not here yet
Microfiche: No; perhaps at a later date
Microfilm: No
What type/brand of computer equipment do you use? Apple Macintosh with laser printer
What type/brand of software do you use? MacWrite, MicroSoft Word, Aldus Pagemaker

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Agency, Subject, Title, Statute Cross-Reference; Sections Affected
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Illinois Administrative Code* is arranged by subject matter.

MISCELLANEOUS:

When did you first publish your Code? 1986
The *Illinois Administrative Code* is distributed free of charge to state depository libraries.
The *Illinois Administrative Code* also contains introductory material on how to use the Code.
The *Illinois Administrative Code* is prepared in-house with camera-ready copy sent to an outside printer for reproduction and binding.
Other information about your Code not explained above:

COPIES OF THE ILLINOIS ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

Administrative Code Division
201 West Monroe Street
Springfield, Illinois 62756

The *Illinois Administrative Code* is cited: Title #, Ill. Adm. Code, Part or Section number (e.g., 1 Ill. Adm. Code 100)

1988 SURVEY OF CODES AND REGISTERS

INDIANA

STATE: INDIANA

ADMINISTRATIVE REGISTER: *Indiana Register*

OFFICE AND STAFF:

Director: Arden Chilcote

Address: 302 State House

Indianapolis, Indiana 46204

Telephone: (317) 232-9557

Person to contact about information on this survey: Becky Walker

Governing Agency: Legislative Services Agency

This office is under the legislature.

Total number of employees (FTE): 3 (Full-time: 3; Part-time: 0)

Office Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:

Amount received from subscriptions:

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 258

Number of free subscribers: 652

Price per issue: \$20

Price per subscription: \$200

Is the subscription and/or single issue price set by statute? No

If not, how are they determined? By the Legislative Council

Length of subscription: 12 issues

How do you promote sales? We do not advertise

How do you distribute/mail? 2nd class U.S. Mail

Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 290

Pages per year (1987): 3,500 - 4,000

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: No

Microfiche: Yes

Microfilm: No

What do you use, if not a computer?

1988 SURVEY OF CODES AND REGISTERS

INDIANA

CONTENT:

Proposed Rules:	Full text
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	No
Executive Orders:	Full text
Proclamations:	Full text
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Attorney General Opinions:	Full text
Other: Non-rule documents from agencies	Full text
Open Meetings:	Yes
Public Hearings:	Yes
Index:	Yes

LAW:

Correction of Nonsubstantive Errors:	No
Correction of Substantive Errors:	No
Official Text:	No
Judicial Notice:	No
Annotations:	No
Edit:	No
Legislative Oversight:	No
Economic Impact Statement:	No
Emergency Rules:	No
In effect how long?	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	No
Consultations:	No
Manual:	Yes
Pre-publication review:	Yes
Liaison Representative Required:	No
When did you begin publishing the Register?	July 1978
The <i>Indiana Register</i> is distributed free of charge to state depository libraries.	
The <i>Indiana Register</i> is printed by an outside printer/publisher.	
Copy for publication is generated by the agencies.	

COPIES OF THE *INDIANA REGISTER* MAY BE OBTAINED FROM:

Legislative Services Agency
 Administrative Code and Register
 302 State House
 Indianapolis, Indiana 46204

The *Indiana Register* is cited by Volume number and issue number (Vol. 11, No. 2 = November 1987)

1988 SURVEY OF CODES AND REGISTERS
INDIANA

STATE: INDIANA

ADMINISTRATIVE CODE: *Indiana Administrative Code*

OFFICE AND STAFF:

Director: Arden Chilcote
Address: 302 State House
Indianapolis, Indiana 46204
Telephone: (317) 232-9557
Person to contact about information on this survey:
Governing Agency: Legislative Services Agency
This office is under the legislature.
Total number of employees (FTE): 3 (Full-time: 3; Part-time: 1)
Office Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries:
Printing Expenses:
Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:
Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code: Every 3-4 years
Number of sets printed in last complete publication: 1800
Year entire Code last published: 1988
Supplementation frequency: Yearly
Form of supplementation:

CIRCULATION:

Number of paid subscribers: 330
Number of free subscribers: 720
Price per set: \$220
Number of volumes per set: 12
If sold by less than entire set, please answer the following:
How sold? Only if set is broken
Price? \$20 per volume
Is supplement automatically sent to subscribers of entire Code? No
If not, is there a separate subscription for supplementation? Yes
Is supplementation covered by original price of entire Code? No
If not, please indicate the price for supplementation: \$10 per volume
How do you promote sales?
How do you distribute/mail? 4th class
Subscribers are required to pay in advance.

FORMAT: Paperbound

1988 SURVEY OF CODES AND REGISTERS

INDIANA

VOLUME:

Pages per full set: 9,745

Average pages per volume: 812

Pages per supplement (average): 3,000 to 5000

LAW:

Official Text: Yes

Judicial Notice: No

Annotations: No

Edit: Yes

Emergency rules included: Yes

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: No

Microfiche: No

Microfilm: No

What type/brand of computer equipment do you use?

What type/brand of software do you use?

What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices? Yes

If so, please specify type(s):

Indices are prepared by the publisher.

ARRANGEMENT:

The *Indiana Administrative Code* is arranged by subject and agency.

MISCELLANEOUS:

When did you first publish your Code? 1979

The *Indiana Administrative Code* is distributed free of charge to state depository libraries.

The *Indiana Administrative Code* contains nothing other than rules.

The *Indiana Administrative Code* is published by an outside printer/publisher.

COPIES OF THE INDIANA ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

Legislative Services Agency

Administrative Code and Register

302 State House

Indianapolis, Indiana 46204

The *Indiana Administrative Code* is cited: 19__ edition of the *Indiana Administrative Code*; 19__ cumulative supplement to the IAC.

1988 SURVEY OF CODES AND REGISTERS

IOWA

STATE: IOWA

ADMINISTRATIVE REGISTER: *Iowa Administrative Bulletin*

OFFICE AND STAFF:

Director: Phyllis Barry
Address: Administrative Code Division
Lucas Building - 4th Floor
Des Moines, Iowa 50319
Telephone: (515) 281-3355
Person to contact about information on this survey: Phyllis Barry
Governing Agency: Legislative Council
This office is under the legislature.
Total number of employees (FTE): 8 (Full-time: 8; Part-time: 1)
Office Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries: \$200,000 (for both Bulletin and Code)

Printing Expenses: \$98,285

Director's Salary (Optional):	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
	x _____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received: open-end appropriation

Amount received from subscriptions:

FREQUENCY OF ISSUE: Bi-weekly (every other Wednesday)

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 255

Number of free subscribers: 492

Price per issue: \$4.50 plus tax

Price per subscription: \$146 + \$5.84 tax

Is the subscription and/or single issue price set by statute? No

If not, how are they determined? By Legislative Council, Supt. of Printing following statutory guidelines

Length of subscription: 1 year (July to June)

How do you promote sales? None; notification by postcard

How do you distribute/mail? US Mail, UPS and ADS

Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 76

Pages per year (1987): 1,980

COMPUTER COMPOSITION:

Computer Use: No

Searchable data base: No

Microfiche: No

Microfilm: No

What do you use, if not a computer? Hard copy

1988 SURVEY OF CODES AND REGISTERS

IOWA

CONTENT:

Proposed Rules:	Full text
Adopted Rules:	Full text (omitted if no change from Notice)
Emergency Rules:	Full text
Court Ordered Rules:	No
Executive Orders:	Full Text
Proclamations:	Full Text
State Contracts:	No
Executive Items:	Full Text
Judicial Items:	Supreme Court summaries
Legislative Items:	No
Attorney General Opinions:	Summaries
Open Meetings:	Yes
Public Hearings:	Yes
Index:	No, table of contents only

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	No
Official Text:	No (document filed by agency)
Judicial Notice:	No
Annotations:	No
Edit:	Yes
Legislative Oversight:	Yes
Economic Impact Statement:	Yes
Emergency Rules:	Yes
In effect how long?	No limit

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes (style, format, miscellaneous)
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	Yes
Pre-publication review:	Yes
Liaison Representative Required:	Yes

When did you begin publishing the Register? July 1, 1975

The *Iowa Administrative Bulletin* is distributed free of charge to state depository libraries.

The *Iowa Administrative Bulletin* is printed by an outside publisher/printer with typesetting in-house.

Copy for publication is generated by the agencies.

Other information about your Register not explained above: Typesetting by Printing Division, camera-ready pages prepared by editorial staff, printed by outside vendor.

COPIES OF THE IOWA ADMINISTRATIVE BULLETIN MAY BE OBTAINED FROM:

Iowa State Printing Division
Grimes State Office Building
Des Moines, Iowa 50319
Phone: (515) 281-8796

The Iowa Administrative Bulletin is cited: Iowa Administrative Bulletin, Vol. _____, Number _____, Date _____.

1988 SURVEY OF CODES AND REGISTERS

IOWA

STATE: IOWA

ADMINISTRATIVE CODE: *Iowa Administrative Code*

OFFICE AND STAFF:

Director: Phyllis Barry
Address: Administrative Code Division
Lucas Building - 4th Floor
Des Moines, Iowa 50319
Telephone: (515) 281-3355
Person to contact about information on this survey: Phyllis Barry
Governing Agency: The Legislative Council
This office is under the legislature.
Total number of employees (FTE): 8 (Full-time: 8; Part-time: 1) *same for Bulletin and Code
Office Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries: \$200,000 (both Bulletin and Code)
Printing Expenses: \$284,530
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
<u> x </u>	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:
Amount received from subscriptions: \$78,492

PUBLICATION:

Frequency of printing entire Code: Never reprinted since initial publication in 1975
Number of sets printed in last complete publication:
Year entire Code last published: 1975 - 76
Supplementation frequency: Every other Wednesday
Form of supplementation: Loose-leaf (bi-weekly)

CIRCULATION:

Number of paid subscribers: 344
Number of free subscribers: 555
Price per set: \$770 + \$30.80 tax
Number of volumes per set: 14 Volumes and Index
If sold by less than entire set, please answer the following:
How sold?
Price?
Is supplement automatically sent to subscribers of entire Code? Yes, annual renewal
Is supplementation covered by original price of entire Code? Yes - 1st yr; No, thereafter
If not, please indicate the price for supplementation:
How do you promote sales? No promotion
How do you distribute/mail? US Mail, UPS, ADS
Subscribers are required to pay in advance.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

IOWA

VOLUME:

Pages per full set: 5,500 set
Average pages per volume: Varies with subscriber
Pages per supplement (average): 280

LAW:

Official Text: No
Judicial Notice: Yes
Annotations: No
Edit: Yes
Emergency rules included: Yes
Other (specify): Delays, Objections

COMPUTER COMPOSITION:

Computer Use: No
Searchable data base: No
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers? Outside typesetter and printer

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Chapter Analyses for each agency and separate subject index
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Iowa Administrative Code* is arranged alphabetically by agency, numerically by chapters of rules within an agency).

MISCELLANEOUS:

When did you first publish your Code? 1975
The *Iowa Administrative Code* is distributed free of charge to state depository libraries.
The *Iowa Administrative Code* also contains style and format for rulemaking; uniform rules, Legislative Review Committee information, and tables of statutes implemented by rules.
The *Iowa Administrative Code* is published by an outside printer/publisher who handles the typesetting and presswork.

COPIES OF THE IOWA ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

Iowa State Printing Division
Grimes State Office Building
Des Moines, Iowa 50319
(515) 281-8796

The *Iowa Administrative Code* is cited: by agency identification number, chapter, or rule (e.g., 199--Chapter 19, Iowa Administrative Code; or 199--19.1(476), Iowa Administrative Code (Utilities Division rules, Chapter 19, Iowa Administrative Code).

1988 SURVEY OF CODES AND REGISTERS
KANSAS

STATE: KANSAS

ADMINISTRATIVE REGISTER: *Kansas Register*

OFFICE AND STAFF:

Director: Nancy Reddy
Address: Secretary of State's Office
2nd Floor, State Capitol
Topeka, Kansas 66612-1594
Telephone: (913) 296-3489
Person to contact about information on this survey: Nancy Reddy
Governing Agency: Secretary of State
This office is under the Secretary of State.
Total number of employees (FTE): 1.5 (Full-time: 1; Part-time: 1)
Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$23,000
Printing Expenses: \$76,000
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received: None
Amount received from subscriptions: \$55,000

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 1,000
Number of free subscribers: 500
Price per issue: \$2
Price per subscription: \$55/year
Is the subscription and/or single issue price set by statute? No
If not, how are they determined? discretion of Secretary of State
Length of subscription: 1 year
How do you promote sales? send sample copies
How do you distribute/mail? 2nd Class permit
Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 32
Pages per year (1987): 1,800

COMPUTER COMPOSITION:

Computer Use: Yes; typesetting and printing done by Kansas State Printing Plant
Searchable data base: No
Microfiche: No
Microfilm: No
What do you use, if not a computer?

1988 SURVEY OF CODES AND REGISTERS

KANSAS

CONTENT:

Proposed Rules:	Notice only
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	Full text
Executive Orders:	Full text
Proclamations:	No
State Contracts:	Notice only
Executive Items:	Full text
Judicial Items:	Notice only
Legislative Items:	Notice only
Attorney General Opinions:	Full text (summary)
Other: meetings; hearings	Notice only
Open Meetings:	Yes
Public Hearings:	Yes
Index:	Yes

LAW:

Correction of Nonsubstantive Errors:
Correction of Substantive Errors:
Official Text:
Judicial Notice:
Annotations:
Edit:
Legislative Oversight:
Economic Impact Statement:
Emergency Rules:
 In effect how long?

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:
Instruction in regulation drafting:
 Seminars:
 Consultations:
 Manual:
 Pre-publication review:
 Liaison Representative Required: Yes
When did you begin publishing the Register? January 1, 1982
The *Kansas Register* is distributed free of charge to state depository libraries.
The *Kansas Register* is printed by an outside printer/publisher.
Copy for publication is prepared by the *Register* staff in-house and by the agencies.

COPIES OF THE KANSAS REGISTER MAY BE OBTAINED FROM:

Secretary of State
2nd Floor, State Capitol
Topeka, Kansas 66612-1594

The *Kansas Register* is cited:

1988 SURVEY OF CODES AND REGISTERS
KANSAS

STATE: KANSAS

ADMINISTRATIVE CODE: *Kansas Administrative Regulations*

OFFICE AND STAFF:

Director: Susan K. Maddrell
Address: Secretary of State Office
2nd Floor, State Capitol
Topeka, Kansas 66612-1594
Telephone: (913) 296-2114
Person to contact about information on this survey: Susan K. Maddrell
Governing Agency: Secretary of State
This office is under the Secretary of State.
Total number of employees (FTE): 1.5 (Full-time: 1; Part-time: 1)
Office Hours: 8:30 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries:
Printing Expenses: \$41,000
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:
Amount received from subscriptions: '87 - \$33,000

PUBLICATION:

Frequency of printing entire Code: Reprint individual volumes when needed
Number of sets printed in last complete publication:
Year entire Code last published: 1978 ((4 volumes; hardbound)
Supplementation frequency: Annually
Form of supplementation: paperbound volume

CIRCULATION:

Number of paid subscribers: 158
Number of free subscribers: n/a
Price per set: \$53
Number of volumes per set: 4
If sold by less than entire set, please answer the following:
How sold? Individual volumes
Price? \$20.50
Is supplement automatically sent to subscribers of entire Code? No
If not, is there a separate subscription for supplementation? Yes
Is supplementation covered by original price of entire Code? No
If not, please indicate the price for supplementation: \$18
How do you promote sales? By suggestion
How do you distribute/mail? Book rate
Subscribers are billed.

FORMAT: Paperbound

1988 SURVEY OF CODES AND REGISTERS

KANSAS

VOLUME:

Pages per full set: 2,300

Average pages per volume: 600

Pages per supplement (average): 1,000

LAW:

Official Text: Yes

Judicial Notice: Yes

Annotations: No

Edit: No

Emergency rules included: No

COMPUTER COMPOSITION:

Computer Use: Yes; only in publication

Searchable data base: No

Microfiche: No

Microfilm: No

What type/brand of computer equipment do you use? Data General

What type/brand of software do you use? Penta

INDEXING:

Does your Code contain one or more indices? No

If so, please specify type(s):

Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Kansas Administrative Regulations* is arranged by agency and by subject within agency.

MISCELLANEOUS:

When did you first publish your Code? 1965

The *Kansas Administrative Regulations* is distributed free of charge to depository libraries.

The *Kansas Administrative Regulations* contains nothing other than rules.

The *Kansas Administrative Regulations* is published and printed in-house by the state printer. The Secretary of State compiles, edits, distributes; the Kansas state printer prints it.

COPIES OF THE KANSAS ADMINISTRATIVE REGULATIONS MAY BE OBTAINED FROM:

Secretary of State

Elections Division

2nd Floor, State Capitol

Topeka, KS 66612-1594

The *Kansas Administrative Regulations* is cited: Kansas Administrative Regulations.

1988 SURVEY OF CODES AND REGISTERS
KENTUCKY

STATE: KENTUCKY

ADMINISTRATIVE REGISTER: *Kentucky Administrative Register*

OFFICE AND STAFF:

Director: Susan C. Wunderlich, Regulations Compiler
Address: Legislative Research Commission
Room 46, State Capitol
Frankfort, Kentucky 40601
Telephone: (502) 564-8100
Person to contact about information on this survey: Susan Wunderlich
Governing Agency: Legislative Research Commission
This office is under the legislature.
Total number of employees (FTE): 2.7 (Full-time: 2; Part-time: 1)
Office Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries:
Printing Expenses: In-house, no line item
Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:
Amount received from subscriptions:

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: Register alone - 149; Register + volumes (Code) - 577
Number of free subscribers: 60
Price per issue: do not sell by issue
Price per subscription: \$48
Is the subscription and/or single issue price set by statute? No
If not, how are they determined? By LRC budget office staff
Length of subscription: 1 Year
How do you promote sales?
How do you distribute/mail? 2nd class or by Messenger Mail to state agencies.
Subscribers are billed.

VOLUME:

Average pages per issue (1987): 187
Pages per year (1987): 2,248

COMPUTER COMPOSITION:

Computer Use:	Yes
Searchable data base:	Yes
Microfiche:	No
Microfilm:	No

1988 SURVEY OF CODES AND REGISTERS
KENTUCKY

CONTENT:

Proposed Rules:	Full text
Adopted Rules:	Notice only
Emergency Rules:	Full text
Court Ordered Rules:	No
Executive Orders:	No
Proclamations:	No
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	No
Attorney General Opinions:	No
Other:	
Open Meetings:	No
Public Hearings:	Yes
Index:	No

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	Yes; Must be done at legislative subcommittee meeting when regulation is under review.
Official Text:	No
Judicial Notice:	No
Annotations:	No
Edit:	No
Legislative Oversight:	Yes
Economic Impact Statement:	Yes
Emergency Rules:	Yes
In effect how long?	90 days from publication or when replaced by permanent regulation, whichever occurs first.

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	Yes; one for agencies + CLE credit
Consultations:	Yes; upon request by agency
Manual:	Yes
Pre-publication review:	Yes; if agency requests
Liaison Representative Required:	Yes; at meetings of legislative subcommittee
When did you begin publishing the Register?	1974
The <i>Kentucky Administrative Register</i> is not distributed to depository libraries.	
The <i>Kentucky Administrative Register</i> is printed in-house.	
Copy for publication is generated by the Legislative Research Commission in-house.	

COPIES OF THE KENTUCKY ADMINISTRATIVE REGISTER MAY BE OBTAINED FROM:

Regulation Compiler's Office
Room 46, State Capitol
Frankfort, Kentucky 40601

The *Kentucky Administrative Register* is cited: (Vol. #) Ky.R.

1988 SURVEY OF CODES AND REGISTERS
KENTUCKY

STATE: KENTUCKY

ADMINISTRATIVE CODE: *Kentucky Administrative Regulations Service*

OFFICE AND STAFF:

Director: Susan Wunderlich, Regulations Compiler
Address: Legislative Research Commission
Room 46, State Capitol
Frankfort, Kentucky 40601
Telephone: (502) 564-8100
Person to contact about information on this survey: Susan Wunderlich
Governing Agency: Legislative Research Commission
This office is under the legislature.
Total number of employees (FTE): 2.7 (Full-time: 2; Part-time: 1)
Office Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries:
Printing Expenses:
Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:
Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code: Annually
Number of sets printed in last complete publication: 850
Year entire Code last published: 1987
Supplementation frequency: *Register* is supplement to *Code*
Form of supplementation:

CIRCULATION:

Number of paid subscribers: Volumes alone - 81; Volumes + Register - 577
Number of free subscribers: 60
Price per set: \$105 (or \$140 for *Code* and *Register*)
Number of volumes per set: 7
If sold by less than entire set, please answer the following:
How sold?
Price?
Is supplement automatically sent to subscribers of entire Code? No
If not, is there a separate subscription for supplementation? Yes
Is supplementation covered by original price of entire Code? No
If not, please indicate the price for supplementation: \$48 if ordered separately; \$140
combination price
How do you promote sales?
How do you distribute/mail? UPS or 4th class and Messenger to state agencies
Subscribers are billed.

FORMAT: Paperbound

1988 SURVEY OF CODES AND REGISTERS
KENTUCKY

VOLUME:

Pages per full set: 2,100
Average pages per volume: 300
Pages per supplement (average): 187

LAW:

Official Text: Yes
Judicial Notice: No
Annotations: No
Edit: No
Emergency rules included: Yes; if ordinary regulation has not yet gone into effect

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: Yes; not accessible by the public
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use? Wang
What type/brand of software do you use? Wang

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): General Subject; Statute Cross-reference; regulations no longer in effect
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Kentucky Administrative Regulations Service* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? 1975
The *Kentucky Administrative Regulations Service* is not distributed to depository libraries.
The *Kentucky Administrative Regulations Service* contains nothing other than rules.
The *Kentucky Administrative Regulations Service* is published and printed in-house.

COPIES OF THE KENTUCKY ADMINISTRATIVE REGULATIONS SERVICE MAY BE OBTAINED FROM:

Regulation Compiler's Office
Room 46, State Capitol
Frankfort, KY 40601

The *Kentucky Administrative Regulations Service* is cited: 198__ Ky. Administrative Regulations Service

1988 SURVEY OF CODES AND REGISTERS

LOUISIANA

STATE: LOUISIANA

ADMINISTRATIVE REGISTER: *Louisiana Register*

OFFICE AND STAFF:

Director: Mai Abington

Address: P. O. Box 94095

Baton Rouge, Louisiana 70804-9095

Telephone: (504) 342-5015

Person to contact about information on this survey: Mai Abington

Governing Agency: Division of Administration, Office of the Governor

This office is under the Governor.

Total number of employees (FTE): 4 (Full-time: 4; Part-time: 0)

Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$90,000

Printing Expenses: \$45,000

Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received: \$100,000

Amount received from subscriptions: \$58,000

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 960

Number of free subscribers: 239

Price per issue: \$7

Price per subscription: \$80

Is the subscription and/or single issue price set by statute? No

If not, how are they determined? By the Office of the Register

Length of subscription: 1 year

How do you promote sales? Ads in the *Louisiana Register*

How do you distribute/mail? Office of Mail Operations

Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 60

Pages per year (1987): 760

COMPUTER COMPOSITION:

Computer Use: No

Searchable data base: No

Microfiche: No

Microfilm: No

What do you use, if not a computer? Publisher by Bid

1988 SURVEY OF CODES AND REGISTERS

LOUISIANA

CONTENT:

Proposed Rules:	Notice only; Full text sometimes
Adopted Rules:	Full Text
Emergency Rules:	Full text
Court Ordered Rules:	No
Executive Orders:	Full text
Proclamations:	No
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	Full text: Oversight Committee Reports
Attorney General Opinions:	No
Other:	No
Open Meetings:	No
Public Hearings:	Yes
Index:	Yes

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	No
Official Text:	Yes
Judicial Notice:	Yes
Annotations:	No
Edit:	No
Legislative Oversight:	Yes
Economic Impact Statement:	Yes
Emergency Rules:	Yes
In effect how long?	120 days

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	Yes
Pre-publication review:	No
Liaison Representative Required:	No
When did you begin publishing the Register?	1975
The <i>Louisiana Register</i> is distributed free of charge to state depository libraries.	
The <i>Louisiana Register</i> is published by an outside printer.	
Copy for publication is generated by the agencies.	
Other information about your Register not explained above:	

COPIES OF THE LOUISIANA REGISTER MAY BE OBTAINED FROM:

Office of the State Register
P. O. Box 94095
Baton Rouge, Louisiana 70804-9095

The *Louisiana Register* is cited: LR 1: (Volume) (Page No.) (Month) (Year)

1988 SURVEY OF CODES AND REGISTERS
LOUISIANA

STATE: LOUISIANA

ADMINISTRATIVE CODE: *Louisiana Administrative Code*

OFFICE AND STAFF:

Director: Mai Abington
Address: P.O. Box 94095
Baton Rouge, Louisiana 70804-9095
Telephone: (504) 342-5015
Person to contact about information on this survey: Mai Abington
Governing Agency: Division of Administration, Office of the Governor
This office is under the Governor.
Total number of employees (FTE): 4 (Full-time: 4; Part-time: 0)
Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$90,000
Printing Expenses: Per volume
Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000	
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000	
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000	
_____ \$35,000 - \$40,000	_____ over \$40,000	

Subsidy received: \$100,000
Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code: Never
Number of sets printed in last complete publication: 1,500 per volume
Year entire Code last published: Incomplete
Supplementation frequency: Annually
Form of supplementation: Supplement

CIRCULATION:

Number of paid subscribers: 67
Number of free subscribers:
Price per set: \$630
Number of volumes per set: 15
If sold by less than entire set, please answer the following:
How sold? Targeted market by subject
Price? \$40 per vol.
Is supplement automatically sent to subscribers of entire Code? No
If not, is there a separate subscription for supplementation? Yes
Is supplementation covered by original price of entire Code? No
If not, please indicate the price for supplementation \$10
How do you promote sales? Direct mail to interested persons
How do you distribute/mail? State Mail Operations
Subscribers must pay in advance.

FORMAT: Hardbound

1988 SURVEY OF CODES AND REGISTERS
LOUISIANA

VOLUME:

Pages per full set: 5,4800
Average pages per volume: 500
Pages per supplement (average): 50

LAW:

Official Text:	Yes
Judicial Notice:	Yes
Annotations:	No
Edit:	No
Emergency rules included:	No

COMPUTER COMPOSITION:

Computer Use:	No
Searchable data base:	No
Microfiche:	No
Microfilm:	No

What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers? disks provided to publisher

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Each Title has index
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Louisiana Administrative Code* is arranged by subject.

MISCELLANEOUS:

When did you first publish your Code? 1984
The *Louisiana Administrative Code* is distributed free of charge to state depository libraries.
The *Louisiana Administrative Code* also contains Policy and Procedure Memoranda issued by the Division of Administration.
The *Louisiana Administrative Code* is published by an outside publisher.
Other information about your Code not explained above:

COPIES OF THE LOUISIANA ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

Office of the State Register
P.O. Box 94095
Baton Rouge, LA 70804-9095

The *Louisiana Administrative Code* is cited: LAC Title: Part I, Chapter, Section

1988 SURVEY OF CODES AND REGISTERS

MAINE

STATE: MAINE

*Maine did not respond to the 1988 Survey.

ADMINISTRATIVE REGISTER: None

OFFICE AND STAFF:

Director: James S. Henderson, Deputy Secretary of State

Address: Division of Administrative Procedures

State House Station 101

Augusta, Maine 04333

Telephone: (207) 289-4189

Person to contact about information on this survey: Lucille Weeks (207) 289-4184

Governing Agency: State Department

This office is under the Secretary of State.

Total number of employees (FTE): 1 (Full-time: 1; Part-time: 0)

Office Hours: 8:00 a.m. to 4:00 p.m., Monday thru Friday

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____ Under \$10,000

_____ \$15,000 - \$20,000

_____ \$25,000 - \$30,000

_____ \$35,000 - \$40,000

_____ \$10,000 - \$15,000

_____ \$20,000 - \$25,000

_____ \$30,000 - \$35,000

_____ over \$40,000

Subsidy received:

Amount received from subscriptions:

FREQUENCY OF ISSUE:

CIRCULATION (as of January 1, 1988):

Number of paid subscribers:

Number of free subscribers:

Price per issue:

Price per subscription:

Is the subscription and/or single issue price set by statute?

If not, how are they determined?

Length of subscription:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

VOLUME:

Average pages per issue (1987):

Pages per year (1987):

COMPUTER COMPOSITION:

Computer Use:

Searchable data base:

Microfiche:

Microfilm:

What do you use, if not a computer?

1988 SURVEY OF CODES AND REGISTERS

MAINE

CONTENT:

- Proposed Rules:
- Adopted Rules:
- Emergency Rules:
- Court Ordered Rules:
- Executive Orders:
- Proclamations:
- State Contracts:
- Executive Items:
- Judicial Items:
- Legislative Items:
- Attorney General Opinions:
- Other:
- Open Meetings:
- Public Hearings:
- Index:

LAW:

- Correction of Nonsubstantive Errors:
- Correction of Substantive Errors:
- Official Text:
- Judicial Notice:
- Annotations:
- Edit:
- Legislative Oversight:
- Economic Impact Statement:
- Emergency Rules:
 - In effect how long?

MISCELLANEOUS:

- Editorial Standards Manual/Guidelines:
- Instruction in regulation drafting:
 - Seminars:
 - Consultations:
 - Manual:
 - Pre-publication review:
 - Liaison Representative Required:
 - Other (specify):
- When did you begin publishing the Register?
- Is the Register distributed to depository libraries in your state free of charge?
- Is the Register printed in-house or by an outside publisher/printer?
- Is the copy for publication generated by your agency in-house, by the publisher or by the agencies?
- Other information about your Register not explained above:

Where can copies of your Register be obtained:

1988 SURVEY OF CODES AND REGISTERS

MAINE

STATE: MAINE

*Maine did not respond to the 1988 Survey.

ADMINISTRATIVE CODE: *Code of Maine Rules*

OFFICE AND STAFF:

Director: James S. Henderson, Deputy Secretary of State

Address: Division of Administrative Procedures

State House Station 101

Augusta, Maine 04333

Telephone: (207) 289-4189

Person to contact about information on this survey: Lucille Weeks (207) 289-4184

Governing Agency: State Department

This office is under the Secretary of State.

Total number of employees (FTE): 1 (Full-time: 1; Part-time: 0)

Office Hours: 8:00 a.m. to 4:00 p.m., Monday thru Friday

BUDGET: (Code is privately printed at no cost to the state)

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____ Under \$10,000

_____ \$15,000 - \$20,000

_____ \$25,000 - \$30,000

_____ \$35,000 - \$40,000

_____ \$10,000 - \$15,000

_____ \$20,000 - \$25,000

_____ \$30,000 - \$35,000

_____ over \$40,000

Subsidy received:

Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code:

Number of sets printed in last complete publication:

Year entire Code last published: March 1986

Supplementation frequency: Monthly

Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers:

Number of free subscribers:

Price per set: \$295

Number of volumes per set: 4

If sold by less than entire set, please answer the following:

How sold? Individual volumes can be purchased separately

Price? \$100

Is supplement automatically sent to subscribers of entire Code? Yes

Is supplementation covered by original price of entire Code? Yes

How do you promote sales?

How do you distribute/mail?

Subscribers are billed.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

MAINE

VOLUME:

Pages per full set: 2400
Average pages per volume: 600
Pages per supplement (average): ?

LAW:

Official Text:
Judicial Notice:
Annotations:
Edit:
Emergency rules included:

COMPUTER COMPOSITION:

Computer Use:
Searchable data base:
Microfiche:
Microfilm:
What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): List of the contents of each volume
Indices are prepared by the publisher.

ARRANGEMENT:

The *Code of Maine Rules* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? March, 1986
The *Code of Maine Rules* is not distributed to depository libraries.
The *Code of Maine Rules* contains nothing other than rules.
The *Code of Maine Rules* is published by an outside publisher.
Other information about your Code not explained above: Only 20 agencies included

COPIES OF THE CODE OF MAINE RULES MAY BE OBTAINED FROM:

Weil and Firth, Inc.
2 Central Plaza
Augusta, Maine 04330
(207) 622-4406

1988 SURVEY OF CODES AND REGISTERS

MARYLAND

STATE: MARYLAND

ADMINISTRATIVE REGISTER: *Maryland Register* (Md.R.) and *Maryland Register State Contract Supplement* (Md.R. S.C.S.)

OFFICE AND STAFF:

Director: Robert J. Colborn, Jr.

Address: P.O. Box 802
11 Bladen Street
Annapolis, Maryland 21404

Telephone: (301) 974-2486

Person to contact about information on this survey: Robert J. Colborn, Jr.

Governing Agency: Division of State Documents

This office is under the Secretary of State.

Total number of employees (FTE): 7.6 (Full-time: 6; Part-time: 2)*includes 3 general administrative support staff for the Division of State Documents.

Office Hours: 9:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$105,000

Printing Expenses: \$205,000

Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ x over \$40,000

Subsidy received: 0%

Amount received from subscriptions: \$225,000

FREQUENCY OF ISSUE: Md.R. is published bi-weekly and Md.R. S.C.S. is published on alternate weeks

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 2,422

Number of free subscribers: 398

Price per issue: \$3

Price per subscription: \$75 (2nd class mail); \$100 (1st class mail); Md. Register State Contract Supplement \$25

Is the subscription and/or single issue price set by statute? No

If not, how are they determined? By legislative committee

Length of subscription: 1 year

How do you promote sales? Direct mail; "piggy-backing in other State mailings; brochures

How do you distribute/mail? 1st and 2nd class

Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 100 (Md.R.); 12 (Md. Register State Contract Supplement)

Pages per year (1987): 2,600 (Md.R.); 312 (Md. Register State Contract Supplement)

COMPUTER COMPOSITION:

Computer Use:

Yes

Searchable data base:

Yes; No proposed and Emergency Regulations; AG's opinions

Microfiche:

Yes; in development; non-current years only

Microfilm:

Yes; in development; non-current years only

1988 SURVEY OF CODES AND REGISTERS
MARYLAND

CONTENT:

Proposed Rules:	Full text
Adopted Rules:	Full text when different from proposal
Emergency Rules:	Full text
Court Ordered Rules:	Full text
Executive Orders:	Full text
Proclamations:	Full text
State Contracts:	Notice only
Executive Items:	Full text
Judicial Items:	Full text
Legislative Items:	Notice only
Attorney General Opinions:	No
Other:	Full text of Ethics Opinions
Open Meetings:	Yes
Public Hearings:	Yes
Index:	Yes

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	No
Official Text:	Yes
Judicial Notice:	Yes
Annotations:	Yes
Edit:	Yes
Legislative Oversight:	Yes
Economic Impact Statement:	Yes
Emergency Rules:	Yes

In effect how long? usually 180 days; may vary at discretion of legislative committee

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	Yes
Pre-publication review:	Yes; if requested
Liaison Representative Required:	Yes

When did you begin publishing the Register? 1974

The *Maryland Register* is distributed free of charge to state depository libraries.

The *Maryland Register* is published by an outside publisher/printer.

Copy for publication is generated by the Division of State documents in-house, by the publisher, and by agency. Note that 25% of Register is keyed and coded in-house, and telecommunicated to printer.

Other information about your Register not explained above:

COPIES OF THE MARYLAND REGISTER MAY BE OBTAINED FROM:

Maryland Register
P.O. Box 802
Annapolis, MD 21404

1988 SURVEY OF CODES AND REGISTERS
MARYLAND

STATE: MARYLAND

ADMINISTRATIVE CODE: *Code of Maryland Regulations (COMAR)*

OFFICE AND STAFF:

Director: Robert J. Colborn, Jr.

Address: P.O. Box 802
Annapolis, Maryland 21404

Telephone: (301) 974-2486

Person to contact about information on this survey: Dennis Schnepfe

Governing Agency: Division of State Documents

This office is under the Secretary of State.

Total number of employees (FTE): 7 (Full-time: 6; Part-time: 2)*included 3 full-time employees of Maryland Information Retrieval System (MIRS), the data processing unit within the Division of State Documents

Office Hours: 9:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$115,000

Printing Expenses: \$125,000

Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ x over \$40,000

Subsidy received: 20%

Amount received from subscriptions: \$100,000

PUBLICATION:

Frequency of printing entire Code: n/a; updated by annual supplements

Number of sets printed in last complete publication: n/a

Year entire Code last published: n/a; continually updated

Supplementation frequency: annual

Form of supplementation: loose-leaf

CIRCULATION:

Number of paid subscribers: 200 - full sets; individual Titles - 3,000

Number of free subscribers: 60 full sets

Price per set: \$500

Number of volumes per set: 26

If sold by less than entire set, please answer the following:

How sold? By Title

Price? Varies, depending on size of Title

Is supplement automatically sent to subscribers of entire Code? No

If not, is there a separate subscription for supplementation? Yes

Is supplementation covered by original price of entire Code? 1st year only

If not, please indicate the price for supplementation:

How do you promote sales? Direct mail

How do you distribute/mail? 4th class

Subscribers are required to pay in advance.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

MARYLAND

VOLUME:

Pages per full set: about 15,000
Average pages per volume: 600
Pages per supplement (average): 150

LAW:

Official Text: Yes
Judicial Notice: Yes
Annotations: Yes
Edit: Yes
Emergency rules included: No

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: Yes; not publicly accessible
Microfiche: Yes; in development; non-current years only
Microfilm: Yes; in development; non-current years only
What type/brand of computer equipment do you use? various
What type/brand of software do you use? BRS/SEARCH

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): By Title
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Code of Maryland Regulations* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? 1976
The *Code of Maryland Regulations* is distributed free of charge of state depository libraries.
The *Code of Maryland Regulations* also contains Executive Orders of the Governor and Ethics Commission opinions.
The *Code of Maryland Regulations* is published in-house and printed by an outside printer.
Other information about the *Code of Maryland Regulations* not appearing above:

COPIES OF THE CODE OF MARYLAND REGULATIONS MAY BE OBTAINED FROM:

Division of State Documents
P.O. Box 802
Annapolis, Maryland 21404

The *Code of Maryland Regulations* is cited: COMAR NN.NN.NN.NN.

1988 SURVEY OF CODES AND REGISTERS
MASSACHUSETTS

STATE: MASSACHUSETTS

*Massachusetts did not respond to 1988 Survey.

ADMINISTRATIVE REGISTER: *Massachusetts Register*

OFFICE AND STAFF:

Director: Kathryn K. Maillett
Address: Room 74, State House
Boston, Massachusetts 02133
Telephone: (617) 727-2831
Person to contact about information on this survey: Kathryn K. Maillett
Governing Agency: Massachusetts Regulations Division
This office is under the Secretary of State.
Total number of employees (FTE): 7 (Full-time: 5; Part-time: 2)
Office Hours: 8:45 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries:
Printing Expenses: \$30,000
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____ x	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:
Amount received from subscriptions: \$40,000

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 365
Number of free subscribers: 25
Price per issue: \$1.25
Price per subscription: \$125
Is the subscription and/or single issue price set by statute? No
If not, how are they determined? Cost
Length of subscription: Annual
How do you promote sales? Periodic advertisement in Lawyers' Weekly, Boston Business Journal
How do you distribute/mail? Mail; limited over the counter sales of separate issues
Subscribers are billed.

VOLUME:

Average pages per issue (1987): 60
Pages per year (1987): 3,500

COMPUTER COMPOSITION:

Computer Use:	Yes, Input from compatible media or optical scanner copy
Searchable data base:	Yes
Microfiche:	No
Microfilm:	Yes, Original file is filmed, not marketed as yet

1988 SURVEY OF CODES AND REGISTERS

MASSACHUSETTS

CONTENT:

Proposed Rules:	Notice only; Agency required to have copies of proposed
Adopted Rules:	Full text
Emergency Rules:	Full text; Effective 90 days unless APA complied with
Court Ordered Rules:	Notice only; Published separately by the court
Executive Orders:	Full text
Proclamations:	Notice only
State Contracts:	Notice only; Published by division as separate serial
Executive Items:	Full text; discretionary
Judicial Items:	No
Legislative Items:	Notice only; Session laws published by division separately
Attorney General Opinions:	Full text; Also cumulative numeric & subject index
Other:	State register of historic places, add'ns and decisions; monthly cumulative table of calendar year regulation filings
Open Meetings:	No
Public Hearings:	Yes
Index:	Yes; by agency

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	No
Official Text:	Yes
Judicial Notice:	Yes
Annotations:	No
Edit:	Yes; For format, not substance
Legislative Oversight:	Yes, but limited to a few agencies
Economic Impact Statement:	No
Emergency Rules:	Yes
In effect how long? 90 days	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes, First issued 1978, reissued 6/86
Instruction in regulation drafting:	Yes
Seminars:	No
Consultations:	Yes
Manual:	Yes
Pre-publication review:	Yes, Unofficial
Liaison Representative Required:	No
When did you begin publishing the Register? 1976	
The <i>Massachusetts Register</i> is not distributed to depository libraries.	
The <i>Massachusetts Register</i> is published in-house.	
Copy for publication is generated by the Massachusetts Regulations Division in-house.	
Other information about your Register not explained above: Beginning 10/86 register will be published as code supplement pages	

COPIES OF THE MASSACHUSETTS REGISTER MAY BE OBTAINED FROM:

Secretary of State/State Bookstore
Room 116, State House
Boston, Massachusetts 02133

1988 SURVEY OF CODES AND REGISTERS
MASSACHUSETTS

STATE: MASSACHUSETTS

*Massachusetts did not respond to 1988 Survey.

ADMINISTRATIVE CODE: *Code of Massachusetts Regulations (Code or CMR)*

OFFICE AND STAFF:

Director: Kathryn K. Maillett
Address: Room 74, State House
Boston, Massachusetts 02133
Telephone: (617) 727-2831
Person to contact about information on this survey: Kathryn K. Maillett
Governing Agency: Massachusetts Regulations Division
This office is under the Secretary of State.
Total number of employees (FTE): 7 (Full-time: 5; Part-time: 2)
Office Hours: 8:45 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: N/A, combined with other functions

Printing Expenses: \$30,000

Director's Salary (Optional):	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ x \$30,000 - \$35,000
	_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received: N/A

Amount received from subscriptions: \$25,000

PUBLICATION:

Frequency of printing entire Code: First printing 1/78, second printing 1/87
Number of sets printed in last complete publication: 250 in 1978, 750 + to be reprinted in 1/87
Year entire Code last published: 1978
Supplementation frequency: Quarterly, beginning 1/87 weekly in the register
Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: 225
Number of free subscribers: 25
Price per set: \$470 (1978)
Number of volumes per set: 24 (price & no. for '87 reprint not known)
If sold by less than entire set, please answer the following:
How sold? Individual regulations, related subjects or complete title
Price? Varies by size: 25¢ to \$24
Is supplement automatically sent to subscribers of entire Code? No
If not, is there a separate subscription for supplementation? Yes
Is supplementation covered by original price of entire Code? No
If not, please indicate the price for supplementation: \$125 annual until 1987, combined
subscription to *Register* and *Code* will be approximately \$250
How do you promote sales? Periodic ads in Trade Journal
How do you distribute/mail? Parcel post; 1987 will be second class mail
Subscribers are billed.

FORMAT: Loose-leaf and microfilm

1988 SURVEY OF CODES AND REGISTERS
MASSACHUSETTS

VOLUME:

Pages per full set: 17,000
Average pages per volume: 700
Pages per supplement (average): 1,400

LAW:

Official Text: Yes
Judicial Notice Yes
Annotations: No
Edit: No
Emergency rules included: No; Included if public review requirements of APA are met during 90 days emergency is in effect

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: Yes
Microfiche: No
Microfilm: Yes; Microfilm is original file, has not been marketed
What type/brand of computer equipment do you use? WANG VS 100/LIS 12 Laser Printer
What type/brand of software do you use?

INDEXING:

Does your Code contain one or more indices? Not complete yet
If so, please specify type(s)
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Code of Massachusetts Regulations* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? 1978
The *Code of Massachusetts Regulations* is not distributed to depository libraries.
The *Code of Massachusetts Regulations* contains nothing other than rules.
The *Code of Massachusetts Regulations* is published and printed in-house.

COPIES OF THE CODE OF MASSACHUSETTS REGULATIONS MAY BE OBTAINED FROM:

Until 1987 code available in parts, complete code available January, 1987
Secretary of State Bookstore
Room 116, State House
Boston, Massachusetts 02133

1988 SURVEY OF CODES AND REGISTERS
MICHIGAN

STATE: MICHIGAN

*Michigan did not respond to the 1988 Survey.

ADMINISTRATIVE REGISTER: *Michigan Register*

OFFICE AND STAFF:

Director: Roger Peters, Legal Editor
Address: Legislative Service Bureau
125 West Allegon
Lansing, Michigan 48913
Telephone: (517) 373-7343
Person to contact about information on this survey: Roger Peters, Legal Editor
Governing Agency: Legislative Council
This office is under the legislature.
Total number of employees (FTE): 8 (Full-time: 5; Part-time: 3)
Office Hours: 8:30 a.m. to 5:00 p.m.

BUDGET:

Salaries: \$36,000 (prorated)
Printing Expenses: \$31,000
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:
Amount received from subscriptions:

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 1,021
Number of free subscribers: 894
Price per issue: N/A
Price per subscription: \$50/year
Is the subscription and/or single issue price set by statute? No
If not, how are they determined? Cost of publication
Length of subscription: 1 year
How do you promote sales? Direct mail, advertising, seminars, etc.
How do you distribute/mail? 1st class mail
Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 175
Pages per year (1987): 2,100

COMPUTER COMPOSITION:

Computer Use:	Yes, Macintosh computer used to generate camera-ready copy
Searchable data base:	No
Microfiche:	No
Microfilm:	No

1988 SURVEY OF CODES AND REGISTERS

MICHIGAN

CONTENT:

Proposed Rules:	Full text
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	No
Executive Orders:	Full text
Proclamations:	No
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	Full text
Attorney General Opinions:	Full text
Open Meetings:	No
Public Hearings:	Yes
Index:	Yes

LAW:

Correction of Nonsubstantive Errors:	Yes and No
Correction of Substantive Errors:	No
Official Text:	Yes
Judicial Notice:	Yes
Annotations:	Yes
Edit:	Yes
Legislative Oversight:	Yes
Economic Impact Statement:	Yes
Emergency Rules:	Yes
In effect how long?	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	Yes
Pre-publication review:	Yes
Liaison Representative Required:	Yes
When did you begin publishing the Register?	1984
The <i>Michigan Register</i> is distributed free of charge to state depository libraries.	
The <i>Michigan Register</i> is printed by an outside publisher/printer.	
Copy for publication is generated by the agencies.	

COPIES OF THE MICHIGAN REGISTER MAY BE OBTAINED FROM:

Department of Management and Budget
P.O. Box 30026 - Office Services
Lansing, Michigan 48909

1988 SURVEY OF CODES AND REGISTERS

MICHIGAN

STATE: MICHIGAN

ADMINISTRATIVE CODE: *Michigan Administrative Code*

OFFICE AND STAFF:

Director: Roger Peters, Legal Editor
Address: Legislative Service Bureau
125 West Allegon
Lansing, Michigan 48913
Telephone: (517) 373-7343
Person to contact about information on this survey: Roger Peters
Governing Agency: Legislative Service Bureau
This office is under the legislature.
Total number of employees (FTE): 8 (Full-time: 5; Part-time: 3)
Office Hours: 8:30 a.m. to 5:00 p.m.

BUDGET:

Salaries:
Printing Expenses:
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:
Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code: 10 year intervals
Number of sets printed in last complete publication:
Year entire Code last published: 1979
Supplementation frequency: Annually
Form of supplementation: Bound volume

CIRCULATION:

Number of paid subscribers: 1,300
Number of free subscribers: 1,000
Price per set: \$95
Number of volumes per set: 3
If sold by less than entire set, please answer the following:
How sold?
Price?
Is supplement automatically sent to subscribers of entire Code? No
If not, is there a separate subscription for supplementation? Yes
Is supplementation covered by original price of entire Code? No
If not, please indicate the price for supplementation: Varies, \$12 - \$20 a year
How do you promote sales? Advertising, seminars, direct mail
How do you distribute/mail? U.S. Mail
Subscribers are required to pay in advance.

FORMAT: Hardbound

1988 SURVEY OF CODES AND REGISTERS

MICHIGAN

VOLUME:

Pages per full set: 5,238

Average pages per volume: 1,750

Pages per supplement (average): 600

LAW:

Official Text: Yes

Judicial Notice: Yes

Annotations: No

Edit: Yes

Emergency rules included: No

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: No

Microfiche: No

Microfilm: No

What type/brand of computer equipment do you use? Tandem

What type/brand of software do you use?

INDEXING:

Does your Code contain one or more indices? Yes

If so, please specify type(s) Subject matter, agency

Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Michigan Administrative Code* is arranged by subject matter.

MISCELLANEOUS:

When did you first publish your Code? 1944

The *Michigan Administrative Code* is distributed free of charge to state depository libraries.

The *Michigan Administrative Code* contains nothing other than rules.

The *Michigan Administrative Code* is published in-house and printed by an outside printer.

COPIES OF THE MICHIGAN ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

Department of Management and Budget

P.O. Box 30026 - Office Services

Lansing, Michigan 48909

1988 SURVEY OF CODES AND REGISTERS
MINNESOTA

STATE: MINNESOTA

ADMINISTRATIVE REGISTER: *Minnesota State Register*

OFFICE AND STAFF:

Director: Stephen A. Ordahl
Address: Director, Documents Division
117 University Avenue
St. Paul, Minnesota 55155

Telephone: (612) 297-2553

Person to contact about information on this survey: Steve Ordahl

Governing Agency: Minnesota Department of Administration

This office is under the Commissioner of Administration (Executive).

Total number of employees (FTE): 2.15 (Full-time: ; Part-time:)

Office Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday; 6:30 p.m. on Thursday

BUDGET: (Total Division budget is above \$2,000,000.)

Salaries: \$67,500

Printing Expenses: \$135,000

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____ x	over \$40,000

Subsidy received: None

Amount received from subscriptions: 45%

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 900 full; 200 trial

Number of free subscribers: 125

Price per issue: \$3.50

Price per subscription: \$130 full; \$40 trial (13 weeks)

Is the subscription and/or single issue price set by statute? No

If not, how are they determined? Market pricing

Length of subscription: Annual or 13 week convertible trial

How do you promote sales? Direct mail, some print advertising

How do you distribute/mail? 2nd class postage

Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 48

Pages per year (1987): 2,500

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: Yes

Microfiche: Yes

Microfilm: No

1988 SURVEY OF CODES AND REGISTERS

MINNESOTA

CONTENT:

Proposed Rules:	Full text
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	No
Executive Orders:	Full text
Proclamations:	No
State Contracts:	Notice only
Executive Items:	Notice only
Judicial Items:	Notice only
Legislative Items:	No
Attorney General Opinions:	No
Other: Supreme Court Calendar	Notice only
Open Meetings:	Yes
Public Hearings:	Yes
Index:	Yes

LAW:

Correction of Nonsubstantive Errors:	No
Correction of Substantive Errors:	Yes
Official Text:	No
Judicial Notice:	Yes
Annotations:	No
Edit:	No
Legislative Oversight:	No
Economic Impact Statement:	No
Emergency Rules:	Yes

In effect how long? 180 days with an additional 180 days possible

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes; published by Revisor of Statutes
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	Yes; published by Revisor of Statutes
Pre-publication review:	Yes
Liaison Representative Required:	Yes

When did you begin publishing the Register? July 1976

The *Minnesota State Register* is distributed free of charge to state depository libraries.

The *Minnesota State Register* is published by an outside printer/publisher.

Copy for publication is generated by the agencies working with Revisor of Statutes and Attorney General.

Other information about your Register not explained above: Revisor of Statutes is responsible for rule drafting and publishing. Our department publishes and sells the State Register, rule sets and extracts. Our department publishes and sells a great many other publications and functions much like the US Government Printing Office. The entire department is self-supporting. The State Register is just one of many publications produced. The Revisor of Statutes is in the Legislative Branch. We are in the Executive Branch.

COPIES OF THE MINNESOTA STATE REGISTER MAY BE OBTAINED FROM:

Minnesota Documents Division
117 University Avenue
St. Paul, Minnesota 55155

The *Minnesota State Register* is cited: Vol. SR Page (e.g., 12 SR 2451)

1988 SURVEY OF CODES AND REGISTERS
MINNESOTA

STATE: MINNESOTA

ADMINISTRATIVE CODE: *Minnesota Rules*

OFFICE AND STAFF:

Director: Stephen C. Cross, Revisor of Statutes
Address: 700 State Office Building
St. Paul, Minnesota 55155
Telephone: (612) 296-2868
Person to contact about information on this survey: Marcia Waldron
Governing Agency: Revisor of Statutes Office
This office is under the legislature.
Total number of employees (FTE): 50 (Full-time: 44; Part-time: 12)
Office Hours: 8:30 a.m. to 4:30 p.m., Monday thru Friday (or when Legislature is in session)

BUDGET: (Total office budget is about \$3,000,000)

Salaries: about \$1,500,000

Printing Expenses: \$500,000 (all publications) (Rules approximately \$250,000 with 50% costs recovered)

Director's Salary (Optional):	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
	_____ \$35,000 - \$40,000	_____ x over \$40,000

Subsidy received: \$2,800,000

Amount received from subscriptions: \$220,000 (Total publications)

PUBLICATION:

Frequency of printing entire Code: Every odd-numbered year
Number of sets printed in last complete publication: 1,000
Year entire Code last published: 1987
Supplementation frequency: Twice each even-numbered year
Form of supplementation: Pocket Parts

CIRCULATION:

Number of paid subscribers: 700

Number of free subscribers: 300

Price per set: \$160

Number of volumes per set: 11

If sold by less than entire set, please answer the following:

How sold? Per volume (when available)

Price? \$15

Is supplement automatically sent to subscribers of entire Code? Yes

Is supplementation covered by original price of entire Code? Yes

How do you promote sales? Ads; Convention Displays; Brochure

How do you distribute/mail? By Documents Division of Department of Administration

Subscribers are required to pay in advance.

FORMAT: Hardbound

1988 SURVEY OF CODES AND REGISTERS

MINNESOTA

VOLUME:

Pages per full set: 11,000
Average pages per volume: 1,000
Pages per supplement (average): 1,200 - 2,400

LAW:

Official Text: Yes
Judicial Notice: No
Annotations: No
Edit: Yes
Emergency rules included: Some; not usually

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: Yes; not accessible to the public
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use? IBM 4341-2
What type/brand of software do you use? VM / SP operating system, all in-house written software

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Subject index
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Minnesota Rules* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? 1983
The *Minnesota Rules* is distributed free of charge to county libraries upon request.
The *Minnesota Rules* also contains preface, user guide, chapter table, cross reference table, statutory authority table, amendment table, historical notes, statutory authority cites, editorial notes, index, and a user reply insert.
The *Minnesota Rules* is edited in-house and composed and printed by an outside publisher/printer.
Other information about your Code not explained above: Office certifies rules as to form, drafts administrative rules for agencies, provides outside agencies with instruction in drafting, seminars, consultations, and publishes a drafting manual.

COPIES OF THE MINNESOTA RULES MAY BE OBTAINED FROM:

Documents Division
Department of Administration
117 University Avenue
St Paul, Minnesota 55155

The *Minnesota Rules* is cited: Minnesota Rules 1987

1988 SURVEY OF CODES AND REGISTERS
MISSISSIPPI

STATE: MISSISSIPPI

*Mississippi did not respond to the 1988 Survey.

ADMINISTRATIVE REGISTER:

OFFICE AND STAFF:

Director: Jay Weiner
Address: 401 Mississippi Street
Post Office Box 136
Jackson, Mississippi 39205
Telephone: (601) 359-1350
Person to contact about information on this survey: Jay Weiner
Governing Agency: Office of the Secretary of State
This office is under the Secretary of State.
Total number of employees (FTE): (Full-time: ; Part-time:)
Office Hours:

BUDGET:

Salaries:
Printing Expenses:
Director's Salary (Optional):

	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
	_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:
Amount received from subscriptions:

FREQUENCY OF ISSUE: Temporarily suspended

CIRCULATION (as of January 1, 1988):

Number of paid subscribers:
Number of free subscribers:
Price per issue:
Price per subscription:
Is the subscription and/or single issue price set by statute?
If not, how are they determined?
Length of subscription:
How do you promote sales?
How do you distribute/mail?
Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987):
Pages per year (1987):

COMPUTER COMPOSITION:

Computer Use:
Searchable data base:
Microfiche:
Microfilm:
What do you use, if not a computer?

1988 SURVEY OF CODES AND REGISTERS
MISSISSIPPI

CONTENT:

- Proposed Rules:
- Adopted Rules:
- Emergency Rules:
- Court Ordered Rules:
- Executive Orders:
- Proclamations:
- State Contracts:
- Executive Items:
- Judicial Items:
- Legislative Items:
- Attorney General Opinions:
- Other:
- Open Meetings:
- Public Hearings:
- Index :

LAW:

- Correction of Nonsubstantive Errors:
- Correction of Substantive Errors:
- Official Text:
- Judicial Notice:
- Annotations:
- Edit:
- Legislative Oversight:
- Economic Impact Statement:
- Emergency Rules:
 - In effect how long?

MISCELLANEOUS:

- Editorial Standards Manual/Guidelines:
- Instruction in regulation drafting:
 - Seminars:
 - Consultations:
 - Manual:
 - Pre-publication review:
 - Liaison Representative Required:
- When did you begin publishing the Register?
- The *Mississippi Register* is not distributed to depository libraries.
- The *Mississippi Register* is published in-house.
- Copy for publication is generated by the *Register* staff in-house.
- Other information about your Register not explained above:

Where can copies of your Register be obtained:

1988 SURVEY OF CODES AND REGISTERS
MISSISSIPPI

STATE: MISSISSIPPI

ADMINISTRATIVE CODE: None

OFFICE AND STAFF:

Director:

Address:

Telephone:

Person to contact about information on this survey:

Governing Agency:

Is your office under the Secretary of State, the Legislature or other (specify).

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:

Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code:

Number of sets printed in last complete publication:

Year entire Code last published:

Supplementation frequency:

Form of supplementation:

CIRCULATION:

Number of paid subscribers:

Number of free subscribers:

Price per set:

Number of volumes per set:

If sold by less than entire set, please answer the following:

How sold?

Price?

Is supplement automatically sent to subscribers of entire Code?

If not, is there a separate subscription for supplementation?

Is supplementation covered by original price of entire Code?

If not, please indicate the price for supplementation:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

FORMAT:

1988 SURVEY OF CODES AND REGISTERS

MISSISSIPPI

VOLUME:

Pages per full set:
Average pages per volume:
Pages per supplement (average):

LAW:

Official Text:
Judicial Notice:
Annotations:
Edit:
Emergency rules included:
Other (specify):

COMPUTER COMPOSITION:

Computer Use:
Searchable data base:
Microfiche:
Microfilm:
What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices?
If so, please specify type(s)
Are indices prepared in-house by staff members or by the publisher?

ARRANGEMENT:

Is your Code arranged by subject matter, by agency or by some other means?
(please specify)

MISCELLANEOUS:

When did you first publish your Code?
Is the Code distributed to depository libraries in your state free of charge?
If your Code contains anything other than rules, please specify the contents:
Is your Code published in-house or by an outside publisher?
If done in-house, is it printed in-house or by an outside printer?
Other information about your Code not explained above:

Where can copies of your Code be obtained:

1988 SURVEY OF CODES AND REGISTERS

MISSOURI

STATE: MISSOURI

ADMINISTRATIVE REGISTER: *Missouri Register*

OFFICE AND STAFF:

Director: Carolan Underwood
 Address: Administrative Rules
 8th Floor, Harry S Truman Bldg.
 Jefferson City, MO 65101
 Telephone: (314) 751-4015
 Person to contact about information on this survey: Carolan Underwood
 Governing Agency: Secretary of State
 This office is under the Secretary of State.
 Total number of employees (FTE): 7 (Full-time: 5; Part-time: 2)
 Office Hours: 8 a.m. - 5 p.m., Monday through Friday

BUDGET:

Salaries: \$93,500
 Printing Expenses: \$228,284
 Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____ x	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received: \$247,923
 Amount received from subscriptions: \$79,418 average

FREQUENCY OF ISSUE: Bi-weekly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 815
 Number of free subscribers: 40
 Price per issue: \$5
 Price per subscription: \$56
 Is the subscription and/or single issue price set by statute? No
 If not, how are they determined? by staff; printing expenses
 Length of subscription: one year
 How do you promote sales? direct mail; pamphlets; flyers
 How do you distribute/mail? U.S. Mail, 2nd class; by sheltered workshop
 Subscribers are billed (in-state) and required to pay in advance (out-of-state).

VOLUME:

Average pages per issue (1987): 145
 Pages per year (1987): 2,044

COMPUTER COMPOSITION:

Computer Use: Yes
 Searchable data base: Yes
 Microfiche: No
 Microfilm: Yes

1988 SURVEY OF CODES AND REGISTERS

MISSOURI

CONTENT:

Proposed Rules:	Full text
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	No
Executive Orders:	No
Proclamations:	No
State Contracts:	No
Executive Items:	No
Judicial Items:	Full text
Legislative Items:	No
Attorney General Opinions:	No
Open Meetings:	Yes
Public Hearings :	Yes
Index:	Yes (table)

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	No
Official Text:	Yes
Judicial Notice:	No
Annotations:	No
Edit:	Yes
Legislative Oversight:	Yes
Economic Impact Statement:	Yes
Emergency Rules:	Yes
In effect how long? 120 days	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	Yes
Pre-publication review:	Yes
Liaison Representative Required:	No

When did you begin publishing the Register? 1975

The *Missouri Register* is distributed free of charge to state depository libraries.

The *Missouri Register* is printed in-house.

Copy for publication is generated by the Administrative Rules staff in-house and by the agencies.

COPIES OF THE MISSOURI REGISTER MAY BE OBTAINED FROM:

Administrative Rules
P.O. Box 778
Jefferson City, MO 65102

The *Missouri Register* is cited:

1988 SURVEY OF CODES AND REGISTERS

MISSOURI

STATE: MISSOURI

ADMINISTRATIVE CODE: *Code of State Regulations*

OFFICE AND STAFF:

Director: Carolan Underwood
Address: Administrative Rules
8th Floor, Harry S Truman Bldg.
Jefferson City, MO 65101
Telephone: (314) 751-4015
Person to contact about information on this survey: Carolan Underwood
Governing Agency: Secretary of State
This office is under the Secretary of State.
Total number of employees (FTE): 7 (Full-time: 5; Part-time: 2)
Office Hours: 8 a.m. - 5 p.m., Monday through Friday

BUDGET:

Salaries: \$93,500
Printing Expenses: \$228,284
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____ x	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received: \$247,923
Amount received from subscriptions: \$79,418

PUBLICATION:

Frequency of printing entire Code: every 10 years
Number of sets printed in last complete publication: 2,000 @ 8 volumes each
Year entire Code last published: 1976
Supplementation frequency: twice a year
Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: 705
Number of free subscribers: 40
Price per set: \$235
Number of volumes per set: 8
If sold by less than entire set, please answer the following:
How sold?
Price?
Is supplement automatically sent to subscribers of entire Code? Yes
Is supplementation covered by original price of entire Code? No
If not, please indicate the price for supplementation: \$35 per yr. based on costs
How do you promote sales? direct mail; pamphlets; flyers
How do you distribute/mail? In-house; U.P.S.
Subscribers are billed.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

MISSOURI

VOLUME:

Pages per full set: 10,000

Average pages per volume: 1,250

Pages per supplement (average): 875

LAW:

Official Text: Yes

Judicial Notice: Yes

Annotations: Yes

Edit: Yes

Emergency rules included: No (histories only)

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: No

Microfiche: No

Microfilm: No

What type/brand of computer equipment do you use? IBM main frame

What type/brand of software do you use? ATMS; BRS

INDEXING:

Does your Code contain one or more indices? Yes

If so, please specify type(s): subject; cross-reference by statutes

Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Code of State Regulations* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? 1976

The *Code of State Regulations* is distributed free of charge to state depository libraries.

The *Code of State Regulations* also contains annotations.

The *Code of State Regulations* is published and printed by an outside publisher.

COPIES OF THE CODE OF STATE REGULATIONS MAY BE OBTAINED FROM:

Administrative Rules

P.O. Box 778

Jefferson City, MO 65102

The *Code of State Regulations* is cited:

1988 SURVEY OF CODES AND REGISTERS
MONTANA

STATE: MONTANA

ADMINISTRATIVE REGISTER: *Montana Administrative Register*

OFFICE AND STAFF:

Director: Kathy Lubke (Bureau Chief)
Address: 225 Capitol, Capitol Station
Helena, Montana 59620
Telephone: (406) 444-2055
Person to contact about information on this survey: Kathy Lubke
Governing Agency: Secretary of State
This office is under the Secretary of State.
Total number of employees (FTE): 3.5 (Full-time: 1; Part-time: 2.5)
Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$70,242
Printing Expenses: \$20,492
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
x _____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received: 0
Amount received from subscriptions: \$43,200

FREQUENCY OF ISSUE: Twice Monthly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 144
Number of free subscribers: 93
Price per issue: \$12.50
Price per subscription: \$300/calendar year
Is the subscription and/or single issue price set by statute? No
If not, how are they determined? Fees set by rule. Secretary of State in consultation with Code Committee.
Length of subscription: Calendar year
How do you promote sales? Fact sheets to new attorneys; Bulletins
How do you distribute/mail? First class mail
Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 101
Pages per year (1987): 2,431

COMPUTER COMPOSITION:

Computer Use: Yes; computer is used for Topical Index, Accumulative Table, Cross Reference Index, Mail lists. Each agency submits a camera-ready copy to the Secretary of State for publication.

Searchable data base: No
Microfiche: No
Microfilm: No

1988 SURVEY OF CODES AND REGISTERS

MONTANA

CONTENT:

Proposed Rules:	Full text and notice only
Adopted Rules:	Notice only
Emergency Rules:	Full text and notice only
Court Ordered Rules:	No
Executive Orders:	No
Proclamations:	No
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	No
Attorney General Opinions:	Full text
Other:	
Open Meetings:	No
Public Hearings:	Yes
Index:	No

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	No
Official Text:	No
Judicial Notice:	No
Annotations:	No
Edit:	No
Legislative Oversight:	No
Economic Impact Statement:	No
Emergency Rules:	No
In effect how long?	120 days

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	No
Seminars:	No
Consultations:	No
Manual:	Yes
Pre-publication review:	Yes; informally
Liaison Representative Required:	Yes
When did you begin publishing the Register?	January 1973
A subsidy allows the <i>Montana Administrative Register</i> to be distributed free of charge to state and federal depository libraries. (Until July 1, 1987, it was subsidized.)	
The <i>Montana Administrative Register</i> is printed by an outside publisher/printer.	
Copy for publication is generated by the agencies.	

COPIES OF THE MONTANA ADMINISTRATIVE REGISTER MAY BE OBTAINED FROM:

Administrative Rules Bureau
225 Capitol, Capitol Station
Helena, Montana 59620

The *Montana Administrative Register* is cited: Montana Administrative Register or MAR

1988 SURVEY OF CODES AND REGISTERS
MONTANA

STATE: MONTANA

ADMINISTRATIVE CODE: *Administrative Rules of Montana*

OFFICE AND STAFF

Director: Kathy Lubke, Bureau Chief
Address: Secretary of State
225 Capitol, Capitol Station
Helena, Montana 59620
Telephone: (406) 444-2055
Person to contact about information on this survey: Kathy Lubke
Governing Agency: Secretary of State
This office is under the Secretary of State.
Total number of employees (FTE): 3.5 (Full-time: 1; Part-time: 2.5)
Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$70,242
Printing Expenses: \$26,800
Director's Salary (Optional):

	Under \$10,000		\$10,000 - \$15,000
x	\$15,000 - \$20,000		\$20,000 - \$25,000
	\$25,000 - \$30,000		\$30,000 - \$35,000
	\$35,000 - \$40,000		over \$40,000

Subsidy received: 0
Amount received from subscriptions: \$51,000

PUBLICATION:

Frequency of printing entire Code: Initially printed in 1972 and recodified in 1980, reprinted in 1988
Number of sets printed in last complete publication: 80
Year entire Code last published: 1988
Supplementation frequency: Quarterly
Form of supplementation: Replacement pages inserted into three ring binder

CIRCULATION:

Number of paid subscribers: 204
Number of free subscribers: 87
Price per set: \$350
Number of volumes per set: 20 binders; 23 Titles and a Topical Index
If sold by less than entire set, please answer the following:
How sold? Individual Title
Price? \$50 for initial purchase and \$50 for a year of quarterly updates
Is supplement automatically sent to subscribers of entire Code? Yes
Is supplementation covered by original price of entire Code? No
If not, please indicate the price for supplementation: \$250 per calendar year
How do you promote sales? Fact sheets to attorneys newly admitted to the Bar & business bulletins
How do you distribute/mail? Special fourth class mail
Subscribers are required to pay in advance.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

MONTANA

VOLUME:

Pages per full set: 11,074
Average pages per volume: 461
Pages per supplement (average): 750

LAW:

Official Text: Yes
Judicial Notice: No
Annotations: No
Edit: Yes
Emergency rules included: No

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: No
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use? Local area network PC/DOS/acer 386
server/Computerland Novell workstations
What type/brand of software do you use? Wordstar, Foxbase, Lotus, and Abacus
What do you use, if not computers? Agencies submit camera-ready copy

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Topical
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Administrative Rules of Montana* is arranged by subject.

MISCELLANEOUS:

When did you first publish your Code? December 31, 1972
A subsidy allows the *Administrative Rules of Montana* to be distributed free of charge to state and federal depository libraries. (Until July 1, 1987, it was subsidized.)
The *Administrative Rules of Montana* also contains cross reference table between rules and law. Repealed rules and Old to New and New to Old number table (Before recodification to present system).
The *Administrative Rules of Montana* is published in-house and printed by an outside printer.

COPIES OF THE ADMINISTRATIVE RULES OF MONTANA MAY BE OBTAINED FROM:

Secretary of State
Administrative Rules Bureau
225 Capitol, Capitol Station
Helena, Montana 59620

The *Administrative Rules of Montana* is cited: Administrative Rules of Montana or ARM.

1988 SURVEY OF CODES AND REGISTERS
NEBRASKA

STATE: NEBRASKA

ADMINISTRATIVE REGISTER: None

OFFICE AND STAFF:

Director:

Address:

Telephone:

Person to contact about information on this survey:

Governing Agency:

This office is under the legislature.

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
	_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:

Amount received from subscriptions:

FREQUENCY OF ISSUE:

CIRCULATION (as of January 1, 1988):

Number of paid subscribers:

Number of free subscribers:

Price per issue:

Price per subscription:

Is the subscription and/or single issue price set by statute?

If not, how are they determined?

Length of subscription:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

VOLUME:

Average pages per issue (1987):

Pages per year (1987):

COMPUTER COMPOSITION:

Computer Use:

Searchable data base:

Microfiche:

Microfilm:

What do you use, if not a computer?

1988 SURVEY OF CODES AND REGISTERS

NEBRASKA

CONTENT:

- Proposed Rules:
- Adopted Rules:
- Emergency Rules:
- Court Ordered Rules:
- Executive Orders:
- Proclamations:
- State Contracts:
- Executive Items:
- Judicial Items:
- Legislative Items:
- Attorney General Opinions:
- Other:
- Open Meetings:
- Public Hearings :
- Index:

LAW:

- Correction of Nonsubstantive Errors:
- Correction of Substantive Errors:
- Official Text:
- Judicial Notice:
- Annotations:
- Edit:
- Legislative Oversight:
- Economic Impact Statement:
- Emergency Rules:
 - In effect how long?

MISCELLANEOUS:

- Editorial Standards Manual/Guidelines:
- Instruction in regulation drafting:
 - Seminars:
 - Consultations:
 - Manual:
 - Pre-publication review:
 - Liaison Representative Required:
 - Other (specify):
- When did you begin publishing the Register?
- Is the Register distributed to depository libraries in your state free of charge?
- Is the Register printed in-house or by an outside publisher/printer?
- Is copy for publication generated by your agency in-house, by the publisher or by the agencies?
- Other information about your Register not explained above:
- Where can copies of your Register be obtained:

1988 SURVEY OF CODES AND REGISTERS
NEBRASKA

STATE: NEBRASKA

ADMINISTRATIVE CODE: *Nebraska Administrative Code*

OFFICE AND STAFF:

Director: Sharon Hoffman, Administrator
Address: Office of the Secretary of State
State Capitol - Room #343
Lincoln, NE 68509
Telephone: (402) 471-2385
Person to contact about information on this survey: Sharon Hoffman
Governing Agency: Secretary of State
This office is under the Secretary of State.
Total number of employees (FTE): 1 (Full-time: 1; Part-time: 0)
Office Hours: 8:00 a.m. - 5:00 p.m., Monday thru Friday

BUDGET:

Salaries:
Printing Expenses: \$12,209.64
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:
Amount received from subscriptions: Approximately \$7,500

PUBLICATION:

Frequency of printing entire Code:
Number of sets printed in last complete publication:
Year entire Code last published: 1975
Supplementation frequency: Monthly
Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: 37 full; 41 partial
Number of free subscribers: 7
Price per set: approx. \$300
Number of volumes per set: 34
If sold by less than entire set, please answer the following:
How sold? Volume
Price?
Is supplement automatically sent to subscribers of entire Code? No
If not, is there a separate subscription for supplementation? Yes
Is supplementation covered by original price of entire Code? No
If not, please indicate the price for supplementation: \$15/agency + \$4 printing costs
How do you promote sales? None
How do you distribute/mail? Mail
Subscribers are billed for volumes and required to pay in advance for supplement pages.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS
NEBRASKA

VOLUME:

Pages per full set: approx. 10,000
Average pages per volume: varies
Pages per supplement (average): varies

LAW:

Official Text: No
Judicial Notice: Yes
Annotations: Yes (Some agencies do; some don't)
Edit: No
Emergency rules included: No (do not have emergency rules)

COMPUTER COMPOSITION:

Computer Use: No
Searchable data base: No
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers? Some agencies have rules on-line.

INDEXING:

Does your Code contain one or more indices? No (table of contents only)
If so, please specify type(s):
Are indices prepared in-house by staff members or by the publisher?

ARRANGEMENT:

The *Nebraska Administrative Code* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code?
The *Nebraska Administrative Code* is distributed free of charge to state depository libraries and to county law libraries upon request.
The *Nebraska Administrative Code* contains nothing other than rules.
The *Nebraska Administrative Code* is published in-house.

COPIES OF THE NEBRASKA ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

Sharon Hoffman, Administrator
State Capitol
Room #343
Lincoln, NE 68509

The *Nebraska Administrative Code* is cited:

1988 SURVEY OF CODES AND REGISTERS
NEVADA

STATE: NEVADA

*Nevada did not respond to the 1988 Survey.

ADMINISTRATIVE REGISTER: None

OFFICE AND STAFF:

Director:

Address:

Telephone:

Person to contact about information on this survey:

Governing Agency:

Is your office under the Secretary of State, the Legislature, or other (specify)?

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
	_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:

Amount received from subscriptions:

FREQUENCY OF ISSUE:

CIRCULATION (as of January 1, 1988):

Number of paid subscribers:

Number of free subscribers:

Price per issue:

Price per subscription

Is the subscription and/or single issue price set by statute?

If not, how are they determined?

Length of subscription:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

VOLUME:

Average pages per issue (1987):

Pages per year (1987):

COMPUTER COMPOSITION:

Computer Use:

Searchable data base:

Microfiche:

Microfilm:

What do you use, if not a computer?

1988 SURVEY OF CODES AND REGISTERS

NEVADA

CONTENT:

- Proposed Rules:
- Adopted Rules:
- Emergency Rules:
- Court Ordered Rules:
- Executive Orders:
- Proclamations:
- State Contracts:
- Executive Items:
- Judicial Items:
- Legislative Items:
- Attorney General Opinions:
- Other:
- Open Meetings:
- Public Hearings:
- Index:

LAW:

- Correction of Nonsubstantive Errors:
- Correction of Substantive Errors:
- Official Text:
- Judicial Notice:
- Annotations:
- Edit:
- Legislative Oversight:
- Economic Impact Statement:
- Emergency Rules:
 - In effect how long?

MISCELLANEOUS:

- Editorial Standards Manual/Guidelines:
- Instruction in regulation drafting:
 - Seminars:
 - Consultations:
 - Manual:
 - Pre-publication review:
 - Liaison Representative Required:
 - Other (specify):
- When did you begin publishing the Register?
- Is the Register distributed to depository libraries in your state free of charge?
- Is the Register printed in-house or by an outside publisher/printer?
- Is the copy for publication generated by your agency in-house, by the publisher or by the agencies?
- Other information about your Register not explained above:

Where can copies of your Register be obtained:

1988 SURVEY OF CODES AND REGISTERS
NEVADA

STATE: NEVADA

*Nevada did not respond to the 1988 Survey.

ADMINISTRATIVE CODE: *Nevada Administrative Code*

OFFICE AND STAFF:

Director: Linda S. Jessen
Address: Legislative Counsel
Capitol Complex
Carson City, Nevada 89710
Telephone: (702) 885-5627
Person to contact about information on this survey: Lorne Malkiewich
Governing Agency: Legislative Counsel Bureau
This office is under the Legislature.
Total number of employees (FTE): 35 (Full-time: ; Part-time:)
Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET: (not separate from general legislative)

Salaries:

Printing Expenses:

Director's Salary (Optional):	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
	_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:

Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code: varies - approximately every 2 years
Number of sets printed in last complete publication: 175
Year entire Code last published: 1986
Supplementation frequency quarterly
Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: 75
Number of free subscribers: 100
Price per set: \$175
Number of volumes per set: 9
If sold by less than entire set, please answer the following:
How sold? N/A
Price?

Is supplement automatically sent to subscribers of entire Code? Yes

Is supplementation covered by original price of entire Code? No

If not, please indicate the price for supplementation: \$50 per year

How do you promote sales? Advertising in connection with sale of statutes

How do you distribute/mail? Mail - UPS or Post Office

Subscribers are required to pay in advance.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

NEVADA

VOLUME:

Pages per full set: 3,500
Average pages per volume: 400
Pages per supplement (average): 150

LAW:

Official Text: Yes
Judicial Notice: Yes
Annotations: No
Edit: No
Emergency rules included: No

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: No; not yet, but we will have searchable and public access
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use? varies (Digital)
What type/brand of software do you use? P.S.A.
What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Subject matter
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Nevada Administrative Code* is arranged by subject matter.

MISCELLANEOUS:

When did you first publish your Code? 1983 (partial *Code* before them)
The *Nevada Administrative Code* is distributed free of charge to the State Library and the Supreme Court Library.
The *Nevada Administrative Code* contains nothing other than rules.
The *Nevada Administrative Code* is published and printed in-house.

COPIES OF THE NEVADA ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

Legislative Counsel Bureau
Publications
Capitol Complex
Carson City, Nevada 89710

1988 SURVEY OF CODES AND REGISTERS
NEW HAMPSHIRE

STATE: NEW HAMPSHIRE

*New Hampshire did not respond to the 1988 Survey.

ADMINISTRATIVE REGISTER: *New Hampshire Rulemaking Register*

OFFICE AND STAFF:

Director: Stephen C. Shaw
Address: Room 113, State House
Concord, New Hampshire 03221
Telephone: (603) 271-3680
Person to contact about information on this survey: Lynne Dennis
Governing Agency: Office of Legislative Services
This office is under the legislature.
Total number of employees (FTE): 3 (Full-time: 3; Part-time: 0)
Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: N/A
Printing Expenses:
Director's Salary (Optional):

	Under \$10,000	\$10,000 - \$15,000
	\$15,000 - \$20,000	\$20,000 - \$25,000
	\$25,000 - \$30,000	\$30,000 - \$35,000
	\$35,000 - \$40,000	over \$40,000

Subsidy received:
Amount received from subscriptions:

FREQUENCY OF ISSUE: Weekly (The *New Hampshire Rulemaking Register* changed from monthly to weekly on January 1, 1987)

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 75
Number of free subscribers: 188
Price per issue: N/A
Price per subscription: \$30
Is the subscription and/or single issue price set by statute? No
If not, how are they determined? By the Director of Legislative Services
Length of subscription: One year
How do you promote sales? N/A
How do you distribute/mail? both
Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 30
Pages per year (1987): 360

COMPUTER COMPOSITION:

Computer Use:	No
Searchable data base:	No
Microfiche:	No
Microfilm:	No
What do you use, if not a computer?	cut and paste

1988 SURVEY OF CODES AND REGISTERS

NEW HAMPSHIRE

CONTENT:

Proposed Rules:	Notice only
Adopted Rules:	Notice only
Emergency Rules:	Notice only
Court Ordered Rules:	No
Executive Orders:	Full text
Proclamations:	No
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	No
Attorney General Opinions:	Notice only
Open Meetings:	No
Public Hearings:	Yes
Index:	No

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	No
Official Text:	No
Judicial Notice:	No
Annotations:	No
Edit:	Yes
Legislative Oversight:	Yes
Economic Impact Statement:	Yes
Emergency Rules:	Yes
In effect how long?	90 days

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	Yes
Pre-publication review:	No
Liaison Representative Required:	No
When did you begin publishing the Register?	1981
The <i>New Hampshire Rulemaking Register</i> is distributed free of charge to state depository libraries.	
The <i>New Hampshire Rulemaking Register</i> is printed in-house.	
Copy for publication is generated by the agencies.	

COPIES OF THE NEW HAMPSHIRE RULEMAKING REGISTER MAY BE OBTAINED FROM:

Administrative Rules
Room 113, State House
Concord, New Hampshire 03301

1988 SURVEY OF CODES AND REGISTERS
NEW HAMPSHIRE

STATE: NEW HAMPSHIRE

*New Hampshire did not respond to the 1988 Survey.

ADMINISTRATIVE CODE: *New Hampshire Code of Administrative Rules Annotated **

** Code is privately printed by Equity Publishing at no cost to the State. See address on bottom of next page.*

OFFICE AND STAFF:

Director:

Address:

Telephone:

Person to contact about information on this survey:

Governing Agency:

Is your office under the Secretary of State, the Legislature or other (specify).

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:

Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code:

Number of sets printed in last complete publication:

Year entire Code last published: December 1984

Supplementation frequency: Every six months

Form of supplementation: Replacement pages and pocket parts

CIRCULATION:

Number of paid subscribers: N/A

Number of free subscribers: N/A

Price per set: \$244

Number of volumes per set: 5

If sold by less than entire set, please answer the following:

How sold? By volume

Price? \$50

Is supplement automatically sent to subscribers of entire Code?

If not, is there a separate subscription for supplementation?

Is supplementation covered by original price of entire Code? For one year only

If not, please indicate the price for supplementation:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS
NEW HAMPSHIRE

VOLUME:

Pages per full set:
Average pages per volume:
Pages per supplement (average):

LAW:

Official Text:
Judicial Notice:
Annotations:
Edit:
Emergency rules included:
Other (specify):

COMPUTER COMPOSITION:

Computer Use:
Searchable data base:
Microfiche:
Microfilm:
What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Individual agency
Indices are prepared by the publisher.

ARRANGEMENT:

MISCELLANEOUS:

When did you first publish your Code? 1984
The *New Hampshire Code of Administrative Rules Annotated* is not distributed to
depository libraries.
The *New Hampshire Code of Administrative Rules Annotated* contains nothing other than
rules.
The *New Hampshire Code of Administrative Rules Annotated* is published and printed by
an outside publisher/printer.

**COPIES OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES ANNOTATED
MAY BE OBTAINED FROM:**

Equity Publishing Corporation
Orford, New Hampshire 03777
(603) 353-4351

1988 SURVEY OF CODES AND REGISTERS
NEW JERSEY

STATE: NEW JERSEY

ADMINISTRATIVE REGISTER: *New Jersey Register*

OFFICE AND STAFF:

Director: Karen Garfing, OAL Publications, Division of Rules and Publications
Address: 9 Quakerbridge Plaza
CN 301

Trenton, New Jersey 08625

Telephone: (609) 588-6601

Person to contact about information on this survey: Norman Olsson

Governing Agency: Office of Administrative Law

This office is in, but not of, the office of the Secretary of State.

Total number of employees (FTE): 18.3 (Full-time: 16; Part-time: 3) (includes Register and Code;
staff functions inter-related and overlap)

Office Hours: 9:00 a.m. to 4:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$538,000 (includes *Code* and *Register*)

Printing Expenses: \$141,109 (1987)

Director's Salary (Optional):

(Director of Code and Register)

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	<u> x </u>	over \$40,000

Subsidy received: no direct subsidy received

Amount received from subscriptions: \$212,700

FREQUENCY OF ISSUE: Twice a month

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 2,586

Number of free subscribers: 439

Price per issue: \$8

Price per subscription: \$75 - 2nd class mail; \$150 - 1st class mail

Is the subscription and/or single issue price set by statute? No

If not, how are they determined? By Director, OAL

Length of subscription: One year

How do you promote sales? Direct mail, space advert., envelope stuffers, booth at State Bar Convention

How do you distribute/mail? 2nd/1st class mail; inter-office

Subscribers are billed for renewals and are required to pay in advance for initial
subscriptions and single copies.

VOLUME:

Average pages per issue (1987): 104

Pages per year (1987): 2,510

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: Yes

Microfiche: Yes (document files)

Microfilm: No

1988 SURVEY OF CODES AND REGISTERS
NEW JERSEY

CONTENT:

Proposed Rules:	Full text
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	Full text
Executive Orders:	No
Proclamations:	No
State Contracts:	Notice only; awards
Executive Items:	Notice only
Judicial Items:	Notice only; decisions affecting rules
Legislative Items:	No
Attorney General Opinions:	Full text (formal opinions only)
Other: Petitions for rulemaking	Notice only
Availability of grant funds	Notice only
Rule pre-proposals	Notice only
Open Meetings:	Yes
Public Hearings:	Yes
Index :	Yes

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	No
Official Text:	Yes
Judicial Notice:	Yes
Annotations:	No
Edit:	Yes
Legislative Oversight:	No
Economic Impact Statement:	Yes
Emergency Rules:	Yes
In effect how long?	60 days

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	Yes
Pre-publication review:	Yes
Liaison Representative Required:	Yes (administrative practice officer)

When did you begin publishing the Register? 9/69

The *New Jersey Register* is distributed free of charge to state depository libraries.

The *New Jersey Register* is printed by an outside printer.

Copy for publication is generated by the Rules and Publications Section in-house and by the agencies.

Other information about your Register not explained above: The OAL is the official publisher of the *New Jersey Register*.

COPIES OF THE NEW JERSEY REGISTER MAY BE OBTAINED FROM:

OAL Publications
CN 301
Trenton, New Jersey 08625

The *New Jersey Register* is cited: by annual volume, page number, and item (e.g., 20 N.J.R. 3(a) means Jan. 4, 1988 issue, pg. 3, item a.)

1988 SURVEY OF CODES AND REGISTERS
NEW JERSEY

STATE: NEW JERSEY

ADMINISTRATIVE CODE: *New Jersey Administrative Code*

OFFICE AND STAFF:

Director: Karen Garfing, OAL Publications, Division of Rules and Publications
Address: 9 Quakerbridge Road
CN 301
Trenton, New Jersey 08625

Telephone: (609) 588-6601

Person to contact about information on this survey: Norman Olsson

Governing Agency: Office of Administrative Law

This office is in, but not of, the office of the Secretary of State.

Total number of employees (FTE): 18.3 (Full-time: 16; Part-time: 3) (includes Register and Code staff
- functions inter-related and overlap)

Office Hours: 9:00 a.m. to 4:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$538,000 (*Code and Register*)

Printing Expenses: \$137,461 (19876)

Director's Salary (Optional):

Director of *Code and Register*

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____ x	over \$40,000

Subsidy received: no direct subsidy received

Amount received from subscriptions: \$1,033,300

PUBLICATION:

Frequency of printing entire Code: Individual Titles are reprinted as needed

Number of sets printed in last complete publication: info. not available

Year entire Code last published: 1975

Supplementation frequency: Monthly

Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: 8,920

Number of free subscribers: 36

Price per set: \$1,200

Number of volumes per set: 42

If sold by less than entire set, please answer the following:

How sold? By agency Title

Price? \$55 per volume

Is supplement automatically sent to subscribers of entire Code? Yes, first year of subscription

If not, is there a separate subscription for supplementation? Upon renewal

Is supplementation covered by original price of entire Code? First year

If not, please indicate the price for supplementation: renewal \$580 (full set or \$30 per volume

How do you promote sales? Direct mail; space ad.; booth at State Bar Convention

How do you distribute/mail? special 4th class

Subscribers are billed for renewals and required to pay in advance for initial subscriptions.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS
NEW JERSEY

VOLUME:

Pages per full set: 26,000

Average pages per volume: varies according to agency Title

Pages per supplement (average): 930 (1987)

LAW:

Official Text: Yes

Judicial Notice: Yes

Annotations: Yes

Edit: Yes (codification)

Emergency rules included: Yes

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: Yes; not accessible to the public

Microfiche: Yes (document files - in-house use only)

Microfilm: No

What type/brand of computer equipment do you use? Itak 1020

What type/brand of software do you use? CPS

INDEXING:

Does your Code contain one or more indices? Yes

If so, please specify type(s): subject index and comprehensive definitions section for each agency
Title; full Code Index to be issued Fall 1988

Indices are prepared in-house by staff members.

ARRANGEMENT:

The *New Jersey Administrative Code* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? 1972

The *New Jersey Administrative Code* is distributed free of charge to the State Library only.

The *New Jersey Administrative Code* also contains historical annotations and case notes of selected decisions concerning administrative rules, words and terms defined.

The *New Jersey Administrative Code* is typeset and printed by an outside printer.

The OAL is the official publisher of the *N. J. A. C.*

COPIES OF THE NEW JERSEY ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

OAL Publications

CN 301

Trenton, New Jersey 08625

The *New Jersey Administrative Code* is cited: by uniform codification system prefixed by N.J.A.C. (example: N.J.A.C. 1:30-1.4 means Title 1, Chapter 30, section 1.4 - citations to the Code)

1988 SURVEY OF CODES AND REGISTERS
NEW MEXICO

STATE: NEW MEXICO

*New Mexico did not respond to the 1988 Survey.

ADMINISTRATIVE REGISTER: None

OFFICE AND STAFF:

Director: Bryan Michael Miller

Address: State Archivist and Records Administrator
404 Montezuma
Santa Fe, New Mexico 87503

Telephone: (505) 827-8860

Person to contact about information on this survey: Deputy Administrator, Mary Granito

Governing Agency:

Is your office under the Secretary of State, the Legislature or other (specify).

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
	_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:

Amount received from subscriptions:

FREQUENCY OF ISSUE:

CIRCULATION (as of January 1, 1988):

Number of paid subscribers:

Number of free subscribers:

Price per issue:

Price per subscription:

Is the subscription and/or single issue price set by statute?

If not, how are they determined?

Length of subscription:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

VOLUME:

Average pages per issue (1987):

Pages per year (1987):

COMPUTER COMPOSITION:

Computer Use:

Searchable data base:

Microfiche:

Microfilm:

What do you use, if not a computer?

1988 SURVEY OF CODES AND REGISTERS
NEW MEXICO

CONTENT:

- Proposed Rules:
- Adopted Rules:
- Emergency Rules:
- Court Ordered Rules:
- Executive Orders:
- Proclamations:
- State Contracts:
- Executive Items:
- Judicial Items:
- Legislative Items:
- Attorney General Opinions:
- Other :
- Open Meetings:
- Public Hearings:
- Index :

LAW:

- Correction of Nonsubstantive Errors:
- Correction of Substantive Errors:
- Official Text:
- Judicial Notice:
- Annotations:
- Edit:
- Legislative Oversight:
- Economic Impact Statement:
- Emergency Rules:
 - In effect how long?

MISCELLANEOUS:

- Editorial Standards Manual/Guidelines:
- Instruction in regulation drafting:
 - Seminars:
 - Consultations:
 - Manual:
 - Pre-publication review:
 - Liaison Representative Required:
 - Other (specify):
- When did you begin publishing the Register?
- Is the Register distributed to depository libraries in your state free of charge?
- Is the Register printed in-house or by an outside publisher/printer?
- Is the copy for publication generated by your agency in-house, by the publisher or by the agencies?
- Other information about your Register not explained above:

Where can copies of your Register be obtained:

1988 SURVEY OF CODES AND REGISTERS
NEW MEXICO

STATE: NEW MEXICO

*New Mexico did not respond to the 1988 Survey.

ADMINISTRATIVE CODE: None

OFFICE AND STAFF:

Director: Bryan Michael Miller

Address: State Archivist and Records Administrator
404 Montezuma
Santa Fe, New Mexico 87503

Telephone: (505) 827-8860

Person to contact about information on this survey: Deputy Administrator, Mary Granito
Governing Agency:

Is your office under the Secretary of State, the Legislature, or other (specify).

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
	_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:

Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code:

Number of sets printed in last complete publication:

Year entire Code last published:

Supplementation frequency:

Form of supplementation:

CIRCULATION:

Number of paid subscribers:

Number of free subscribers:

Price per set:

Number of volumes per set:

If sold by less than entire set, please answer the following:

How sold?

Price?

Is supplement automatically sent to subscribers of entire Code?

If not, is there a separate subscription for supplementation?

Is supplementation covered by original price of entire Code?

If not, please indicate the price for supplementation

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

FORMAT:

1988 SURVEY OF CODES AND REGISTERS

NEW MEXICO

VOLUME:

Pages per full set:
Average pages per volume:
Pages per supplement (average):

LAW:

Official Text:
Judicial Notice:
Annotations:
Edit:
Emergency rules included:
Other (specify):

COMPUTER COMPOSITION:

Computer Use:
Searchable data base:
Microfiche:
Microfilm:
What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices?
If so, please specify type(s)
Are indices prepared in-house by staff members or by the publisher?

ARRANGEMENT:

Is your Code arranged by subject matter, by agency or by some other means?

MISCELLANEOUS:

When did you first publish your Code?
Is the Code distributed to depository libraries in your state free of charge?
If your Code contains anything other than rules, please specify the contents:
Is your Code published in-house or by an outside publisher?
If done in-house, is it printed in-house or by an outside printer?
Other information about your Code not explained above:

Where can copies of your Code be obtained:

1988 SURVEY OF CODES AND REGISTERS
NEW YORK

STATE: NEW YORK

ADMINISTRATIVE REGISTER: *New York State Register*

OFFICE AND STAFF:

Director: Maureen L. Bigness

Address: Department of State/Division of Information Services
162 Washington Avenue
Albany, New York 12231

Telephone: (518) 474-6785

Person to contact about information on this survey: Maureen L. Bigness

Governing Agency: Department of State

This office is under the Secretary of State.

Total number of employees (FTE): 15 (Full-time: 14; Part-time: 2) (Register and Code staff work together to produce both publications)

Office Hours: 8:30 a.m. to 4:45 p.m., Monday thru Friday

BUDGET:

Salaries: \$15,000 - \$20,000

Printing Expenses: Not available

Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received: n/a

Amount received from subscriptions: \$52,760 (Approx. per year, amount varies depending on number of subscriptions)

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 859

Number of free subscribers: 1,464

Price per issue: \$1.50

Price per subscription: \$40 - 2nd class mail; \$80 - 1st class mail

Is the subscription and/or single issue price set by statute? Yes

Length of subscription: One year

How do you promote sales? n/a

How do you distribute/mail? 1st and 2nd Class Mail; inter-agency mail service for NYS agencies

Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 110.62

Pages per year (1987): 5,752

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: No

Microfiche: No

Microfilm: No

1988 SURVEY OF CODES AND REGISTERS

NEW YORK

CONTENT:

Proposed Rules:	Full text or notice only (if the text of a proposed, adopted, or
Adopted Rules:	Full text or notice only emergency rule is under 2,000 words,
Emergency Rules:	Full text or notice only text is carried; over 2,000, a summary)
Court Ordered Rules:	Full text
Executive Orders:	Full text
Proclamations:	Notice only
State Contracts:	DOT notice to contractors - summary; all others, full text
Executive Items:	Full text
Judicial Items:	Full text
Legislative Items:	Legislative hearing calendar only
Attorney General Opinions:	Notice only
Open Meetings:	No
Public Hearings:	Yes
Index :	Yes (quarterly)

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	No
Official Text:	Yes
Judicial Notice:	Yes
Annotations:	Yes
Edit:	Yes
Legislative Oversight:	No
Economic Impact Statement:	Yes
Emergency Rules:	Yes
In effect how long?	60 days

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	No
Seminars:	No
Consultations:	Yes
Manual:	Yes
Pre-publication review:	Yes
Liaison Representative Required:	No

When did you begin publishing the Register? 1979

The *NYS Register* is distributed free of charge to state depository libraries.

The *NYS Register* is printed by an outside publisher/printer.

Copy for publication is generated by the Division of Information Services in-house.

COPIES OF THE *NYS REGISTER* MAY BE OBTAINED FROM:

Division of Information Services
Department of State
162 Washington Avenue
Albany, New York 12231

The *New York State Register* is cited: New York State Register

1988 SURVEY OF CODES AND REGISTERS
NEW YORK

STATE: NEW YORK

ADMINISTRATIVE CODE: *Official Compilation of Codes, Rules and Regulations (NYCRR)*

OFFICE AND STAFF:

Director: Maureen L. Bigness, Director of Information Services

Address: NYS Department of State
162 Washington Avenue
Albany, New York 12231

Telephone: (518) 474-6785

Person to contact about information on this survey: Maureen L. Bigness

Governing Agency: Department of State

This office is under the Secretary of State.

Total number of employees (FTE): 15 (Full-time: 14; Part-time: 2) (Code and Register staff work together to produce both publications)

Office Hours: 8:30 a.m. to 5:00 p.m. Monday thru Friday

BUDGET:

Salaries: \$15,000 - 20,000

Printing Expenses: Paid by publisher

Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received: n/a

Amount received from subscriptions: n/a to Department; printer has exclusive marketing rights

PUBLICATION:

Frequency of printing entire Code: Printer reprints as required for sales (all volumes sold with all supplements filed at time of delivery)

Number of sets printed in last complete publication: n/a

Year entire Code last published: n/a

Supplementation frequency: Monthly

Form of supplementation: Replacement pages provided monthly

CIRCULATION:

Number of paid subscribers: 14,380

Number of free subscribers: 13

Price per set: \$2,600

Number of volumes per set: 59 + 2 volume index

If sold by less than entire set, please answer the following:

How sold? By volume, title or set

Price? \$51.75 per volume

Is supplement automatically sent to subscribers of entire Code? Yes, for remainder of suppl. yr.

If not, is there a separate subscription for supplementation? Yes, in yrs. subsequent to year of purchase

Is supplementation covered by original price of entire Code? Yes, for remainder of suppl. yr.

If not, please indicate the price for supplementation: \$486 per set; \$33 per volume

How do you promote sales? Publisher

How do you distribute/mail? Publisher

Subscribers are billed.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS
NEW YORK

VOLUME:

Pages per full set: 45,850
Average pages per volume: 777
Pages per supplement (average): 1,416

LAW:

Official Text: Yes
Judicial Notice: Yes
Annotations: Yes
Edit: Yes
Emergency rules included: Yes

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: No
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use? Penta
What type/brand of software do you use? Penta

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Key Word, prepared by index
Indices are prepared by the publisher.

ARRANGEMENT:

The *Official Compilation of Codes, Rules and Regulations* is arranged by subject, then by agency, and then by index or code.

MISCELLANEOUS:

When did you first publish your Code? approx 1960 in current loose-leaf form
The *Official Compilation of Codes, Rules and Regulations* is not distributed to depository libraries.
The *Official Compilation of Codes, Rules and Regulations* also contains table of current pages, annotations, historical notes.
The *Official Compilation of Codes, Rules and Regulations* is published and printed by an outside printer.

COPIES OF THE OFFICIAL COMPILATION OF CODES, RULES AND REGULATIONS OF THE STATE OF NEW YORK MAY BE OBTAINED FROM:

Lenz & Riecker, Inc.
1 Columbia Place
Albany, New York 12207

The *Official Compilation of Codes, Rules and Regulations* is cited: The following short form should be used to cite a section of the Official Compilation of Codes, Rules and Regulations of the State of New York referring only to the Title and section number: (1 NYCRR 38.9). Subtitles, Chapters and Parts should be cited: 9 NYCRR Subtitle A; 16 NYCRR Chapter II; 22 NYCRR Part 20. Where, however, the long form citation must be used, as for example in text, cite as follows: section 38.9 of Title 1 of the Official Compilation of Codes, Rules and Regulations of the State of New York.

1988 SURVEY OF CODES AND REGISTERS
NORTH CAROLINA

STATE: NORTH CAROLINA

ADMINISTRATIVE REGISTER: *North Carolina Register*

OFFICE AND STAFF:

Director: Molly Mason
Address: P.O. Drawer 11666
Raleigh, North Carolina 27604
Telephone: (919) 733-2678
Person to contact about information on this survey: Molly Mason
Governing Agency: Office of Administrative Hearings
This office is a quasi - judicial one.
Total number of employees (FTE): 5 (Full-time: 5; Part-time: 1)
Office Hours: 8:00 a.m. - 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$122,987
Printing Expenses: \$15,420
Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ x \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:
Amount received from subscriptions:

FREQUENCY OF ISSUE: Twice a month

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 257
Number of free subscribers: 197
Price per issue: \$8
Price per subscription: \$95
Is the subscription and/or single issue price set by statute? No
If not, how are they determined? Administrative rule
Length of subscription: 1 year
How do you promote sales? Pamphlets
How do you distribute/mail? 1st class U.S. mail; courier and inter-office
Subscribers are billed.

VOLUME:

Average pages per issue (1987): 60
Pages per year (1987): 819

COMPUTER COMPOSITION:

Computer Use:	Yes
Searchable data base:	Yes
Microfiche:	No
Microfilm:	No

1988 SURVEY OF CODES AND REGISTERS
NORTH CAROLINA

CONTENT:

Proposed Rules:	Full text
Adopted Rules:	Full text if notice was not required
Emergency Rules:	No
Court Ordered Rules:	No
Executive Orders:	Full text
Proclamations:	No
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	No
Attorney General Opinions:	No
Open Meetings:	No
Public Hearings:	No
Index:	Yes

LAW:

Correction of Nonsubstantive Errors:
Correction of Substantive Errors:
Official Text:
Judicial Notice:
Annotations:
Edit:
Legislative Oversight:
Economic Impact Statement:
Emergency Rules:
 In effect how long?

MISCELLANEOUS:

Editorial Standards Manual/Guidelines: Yes (in process of updating)
Instruction in regulation drafting: Yes
 Seminars: Yes
 Consultations: Yes
 Manual: Yes
 Pre-publication review: No
 Liaison Representative Required: Yes
When did you begin publishing the Register? 4/86
The *North Carolina Register* is distributed to the State Library only (5 copies).
The *North Carolina Register* is printed by an outside publisher/printer.
Copy for publication is generated by the Office of Administrative Hearings in-house.

COPIES OF THE NORTH CAROLINA REGISTER MAY BE OBTAINED FROM:

Office of Administrative Hearings
P.O. Drawer 11666
Raleigh, North Carolina 27604

The North Carolina Register is cited: Volume, Issue, page number and date (e.g., 3:1 NCR 101-102. April 1, 1988)

1988 SURVEY OF CODES AND REGISTERS
NORTH CAROLINA

STATE: NORTH CAROLINA

ADMINISTRATIVE CODE: *North Carolina Administrative Code*

OFFICE AND STAFF:

Director: Molly Mason
Address: Office of Administrative Hearings
P.O. Drawer 11666
Raleigh, North Carolina 27604
Telephone: (919) 733-2678
Person to contact about information on this survey: Molly Mason
Governing Agency: Office of Administrative Hearings
This office is a quasi - judicial one.
Total number of employees (FTE): 5 (Full-time: 5; Part-time: 0)
Office Hours: 8:00 a.m. - 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$122,987
Printing Expenses: \$12,123
Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ x \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:
Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code: Maintained current on a continual basis monthly
Number of sets printed in last complete publication: 215
Year entire Code last published: n/a
Supplementation frequency: Monthly
Form of supplementation: Loose-leaf replacement pages

CIRCULATION:

Number of paid subscribers: 179
Number of free subscribers: 141
Price per set: \$750
Number of volumes per set: 52
If sold by less than entire set, please answer the following:
How sold? Individual volumes
Price? Varies
Is supplement automatically sent to subscribers of entire Code? Yes, initial purchase for 1 yr.
If not, is there a separate subscription for supplementation? Yes, after 1 year
Is supplementation covered by original price of entire Code? Yes, initial purchase
If not, please indicate the price for supplementation: Varies
How do you promote sales? Pamphlets
How do you distribute/mail? Book rate; courier and inter-office
Subscribers are billed.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

NORTH CAROLINA

VOLUME:

Pages per full set: 12,000
Average pages per volume: 300
Pages per supplement (average): 20 pages

LAW:

Official Text: Yes
Judicial Notice: No
Annotations: No
Edit: No
Emergency rules included: Yes

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: Yes; not accessible to public
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use? IBM
What type/brand of software do you use? IBM

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): General Statute Index
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *North Carolina Administrative Code* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? 1976 (loose-leaf pages); 1980 (volumes)
The *North Carolina Administrative Code* is distributed to the State Library only (5 copies).
The *North Carolina Administrative Code* contains nothing other than rules.
The *North Carolina Administrative Code* is published in-house and printed by an outside printer.
Other information about your Code not explained above:

COPIES OF THE NORTH CAROLINA ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

Office of Administrative Hearings
P.O. Drawer 11666
Raleigh, North Carolina 27604

The North Carolina Administrative Code is cited: Title, Chapter, Rule (e.g., 26 NCAC 2.0001)

1988 SURVEY OF CODES AND REGISTERS
NORTH DAKOTA

STATE: NORTH DAKOTA

ADMINISTRATIVE REGISTER: None

OFFICE AND STAFF:

Director:

Address:

Telephone:

Person to contact about information on this survey:

Governing Agency:

Is your office under the Secretary of State, the Legislature or other (specify).

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:

Amount received from subscriptions:

FREQUENCY OF ISSUE:

CIRCULATION (as of January 1, 1988):

Number of paid subscribers:

Number of free subscribers:

Price per issue:

Price per subscription:

Is the subscription and/or single issue price set by statute?

If not, how are they determined?

Length of subscription:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

VOLUME:

Average pages per issue (1987):

Pages per year (1987):

COMPUTER COMPOSITION:

Computer Use:

Searchable data base:

Microfiche:

Microfilm:

What do you use, if not a computer?

1988 SURVEY OF CODES AND REGISTERS
NORTH DAKOTA

CONTENT:

- Proposed Rules:
- Adopted Rules:
- Emergency Rules:
- Court Ordered Rules:
- Executive Orders:
- Proclamations:
- State Contracts:
- Executive Items:
- Judicial Items:
- Legislative Items:
- Attorney General Opinions:
- Other:
- Open Meetings:
- Public Hearings:
- Index:

LAW:

- Correction of Nonsubstantive Errors:
- Correction of Substantive Errors:
- Official Text:
- Judicial Notice:
- Annotations:
- Edit:
- Legislative Oversight:
- Economic Impact Statement:
- Emergency Rules:
 - In effect how long?

MISCELLANEOUS:

- Editorial Standards Manual/Guidelines:
- Instruction in regulation drafting:
 - Seminars:
 - Consultations:
 - Manual:
 - Pre-publication review:
 - Liaison Representative Required:
 - Other (specify):
- When did you begin publishing the Register?
- Is the Register distributed to depository libraries in your state free of charge?
- Is the Register printed in-house or by an outside publisher/printer?
- Is the copy for publication generated by your agency in-house, by the publisher or by the agencies?
- Other information about your Register not explained above:

Where can copies of your Register be obtained:

1988 SURVEY OF CODES AND REGISTERS
NORTH DAKOTA

STATE: NORTH DAKOTA

ADMINISTRATIVE CODE: *North Dakota Administrative Code*

OFFICE AND STAFF:

Director: John D. Olsrud, Director
Address: Legislative Council
State Capitol
Bismarck, North Dakota 58505

Telephone: (701) 224-2916

Person to contact about information on this survey: Katherine Chester Ver Weyst, Code Revisor
Governing Agency: Legislative Council

This office is under the legislature.

Total number of employees (FTE): 2.5 (Full-time: ; Part-time:)

Office Hours: 8:00 a.m. - 5:00 p.m., Monday through Friday

BUDGET:

Salaries: \$19,000

Printing Expenses: \$30,350

Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received: \$51,000

Amount received from subscriptions: \$10,320

PUBLICATION:

Frequency of printing entire Code: Not determined

Number of sets printed in last complete publication: 300

Year entire Code last published: 1978

Supplementation frequency: Monthly

Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: 86

Number of free subscribers: 119

Price per set: \$150

Number of volumes per set: 14

If sold by less than entire set, please answer the following:

How sold?

Price?

Is supplement automatically sent to subscribers of entire Code? Yes

Is supplementation covered by original price of entire Code? Yes

How do you promote sales? None

How do you distribute/mail? Secretary of State

Subscribers are billed.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

NORTH DAKOTA

VOLUME:

Pages per full set: 5,927
Average pages per volume: 422
Pages per supplement (average): 122

LAW:

Official Text: Yes
Judicial Notice: Yes
Annotations: No
Edit: Yes
Emergency rules included: Yes

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: Yes; It is not accessible to the public
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use? IBM
What type/brand of software do you use? ATMS/STAIRS

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Parallel table of laws implemented; subject index by late 1988
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *North Dakota Administrative Code* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? 1978
The *North Dakota Administrative Code* is distributed free of charge to state depository libraries.
The *North Dakota Administrative Code* contains nothing other than rules.
The *North Dakota Administrative Code* is published and printed in-house.

COPIES OF THE NORTH DAKOTA ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

Secretary of State
State Capitol
Bismarck, North Dakota 58505

The *North Dakota Administrative Code* is cited: NDAC or North Dakota Administrative Code

1988 SURVEY OF CODES AND REGISTERS

OHIO

STATE: OHIO

ADMINISTRATIVE REGISTER: *Ohio Monthly Record*

OFFICE AND STAFF:

Director: Robert S. Hebert, Acting Director

Address: Legislative Service Commission

State House - 5th Floor

Columbus, Ohio 43215

Telephone: (614) 466-5988

Person to contact about information on this survey: Barbara Patterson (614) 466-7572

Governing Agency: Legislative Service Commission

This office is under the legislature.

Total number of employees (FTE): 2 (Full-time: 2; Part-time: 0)

Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: N/A

Printing Expenses: *

Director's Salary (Optional):

_____ Under \$10,000

_____ \$15,000 - \$20,000

_____ \$25,000 - \$30,000

_____ \$35,000 - \$40,000

_____ \$10,000 - \$15,000

_____ \$20,000 - \$25,000

_____ \$30,000 - \$35,000

_____ over \$40,000

Subsidy received: N/A

Amount received from subscriptions:

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: *

Number of free subscribers: *

Price per issue: *

Price per subscription: *

Is the subscription and/or single issue price set by statute? No

If not, how are they determined? *

Length of subscription: *

How do you promote sales? *

How do you distribute/mail? *

Are subscribers billed or are they required to pay in advance? *

VOLUME:

Average pages per issue (1987): 121

Pages per year (1987): 1,448

COMPUTER COMPOSITION:

Computer Use: *

Searchable data base: *

Microfiche: *

Microfilm: *

What do you use, if not a computer? *

1988 SURVEY OF CODES AND REGISTERS

OHIO

CONTENT:

Proposed Rules:	Notice only
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	No
Executive Orders:	No
Proclamations:	No
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	No
Attorney General Opinions:	No
Open Meetings:	No
Public Hearings:	Yes; , of rules in accordance with public hearings concerning the Ohio APA
Index:	Yes; table of rules affected; subject matter index

LAW:

Correction of Nonsubstantive Errors:	Yes (1)
Correction of Substantive Errors:	Yes (1)
Official Text:	Yes (1)
Judicial Notice:	No
Annotations:	No
Edit:	Yes
Legislative Oversight:	Yes
Economic Impact Statement:	Yes
Emergency Rules:	Yes

In effect how long? 90 days unless re-adopted in accordance with regular rulemaking procedures
 (1) see Ohio Revised Code sections 101.35, 103.05, 111.15, 119.01, 119.02, 119.03, 119.031, 119.04, 121.24, 127.18, 4141.14, and 5703.14

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	Yes
Pre-publication review:	Yes
Liaison Representative Required:	Yes

When did you begin publishing the Register? 1/77

Is the Register distributed to depository libraries in your state free of charge? *

The Ohio Monthly Record is printed by an outside publisher/printer.

Copy for publication is generated by the agencies.

Other information about your Register not explained above: The Ohio Monthly Record is published by the Banks-Baldwin Law Publishing Company. For information about the matters marked with an asterisk (*), please contact Jennifer Grandfield at the address and phone number listed below.

COPIES OF THE OHIO MONTHLY RECORD MAY BE OBTAINED FROM:

Banks-Baldwin Law Publishing Company (216) 721-7373, Ext. 346
 University Center, P.O. Box 1974
 Cleveland, Ohio 44106

The Ohio Monthly Record is cited: year, title, and page number (e.g., 1987-1988 Ohio Monthly Record 645)

1988 SURVEY OF CODES AND REGISTERS

OHIO

STATE: OHIO

ADMINISTRATIVE CODE: *Ohio Administrative Code*

OFFICE AND STAFF:

Director: Robert S. Hebert, Director
Address: Legislative Service Commission
State House - 5th Floor
Columbus, Ohio 43215

Telephone: (614) 466-5988

Person to contact about information on this survey: Barbara Patterson (614) 466-7572

Governing Agency: Legislative Service Commission

This office is under the legislature.

Total number of employees (FTE): 2 (Full-time: 2; Part-time: 0)

Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: N/A

Printing Expenses: *

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received: N/A

Amount received from subscriptions: *

PUBLICATION:

Frequency of printing entire Code: Yearly

Number of sets printed in last complete publication: 200

Year entire Code last published: 1987

Supplementation frequency: Monthly (see *Register* information)

Form of supplementation: Replacement pages and pocket parts

CIRCULATION:

Number of paid subscribers: *

Number of free subscribers: *

Price per set: *

Number of volumes per set: *

If sold by less than entire set, please answer the following:

How sold? *

Price? *

Is supplement automatically sent to subscribers of entire Code? *

If not, is there a separate subscription for supplementation? *

Is supplementation covered by original price of entire Code? *

If not, please indicate the price for supplementation: *

How do you promote sales? *

How do you distribute/mail? *

Are subscribers billed or are they required to pay in advance? *

FORMAT: Post binder

1988 SURVEY OF CODES AND REGISTERS

OHIO

VOLUME:

Pages per full set: 7,038
Average pages per volume: 782
Pages per supplement (average): 121 (see *Register* info.)

LAW:

Official Text: Yes
Judicial Notice: No
Annotations: No
Edit: Yes
Emergency rules included: Yes
Other (specify): See the *Ohio Revised Code* sections listed in the Law section of the *Register* information on page 156

COMPUTER COMPOSITION:

Computer Use: *
Searchable data base: *
Microfiche: *
Microfilm: *
What type/brand of computer equipment do you use? *
What type/brand of software do you use? *
What do you use, if not computers? *

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Subject
Indices are prepared by the publisher.

ARRANGEMENT:

The *Ohio Administrative Code* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? 1/77
Is the Code distributed to depository libraries in your state free of charge? *
The *Ohio Administrative Code* also contains a user's guide and agency addresses.
The *Ohio Administrative Code* is published by an outside printer/publisher.
Other information about your Code not explained above: The *Ohio Administrative Code* contains a user's guide, agency addresses, statutes pertinent to rulemaking, and sources from which documents incorporated by reference can be obtained. The *Ohio Administrative Code* is published by the Banks-Baldwin Law Publishing Company. For information about the matters marked with an asterisk (*), please contact Jennifer Grandfield at the address and phone number listed below.

COPIES OF THE OHIO ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

Banks-Baldwin Law Publishing Company
University Center, P.O. Box 1974
Cleveland, Ohio 44106
(206) 721-7373 Ext. 346

The *Ohio Administrative Code* is cited: title and rule number (e.g., Ohio Admin. Code 103-5-07)

1988 SURVEY OF CODES AND REGISTERS
OKLAHOMA

STATE: OKLAHOMA

ADMINISTRATIVE REGISTER: *The Oklahoma Register*

OFFICE AND STAFF:

Director: Susan Gilley, Managing Editor
Address: Oklahoma Department of Libraries
200 N.E. 18th Street
Oklahoma City, Oklahoma 73105

Telephone: (405) 521-2502

Person to contact about information on this survey: Peggy Coe, Editor

Governing Agency: Oklahoma Department of Libraries

This office is under the executive branch (Oklahoma Department of Libraries).

Total number of employees (FTE): 1 (Full-time: 1; Part-time: 0)

Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries:

Printing Expenses: \$10,860

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:

Amount received from subscriptions: \$12,000

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 100

Number of free subscribers: 104

Price per issue: \$10

Price per subscription: \$120

Is the subscription and/or single issue price set by statute? No

If not, how are they determined? Set by Library Director based on costs

Length of subscription: One year

How do you promote sales?

How do you distribute/mail? Postal and interagency mail service

Subscribers are billed and required to pay in advance.

VOLUME:

Average pages per issue (1987): 282

Pages per year (1987): 3,387

COMPUTER COMPOSITION:

Computer Use: No

Searchable data base: No

Microfiche: No

Microfilm: Yes

What do you use, if not a computer? Xerox copier

1988 SURVEY OF CODES AND REGISTERS

OKLAHOMA

CONTENT:

Proposed Rules:	Notice only
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	No
Executive Orders:	Full text
Proclamations:	No
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	Full text; resolutions (legislative disapprovals)
Attorney General Opinions:	No
Open Meetings:	No
Public Hearings:	Yes
Index:	Yes

LAW:

Correction of Nonsubstantive Errors:	No
Correction of Substantive Errors:	No
Official Text:	No
Judicial Notice:	No
Annotations:	No
Edit:	No
Legislative Oversight:	Yes
Economic Impact Statement:	Yes
Emergency Rules:	Yes
In effect how long? 120 days	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	No
Instruction in regulation drafting:	No
Seminars:	No
Consultations:	No
Manual:	No
Pre-publication review:	No
Liaison Representative Required:	Yes
When did you begin publishing the Register?	1962
The <i>Oklahoma Register</i> is distributed free of charge to state depository libraries.	
The <i>Oklahoma Register</i> is printed in-house.	
Copy for publication is generated by the agencies.	

COPIES OF THE OKLAHOMA REGISTER MAY BE OBTAINED FROM:

Oklahoma Department of Libraries/Legislative Reference Division
200 N.E. 18th Street
Oklahoma City, Oklahoma 73105

The *Oklahoma Register* is cited: 5 Okla. Reg. 1 (1987)

1988 SURVEY OF CODES AND REGISTERS
OKLAHOMA

STATE: OKLAHOMA

ADMINISTRATIVE CODE: None

OFFICE AND STAFF:

Director:

Address:

Telephone:

Person to contact about information on this survey:

Governing Agency:

Is your office under the Secretary of State, the Legislature or other (specify)?

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:

Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code:

Number of sets printed in last complete publication:

Year entire Code last published:

Supplementation frequency:

Form of supplementation:

CIRCULATION:

Number of paid subscribers:

Number of free subscribers:

Price per set:

Number of volumes per set:

If sold by less than entire set, please answer the following:

How sold?

Price?

Is supplement automatically sent to subscribers of entire Code?

If not, is there a separate subscription for supplementation?

Is supplementation covered by original price of entire Code?

If not, please indicate the price for supplementation:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

FORMAT:

1988 SURVEY OF CODES AND REGISTERS

OKLAHOMA

VOLUME:

Pages per full set:
Average pages per volume:
Pages per supplement (average):

LAW:

Official Text:
Judicial Notice:
Annotations:
Edit:
Emergency rules included:
Other (specify):

COMPUTER COMPOSITION:

Computer Use:
Searchable data base:
Microfiche:
Microfilm:
What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices?
If so, please specify type(s)
Are indices prepared in-house by staff members or by the publisher?

ARRANGEMENT:

Is your Code arranged by subject matter, by agency or by some other means?

MISCELLANEOUS:

When did you first publish your Code?
Is the Code distributed to depository libraries in your state free of charge?
If your Code contains anything other than rules, please specify the contents:
Is your Code published in-house or by an outside publisher?
If done in-house, is it printed in-house or by an outside printer?
Other information about your Code not explained above:

Where can copies of your Code be obtained:

1988 SURVEY OF CODES AND REGISTERS

OREGON

STATE: OREGON

ADMINISTRATIVE REGISTER: *Oregon Bulletin*

OFFICE AND STAFF:

Director: Janet Sullivan, Director of Public Records

Address: 143 State Capitol

Salem, Oregon 97310

Telephone: (503) 378-4339

Person to contact about information on this survey: Carol Irwin-Leal, Admin. Rules Supervisor

Governing Agency: Secretary of State

This office is under the Secretary of State.

Total number of employees (FTE): 5 (Full-time: 4; Part-time: 2)

Office Hours: 8:00 a.m. to 5:00 p.m., Five days a week

BUDGET:

Salaries: \$159,911 (Biennium)

Printing Expenses: \$30,000 (Biennium)

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:

Amount received from subscriptions: 0

FREQUENCY OF ISSUE: Bi-monthly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: n/a

Number of free subscribers: 950

Price per issue: Free

Price per subscription: Free

Is the subscription and/or single issue price set by statute? n/a

Length of subscription: n/a

How do you promote sales? n/a

How do you distribute/mail? Bulk mailing

Are subscribers billed or are they required to pay in advance? n/a

VOLUME:

Average pages per issue (1987): 33.58

Pages per year (1987): 807

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: No

Microfiche: No

Microfilm: No

What do you use, if not a computer?

1988 SURVEY OF CODES AND REGISTERS

OREGON

CONTENT:

Proposed Rules:	Notice only
Adopted Rules:	Notice only
Emergency Rules:	Notice only
Court Ordered Rules:	No
Executive Orders:	Full text
Proclamations:	No
State Contracts:	No
Executive Items:	Notice only
Judicial Items:	No
Legislative Items:	No
Attorney General Opinions	Notice only
Open Meetings:	No
Public Hearings:	Yes
Index:	No

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	Yes
Official Text:	No
Judicial Notice:	No
Annotations:	No
Edit:	Yes
Legislative Oversight:	No
Economic Impact Statement:	Yes; do not print
Emergency Rules	Yes
In effect how long?	180 days

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	Yes
Pre-publication review:	Yes
Liaison Representative Required:	No
When did you begin publishing the Register?	1958
The <i>Oregon Bulletin</i> is distributed free of charge to state depository libraries.	
The <i>Oregon Bulletin</i> is printed by an outside publisher/printer (State Printer).	
Copy for publication is generated by the <i>Register</i> staff in-house.	

COPIES OF THE OREGON BULLETIN MAY BE OBTAINED FROM:

Secretary of State
Public Records Division
143 State Capitol
Salem, Oregon 97310

The *Oregon Bulletin* is cited: Oregon Bulletin

1988 SURVEY OF CODES AND REGISTERS
OREGON

STATE: OREGON

ADMINISTRATIVE CODE: *Oregon Administrative Rules Compilation*

OFFICE AND STAFF:

Director: Janet Sullivan
Address: 143 State Capitol
Salem, Oregon 97310
Telephone: (503) 378-4339
Person to contact about information on this survey: Carol Irwin-Leal, Admin. Rules Supervisor
Governing Agency: Secretary of State
This office is under the Secretary of State.
Total number of employees (FTE): 5 (Full-time: 4; Part-time: 2)
Office Hours: 8:00 a.m. to 5:00 p.m., Five days a week

BUDGET:

Salaries: \$159,911 (biennium)
Printing Expenses: \$90,565 (biennium)
Director's Salary (Optional):

	Under \$10,000		\$10,000 - \$15,000
	\$15,000 - \$20,000		\$20,000 - \$25,000
	\$25,000 - \$30,000		\$30,000 - \$35,000
	\$35,000 - \$40,000		over \$40,000

Subsidy received:
Amount received from subscriptions: \$46,560

PUBLICATION:

Frequency of printing entire Code: Monthly updates
Number of sets printed in last complete publication: n/a
Year entire Code last published: n/a
Supplementation frequency: Monthly - multiple sets
Form of supplementation: Replacement pages - total divisions

CIRCULATION:

Number of paid subscribers: 194
Number of free subscribers: 66 plus 45 copies to State Library for depositories
Price per set: \$300
Number of volumes per set: 8
If sold by less than entire set, please answer the following:
How sold? n/a
Price? n/a
Is supplement automatically sent to subscribers of entire Code? No
If not, is there a separate subscription for supplementation? Yes
Is supplementation covered by original price of entire Code? No
If not, please indicate the price for supplementation: \$240 per year
How do you promote sales? n/a
How do you distribute/mail? Bulk mailing
Subscribers are billed and required to pay in advance.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

OREGON

VOLUME:

Pages per full set: 7,325
Average pages per volume: 915
Pages per supplement (average): 125 per set, 1-6 sets per mo.

LAW:

Official Text: Yes
Judicial Notice: Yes
Annotations: No
Edit: Yes
Emergency rules included: No; historical reference only

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: Yes; it is not accessible by the public
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use? Wang VS 85
What type/brand of software do you use? ATMS/WPT/CCI encoding

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Table of contents by volume and Chapter; no word or phrase indices
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Oregon Administrative Rules Compilation* is arranged by agency (Chapter).

MISCELLANEOUS:

When did you first publish your Code? 1958 (partial)
The *Oregon Administrative Rules Compilation* is distributed free of charge to state depository libraries.
The *Oregon Administrative Rules Compilation* contains nothing other than rules.
The *Oregon Administrative Rules Compilation* is published and printed by an outside publisher/printer.

COPIES OF THE OREGON ADMINISTRATIVE RULES COMPILATION MAY BE OBTAINED FROM:

Secretary of State
Public Records Division
143 State Capitol
Salem, Oregon 97310

The *Oregon Administrative Rules Compilation* is cited: Oregon Administrative Rules Compilation (OAR)

1988 SURVEY OF CODES AND REGISTERS

PENNSYLVANIA

STATE: PENNSYLVANIA

ADMINISTRATIVE REGISTER: *Pennsylvania Bulletin*

OFFICE AND STAFF:

Director: Gary R. Hoffman

Address: PA Bulletin
647 Main Capitol Building
Harrisburg, Pennsylvania 17120

Telephone: (717) 783-1530

Person to contact about information on this survey: Gary R. Hoffman

Governing Agency: Legislative Reference Bureau

This office is under the legislature.

Total number of employees (FTE): 7 (Full-time : 7; Part-time: 0) (for both Register and Code)

Office Hours: 9:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:

Amount received from subscriptions

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 12,214

Number of free subscribers: 0

Price per issue: \$1.25

Price per subscription: \$45 per year

Is the subscription and/or single issue price set by statute? No

If not, how are they determined? Regulations of Joint Committee on Documents (policy-making body)

Length of subscription: 1 year

How do you promote sales? None

How do you distribute/mail? U.S. Mail

Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 100

Pages per year (1987): 5,200

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: No

Microfiche: Yes; not available to public

Microfilm: Yes; \$15 per year

What do you use, if not a computer? Compugraphic Typesetter

1988 SURVEY OF CODES AND REGISTERS
PENNSYLVANIA

CONTENT:

Proposed Rules:	Full text
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	Full text
Executive Orders:	Full text
Proclamations:	Full text; limited to Health and Safety matters
State Contracts:	Synopsis
Executive Items:	Full text
Judicial Items:	Full text
Legislative Items:	Full text
Attorney General Opinions:	Full text
Other:	Full text: app. and actions; Motor carrier app.; alleged violations
Open Meetings:	No
Public Hearings:	No
Index:	Yes

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	No
Official Text:	Yes
Judicial Notice:	Yes
Annotations:	No
Edit:	Yes
Legislative Oversight:	Yes
Economic Impact Statement:	Yes
Emergency Rules:	Yes
In effect how long? 120 days	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	No
Pre-publication review:	Yes
Liaison Representative Required:	Yes

When did you begin publishing the Register? 1970

The *Pennsylvania Bulletin* is distributed free of charge to state depository libraries.

The *Pennsylvania Bulletin* is printed by an outside publisher/printer.

Copy for publication is generated by the agencies originally and deposited at Legislative Reference Bureau; edited by the LRB; contractor composes, prints and mails.

Other information about your Register not explained above:

COPIES OF THE PENNSYLVANIA BULLETIN MAY BE OBTAINED FROM:

Pennsylvania Bulletin Subscriptions
Legislative Reference Bureau
P.O. Box 1127
Harrisburg, Pennsylvania 17120

The *Pennsylvania Bulletin* is cited: Volume and Page Number (e.g., 18 Pa.B. 3000)

1988 SURVEY OF CODES AND REGISTERS
PENNSYLVANIA

STATE: PENNSYLVANIA

ADMINISTRATIVE CODE: *Pennsylvania Code*

OFFICE AND STAFF:

Director: Gary R. Hoffman

Address: PA Code
647 Main Capitol Building
Harrisburg, Pennsylvania 17120

Telephone: (717) 783-1530

Person to contact about information on this survey: Gary R. Hoffman

Governing Agency: Legislative Reference Bureau

This office is under the legislature.

Total number of employees (FTE): 7 (Full-time: 7; Part-time: 0) (for both Code and Register)

Office Hours: 9:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
	_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:

Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code: Once; now updated with monthly loose-leaf service. Size precludes reprinting in its entirety.

Number of sets printed in last complete publication: See above

Year entire Code last published: See above

Supplementation frequency: Monthly

Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: 6,139 (Full - 1007, Single Titles - 5,132)

Number of free subscribers: 0

Price per set: \$817

Number of volumes per set: 51

If sold by less than entire set, please answer the following:

How sold? Individual Titles

Price? Varies

Is supplement automatically sent to subscribers of entire Code? First year

If not, is there a separate subscription for supplementation? After first year

Is supplementation covered by original price of entire Code? First year

If not, please indicate the price for supplementation: Varies

How do you promote sales? Contractor by direct mail and attendance at conferences

How do you distribute/mail? U.S. Mail

Subscribers are billed and required to pay in advance.

FORMAT: Loose-leaf; Computer file through Legislative Data Processing Center

1988 SURVEY OF CODES AND REGISTERS

PENNSYLVANIA

VOLUME:

Pages per full set: 32,000
Average pages per volume: 620
Pages per supplement (average): 700

LAW:

Official Text: Yes
Judicial Notice: Yes
Annotations: Yes
Edit: Yes
Emergency rules included: Yes

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: Yes; not accessible to the public
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use? Compugraphic
What type/brand of software do you use?

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Master index for entire Code; individual index for each Title
Indices are prepared by the publisher.

ARRANGEMENT:

The *Pennsylvania Code* is arranged by subject matter which has great similarity to agency responsibility.

MISCELLANEOUS:

When did you first publish your Code? Codification took about 15 years (1969 - 1974)
The *Pennsylvania Code* is distributed free of charge to state depository libraries.
The *Pennsylvania Code* also contains Statewide Court Rules, Home Rule Charters, and Legislative Districts.
The *Pennsylvania Code* is published and printed by an outside publisher.

COPIES OF THE PENNSYLVANIA CODE MAY BE OBTAINED FROM:

Fry Communications, Inc.
800 West Church Road
Mechanicsburg, Pennsylvania 17055

The *Pennsylvania Code* is cited:

1988 SURVEY OF CODES AND REGISTERS
RHODE ISLAND

STATE: RHODE ISLAND

ADMINISTRATIVE REGISTER: None
* in process of creating one through legislative appropriations

OFFICE AND STAFF:

Director: Phyllis Silva
Address: Room 43, State House
Providence, Rhode Island 02903
Telephone: (401) 277-2353
Person to contact about information on this survey: Phyllis Silva
Governing Agency: Archives Division
This office is under the Secretary of State.
Total number of employees (FTE): 1 (Full-time: 1; Part-time: 0)
Office Hours: 8:30 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries:
Printing Expenses:
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:
Amount received from subscriptions:

FREQUENCY OF ISSUE:

CIRCULATION (as of January 1, 1988):

Number of paid subscribers:
Number of free subscribers:
Price per issue:
Price per subscription:
Is the subscription and/or single issue price set by statute?
If not, how are they determined?
Length of subscription:
How do you promote sales?
How do you distribute/mail?
Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987):
Pages per year (1987):

COMPUTER COMPOSITION:

Computer Use:
Searchable data base:
Microfiche:
Microfilm:
What do you use, if not a computer?

1988 SURVEY OF CODES AND REGISTERS

RHODE ISLAND

CONTENT:

- Proposed Rules:
- Adopted Rules:
- Emergency Rules:
- Court Ordered Rules:
- Executive Orders:
- Proclamations:
- State Contracts:
- Executive Items:
- Judicial Items:
- Legislative Items:
- Attorney General Opinions:
- Open Meetings:
- Public Hearings:
- Index:

LAW:

- Correction of Nonsubstantive Errors:
- Correction of Substantive Errors:
- Official Text:
- Judicial Notice:
- Annotations:
- Edit:
- Legislative Oversight:
- Economic Impact Statement:
- Emergency Rules:
 - In effect how long?

MISCELLANEOUS:

- Editorial Standards Manual/Guidelines:
- Instruction in regulation drafting:
 - Seminars:
 - Consultations:
 - Manual:
 - Pre-publication review:
 - Liaison Representative Required:
- When did you begin publishing the Register?
- Is the Register distributed free of charge to state depository libraries?
- Is the Register published in-house or by an outside publisher/printer?
- Is copy for publication generated by the your agency in-house; by the publisher; or by the agencies?

WHERE MAY COPIES OF YOUR REGISTER BE OBTAINED:

1988 SURVEY OF CODES AND REGISTERS
RHODE ISLAND

STATE: RHODE ISLAND

ADMINISTRATIVE CODE: None

OFFICE AND STAFF:

Director:

Address:

Telephone:

Person to contact about information on this survey:

Governing Agency:

Is your office under the Secretary of State, the Legislature, or other (specify).

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:

Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code:

Number of sets printed in last complete publication:

Year entire Code last published:

Supplementation frequency:

Form of supplementation:

CIRCULATION:

Number of paid subscribers:

Number of free subscribers:

Price per set:

Number of volumes per set:

If sold by less than entire set, please answer the following:

How sold?

Price?

Is supplement automatically sent to subscribers of entire Code?

If not, is there a separate subscription for supplementation?

Is supplementation covered by original price of entire Code?

If not, please indicate the price for supplementation:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

FORMAT:

1988 SURVEY OF CODES AND REGISTERS
RHODE ISLAND

VOLUME:

Pages per full set:
Average pages per volume:
Pages per supplement (average):

LAW:

Official Text:
Judicial Notice:
Annotations:
Edit:
Emergency rules included:
Other (specify):

COMPUTER COMPOSITION:

Computer Use:
Searchable data base:
Microfiche:
Microfilm:
What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices?
If so, please specify type(s)
Are indices prepared in-house by staff members or by the publisher?

ARRANGEMENT:

Is your Code arranged by subject matter, by agency or by some other means?

MISCELLANEOUS:

When did you first publish your Code?
Is the Code distributed to depository libraries in your state free of charge?
If your Code contains anything other than rules, please specify the contents:
Is your Code published in-house or by an outside publisher?
If done in-house, is it printed in-house or by an outside printer?
Other information about your Code not explained above: Rhode Island does not have an Administrative Code. Nor does the state publish the rules and regulations filed by the various State Agencies. A Compilation of Rules of State Agencies is produced and is simply an index to the rules and regulations filed by the agencies. Legislation has been introduced which would mandate the publication of a register, but as yet has not passed the legislature.

Where can copies of your Code be obtained:

1988 SURVEY OF CODES AND REGISTERS
SOUTH CAROLINA

STATE: SOUTH CAROLINA

ADMINISTRATIVE REGISTER: *South Carolina State Register*

OFFICE AND STAFF:

Director: Lynn Bartlett, Editor
Address: P. O. Box 11489
Columbia, South Carolina 29211
Telephone: (803) 734-2145
Person to contact about information on this survey: Lynn Bartlett, Editor
Governing Agency: Legislative Council
This office is under the legislature.
Total number of employees (FTE): 2 (Full-time: 1; Part-time: 2)
Office Hours: 8:30 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: Included in budget for Legislative Council/General Funds/Personal Service

Printing Expenses: Included in budget for Legislative Council

Director's Salary (Optional): (Editor)	_____	Under \$10,000	_____	\$10,000 - \$15,000
	_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
	_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
	_____	x \$35,000 - \$40,000	_____	over \$40,000

Subsidy received: none

Amount received from subscriptions: \$14,625

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 195

Number of free subscribers: 305

Price per issue: \$6.25

Price per subscription: \$75 per year

Is the subscription and/or single issue price set by statute? No

If not, how are they determined? by Code Commissioner/Director, Legislative Council

Length of subscription: one year

How do you promote sales? n/a

How do you distribute/mail? U.S. Mail; Inter-agency

Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 126

Pages per year (1987): 1,517

COMPUTER COMPOSITION:

Computer Use: No

Searchable data base: No

Microfiche: No

Microfilm: No

What do you use, if not a computer? Computer used for records and monitoring legislative process of regulations

1988 SURVEY OF CODES AND REGISTERS

SOUTH CAROLINA

CONTENT:

Proposed Rules:	Notice only or full text
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	No
Executive Orders:	No
Proclamations:	No
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	No
Attorney General Opinions:	No
Open Meetings:	Yes
Public Hearings:	Yes
Index:	Yes

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	No
Official Text:	No
Judicial Notice:	No
Annotations:	No
Edit:	Yes
Legislative Oversight:	Yes
Economic Impact Statement:	Yes
Emergency Rules:	Yes
In effect how long? 90 days	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	No
Consultations:	Yes
Manual:	Yes
Pre-publication review:	Yes
Liaison Representative Required:	No
When did you begin publishing the Register?	1977
The <i>South Carolina State Register</i> is distributed free of charge to state depository libraries.	
The <i>South Carolina State Register</i> is printed in-house.	
Copy for publication is generated by the agencies.	

COPIES OF THE SOUTH CAROLINA STATE REGISTER MAY BE OBTAINED FROM:

Legislative Council
P. O. Box 11489
Columbia, South Carolina 29211

The *South Carolina State Register* is cited: South Carolina State Register, Volume 12, Issue 5 (SR12-5)

1988 SURVEY OF CODES AND REGISTERS
SOUTH CAROLINA

STATE: SOUTH CAROLINA

ADMINISTRATIVE CODE: contained in volumes 23/ 23A/ 24/ 24A/ 25/ 26/ 27 of *Code of Laws of South Carolina, 1976*

OFFICE AND STAFF:

Director: Thomas S. Linton
Address: P. O. Box 11489
Columbia, South Carolina 29211
Telephone: (803) 734-2145
Person to contact about information on this survey: Videau Simons, Research Librarian
Governing Agency: Legislative Council of the General Assembly
This office is under the legislature.
Total number of employees (FTE): 43 (Full-time: ; Part-time: 0)
Office Hours: 8:30 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: General funds/personal service
Printing Expenses: General Funds/special item
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____ x	over \$40,000

Subsidy received: 0
Amount received from subscriptions: 0

PUBLICATION:

Frequency of printing entire Code: Continuous revision
Number of sets printed in last complete publication: 1,750 (Code of Regulations: state purchase)
Year entire Code last published: 1980-1983 (Code of Regulations)
Supplementation frequency: annual
Form of supplementation: pamphlets

CIRCULATION:

Number of paid subscribers: Available from the publisher
Number of free subscribers: 1,650
Price per set: available from publisher
Number of volumes per set: 7 volumes of Administrative Regulations; 44 volumes of *Code of Laws*
If sold by less than entire set, please answer the following:
How sold? available from publisher
Price? available from publisher
Is supplement automatically sent to subscribers of entire Code? Yes
Is supplementation covered by original price of entire Code? No
If not, please indicate the price for supplementation: varies annually based on printing costs
How do you promote sales? n/a
How do you distribute/mail? Mailed by publisher
Are subscribers billed or are they required to pay in advance?

FORMAT: Pamphlets inserted in binders

1988 SURVEY OF CODES AND REGISTERS

SOUTH CAROLINA

VOLUME:

Pages per full set: various paging each pamphlet
Average pages per volume: various paging each pamphlet
Pages per supplement (average): cumulative; increases annually

LAW:

Official Text: Yes
Judicial Notice: No
Annotations: Yes
Edit: No
Emergency rules included: No

COMPUTER COMPOSITION:

Computer Use: No
Searchable data base: No
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use? n/a
What type/brand of software do you use? n/a
What do you use, if not computers? hard copy; binders with annual supplements

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): General index; agency index
Indices are prepared by the publisher.

ARRANGEMENT:

The *Code of Laws of South Carolina, 1976* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? Regulations published since 1937
The *Code of Laws of South Carolina, 1976* is distributed free of charge to state depository libraries.
The *Code of Laws of South Carolina, 1976* is contained in seven volumes (binders) of the 44 volume set of the *Code of Laws of South Carolina, 1976*.
The *Code of Laws of South Carolina, 1976* is published by an outside publisher.

COPIES OF THE CODE OF LAWS OF SOUTH CAROLINA, 1976 MAY BE OBTAINED FROM:

Lawyers Co-Operative Publishing Co.
Aqueduct Building
Rochester, New York 14694
1- (800) 527-0430

The *Code of Laws of South Carolina, 1976* is cited: R. 1-1. Code of Regulations as contained in *Code of Laws of South Carolina, 1976*.

1988 SURVEY OF CODES AND REGISTERS
SOUTH DAKOTA

STATE: SOUTH DAKOTA

ADMINISTRATIVE REGISTER: *South Dakota Register*

OFFICE AND STAFF:

Director: Thomas R. Vickerman, Code Counsel

Address: Legislative Research Council
State Capitol, 500 East Capitol
Pierre, South Dakota 57501-5059

Telephone: (605) 773-3251

Person to contact about information on this survey: Rosemary Quigley, Research Analyst

Governing Agency: Office of the Code Counsel; Legislative Research Council

This office is under the legislature.

Total number of employees (FTE): 1 (Full-time: 1; Part-time: 0)

Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET: (Not broken down by function.)

Salaries:

Printing Expenses:

Director's Salary (Optional):	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
	_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:

Amount received from subscriptions: \$2,260 (goes back into general fund)

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 113

Number of free subscribers: 169

Price per issue:

Price per subscription: \$20

Is the subscription and/or single issue price set by statute? No

If not, how are they determined? Set by South Dakota Code Commission

Length of subscription: 1 year (July 1 to June 30)

How do you promote sales? State Bar Association Newsletter

How do you distribute/mail? In-house

Subscribers are billed.

VOLUME:

Average pages per issue (1987): 4

Pages per year (1987): 208

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: No

Microfiche: Yes; Available if desired

Microfilm: No

1988 SURVEY OF CODES AND REGISTERS

SOUTH DAKOTA

CONTENT:

Proposed Rules:	Notice only
Adopted Rules:	Notice only
Emergency Rules:	Notice only
Court Ordered Rules:	Notice only
Executive Orders:	Notice only
Proclamations:	No
State Contracts:	No
Executive Items:	Notice only; appointments
Judicial Items:	Notice only
Legislative Items:	No
Attorney General Opinion:	No
Open Meetings:	Yes; Rules Review Committee only
Public Hearings:	Yes; for administrative rules only
Index :	No

LAW:

Correction of Nonsubstantive Errors:	No
Correction of Substantive Errors:	No
Official Text:	No
Judicial Notice:	Yes
Annotations:	No
Edit:	No
Legislative Oversight:	No
Economic Impact Statement:	No; required for permanent rules, but not noticed in Register
Emergency Rules:	Yes
In effect how long? 90 days	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	Yes
Pre-publication review:	Yes
Liaison Representative Required:	No
When did you begin publishing the Register? July 1974	
The <i>South Dakota Register</i> is distributed free of charge to state depository libraries.	
The <i>South Dakota Register</i> is printed in-house.	
Copy for publication is generated by the Office of the Code Counsel in-house.	

COPIES OF THE SOUTH DAKOTA REGISTER MAY BE OBTAINED FROM:

Office of the Code Counsel
 State Capitol
 500 East Capitol
 Pierre, South Dakota 57501

The *South Dakota Register* is cited: 14 SDR 183 (cite to volume and page number)

1988 SURVEY OF CODES AND REGISTERS
SOUTH DAKOTA

STATE: SOUTH DAKOTA

ADMINISTRATIVE CODE: *Administrative Rules of South Dakota*

OFFICE AND STAFF:

Director: Thomas R. Vickerman, Code Counsel
Address: Legislative Research Council
State Capitol, 500 East Capitol
Pierre, South Dakota 57501

Telephone: (605) 773-3251

Person to contact about information on this survey: Rosemary Quigley, Research Analyst
Governing Agency: Office of Code Counsel, Legislative Research Council

This office is under the legislature.

Total number of employees (FTE): 2 (Full-time: 2; Part-time: 0)

Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET: (Not broken down by function.)

Salaries:

Printing Expenses:

Director's Salary (Optional):	_____ Under \$10,000	_____ \$10,000 - \$15,000
	_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
	_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
	_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:

Amount received from subscriptions: \$8,079.45 (goes back into general fund; includes supplements)

PUBLICATION:

Frequency of printing entire Code: Twice in 10 years; not planned to be done again

Number of sets printed in last complete publication: 250

Year entire Code last published: 1978

Supplementation frequency: As amended, by article or chapter

Form of supplementation: Replacement articles or chapters (1/3 of code reprinted each year)

CIRCULATION:

Number of paid subscribers: 107 plus 2 partial subscriptions

Number of free subscribers: 56 plus 12 partial subscriptions

Price per set: \$115.19 (changing to \$110 for complete set)

Number of volumes per set:

If sold by less than entire set, please answer the following:

How sold? By individual article or chapter

Price? Two cents a page (minimum - \$2.00)

Is supplement automatically sent to subscribers of entire Code? Yes, if desired

Is supplementation covered by original price of entire Code? No

If not, please indicate the price for supplementation: Two cents a page (minimum \$2.00)

How do you promote sales? State Bar Association Newsletter

How do you distribute/mail? In-house, through Bureau of Administration

Subscribers are billed.

FORMAT: Loose-leaf and microfiche

1988 SURVEY OF CODES AND REGISTERS
SOUTH DAKOTA

VOLUME:

Pages per full set: 5,760
Average pages per volume:
Pages per supplement (average): 20

LAW:

Official Text: Yes
Judicial Notice: Yes
Annotations: Yes
Edit: Yes
Emergency rules included: No

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: Yes; not accessible to the public
Microfiche: Yes
Microfilm: No
What type/brand of computer equipment do you use? IBM 303X, HP Laser-Jet
What type/brand of software do you use? ALTER, SIRS, ALF; converting to TextDBMDS,
TextSEARCHER, TextBUILDER in summer of 1988)

INDEXING:

Does your Code contain one or more indices? Yes, not kept up-to-date
If so, please specify type(s): Subject
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Administrative Rules of South Dakota* is arranged by subject matter.

MISCELLANEOUS:

When did you first publish your Code? 1974
The *Administrative Rules of South Dakota* is distributed free of charge to state depository
libraries.
The *Administrative Rules of South Dakota* also contains text of current executive orders.
The *Administrative Rules of South Dakota* is published and printed in-house.

**COPIES OF THE ADMINISTRATIVE RULES OF SOUTH DAKOTA MAY BE OBTAINED
FROM:**

Legislative Books
Bureau of Administration
701 East Sioux
Pierre, South Dakota 57501

The Administrative Rules of South Dakota is cited: ARSD 20:51 (article)
ARSD 20:51:01 (chapter)
ARSD 20:51:01:01 (section)

1988 SURVEY OF CODES AND REGISTERS

TENNESSEE

STATE: TENNESSEE

ADMINISTRATIVE REGISTER: *Tennessee Administrative Register*

OFFICE AND STAFF:

Director: Mr. Sherwin Clift
Address: Tennessee Department of State
Suite 500, James K. Polk Building
Nashville, Tennessee 37219-5040
Telephone: (615) 741-2650
Person to contact about information on this survey: Sherwin Clift
Governing Agency: Department of State
This office is under the Secretary of State.
Total number of employees (FTE): 9 (Full-time: 9; Part-time: 0)
Office Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries: \$163,181
Printing Expenses: \$14,600
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received: \$20,940
Amount received from subscriptions: \$1,760

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 189
Number of free subscribers: 29
Price per issue: \$1.50
Price per subscription: \$10
Is the subscription and/or single issue price set by statute? No
If not, how are they determined? By Secretary of State
Length of subscription: One Year
How do you promote sales? Order forms in Register
How do you distribute/mail? U.S. Postal Service and messenger mail
Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 55
Pages per year (1987): 665

COMPUTER COMPOSITION:

Computer Use: No
Searchable data base: No
Microfiche: No
Microfilm: No
What do you use, if not a computer? Digital phototypesetting system

1988 SURVEY OF CODES AND REGISTERS

TENNESSEE

CONTENT:

Proposed Rules:	Full text
Adopted Rules:	Notice only
Emergency Rules:	Full text
Court Ordered Rules:	No
Executive Orders:	No
Proclamations:	Full text
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	Notice only
Attorney General Opinions:	No
Other:	Full text of announcements and public necessity rules
Open Meetings:	No
Public Hearings:	Yes
Index:	No

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	No
Official Text:	Yes
Judicial Notice:	Yes
Annotations:	No
Edit:	Yes
Legislative Oversight:	Yes
Economic Impact Statement:	No
Emergency Rules:	Yes
In effect how long? 120 days	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	No
Consultations:	Yes
Manual:	No
Pre-publication review:	No
Liaison Representative Required:	No
When did you begin publishing the Register?	1975
The <i>Tennessee Administrative Register</i> is distributed free of charge to state depository libraries.	
The <i>Tennessee Administrative Register</i> is printed by an outside publisher/printer.	
Copy for publication is generated by the agencies.	
Other information about your Register not explained above: Camera-ready art provided to printer.	

COPIES OF THE TENNESSEE ADMINISTRATIVE REGISTER MAY BE OBTAINED FROM:

Tennessee Department of State
Division of Publications
Suite 500, James K. Polk Building
Nashville, Tennessee 37219-5040

The *Tennessee Administrative Register* is cited: Volume and issue number

1988 SURVEY OF CODES AND REGISTERS

TENNESSEE

STATE: TENNESSEE

ADMINISTRATIVE CODE: *Official compilation - Rules and Regulations of the State of Tennessee*

OFFICE AND STAFF:

Director: Mr. Sherwin Clift
 Address: Tennessee Department of State
 Suite 500, James K. Polk Building
 Nashville, Tennessee 37219-5040
 Telephone: (615) 741-2650
 Person to contact about information on this survey: Douglas M. Loope
 Governing Agency: Department of State
 This office is under the Secretary of State.
 Total number of employees (FTE): 9 (Full-time: 9; Part-time: 0)
 Office Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries: \$163,181
 Printing Expenses: \$41,700
 Director's Salary (Optional): _____ Under \$10,000 _____ \$10,000 - \$15,000
 _____ \$15,000 - \$20,000 _____ \$20,000 - \$25,000
 _____ \$25,000 - \$30,000 _____ \$30,000 - \$35,000
 _____ \$35,000 - \$40,000 _____ over \$40,000
 Subsidy received: \$40,080
 Amount received from subscriptions: \$7,820

PUBLICATION:

Frequency of printing entire Code: Once
 Number of sets printed in last complete publication: Unknown
 Year entire Code last published: 1974
 Supplementation frequency: Monthly
 Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: 186
 Number of free subscribers: 157
 Price per set: \$170
 Number of volumes per set: 18
 If sold by less than entire set, please answer the following:
 How sold?
 Price?
 Is supplement automatically sent to subscribers of entire Code? Yes
 Is supplementation covered by original price of entire Code? For one year
 If not, please indicate the price for supplementation: \$20 per year
 How do you promote sales? Order form in Register
 How do you distribute/mail? U.S. Postal Service and messenger mail
 Subscribers are required to pay in advance.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

TENNESSEE

VOLUME:

Pages per full set: 10,000+
Average pages per volume: 556
Pages per supplement (average): 175

LAW:

Official Text: Yes
Judicial Notice: Yes
Annotations: No
Edit: Yes
Emergency rules included: No

COMPUTER COMPOSITION:

Computer Use: No
Searchable data base: No
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers? Digital phototypesetting

INDEXING:

Does your Code contain one or more indices? No
Are indices prepared in-house by staff members or by the publisher? N/A

ARRANGEMENT:

The Rules and Regulations of the State of Tennessee is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? 1976
The Rules and Regulations of the State of Tennessee is distributed free of charge to state depository libraries.
The Rules and Regulations of the State of Tennessee contains nothing other than rules.
The Rules and Regulations of the State of Tennessee is published in-house and printed by an outside printer.

COPIES OF THE RULES AND REGULATIONS OF THE STATE OF TENNESSEE MAY BE OBTAINED FROM:

Tennessee Department of State
Division of Publications
Suite 500, James K. Polk Building
Nashville, Tennessee 37219-5040

The Rules and Regulations of the State of Tennessee is cited: By rule number

1988 SURVEY OF CODES AND REGISTERS
TEXAS

STATE: TEXAS

ADMINISTRATIVE REGISTER: *Texas Register*

OFFICE AND STAFF:

Director: Dan Proctor
Address: P. O. Box 13824
Austin, Texas 78711
Telephone: (512) 463-5561
Person to contact about information on this survey: Dan Proctor
Governing Agency: Secretary of State
This office is under the Secretary of State.
Total number of employees (FTE): 13 (Full-time: ; Part-time:)
Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$242,000
Printing Expenses: \$209,000
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received: \$268,000
Amount received from subscriptions: \$288,000

FREQUENCY OF ISSUE: Twice-weekly, 100 times a year

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 3,900
Number of free subscribers: 300
Price per issue: \$3
Price per subscription: \$80 a year; \$60 for 6 months
Is the subscription and/or single issue price set by statute? No
If not, how are they determined? Secretary of State rules
Length of subscription: 1 year or 6 months or 6-week trial subscription
How do you promote sales? Direct mail, brochures, piggyback mail
How do you distribute/mail? 2nd class through contract with distributor
Subscribers are billed.

VOLUME:

Average pages per issue (1987): 68
Pages per year (1987): 6,647

COMPUTER COMPOSITION:

Computer Use:	Yes, Compugraphic MCS 100, phototypesetter with 8400
Searchable data base:	Yes
Microfiche:	No
Microfilm:	Yes

1988 SURVEY OF CODES AND REGISTERS

TEXAS

CONTENT:

Proposed Rules:	Full text
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	Notice only
Executive Orders:	Full text
Proclamations:	Full text
State Contracts:	Full text; Consultant proposals/awards, \$10,000 up
Executive Items:	Full text
Judicial Items:	Full text
Legislative Items:	Full text
Attorney General Opinions:	summaries
Open Meetings:	Yes
Public Hearings:	Yes
Index:	Yes

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	Yes
Official Text:	Yes
Judicial Notice:	Yes, Court of Criminal Appeals Procedures
Annotations:	No
Edit:	Yes
Legislative Oversight:	No
Economic Impact Statement:	Yes
Emergency Rules:	Yes
In effect how long? 120 days with 60 day extension optional	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	No
Seminars:	Yes
Consultations:	Yes
Manual:	Yes
Pre-publication review:	Yes
Liaison Representative Required:	Yes

When did you begin publishing the Register? January 1976

The *Texas Register* is distributed free of charge to state depository libraries.

The *Texas Register* is printed by an outside publisher/printer.

Copy for publication is generated by the *Register* Division in-house.

Other information about your Register not explained above: Agencies are expected to submit documents according to Register style, but Register staff does editing.

COPIES OF THE TEXAS REGISTER MAY BE OBTAINED FROM:

Register Office, County Clerks, School District Offices, large law libraries, large trade associations

The *Texas Register* is cited: Volume number "TexReg" page number (e.g., 13 TexReg 2117)

1988 SURVEY OF CODES AND REGISTERS
TEXAS

STATE: TEXAS

ADMINISTRATIVE CODE: *Texas Administrative Code*

OFFICE AND STAFF:

Director: Dan Proctor
Address: P. O. Box 13824
Austin, Texas 78711
Telephone: (512) 463-5561

Person to contact about information on this survey: Dan Proctor

Governing Agency: Secretary of State

This office is under the Secretary of State.

Total number of employees (FTE): 13 (Full-time: ; Part-time:)

Office Hours: 8:00 a.m. to noon, Monday thru Friday

BUDGET:

Salaries: Included in Register figures

Printing Expenses: None

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received: none

Amount received from subscriptions: none

PUBLICATION:

Frequency of printing entire Code: Shepard's in 1979, Hart in 1986; West Publishing Co. in 1988
(West signed a contract in February 1988 to release current set of Official Texas Administrative Code)

Number of sets printed in last complete publication: unavailable

Year entire Code last published: 1986

Supplementation frequency: semi-annual

Form of supplementation: pamphlets

CIRCULATION:

Number of paid subscribers: n/a

Number of free subscribers: none

Price per set: n/a

Number of volumes per set: n/a

If sold by less than entire set, please answer the following:

How sold? By Title or pamphlet

Price? to be announced

Is supplement automatically sent to subscribers of entire Code? Yes

Is supplementation covered by original price of entire Code? No

If not, please indicate the price for supplementation: n/a

How do you promote sales? Ad in *Texas Register*; direct mail, sales representatives, general advertising

How do you distribute/mail? Publisher mails

Subscribers are required billed.

FORMAT: Paperbound

1988 SURVEY OF CODES AND REGISTERS

TEXAS

VOLUME:

Pages per full set: n/a
Average pages per volume: n/a
Pages per supplement (average): n/a

LAW:

Official Text: Yes
Judicial Notice: Yes
Annotations: Yes
Edit: Yes
Emergency rules included: No

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: Yes; not accessible to the public
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use?
What type/brand of software do you use? Officesmith

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Title indices and General Index
Indices are prepared by the publisher.

ARRANGEMENT:

The *Texas Administrative Code* is arranged by subject matter.

MISCELLANEOUS:

When did you first publish your Code? 1979
The *Texas Administrative Code* is distributed free of charge to the Texas State Library only.
The *Texas Administrative Code* contains nothing other than rules.
The *Texas Administrative Code* is published and printed by an outside publisher.

COPIES OF THE TEXAS ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

West Publishing Co.
P. O. Box 64526
St. Paul, MN 55164-0526
1-800-328-9352

The *Texas Administrative Code* is cited: Title "TAC" Section number (e.g., 19 TAC 101.1)

1988 SURVEY OF CODES AND REGISTERS

UTAH

STATE: UTAH

ADMINISTRATIVE REGISTER: *Utah State Bulletin*

OFFICE AND STAFF:

Director: Dr. William S. Callaghan

Address: 203 Archives Building, State Capitol
Salt Lake City, Utah 84114

Telephone: (801) 538-3011

Person to contact about information on this survey: William S. Callaghan

Governing Agency: Division of Administrative Rules

This office is under the Department of Administrative Services (executive branch).

Total number of employees (FTE): 4.5 (Full-time: 4; Part-time: 1)

Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET: (\$169,000)

Salaries: \$84,000

Printing Expenses: Private contract (we pay \$8,590 for subscriptions)

Director's Salary (Optional):	_____	Under \$10,000	_____	\$10,000 - \$15,000
	_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
	x _____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
	_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received: None direct, entire budget appropriated

Amount received from subscriptions: 0

FREQUENCY OF ISSUE: Semi-monthly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 127

Number of free subscribers: 30

Price per issue: \$5.20

Price per subscription: \$125

Is the subscription and/or single issue price set by statute? No

If not, how are they determined? By contract bid

Length of subscription: 1 year

How do you promote sales? Left to contractor

How do you distribute/mail? Bulk rate

Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): Approximately 135

Pages per year (1987): 3,240

COMPUTER COMPOSITION:

Computer Use:

Yes; Forms & some rules photocopied

Searchable data base:

Yes; but only after rule is adopted

Microfiche:

No

Microfilm:

No; Microfilmed by Archives after two years, buyer pays cost

1988 SURVEY OF CODES AND REGISTERS

UTAH

CONTENT:

Proposed Rules:	Full text; Lengthy rules may be only noticed
Adopted Rules:	Notice only; Changes in proposals are in full text
Emergency Rules:	Full text
Court Ordered Rules:	No
Executive Orders:	Full text
Proclamations:	Full text
State Contracts:	No
Executive Items:	Notice only; usually notice, occasionally text
Judicial Items:	No
Legislative Items:	No
Attorney General Opinions:	Full text
Other:	Some public hearing notices
Open Meetings:	Yes; rare
Public Hearings:	Yes; for rulemaking hearings
Index:	Yes; cumulative since last edition of Code

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	Yes; with agency written permission may)
Official Text:	Yes
Judicial Notice:	Yes
Annotations:	No
Edit:	Yes
Legislative Oversight:	Yes; Committee reviews all rules
Economic Impact Statement:	Yes; very simple statement
Emergency Rules:	Yes
In effect how long? 120 days	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	Yes
Pre-publication review:	No; only if requested
Liaison Representative Required:	No; but many agencies have assigned one
When did you begin publishing the Register? 1973	
The <i>Utah State Bulletin</i> is distributed free of charge to state depository libraries.	
The <i>Utah State Bulletin</i> is printed by an outside publisher/printer.	
Copy for publication is generated by the Office of Administrative Rules in-house and by the agencies.	
Other information about your Register not explained above: State purchases its subscriptions from the publisher. We also publish a Utah State Digest of the Bulletin, free to state agencies and subdivisions, \$30 subscription private.	

COPIES OF THE UTAH STATE BULLETIN MAY BE OBTAINED FROM:

Office of Legislative Printing
State Capitol
Salt Lake City, Utah 84114

The *Utah State Bulletin* is cited: Utah Bull. year-issue

1988 SURVEY OF CODES AND REGISTERS

UTAH

STATE: UTAH

ADMINISTRATIVE CODE: *Utah Administrative Code*

OFFICE AND STAFF:

Director: Dr. William S. Callaghan

Address: 203 Archives Building, State Capitol
Salt Lake City, Utah 84114

Telephone: (801) 538-3011

Person to contact about information on this survey: William S. Callaghan

Governing Agency: Division of Administrative Rules

This office is under the Department of Administrative Services (executive branch).

Total number of employees (FTE): 4.5 (Full-time: 4; Part-time: 1)

Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET: (\$169,000)

Salaries: \$84,000

Printing Expenses: \$30,000 (1987), contract not yet negotiated for next code

Director's Salary (Optional):	_____	Under \$10,000	_____	\$10,000 - \$15,000
	_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
	x _____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
	_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received: Private publisher, state paid part of development and for copies ordered.

Amount received from subscriptions: 0

PUBLICATION:

Frequency of printing entire Code: Annually

Number of sets printed in last complete publication:

Year entire Code last published: 87-88 (July 1, 1987)

Supplementation frequency: None (Bulletin serves as supplement)

Form of supplementation: Utah State Bulletin

CIRCULATION:

Number of paid subscribers:

Number of free subscribers:

Price per set: \$150

Number of volumes per set: 4

If sold by less than entire set, please answer the following:

How sold? by volume

Price? approx. \$50

Is supplement automatically sent to subscribers of entire Code? No

If not, is there a separate subscription for supplementation? No

Is supplementation covered by original price of entire Code? No

If not, please indicate the price for supplementation

How do you promote sales? Publisher

How do you distribute/mail?

Subscribers are billed or required to pay in advance?

FORMAT: Paperbound

1988 SURVEY OF CODES AND REGISTERS

UTAH

VOLUME:

Pages per full set: 3,343
Average pages per volume: 836
Pages per supplement (average): n/a

LAW:

Official Text: Yes
Judicial Notice: Yes
Annotations: Yes; last amended and statutory reference
Edit: Yes
Emergency rules included: No; Not part of the *Code*

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: Yes; not accessible to the public, but planned for 1989
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use? IBM and WANG
What type/brand of software do you use? TextDBMS of Data Retrieval Corp.

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Subject and statute/rule cross index
Indices are prepared by the publisher.

ARRANGEMENT:

The *Utah State Administrative Code* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? July 1, 1987 (not printed until January 1988)
The *Utah Administrative Code* is distributed free of charge to state depository libraries.
The *Utah Administrative Code* also contains instructions and indices.
The *Utah Administrative Code* is published and printed by an outside publisher.

COPIES OF THE UTAH ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

Code Co., Law Publishers
P.O. Box 1471
Provo, Utah 84603

The *Utah Administrative Code* is cited: U Admin. Code R-number (year)

1988 SURVEY OF CODES AND REGISTERS

VERMONT

STATE: VERMONT

ADMINISTRATIVE REGISTER: None

OFFICE AND STAFF:

Director:

Address:

Telephone:

Person to contact about information on this survey:

Governing Agency:

This office is under

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____ Under \$10,000	_____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____ over \$40,000

Subsidy received:

Amount received from subscriptions:

FREQUENCY OF ISSUE:

CIRCULATION (as of January 1, 1988):

Number of paid subscribers:

Number of free subscribers:

Price per issue:

Price per subscription:

Is the subscription and/or single issue price set by statute?

If not, how are they determined?

Length of subscription:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

VOLUME:

Average pages per issue (1987):

Pages per year (1987):

COMPUTER COMPOSITION:

Computer Use:

Searchable data base:

Microfiche:

Microfilm:

What do you use, if not a computer?

1988 SURVEY OF CODES AND REGISTERS

VERMONT

CONTENT:

- Proposed Rules:
- Adopted Rules:
- Emergency Rules:
- Court Ordered Rules:
- Executive Orders:
- Proclamations:
- State Contracts:
- Executive Items:
- Judicial Items:
- Legislative Items:
- Attorney General Opinions:
- Other:
- Open Meetings:
- Public Hearings :
- Index:

LAW:

- Correction of Nonsubstantive Errors:
- Correction of Substantive Errors:
- Official Text:
- Judicial Notice:
- Annotations:
- Edit:
- Legislative Oversight:
- Economic Impact Statement:
- Emergency Rules:
 - In effect how long?

MISCELLANEOUS:

- Editorial Standards Manual/Guidelines:
- Instruction in regulation drafting:
 - Seminars:
 - Consultations:
 - Manual:
 - Pre-publication review:
 - Liaison Representative Required:
 - Other (specify):
- When did you begin publishing the Register?
- Is the Register distributed to depository libraries in your state free of charge?
- Is the Register printed in-house or by an outside publisher/printer?
- Is the copy for publication generated by your agency in-house, by the publisher or by the agencies?
- Other information about your Register not explained above:

Where can copies of your Register be obtained:

1988 SURVEY OF CODES AND REGISTERS
VERMONT

STATE: VERMONT

ADMINISTRATIVE CODE: *Vermont Administrative Code*

OFFICE AND STAFF:

Director: (pending)
Address: Office of the Secretary of State
Montpelier, VT 05602
Telephone: (802) 828-2363
Person to contact about information on this survey: Paul S. Gillies
Governing Agency: Secretary of State
This office is under the Secretary of State.
Total number of employees (FTE): (Full-time: ; Part-time:)
Office Hours: 8:15 a.m. - 4:30 p.m., Monday thru Friday

BUDGET:

Salaries: presently unallocated

Printing Expenses:

Director's Salary (Optional):

☒ Under \$10,000	☐ \$10,000 - \$15,000
☐ \$15,000 - \$20,000	☐ \$20,000 - \$25,000
☐ \$25,000 - \$30,000	☐ \$30,000 - \$35,000
☐ \$35,000 - \$40,000	☐ over \$40,000

Subsidy received:

Amount received from subscriptions: * Code is currently dormant, but efforts are being made to bring it back into currency.

PUBLICATION:

Frequency of printing entire Code:
Number of sets printed in last complete publication:
Year entire Code last published:
Supplementation frequency:
Form of supplementation:

CIRCULATION:

Number of paid subscribers:
Number of free subscribers:
Price per set:
Number of volumes per set:
If sold by less than entire set, please answer the following:
How sold?
Price?
Is supplement automatically sent to subscribers of entire Code?
If not, is there a separate subscription for supplementation?
Is supplementation covered by original price of entire Code?
If not, please indicate the price for supplementation:
How do you promote sales?
How do you distribute/mail?
Subscribers are billed.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS
VERMONT

VOLUME:

Pages per full set:
Average pages per volume:
Pages per supplement (average):

LAW:

Official Text:
Judicial Notice:
Annotations:
Edit:
Emergency rules included:

COMPUTER COMPOSITION:

Computer Use:
Searchable data base:
Microfiche:
Microfilm:
What type/brand of computer equipment do you use?
What type/brand of software do you use?

INDEXING:

Does your Code contain one or more indices?
If so, please specify type(s):
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Vermont Administrative Code* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code?
The *Vermont Administrative Code* is distributed free of charge to state depository libraries.
The *Vermont Administrative Code* contains nothing other than rules.
The *Vermont Administrative Code* is published in-house.
If done in-house, do you print it in-house or by an outside printer?

COPIES OF THE VERMONT ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

1988 SURVEY OF CODES AND REGISTERS
VIRGINIA

STATE: VIRGINIA

ADMINISTRATIVE REGISTER: *The Virginia Register of Regulations*

OFFICE AND STAFF:

Director: Joan W. Smith
Address: Virginia Code Commission
P.O. Box 3-AG
Richmond, Virginia 23208
Telephone: (804) 786-3591
Person to contact about information on this survey: Joan W. Smith
Governing Agency: Virginia Code Commission
This office is under the legislature.
Total number of employees (FTE): 5 (Full-time: 3; Part-time: 3)
Office Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries:
Printing Expenses:
Director's Salary (Optional):

_____ Under \$10,000	_____	\$10,000 - \$15,000
_____ \$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____ \$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____ \$35,000 - \$40,000	_____	over \$40,000

Subsidy received:
Amount received from subscriptions: \$55,250

FREQUENCY OF ISSUE: Bi-Weekly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 650
Number of free subscribers: 120 approx.
Price per issue: \$4
Price per subscription: \$85
Is the subscription and/or single issue price set by statute? No
If not, how are they determined? Virginia Code Commission
Length of subscription: 1 year
How do you promote sales? Limited marketing due to small staff
How do you distribute/mail? 2nd class
Subscribers are billed.

VOLUME:

Average pages per issue (1987): 119
Pages per year (1987): 3,084

COMPUTER COMPOSITION:

Computer Use:	Yes
Searchable data base:	Yes
Microfiche:	No
Microfilm:	No

1988 SURVEY OF CODES AND REGISTERS

VIRGINIA

CONTENT:

Proposed Rules:	Full text
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	Full text
Executive Orders:	Full text
Proclamations:	No
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	No
Attorney General Opinions:	No
Other:	No
Open Meetings:	Yes
Public Hearings:	Yes
Index:	Yes

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	Yes; after consultation with Regulatory Agency.
Official Text:	Yes
Judicial Notice:	No
Annotations:	No
Edit:	Yes
Legislative Oversight:	No
Economic Impact Statement:	No
Emergency Rules:	Yes
In effect how long? 12 months maximum	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	No
Seminars:	No
Consultations:	Yes
Manual:	Yes
Pre-publication review:	No
Liaison Representative Required:	Yes
Other (specify):	

When did you begin publishing the Register? October 1, 1984

The *Virginia Register of Regulations* is distributed free of charge to depository libraries.

The *Virginia Register of Regulations* is printed by an outside publisher/printer.

Copy for publication is generated by the Virginia Code Commission in-house.

COPIES OF THE VIRGINIA REGISTER OF REGULATIONS MAY BE OBTAINED FROM:

Virginia Register of Regulations
P.O. Box 3-AG
Richmond, Virginia 23208

The *Virginia Register of Regulations* is cited:

1988 SURVEY OF CODES AND REGISTERS
VIRGINIA

STATE: VIRGINIA

ADMINISTRATIVE CODE: None

OFFICE AND STAFF:

Director:

Address:

Telephone:

Person to contact about information on this survey:

Governing Agency:

Is your office under the Secretary of State, the Legislature or other (specify).

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:

Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code:

Number of sets printed in last complete publication:

Year entire Code last published:

Supplementation frequency:

Form of supplementation:

CIRCULATION:

Number of paid subscribers:

Number of free subscribers:

Price per set:

Number of volumes per set:

If sold by less than entire set, please answer the following:

How sold?

Price?

Is supplement automatically sent to subscribers of entire Code?

If not, is there a separate subscription for supplementation?

Is supplementation covered by original price of entire Code?

If not, please indicate the price for supplementation:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

FORMAT:

1988 SURVEY OF CODES AND REGISTERS
VIRGINIA

VOLUME:

Pages per full set:
Average pages per volume:
Pages per supplement (average):

LAW:

Official Text:
Judicial Notice:
Annotations:
Edit:
Emergency rules included:
Other (specify):

COMPUTER COMPOSITION:

Computer Use:
Searchable data base:
Microfiche:
Microfilm:
What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices?
If so, please specify type(s):
Are indices prepared in-house by staff members or by the publisher?

ARRANGEMENT:

Is your Code arranged by subject matter, by agency or by some other means?

MISCELLANEOUS:

When did you first publish your Code?
Is the Code distributed to depository libraries in your state free of charge?
If your Code contains anything other than rules, please specify the contents:
Is your Code published in-house or by an outside publisher?
If done in-house, is it printed in-house or by an outside printer?
Other information about your Code not explained above:

Where can copies of your Code be obtained:

1988 SURVEY OF CODES AND REGISTERS
WASHINGTON

STATE: WASHINGTON

ADMINISTRATIVE REGISTER: *Washington State Register*

OFFICE AND STAFF:

Director: Gary Reid, Chief Assistant Code Reviser
Address: Code Reviser's Office
Legislative Building AS-15
Olympia, Washington 98504
Telephone: (206) 753-1440
Person to contact about information on this survey: Gary Reid
Governing Agency: Statute Law Committee
This office is under the legislature.
Total number of employees (FTE): 6.5 (Full-time: 5; Part-time: 4)
Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$159,094 (Includes benefits of approximately 28%)

Printing Expenses: \$80,700

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	<u> x </u>	over \$40,000

Subsidy received: \$173,294

Amount received from subscriptions: \$66,500

FREQUENCY OF ISSUE: Twice monthly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 475

Number of free subscribers: 153

Price per issue: \$7

Price per subscription: \$140

Is the subscription and/or single issue price set by statute? No

If not, how are they determined? By Code Reviser to cover printing costs

Length of subscription: 1 year - 24 issues

How do you promote sales? Ads in Bar Association Journal

How do you distribute/mail? 2nd class permit; mailed by state printer

Subscribers are required to pay in advance (by State Constitution).

VOLUME:

Average pages per issue (1987): 225

Pages per year (1987): 5,400

COMPUTER COMPOSITION:

Computer Use:

Yes; IBM 4731 Mainframe, 3179 terminals

Searchable data base:

No; Changes too quickly

Microfiche:

No; University Microfilm tried it but gave up

Microfilm:

No

What do you use, if not a computer? Trial and error

1988 SURVEY OF CODES AND REGISTERS

WASHINGTON

CONTENT:

Proposed Rules:	Full text
Adopted Rules:	Full text
Emergency Rules:	Full text
Court Ordered Rules:	No
Executive Orders:	Full text
Proclamations:	Full text; Proclamations of Emergency
State Contracts:	No
Executive Items:	No
Judicial Items:	Full text; Supreme Court Rules
Legislative Items:	No
Attorney General Opinions:	Synopsis
Other:	Full text - Juvenile disposition standards; Notice only - maximum allowable interest rates
Open Meetings:	Yes
Public Hearings:	No
Index:	Yes; cumulative throughout year

LAW:

Correction of Nonsubstantive Errors:	No
Correction of Substantive Errors:	No
Official Text:	Yes
Judicial Notice:	Yes
Annotations:	No; only of filing errors; no editorial corrections
Edit:	No
Legislative Oversight:	Yes; Joint Administrative Rules Review Committee
Economic Impact Statement:	Yes; for rules affecting businesses
Emergency Rules:	Yes
In effect how long? 90 days under current law; New APA in effect 7/1/89 will allow 120 days	

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes, Chapter 1-12 WAC partially covers
Instruction in regulation drafting:	Yes
Seminars:	Yes
Consultations:	Yes
Manual:	No
Pre-publication review:	No
Liaison Representative Required:	Yes
When did you begin publishing the Register?	January 1978
The <i>Washington State Register</i> is distributed to county law libraries free of charge.	
The <i>Washington State Register</i> is printed by an outside publisher/printer: State printing plant.	
Copy for publication is generated by the Code Reviser's Office in-house (text composed here) and by the printer (printing master produced at state printer).	

COPIES OF THE WASHINGTON STATE REGISTER MAY BE OBTAINED FROM:

Subscription Clerk
Code Reviser's Office
Legislative Building AS-15
Olympia, Washington 98504

The Washington State Register is cited: WSR 88-15-071 (Year, issue, filing number)

1988 SURVEY OF CODES AND REGISTERS
WASHINGTON

STATE: WASHINGTON

ADMINISTRATIVE CODE: *Washington Administrative Code (WAC)*

OFFICE AND STAFF:

Director: Gary Reid, Chief Assistant Code Reviser
Address: Code Reviser's Office
Legislative Building AS-15
Olympia, Washington 98504
Telephone: (206) 753-1440
Person to contact about information on this survey: Gary Reid
Governing Agency: Statute Law Committee
This office is under the legislature.
Total number of employees (FTE): 3.5 (Full-time: 2; Part-time: 4)
Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$95,398 (Includes benefits of approximately 28%)
Printing Expenses: \$127,500 (3 year average)
Director's Salary (Optional): _____ Under \$10,000 _____ \$10,000 - \$15,000
_____ \$15,000 - \$20,000 _____ \$20,000 - \$25,000
_____ \$25,000 - \$30,000 _____ \$30,000 - \$35,000
_____ \$35,000 - \$40,000 _____ over \$40,000
Subsidy received: \$35,165 (3 year average)
Amount received from subscriptions: \$187,733 (3 year average)

PUBLICATION:

Frequency of printing entire Code: Every 3 years
Number of sets printed in last complete publication: 1,500
Year entire Code last published: 1987
Supplementation frequency: Annual
Form of supplementation: Bound volume

CIRCULATION:

Number of paid subscribers: 1,100
Number of free subscribers: 250
Price per set: \$360
Number of volumes per set: 9
If sold by less than entire set, please answer the following:
How sold? n/a
Price? n/a
Is supplement automatically sent to subscribers of entire Code? Only in year of purchase
If not, is there a separate subscription for supplementation? Yes
Is supplementation covered by original price of entire Code? Only for year of purchase
If not, please indicate the price for supplementation: \$52 for first yr.; \$100 for 2 yr. supp.
How do you promote sales? Mailing to RCW; Register; previous WAC subscribers; Ad in Bar Assoc.
journal
How do you distribute/mail? UPS, from our own shipping department
Subscribers are usually required to pay in advance (by State Constitution).

FORMAT: Paperbound (8 1/2 x 11)

1988 SURVEY OF CODES AND REGISTERS

WASHINGTON

VOLUME:

Pages per full set: 10,300
Average pages per volume: 1,144
Pages per supplement (average): 1,850

LAW:

Official Text: Yes
Judicial Notice: Yes
Annotations: Yes; history notes & Rules Review Committee comments only
Edit: Yes; Limited powers to correct
Emergency rules included: No

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: Yes
Microfiche: No; University Microfilms tried it; gave up after lack of interest and difficulty to supplement
Microfilm: No
What type/brand of computer equipment do you use? IBM 4731 Mainframe; 3179 terminals
What type/brand of software do you use? Developed in-house since 1968

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Agency name and Subject matter, to chapter level only
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Washington Administrative Code* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? Began 1960, first full set in 1966
The *Washington Administrative Code* is distributed to county law libraries free of charge.
The *Washington Administrative Code* also contains geographic names.
The *Washington Administrative Code* is published in-house and printed by an outside printer.
The *Washington Administrative Code* changed from loose-leaf to paperbound in 1977.

COPIES OF THE WASHINGTON ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

Subscription Clerk
Code Reviser's Office
Legislative Building AS-15
Olympia, Washington 98504

The *Washington Administrative Code* is cited: WAC 296-52-020 (Title, Chapter, Section)

1988 SURVEY OF CODES AND REGISTERS
WEST VIRGINIA

STATE: WEST VIRGINIA

ADMINISTRATIVE REGISTER: *West Virginia Register*

OFFICE AND STAFF:

Director: Rich O. Hartman
Address: Administrative Law Division
Secretary of State
State Capitol
Charleston, W.V. 25305
Telephone: (304) 345-4000
Person to contact about information on this survey: Rich O. Hartman
Governing Agency: Administrative Law Division
This office is under the Secretary of State.
Total number of employees (FTE): 2.5 (Full-time: 2; Part-time: 1)
Office Hours: 8:30 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries: \$49,170
Printing Expenses: 0
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____ x _____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received: 0
Amount received from subscriptions: \$13,125

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 172
Number of free subscribers: 3
Price per issue: \$1.50
Price per subscription: \$75
Is the subscription and/or single issue price set by statute? No
If not, how are they determined? Cost of production
Length of subscription: One year
How do you promote sales? Direct mail; ad in legal publications
How do you distribute/mail? U.S. Post
Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1987): 30
Pages per year (1987): 1,560

COMPUTER COMPOSITION:

Computer Use: No
Searchable data base: No
Microfiche: No
Microfilm: No
What do you use, if not a computer? Word Processor, Xerox

1988 SURVEY OF CODES AND REGISTERS

WEST VIRGINIA

CONTENT:

Proposed Rules:	Notice only
Adopted Rules:	Notice only
Emergency Rules:	Notice only
Court Ordered Rules:	Notice only
Executive Orders:	Full text
Proclamations:	No
State Contracts:	No
Executive Items:	Notice only
Judicial Items:	Notice only
Legislative Items:	Notice only
Attorney General Opinions:	Notice only
Other:	Notice only
Open Meetings:	Yes
Public Hearings:	Yes
Index:	No

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	No
Official Text:	Yes
Judicial Notice:	Yes
Annotations:	No
Edit:	No
Legislative Oversight:	Yes
Economic Impact Statement:	Yes
Emergency Rules:	Yes
In effect how long?	15 months

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	Yes
Instruction in regulation drafting:	No
Seminars:	No
Consultations:	Yes
Manual:	Yes
Pre-publication review:	No
Liaison Representative Required:	No

When did you begin publishing the Register? June 1983

The *West Virginia Register* is not distributed to depository libraries.

The *West Virginia Register* is printed in-house.

Copy for publication is generated by the Administrative Law Division in-house.

COPIES OF THE WEST VIRGINIA REGISTER MAY BE OBTAINED FROM:

Secretary of State
Administrative Law Division
State Capitol
Charleston, West Virginia 25305

The *West Virginia Register* is cited: WV Register Vol. ____ Issue ____ Page ____

1988 SURVEY OF CODES AND REGISTERS
WEST VIRGINIA

STATE: WEST VIRGINIA

ADMINISTRATIVE CODE: *Code of State Rules*

Director: Rich O. Hartman
Address: Administrative Law Division
Secretary of State
State Capitol
Charleston, W.V. 25305
Telephone: (304) 345-4000
Person to contact about information on this survey: Rich O. Hartman
Governing Agency: Secretary of State
This office is under the Secretary of State.
Total number of employees (FTE): 2.5 (Full-time: 2; Part-time: 1)
Office Hours: 8:30 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries: \$49,170
Printing Expenses: 0
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____ x	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received: 0
Amount received from subscriptions: \$22,500 from first printing; \$3,750 year supplement service

PUBLICATION:

Frequency of printing entire Code: once so far
Number of sets printed in last complete publication: 100
Year entire Code last published: 1987
Supplementation frequency: monthly
Form of supplementation: loose-leaf

CIRCULATION:

Number of paid subscribers: 75
Number of free subscribers: 2
Price per set: \$300
Number of volumes per set: 11
If sold by less than entire set, please answer the following:
How sold? n/a
Price? n/a
Is supplement automatically sent to subscribers of entire Code? no
If not, is there a separate subscription for supplementation? yes; \$50 per year
Is supplementation covered by original price of entire Code? no
If not, please indicate the price for supplementation: \$50 per year
How do you promote sales? Register; law publications
How do you distribute/mail? U.S. Post
Subscribers are required to pay in advance.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

WEST VIRGINIA

VOLUME:

Pages per full set: 3,000
Average pages per volume: 300
Pages per supplement (average): 50

LAW:

Official Text: Yes
Judicial Notice: Yes
Annotations: No
Edit: Yes
Emergency rules included: No

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: Yes; not accessible to the public
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use? IBM 3084
What type/brand of software do you use? Quik-Draft III
What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): Agency Index
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *West Virginia Code of State Rules* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? 1987
The *Code of State Rules* is not distributed to depository libraries.
The *Code of State Rules* contains nothing other than rules.
The *Code of State Rules* is published and printed in-house.

COPIES OF THE WEST VIRGINIA CODE OF STATE RULES MAY BE OBTAINED FROM:

Administrative Law
Secretary of State
State Capitol
Charleston, West Virginia 25305

The *Code of State Rules* is cited: Title, Series, Section (e.g., 10 CSR 562.3)

1988 SURVEY OF CODES AND REGISTERS
WISCONSIN

STATE: WISCONSIN

ADMINISTRATIVE REGISTER: *Wisconsin Administrative Register*

*Wisconsin did not respond to the 1988 Survey.

OFFICE AND STAFF:

Director: Gary L. Poulson

Address: Suite 904

30 W. Mifflin Street

Madison, Wisconsin 53703

Telephone: (608) 266-7275

Person to contact about information on this survey: Gary L. Poulson

Governing Agency: Revisor of Statutes Bureau

This office is under the legislature.

Total number of employees (FTE): 8 (Full-time: 8; Part-time: 0)

Office Hours: 7:45 a.m. to 11:45 a.m., 12:30 p.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries:

Printing Expenses: \$27,000

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____x	over \$40,000

Subsidy received:

Amount received from subscriptions: \$5,000 (Code update subscription includes Register)

FREQUENCY OF ISSUE: Semi-monthly

CIRCULATION (as of January 1, 1988):

Number of paid subscribers: 200 (Subscribers to Code also receive Register--see Code pages following)

Number of free subscribers: 0

Price per issue: not sold per issue

Price per subscription: \$25

Is the subscription and/or single issue price set by statute? No

If not, how are they determined? Printing costs

Length of subscription: one year

How do you promote sales? Information Brochure

How do you distribute/mail? Statewide and throughout country via UPS or 1st Class U.S. Mail

Subscribers are billed.

VOLUME:

Average pages per issue (1986): 29.4

Pages per year (1986): 706

COMPUTER COMPOSITION:

Computer Use: No

Searchable data base: No

Microfiche: No

Microfilm: No

What do you use, if not a computer? Typewriter

1988 SURVEY OF CODES AND REGISTERS

WISCONSIN

CONTENT:

Proposed Rules:	Full text or notice only (Statutory option for agency)
Adopted Rules:	Full text; Printed as replacement pages for Code
Emergency Rules:	Notice only
Court Ordered Rules:	No
Executive Orders:	Full text or notice only (Statutory option for Revisor)
Proclamations:	No
State Contracts:	No
Executive Items:	No
Judicial Items:	No
Legislative Items:	Notice only: Relating to legislative review
Attorney General Opinions:	Notice only: Relating to rules and rulemaking
Other:	Rule-related (Notice only)
Open Meetings:	No
Public Hearings:	Yes
Index:	No

LAW:

Correction of Nonsubstantive Errors:	Yes
Correction of Substantive Errors:	Yes
Official Text:	Yes
Judicial Notice:	Yes
Annotations:	No
Edit:	Yes
Legislative Oversight:	Yes
Economic Impact Statement:	Yes
Emergency Rules:	Yes

In effect how long? 150 days unless extended by legislature for an additional 120 days

MISCELLANEOUS:

Editorial Standards Manual/Guidelines:	No
Instruction in regulation drafting:	Yes
Seminars:	No
Consultations:	Yes
Manual:	Yes
Pre-publication review:	Yes
Liaison Representative Required:	No

When did you begin publishing the Register? 1956

The *Wisconsin Administrative Register* is distributed free of charge to state depository libraries.

The *Wisconsin Administrative Register* is printed in-house.

Copy for publication is generated by Revisor of Statutes Bureau in-house and by the agencies.

Other information about your Register not explained above: The *Register* is part of the upkeep service on the *Wisconsin Administrative Code*.

COPIES OF THE WISCONSIN ADMINISTRATIVE REGISTER MAY BE OBTAINED FROM:

Document Sales and Distribution
202 S. Thornton Avenue
Madison, Wisconsin 53702

1988 SURVEY OF CODES AND REGISTERS
WISCONSIN

STATE: WISCONSIN

*Wisconsin did not respond to the 1988 Survey.

ADMINISTRATIVE CODE: *Wisconsin Administrative Code*

OFFICE AND STAFF:

Director: Gary L. Poulson
Address: Suite 904
30 West Mifflin Street
Madison, Wisconsin 53703
Telephone: (608) 266-7275
Person to contact about information on this survey: Gary L. Poulson
Governing Agency: Revisor of Statutes Bureau
This office is under the legislature.
Total number of employees (FTE): 8 (Full-time: 8; Part-time: 0)
Office Hours: 7:45 a.m. to 11:45 a.m., 12:30 p.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries:
Printing Expenses: \$256,000
Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:
Amount received from subscriptions: \$300,000

PUBLICATION:

Frequency of printing entire Code: Continual revision system, have not reprinted entire Code
Number of sets printed in last complete publication: N/A
Year entire Code last published: N/A
Supplementation frequency: Monthly
Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: 1,108 (Over 10,000 subscriptions to one or more of the codes but less than complete set)
Number of free subscribers: 253
Price per set: \$200
Number of volumes per set: 17
If sold by less than entire set, please answer the following:
How sold? By individual agency (e.g., Dept. of Revenue) or subject (e.g., Plumbing Code)
Price? Range from \$2 to \$35
Is supplement automatically sent to subscribers of entire Code? No
If not, is there a separate subscription for supplementation? Yes
Is supplementation covered by original price of entire Code? No
If not, please indicate the price for supplementation: \$200 annual (Includes Register)
How do you promote sales? Brochure
How do you distribute/mail? Statewide and throughout the country via UPS
Subscribers are billed.

FORMAT: Loose-leaf

1988 SURVEY OF CODES AND REGISTERS

WISCONSIN

VOLUME:

Pages per full set: 15,000
Average pages per volume: 880
Pages per supplement (average): 180

LAW:

Official Text: Yes
Judicial Notice: Yes
Annotations: Yes
Edit: Yes
Emergency rules included: No, History note reflects existence of emergency rules

COMPUTER COMPOSITION:

Computer Use: Yes
Searchable data base: No
Microfiche: No
Microfilm: No
What type/brand of computer equipment do you use? PDP 11-44/Laser Typesetter
What type/brand of software do you use? Pager

INDEXING:

Does your Code contain one or more indices? Yes
If so, please specify type(s): General subject matter index for total code (annual update), some codes have specific and more detailed index prepared by agency
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Wisconsin Administrative Code* is arranged alphabetically by agency.

MISCELLANEOUS:

When did you first publish your Code? 1956
The *Wisconsin Administrative Code* is distributed free of charge to state depository libraries.
The *Wisconsin Administrative Code* also contains Executive Orders and citations to state cases when a rule is cited in a decision.
The *Wisconsin Administrative Code* is published and printed in-house except for jobs over 8 pages which are printed by an outside printer.
Other information about your Code not explained above: Register provided to those subscribers to the complete Code or part of the Code who have the annual upkeep service.

COPIES OF THE WISCONSIN ADMINISTRATIVE CODE MAY BE OBTAINED FROM:

Document Sales and Distribution
202 South Thornton Avenue
Madison, Wisconsin 53702
(608) 266-3358

1988 SURVEY OF CODES AND REGISTERS
WYOMING

STATE: WYOMING

*Wyoming did not respond to the 1988 Survey.

ADMINISTRATIVE REGISTER: None

OFFICE AND STAFF:

Director:

Address:

Telephone: (307) 777-7186

Person to contact about information on this survey: Dawn A. Hill

Governing Agency:

This office is under the Secretary of State.

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours:

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:

Amount received from subscriptions:

FREQUENCY OF ISSUE:

CIRCULATION (as of January 1, 1988):

Number of paid subscribers:

Number of free subscribers:

Price per issue:

Price per subscription:

Is the subscription and/or single issue price set by statute?

If not, how are they determined?

Length of subscription:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

VOLUME:

Average pages per issue (1987):

Pages per year (1987):

COMPUTER COMPOSITION:

Computer Use:

Searchable data base:

Microfiche:

Microfilm:

What do you use, if not a computer?

1988 SURVEY OF CODES AND REGISTERS

WYOMING

CONTENT:

- Proposed Rules:
- Adopted Rules:
- Emergency Rules:
- Court Ordered Rules:
- Executive Orders:
- Proclamations:
- State Contracts:
- Executive Items:
- Judicial Items:
- Legislative Items:
- Attorney General Opinions:
- Other:
- Open Meetings:
- Public Hearings:
- Index:

LAW:

- Correction of Nonsubstantive Errors:
- Correction of Substantive Errors:
- Official Text:
- Judicial Notice:
- Annotations:
- Edit:
- Legislative Oversight:
- Economic Impact Statement:
- Emergency Rules:
 - In effect how long?

MISCELLANEOUS:

- Editorial Standards Manual/Guidelines:
- Instruction in regulation drafting:
 - Seminars:
 - Consultations:
 - Manual:
 - Pre-publication review:
 - Liaison Representative Required:
 - Other (specify):

When did you begin publishing the Register?

Is the Register distributed to depository libraries in your state free of charge?

Is the Register printed in-house or by an outside publisher/printer?

Is the copy for publication generated by your agency in-house, by the publisher or by the agencies?

Other information about your Register not explained above:

Where can copies of your Register be obtained:

1988 SURVEY OF CODES AND REGISTERS
WYOMING

STATE: WYOMING

*Wyoming did not respond to the 1988 Survey.

ADMINISTRATIVE CODE: None

(Wyoming does not publish a code. Rules of State agencies are housed in loose-leaf binders by name of agency. Upon request from the public and state and local agencies, we duplicate copies. We do print an Index of rules and regulations containing agency chapter titles and the date they were filed.)

OFFICE AND STAFF:

Director:

Address:

Telephone: (307) 777-7186

Person to contact about information on this survey: Dawn Hill

Governing Agency:

This office is under the Secretary of State.

Total number of employees (FTE): (Full-time: ; Part-time:)

Office Hours: 8 a.m. - 5 p.m.

BUDGET:

Salaries:

Printing Expenses:

Director's Salary (Optional):

_____	Under \$10,000	_____	\$10,000 - \$15,000
_____	\$15,000 - \$20,000	_____	\$20,000 - \$25,000
_____	\$25,000 - \$30,000	_____	\$30,000 - \$35,000
_____	\$35,000 - \$40,000	_____	over \$40,000

Subsidy received:

Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code:

Number of sets printed in last complete publication:

Year entire Code last published:

Supplementation frequency:

Form of supplementation:

CIRCULATION:

Number of paid subscribers:

Number of free subscribers:

Price per set:

Number of volumes per set:

If sold by less than entire set, please answer the following:

How sold?

Price?

Is supplement automatically sent to subscribers of entire Code?

If not, is there a separate subscription for supplementation?

Is supplementation covered by original price of entire Code?

If not, please indicate the price for supplementation:

How do you promote sales?

How do you distribute/mail?

Are subscribers billed or are they required to pay in advance?

FORMAT:

1988 SURVEY OF CODES AND REGISTERS

WYOMING

VOLUME:

Pages per full set:
Average pages per volume:
Pages per supplement (average):

LAW:

Official Text:
Judicial Notice:
Annotations:
Edit:
Emergency rules included:
Other (specify):

COMPUTER COMPOSITION:

Computer Use:
Searchable data base:
Microfiche:
Microfilm:
What type/brand of computer equipment do you use?
What type/brand of software do you use?
What do you use, if not computers?

INDEXING:

Does your Code contain one or more indices?
If so, please specify type(s):
Are indices prepared in-house by staff members or by the publisher?

ARRANGEMENT:

Is your Code arranged by subject matter, by agency or by some other means?

MISCELLANEOUS:

When did you first publish your Code?
Is the Code distributed to depository libraries in your state free of charge?
If your Code contains anything other than rules, please specify the contents:
Is your Code published in-house or by an outside publisher?
If done in-house, is it printed in-house or by an outside printer?
Other information about your Code not explained above:

Where can copies of your Code be obtained: