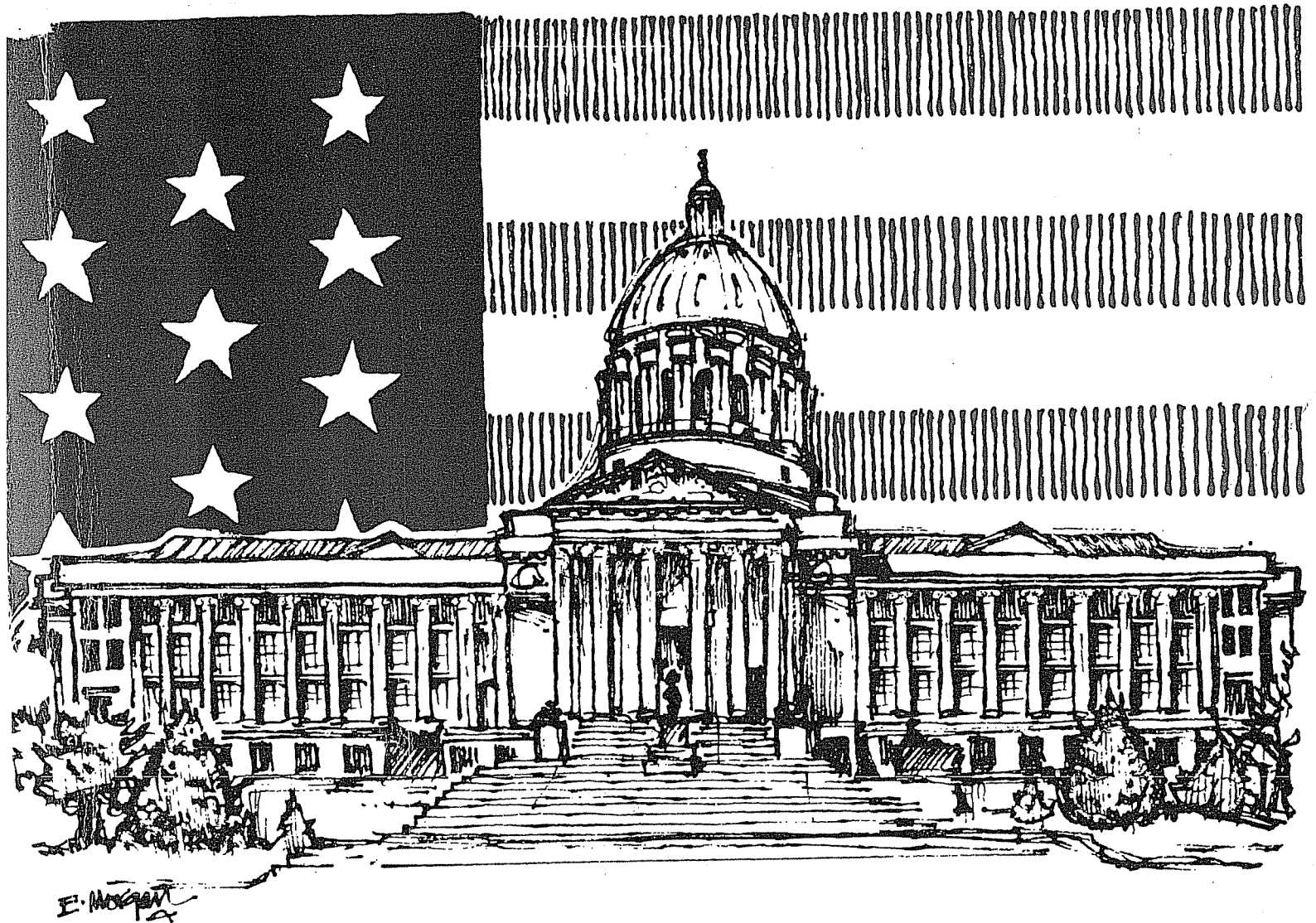
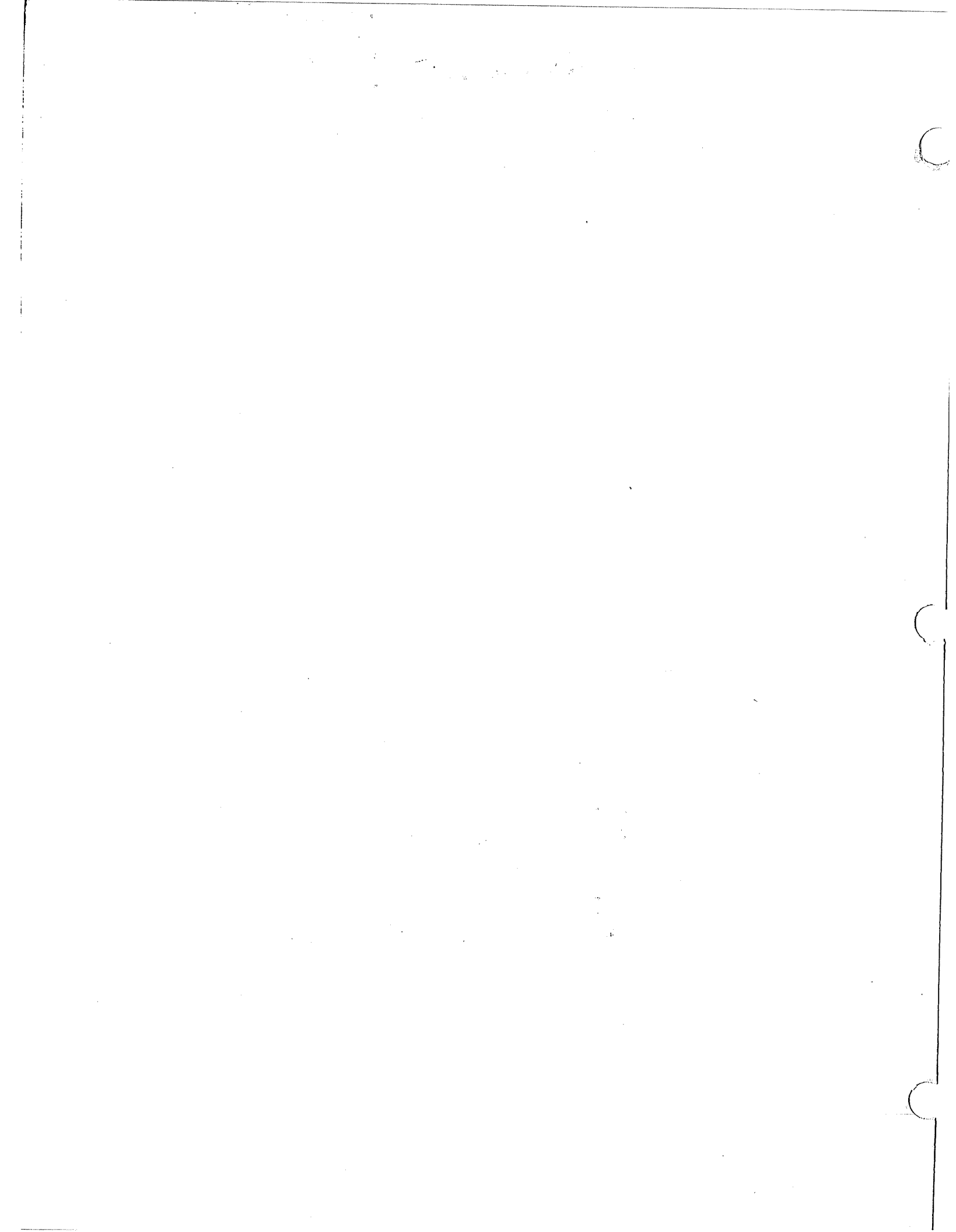


1989  
*State and Federal Survey*



*National Association  
of  
Secretaries of State*

*Administrative Codes and Registers Committee/Section*



# NATIONAL ASSOCIATION OF SECRETARIES OF STATE

## Administrative Codes and Registers Committee/Section

*1989  
Administrative Codes and Registers  
State and Federal Survey*

### INTRODUCTION

This Survey updates the information contained in the 1988 State and Federal Survey and is current as of January 1, 1989. Each state and jurisdiction is represented, although a few states did not send in information for 1989. For these states, the 1988 information appears here, with a note stating that they sent no response to the 1989 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

The Administrative Codes and Registers (ACR) Section is divided into six regions. Each region has a regional representative who serves on the ACR Section executive committee and who disseminates information to the ACR members.

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

### SOUTH

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

### NORTHERN PLAINS

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

### SOUTHEAST

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

### MIDWEST

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

### WEST/SOUTHWEST

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

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FEDERAL GOVERNMENT

JURISDICTION: FEDERAL GOVERNMENT

ADMINISTRATIVE REGISTER: *Federal Register*

OFFICE AND STAFF:

Director: Martha L. Girard (Acting Director)  
 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: Michael White (202/523-4534)  
 Governing Agency: Office of the Federal Register  
 The office is under the National Archives & Records Administration.  
 Total number of employees (FTE): 15 (Full-time: 15; 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 | _____ x | 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, 1989):

Number of paid subscribers: 20,131  
 Number of free subscribers: 11,776  
 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 (1988): 205  
 Pages per year (1988): 51,512

COMPUTER COMPOSITION:

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

1989 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., 54 FR 9670)

1989 SURVEY OF CODES AND REGISTERS

FEDERAL GOVERNMENT

JURISDICTION: FEDERAL GOVERNMENT

ADMINISTRATIVE CODE: *Code of Federal Regulations*

OFFICE AND STAFF:

Director: Martha L. Girard (Acting Director)  
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: Michael White (202/523-4534)

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 | _____ x | 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: 7276

Year entire Code last published: 1988

Supplementation frequency: Daily (Federal Register)

Form of supplementation: Bound volume

CIRCULATION:

Number of paid subscribers: 3982

Number of free subscribers: 3294

Price per set: \$620

Number of volumes per set: 192

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. Subsc. to Federal Register is \$340/yr.

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

1989 SURVEY OF CODES AND REGISTERS  
FEDERAL GOVERNMENT

**VOLUME:**

Pages per full set: 116,815  
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. 50 CFR 17.40)

1989 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) 242-7570

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:

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: \$8,500

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 170

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 (1988): 50 - 55

Pages per year (1988): 660

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: No

Microfiche: No

Microfilm: No

1989 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, format only |
| 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:   | No           |
| Seminars:   | No           |
| Consultations:  | Yes          |
| Manual:   | Yes          |
| Pre-publication review:   | Yes          |
| Liaison Representative Required:  | No           |
| When did you begin publishing the Register?   | October 1982 |
| The <i>Alabama Administrative Monthly</i> is not distributed to depository libraries. |              |
| The <i>Alabama Administrative Monthly</i> 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, Vol. #, Issue #

1989 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) 242-7570  
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:  
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: \$9,000

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: 55  
Number of free subscribers: 5  
Price per set: \$350 as of 9/89; price will increase to \$410 soon.  
Number of volumes per set: 19 at present; will increase to 22 soon.  
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: \$120 per year  
How do you promote sales? none  
How do you distribute/mail? United Parcel Service  
Subscribers are billed.

FORMAT: Loose-Leaf

1989 SURVEY OF CODES AND REGISTERS

ALABAMA

**VOLUME:**

Pages per full set: 12,350; will increase to approximately 15,000 soon

Average pages per volume: 650

Pages per supplement (average): 500 - 1000

**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? Lithé (VMX mate/Rainbow) connected to Vax terminal (VT 240)

**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: AAC, Rule #

1989 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 32304  
 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 5:00 p.m., Monday thru Friday

BUDGET:

Salaries:  
 Printing Expenses: N/A  
 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:  
 Amount received from subscriptions: 10¢ per page (Xerox).

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: copied on request  
 Number of free subscribers: none  
 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? policy  
 Length of subscription: N/A  
 How do you promote sales? N/A  
 How do you distribute/mail? First class mail  
 Requestors are billed.

VOLUME:

Average pages per issue (1988): 50  
 Pages per year (1988): 2,600

COMPUTER COMPOSITION:

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

1989 SURVEY OF CODES AND REGISTERS

ALASKA

CONTENT:

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

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:   | No                                  |
| Instruction in regulation drafting:  | Yes                                 |
| Seminars:  | No                                  |
| Consultations:   | No                                  |
| Manual:  | Yes, published by Department of Law |
| Pre-publication review:  | No                                  |
| Liaison Representative Required:   | No                                  |
| When did you begin publishing the Register?  | 1983                                |
| The <i>Alaska Administrative Journal</i> is distributed free of charge to both state and federal depository libraries. |                                     |
| The <i>Alaska Administrative Journal</i> is copied in-house on request.  |                                     |
| Copy for publication is generated by Office of the Lieutenant Governor.  |                                     |
| Other information about your Register not explained above: Dial-up access to database                                  |                                     |

THE ALASKA ADMINISTRATIVE JOURNAL MAY BE OBTAINED FROM:

|                                   |   |
|-----------------------------------|---|
| Office of the Lieutenant Governor | Legislative Affairs Agency (dial-up access to database) |
| State of Alaska                   | P.O. Box Y  |
| P.O. Box AA                       | Juneau, Alaska 99811-3101                               |
| Juneau, Alaska 99811-0111         | (907) 465-3800  |
| (907) 465-3520                    |   |

The *Alaska Administrative Journal* is cited: AAJ (Alaska Administrative Journal)

1989 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 99811-0111  
 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 5:00 p.m., Monday thru Friday

BUDGET:

Salaries:  
 Printing Expenses: N/A  
 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: N/A

PUBLICATION:

Frequency of printing entire Code: N/A; titles reprinted when necessary  
 Number of sets printed in last complete publication: 1661  
 Year entire Code last published: 1988  
 Supplementation frequency: quarterly  
 Form of supplementation: Pamphlets

CIRCULATION:

Number of paid subscribers: 691 (one or more sets)  
 Number of free subscribers: None  
 Price per set: \$364  
 Number of volumes per set: 6  
 If sold by less than entire set, please answer the following:  
 How sold? by title pamphlets  
 Price? prorated by number of pages)  
 Is supplement automatically sent to subscribers of entire Code? Yes  
 Is supplementation covered by original price of entire Code?  
 If not, please indicate the price for supplementation: \$75 per year  
 How do you promote sales? By publisher  
 How do you distribute/mail? By publisher  
 Subscribers are billed.

FORMAT: Paperbound (in binders)

1989 SURVEY OF CODES AND REGISTERS

ALASKA

VOLUME:

Pages per full set: 7,662

Average pages per volume: 1,277

Pages per supplement (average): from 2 to 231 (Total 757 ÷ 18 = 42.0)

LAW:

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

COMPUTER COMPOSITION:

Computer Use: Yes, done by publisher  
 Searchable data base: Yes  
 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

INDEXING:

Does your Code contain one or more indices? Yes  
 If so, please specify type(s): Cross reference table  
 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 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:

The Michie Co.  
 P.O. Box 7587  
 Charlottesville, Va 22906-7587  
 1-800-446-3410

The *Alaska Administrative Code* is cited:

| <u>Title</u> | <u>AAC</u> | <u>Chapter</u> | <u>Section</u> | <u>Subsection</u> | <u>Paragraph</u> | <u>Subparagraph</u> | <u>Clause</u> |
|--------------|------------|----------------|----------------|-------------------|------------------|---------------------|---------------|
| 3            | AAC        | 03             | .020           | (a)               | (1)              | (B)                 | (v)           |

1989 SURVEY OF CODES AND REGISTERS

ARIZONA

STATE: ARIZONA

ADMINISTRATIVE REGISTER: *Arizona Administrative Register*

OFFICE AND STAFF:

Director: Dare Griffith  
Address: 1700 West Washington, 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: \$16,600  
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: 100 %  
Amount received from subscriptions: \$8,696

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

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 227  
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 billed and required to pay in advance.

VOLUME:

Average pages per issue (1988): 19  
Pages per year (1988): 231

COMPUTER COMPOSITION:

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

**CONTENT:**

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

**LAW:**

|   |                                      |
|---|--------------------------------------|
| <b>Correction of Nonsubstantive Errors:</b> |                                      |
| <b>Correction of Substantive Errors:</b>    |                                      |
| <b>Official Text:</b>                       |                                      |
| <b>Judicial Notice:</b>                     |                                      |
| <b>Annotations:</b>                         |                                      |
| <b>Edit:</b>                                |                                      |
| <b>Legislative Oversight:</b>               | Governor's Regulatory Review Council |
| <b>Economic Impact Statement:</b>           | Not printed                          |
| <b>Emergency Rules:</b>                     | Yes                                  |
| <b>In effect how long?</b>                  | 90 days                              |

**MISCELLANEOUS:**

|   |  |
|---|--|
| <b>Editorial Standards Manual/Guidelines:</b>   | Administrative Rules on filing, printing |
| <b>Instruction in regulation drafting:</b>  |  |
| <b>Seminars:</b>  | Yes                                      |
| <b>Consultations:</b>   |  |
| <b>Manual:</b>  |  |
| <b>Pre-publication review:</b>  |  |
| <b>Liaison Representative Required:</b>   |  |
| <b>When did you begin publishing the Register?</b>  | October 1976                             |
| <b>The Arizona Administrative Register is distributed free of charge to the State Library and Archives and to county law libraries.</b> |  |
| <b>The Arizona Administrative Register is printed by an outside printer/publisher.</b>  |  |
| <b>Copy for publication is generated in-house in the Publications Division.</b>   |  |

**COPIES OF THE ARIZONA ADMINISTRATIVE REGISTER MAY BE OBTAINED FROM:**

Office of Secretary of State  
Publications Division  
1700 West Washington, Suite 706  
Phoenix, Arizona 85007

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

1989 SURVEY OF CODES AND REGISTERS

ARIZONA

STATE: ARIZONA

ADMINISTRATIVE CODE: Arizona Administrative Code

OFFICE AND STAFF:

Director: Dare Griffith
Address: 1700 West Washington, 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): 3 (Full-time: 3; Part-time: 0)
Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries:
Printing Expenses: \$91,000
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: \$25,380 (sets only)

PUBLICATION:

Frequency of printing entire Code: Code is loose-leaf; 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 - 282; Parts - 18,826
Number of free subscribers: Sets - 108
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 and Chapter
Price? Based on production and distribution cost
Is supplement automatically sent to subscribers of entire Code? Yes, if subscription paid
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 annually
How do you promote sales? printed price list
How do you distribute/mail? 1st class Mail/Printed Matter; state agency courier mail
Subscribers are billed and required to pay in advance.

FORMAT: Loose-leaf

**VOLUME:**

Pages per full set: 7,500  
Average pages per volume: 275 - 700  
Pages per supplement (average): 330

**LAW:**

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

**COMPUTER COMPOSITION:**

Computer Use: Yes  
Searchable data base: Yes  
Microfiche: Yes; original filings only  
Microfilm: No  
What type/brand of computer equipment do you use? IBM System 36  
What type/brand of software do you use? Displaywrite 36  
What do you use, if not computers?

**INDEXING:**

Does your Code contain one or more indices? No  
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 nothing other than rules.  
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  
1700 West Washington, Suite 706  
Phoenix, Arizona 85007

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

1989 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, Editor  
 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, 1989):

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 (1988): 60  
 Pages per year (1988): 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?

1989 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?                  | 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:  | No   |
| When did you begin publishing the Register?   | 1969 |
| The <i>Arkansas Register</i> is not distributed free of charge to depository libraries. |      |
| The <i>Arkansas Register</i> is printed in-house.                                       |      |
| Copy for publication is generated in-house by the agencies.                             |      |

COPIES OF THE ARKANSAS REGISTER MAY BE OBTAINED FROM:

Office of Secretary of State  
 State Capitol Bldg., Room 010  
 Little Rock, AR 72201-1094

The *Arkansas Register* is cited: Act 434 of 1967; amended by Act 139 of 1985

1989 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:

**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:

1989 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: James Phipps  
Governing Agency: Office of Administrative Law  
This office is under the Governor.  
Total number of employees (FTE): 45 (Full-time: 45; Part-time: 2)  
Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$40,000  
Printing Expenses: \$100,000  
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: \$40,000  
Amount received from subscriptions: \$100,000

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 1,345  
Number of free subscribers: 125  
Price per issue: N/A  
Price per subscription: \$108 per year  
Is the subscription and/or single issue price set by statute? No  
If not, how are they determined? Cost to produce  
Length of subscription: One year  
How do you promote sales? Advertise  
How do you distribute/mail? mail order  
Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1988): 75  
Pages per year (1988): 3,900

COMPUTER COMPOSITION:

Computer Use: Yes  
Searchable data base: No  
Microfiche: No  
Microfilm: Yes; available from UMI and ATP

1989 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<br>by Legislature; Appeals to the Governor<br>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:                       | No  |
| 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  
555 Capitol Mall, Suite 1290  
Sacramento, California 95814

The *California Regulatory Notice Register* is cited: Cal. Regulatory Notice Reg 89 No. \_\_\_\_, Pg. \_\_\_\_

1989 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: James Phipps
Governing Agency: Office of Administrative Law
This office is under the Governor.
Total number of employees (FTE): 45 (Full-time: 45; Part-time: 3)
Office Hours: 8:00 a.m. to 5:00 p.m. Monday thru Friday

BUDGET:

Salaries: \$70,000
Printing Expenses: \$1,670,000
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
x over \$40,000
Subsidy received: \$70,000
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: 41,098
Number of free subscribers: 323
Price per set: \$1,805 (assembled in titled ring binders)
Number of volumes per set: 60
If sold by less than entire set, please answer the following:
How sold? By Title and by purchasable units of a Title
Price? Varies by purchasable 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: \$1,545/yr. for full Code
How do you promote sales? price list brochure
How do you distribute/mail? Mail order, over the counter
Subscribers are required to pay in advance.

FORMAT: Loose-leaf

1989 SURVEY OF CODES AND REGISTERS  
CALIFORNIA

**VOLUME:**

Pages per full set: 44,000  
Average pages per volume: 700  
Pages per supplement (average): 160

**LAW:**

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

**COMPUTER COMPOSITION:**

Computer Use: Yes  
Searchable data base: Yes - state agencies only; available on Lexis and Westlaw  
Microfiche: Yes; available from UMI and ATP  
Microfilm: No  
What type/brand of computer equipment do you use? IBM compatible  
What type/brand of software do you use? Word Perfect 5.0 and Status

**INDEXING:**

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

**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 Decisions weekly with a quarterly index and is available by subscription at \$30/year.

**COPIES OF THE CALIFORNIA ADMINISTRATIVE CODE MAY BE OBTAINED FROM:**

Office of Procurement - Publications  
P.O. Box 1015  
North Highlands, CA 95660  
and through vendors

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

1989 SURVEY OF CODES AND REGISTERS

COLORADO

STATE: COLORADO

ADMINISTRATIVE REGISTER: Colorado Register (CR)\*

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 (S.O.S. office); Art Wechter (Public Record Corp.)

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, 1989):

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 (1988):

Pages per year (1988):

COMPUTER COMPOSITION:

Computer Use:

Searchable data base:

Microfiche:

Microfilm:

What do you use, if not a computer?

\* Not published by a state agency, but as a private business, pursuant to contract with the Secretary of State with the Public Record Corporation, 1666 Lafayette, Denver, CO (303) 832-8262

1989 SURVEY OF CODES AND REGISTERS  
COLORADO

**CONTENT:**

|                            |                                |
|----------------------------|--------------------------------|
| Proposed Rules:            | Notice or full text - optional |
| 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, on rules only             |
| Open Meetings:             | N/A                            |
| Public Hearings:           | No (except on rules)           |
| Index :                    | Yes                            |

**LAW:**

|                                      |  |
|--------------------------------------|--|
| Correction of Nonsubstantive Errors: | No   |
| Correction of Substantive Errors:    | No   |
| Official Text:                       | Yes  |
| Judicial Notice:                     | Yes  |
| Annotations:                         | Yes; on editor's pages                                   |
| Edit:                                | Yes; some editor's notes; no editing of rules themselves |
| Legislative Oversight:               | Yes  |
| Economic Impact Statement:           | No   |
| 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? 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 (mostly).

Other information about your Register not explained above:

**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

The *Colorado Register* is cited: CR

## COLORADO

STATE: COLORADO

ADMINISTRATIVE CODE: *Colorado Code of Regulations \**

## 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: The Public Record Corporation budgets, prints, sells and promotes the Code and the Register

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: N/A; loose-leaf updated by *Register*

Number of sets printed in last complete publication:

Year entire Code last published: 1978

Supplementation frequency: Monthly by *Colorado Register*Form of supplementation: Loose-leaf, by *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? Quantities of one page to entire set, by special order; one or several agencies by subscr.

Price? dependent on order or purchase

Is supplement automatically sent to subscribers of entire Code? Not permanently

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

Is supplementation covered by original price of entire Code? often, for first year

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

\* Not published by a state agency, but as a private business, pursuant to contract with the Secretary of State with the Public Record Corporation, 1666 Lafayette, Denver, CO (303) 832-8262

1989 SURVEY OF CODES AND REGISTERS  
COLORADO

**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? Yes  
If so, please specify type(s): Agencies, subjects  
Indices are prepared by the publisher.

**ARRANGEMENT:**

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

**MISCELLANEOUS:**

When did you first publish your Code? 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.  
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

1989 SURVEY OF CODES AND REGISTERS

CONNECTICUT

STATE: CONNECTICUT

ADMINISTRATIVE REGISTER: Connecticut Law Journal (CLJ)

OFFICE AND STAFF:

Director: Richard J. Hemenway
Address: Commission on Official Legal Publications
111 Phoenix Avenue
Enfield, Connecticut 06082
Telephone: (203) 741-3027
Person to contact about information on this survey: Richard J. Hemenway
Governing Agency: Commission on Official Legal Publications
This office is under the Judicial Department.
Total number of employees (FTE): (Full-time: 28; Part-time: 1)
Office Hours: 7:30 a.m. to 4:15 p.m., Monday thru Friday

BUDGET:

Salaries: \$250,000
Printing Expenses: \$1,700,000 - all publications
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: Only total budget
Amount received from subscriptions:

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 2,460
Number of free subscribers: 1,836
Price per issue: \$3.00
Price per subscription: \$100.00 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? None
How do you distribute/mail? U.S. post office and courier
Subscribers are billed.

VOLUME:

Average pages per issue (1988): 200
Pages per year (1988): 10,000 (approximate)

COMPUTER COMPOSITION:

Computer Use: No
Searchable data base: No
Microfiche: No
Microfilm: No
What do you use, if not a computer?

1989 SURVEY OF CODES AND REGISTERS

CONNECTICUT

**CONTENT:**

|                            |  |
|----------------------------|--|
| Proposed Rules:            | Full text or only notice; depends on length and time allowed   |
| Adopted Rules:             | Full text  |
| 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 if of public interest  |
| Other:                     | Full text of all Supreme Court and Appellate Court opinions; CT<br>Practice book; assignment of judges |
| Open Meetings:             | No   |
| Public Hearings:           | Yes  |
| Index:                     | No   |

**LAW:**

|                                      |     |
|--------------------------------------|-----|
| Correction of Nonsubstantive Errors: | Yes |
| Correction of Substantive Errors:    | Yes |
| Official Text:                       | Yes |
| Judicial Notice:                     | No  |
| Annotations:                         | No  |
| Edit:                                | No  |
| Legislative Oversight:               | No  |
| Economic Impact Statement:           | Yes |
| 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? 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

1989 SURVEY OF CODES AND REGISTERS

CONNECTICUT

STATE: CONNECTICUT

ADMINISTRATIVE CODE: *Regulations of Connecticut State Agencies*

OFFICE AND STAFF:

Director: Richard J. Hemenway
Address: Commission on Official Legal Publications
111 Phoenix Avenue
Enfield, Connecticut 06082
Telephone: (203) 741-3027
Person to contact about information on this survey: Richard J. Hemenway
Governing Agency: Commission on Official Legal Publications
This office is under the Judicial Department.
Total number of employees (FTE): (Full-time: 28; Part-time: 1)
Office Hours: 7:30 a.m. to 4:15 p.m., Monday thru Friday

BUDGET:

Salaries: \$250,000
Printing Expenses: \$1,700,000 - all publications
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: Only total budget
Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code: N/A
Number of sets printed in last complete publication:
Year entire Code last published:
Supplementation frequency: Six months
Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: 665
Number of free subscribers: 290
Price per set: \$302.50
Number of volumes per set: 10
If sold by less than entire set, please answer the following:
How sold?
Price?
Is supplement 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:
How do you promote sales? none
How do you distribute/mail? U.S. post office and courier
Subscribers are billed.

FORMAT: Loose-leaf

1989 SURVEY OF CODES AND REGISTERS  
CONNECTICUT

**VOLUME:**

Pages per full set: 9,400  
Average pages per volume: 406  
Pages per supplement (average): 550

**LAW:**

Official Text: Yes  
Judicial Notice: No  
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? Compugraphic typesetting equipment, floppy disk storage.  
Decmate or PC word processing

**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.

**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

1989 SURVEY OF CODES AND REGISTERS

DELAWARE

STATE: DELAWARE

\*Delaware did not respond to the 1989 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, 1989):

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 (1988):

Pages per year (1988):

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:

Where can copies of your Register be obtained:

1989 SURVEY OF CODES AND REGISTERS  
DELAWARE

STATE: DELAWARE

\*Delaware did not respond to the 1989 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:

1989 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:

1989 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, Suite 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: \$80,000 (2 FTE)

Printing Expenses: \$265,000

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: \$230,000

Amount received from subscriptions: \$35,000

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 690

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? Office sets price by rulemaking

Length of subscription: One year

How do you promote sales? Public Information Workshops

How do you distribute/mail? Mail first class to subscribers

Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1988): 175

Pages per year (1988): 9,000

COMPUTER COMPOSITION:

Computer Use: No

Searchable data base: No

Microfiche: No

Microfilm: Yes; internal use only

What do you use, if not a computer? Agencies prepare camera-ready copy using a variety of equipment

1989 SURVEY OF CODES AND REGISTERS

DISTRICT OF COLUMBIA

**CONTENT:**

|                                   |   |
|-----------------------------------|---|
| <b>Proposed Rules:</b>            | Full text   |
| <b>Adopted Rules:</b>             | Full text   |
| <b>Emergency Rules:</b>           | Full text   |
| <b>Court Ordered Rules:</b>       | No  |
| <b>Executive Orders:</b>          | Full text   |
| <b>Proclamations:</b>             | No  |
| <b>District Contracts:</b>        | No  |
| <b>Executive Items:</b>           | Notice only - Hearings of Items of Public Interest; full text - Agency Adjudicative Decisions                   |
| <b>Judicial Items:</b>            | No  |
| <b>Legislative Items:</b>         | Notice only - Hearings, Agendas of Meeting, Legislative Proposals introduced; Full text - Acts and resolutions. |
| <b>Attorney General Opinions:</b> | Full text of Ethics Opinions only   |
| <b>Other:</b>                     | No  |
| <b>Open Meetings:</b>             | Yes   |
| <b>Public Hearings:</b>           | Yes   |
| <b>Index:</b>                     | Yes; quarterly and cumulative   |

**LAW:**

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

**MISCELLANEOUS:**

|  |      |
|--|------|
| <b>Editorial Standards Manual/Guidelines:</b>  | Yes  |
| <b>Instruction in regulation drafting:</b>   | Yes  |
| <b>Seminars:</b>   | Yes  |
| <b>Consultations:</b>  | Yes  |
| <b>Manual:</b>   | Yes  |
| <b>Pre-publication review:</b>   | Yes  |
| <b>Liaison Representative Required:</b>  | Yes  |
| <b>When did you begin publishing the Register?</b>                                   | 1954 |
| <b>The D.C. Register is distributed free of charge to D.C. depository libraries.</b> |      |
| <b>The D.C. Register is printed in-house by the D.C. printer.</b>                    |      |
| <b>Copy for publication is prepared by the agencies.</b>                             |      |
| <b>Other information about your Register not explained above:</b>                    |      |

**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. No. , 'DCR', Page No. (e.g., 36 DCR 4096)

1989 SURVEY OF CODES AND REGISTERS

DISTRICT OF COLUMBIA

JURISDICTION: DISTRICT OF COLUMBIA

ADMINISTRATIVE CODE: *District of Columbia 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): 3 (Full-time: 3; Part-time: 0) (Total agency staff: 10 persons;  
3 FTE dedicated to DCMR)

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

BUDGET:

Salaries: \$135,000

Printing Expenses: \$80,000

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: \$185,000

Amount received from subscriptions: \$30,000

PUBLICATION:

Frequency of printing entire Code: annually

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: *D.C. Register* is the official supplement

CIRCULATION:

Number of paid subscribers: None

Number of free subscribers: None

Price per set: \$180

Number of volumes per set: 30

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

How sold? By title number (one title number per volume)

Price? Varies according to size of 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 orders; over the counter sales

Subscribers are required to pay in advance.

FORMAT: Paperbound

1989 SURVEY OF CODES AND REGISTERS  
DISTRICT OF COLUMBIA

**VOLUME:**

Pages per full set: 8,000  
Average pages per volume: varies from 80 to 450  
Pages per supplement (average): N/A

**LAW:**

Official Text: Yes  
Judicial Notice: Yes  
Annotations: Yes; source and authority notes  
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 typesetting software  
What do you use, if not computers?

**INDEXING:**

Does your Code contain one or more indices? Yes  
If so, please specify type(s): Subject term indices in back of volumes  
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: Code and Register are printed by the D.C. Printer who works under the Department of Administrative Services.

**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: Title No., 'DCMR,' Section Number (e.g. 5 DCMR §2705.6).

1989 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: \$172,371  
Printing Expenses: \$50,733  
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: \$148,823.64 and line charges

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 2,114  
Number of free subscribers: 203  
Price per issue: varies weekly  
Price per subscription: \$143.79  
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 (1988): 103  
Pages per year (1988): 5,336

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)

1989 SURVEY OF CODES AND REGISTERS

FLORIDA

**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: | 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

1989 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

1989 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

1989 SURVEY OF CODES AND REGISTERS  
GEORGIA

STATE: GEORGIA

ADMINISTRATIVE REGISTER: None

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, 1989):

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 (1988):

Pages per year (1988):

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 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:

1989 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: \$83,000  
Printing Expenses: \$95,000  
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  
\_\_\_\_\_ x \$35,000 - \$40,000 \_\_\_\_\_ over \$40,000

Subsidy received:  
Amount received from subscriptions: \$12,500

PUBLICATION:

Frequency of printing entire Code: Updated monthly  
Number of sets printed in last complete publication: 10 volumes  
Year entire Code last published: 1965  
Supplementation frequency: Monthly  
Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: 245  
Number of free subscribers: 477  
Price per set: \$300  
Number of volumes per set: 10  
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; 1st yr. subscription included  
If not, please indicate the price for supplementation:  
How do you promote sales? N/A  
How do you distribute/mail? USPS, UPS  
Subscribers are billed.

FORMAT: Loose-leaf

1989 SURVEY OF CODES AND REGISTERS

GEORGIA

**VOLUME:**

Pages per full set: 2,750  
Average pages per volume: 275  
Pages per supplement (average): 100

**LAW:**

Official Text: Yes  
Judicial Notice: Yes  
Annotations: Yes  
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? IBM  
What type/brand of software do you use? Aldus Pagemaker  
What do you use, if not computers? Also, outside typesetter

**INDEXING:**

Does your Code contain one or more indices? Yes  
If so, please specify type(s): Agency; subject index planned for 1991  
Indices are prepared in-house by staff members.

**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.

1989 SURVEY OF CODES AND REGISTERS  
GUAM

JURISDICTION: TERRITORY OF GUAM

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, 1989):

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 (1988):

Pages per year (1988):

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:

Where can copies of your Register be obtained:

1989 SURVEY OF CODES AND REGISTERS

GUAM

JURISDICTION: TERRITORY OF GUAM

ADMINISTRATIVE CODE: *Guam Administrative Rules and Regulations*

OFFICE AND STAFF:

Director: Charles H. Troutman, Compiler of Laws

Address: Attorney General's Office  
238 FC Flores St., Suite 701  
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): 8 (Full-time: 8; Part-time: 0)

Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday (Greenwich Mean Time + 10 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: Once plus updates

Number of sets printed in last complete publication: 500

Year entire Code last published: 1986

Supplementation frequency: Annual

Form of supplementation: Replacement pages

CIRCULATION:

Number of paid subscribers: 125+

Number of free subscribers: 120

Price per set: \$104

Number of volumes per set: 4

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

How sold?

Price?

Is supplement automatically sent to subscribers of entire Code? Depends on subscriber

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: New subscription price not yet set

How do you promote sales? Announcement to local bar, newspaper

How do you distribute/mail? Mail, walk-in

Subscribers are billed.

FORMAT: Loose-leaf

1989 SURVEY OF CODES AND REGISTERS

GUAM

VOLUME:

Pages per full set: 1,500  
Average pages per volume: 300  
Pages per supplement (average): varies

LAW:

Official Text: Yes  
Judicial Notice: Yes  
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? 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): Table of contents - by Agency  
Indices are prepared in-house by staff members.

ARRANGEMENT:

The *Guam Administrative Rules and Regulations* is arranged by agency.

MISCELLANEOUS:

When did you first publish your Code? 1976  
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 printed by an outside printer.

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

Compiler of Laws  
Attorney General's Office  
238 FC Flores Street, Suite 701  
Agana, Guam 96910

The *Guam Administrative Rules and Regulations* is cited: Title \_\_\_ GAR § \_\_\_\_\_

1989 SURVEY OF CODES AND REGISTERS  
HAWAII

STATE: HAWAII

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

OFFICE AND STAFF:

Director: Ms. Trudie Tongg  
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: Trudie Tongg  
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, 1989):

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 (1988): Looseleaf; each agency has a volume of original material plus a volume  
Pages per year (1988): of amendments.

COMPUTER COMPOSITION:

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

1989 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: Index of rules maintained by Reference Bureau. |   |

**COPIES OF THE HAWAII ADMINISTRATIVE RULES MAY BE OBTAINED FROM:**  
Main State Library

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

1989 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:

1989 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:

1989 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, 1989):

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 (1988):  
Pages per year (1988):

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:**

1989 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:

**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:

1989 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 \$175,000  
 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 | _____x | \$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: \$116,905 (includes single issue sales, microfiche, indices)

**FREQUENCY OF ISSUE:** Weekly

**CIRCULATION** (as of January 1, 1989):

Number of paid subscribers: 580  
 Number of free subscribers: 176  
 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 (1988): 505  
 Pages per year (1988): 26,781

**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

1989 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                                |

**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 <i>Illinois Register</i> is distributed free of charge to state depository libraries.                        |      |
| The <i>Illinois Register</i> 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)

1989 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 \$175,000
Printing Expenses: Approx. \$210,000 for 9 vol. set; approx. \$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: \$30,558

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 volumes

CIRCULATION:

Number of paid subscribers: approx. 600
Number of free subscribers: approx. 250
Price per set: \$210
Number of volumes per set: 9 (full set); 2 (1986 Supp.); 2 (1987 Supp.); 3 (1988 Supp.)
If sold by less than entire set, please answer the following:
How sold? By volume
Price? \$25 (full set volumes); \$33 (Supplement volumes)
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

1989 SURVEY OF CODES AND REGISTERS

ILLINOIS

**VOLUME:**

Pages per full set: 14,438 (full set); 10,482 total for 3 Supplements)  
Average pages per volume: 1,604 (full set); 1498 (Supplements)  
Pages per supplement (average): 3,494

**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? 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)

1989 SURVEY OF CODES AND REGISTERS  
INDIANA

STATE: INDIANA

ADMINISTRATIVE REGISTER: *Indiana Register*

OFFICE AND STAFF:

Director: Mark Scherer  
Address: Office of Code Revision  
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:

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 305  
Number of free subscribers: 660  
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 (October - September)  
How do you promote sales? None  
How do you distribute/mail? 2nd class U.S. Mail  
Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1988): 334  
Pages per year (1988): 4,000

COMPUTER COMPOSITION:

Computer Use: Yes  
Searchable data base: No  
Microfiche: Yes  
Microfilm: No  
What do you use, if not a computer?

1989 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        |
| Legislative 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: | Yes                              |
| Correction of Substantive Errors:    | No                               |
| Official Text:                       | Yes                              |
| Judicial Notice:                     | No                               |
| Annotations:                         | Yes                              |
| Edit:                                | Yes                              |
| Legislative Oversight:               | No                               |
| Economic Impact Statement:           | No                               |
| Emergency Rules:                     | Yes                              |
| In effect how long?                  | Varies from 90 days to unlimited |

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 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 publisher.                                      |           |

COPIES OF THE INDIANA REGISTER MAY BE OBTAINED FROM:

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

The *Indiana Register* is cited: Volume number (Vol. 12, No. 1 = October 1, 1988)

1989 SURVEY OF CODES AND REGISTERS

INDIANA

STATE: INDIANA

ADMINISTRATIVE CODE: *Indiana Administrative Code*

OFFICE AND STAFF:

Director: Mark Scherer  
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  
\_\_\_\_\_ \$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: 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: Bound edition in volumes

CIRCULATION:

Number of paid subscribers: 368  
Number of free subscribers: 1000  
Price per set: \$220 - main edition; \$33.60 - supplement  
Number of volumes per set: 12 - main edition; 3 - supplement  
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: \$30  
How do you promote sales? None  
How do you distribute/mail? 4th class book rate  
Subscribers are required to pay in advance.

FORMAT: Paperbound

1989 SURVEY OF CODES AND REGISTERS

INDIANA

VOLUME:

Pages per full set: 10,500  
Average pages per volume: 870  
Pages per supplement (average): 2,475

LAW:

Official Text: Yes  
Judicial Notice: No  
Annotations: Yes  
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?  
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 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: *Indiana Administrative Code* - IAC

1989 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): 10 (Full-time: 9; Part-time: 1)  
 Office Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries: \$240,000 (for both Bulletin and Code) .  
 Printing Expenses: \$100,000  
 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: no  
 Amount received from subscriptions: unknown

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

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 250  
 Number of free subscribers: 790  
 Price per issue: \$4.50 plus .18 tax  
 Price per subscription: \$160.95 + \$6.45 tax  
 Is the subscription and/or single issue price set by statute? No  
 If not, how are they determined? By Supt. of Printing following statutory guidelines (§17.22)  
 Length of subscription: 1 year (July to June)  
 How do you promote sales? None  
 How do you distribute/mail? US Mail, UPS and ADS  
 Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1988): 108  
 Pages per year (1988): 2,810

COMPUTER COMPOSITION:

Computer Use: No  
 Searchable data base: No  
 Microfiche: No  
 Microfilm: No  
 What do you use, if not a computer? Hard copy

1989 SURVEY OF CODES AND REGISTERS

IOWA

**CONTENT:**

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

**LAW:**

|   |                                  |
|---|----------------------------------|
| <b>Correction of Nonsubstantive Errors:</b> | Yes                              |
| <b>Correction of Substantive Errors:</b>    | No (call to attention of agency) |
| <b>Official Text:</b>                       | No (document filed by agency)    |
| <b>Judicial Notice:</b>                     | No                               |
| <b>Annotations:</b>                         | No                               |
| <b>Edit:</b>                                | Yes                              |
| <b>Legislative Oversight:</b>               | Yes                              |
| <b>Economic Impact Statement:</b>           | Yes                              |
| <b>Emergency Rules:</b>                     | Yes                              |
| <b>In effect how long?</b>                  | No sunset                        |

**MISCELLANEOUS:**

|  |  |
|--|--|
| <b>Editorial Standards Manual/Guidelines:</b>  | Yes (style, format, miscellaneous)   |
| <b>Instruction in regulation drafting:</b>   | Yes  |
| <b>Seminars:</b>   | Yes  |
| <b>Consultations:</b>  | Yes  |
| <b>Manual:</b>   | Yes  |
| <b>Pre-publication review:</b>   | Yes  |
| <b>Liaison Representative Required:</b>  | Yes  |
| <b>When did you begin publishing the Register?</b>   | July 1, 1975   |
| <b>The <i>Iowa Administrative Bulletin</i> is distributed free of charge to state depository libraries.</b>          |  |
| <b>The <i>Iowa Administrative Bulletin</i> is printed by an outside publisher/printer with typesetting in-house.</b> |  |
| <b>Copy for publication is generated by the agencies.</b>  |  |
| <b>Other information about your Register not explained above:</b>  | 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 \_\_\_\_.

1989 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): 10 (Full-time: 9; Part-time: 1)  
Office Hours: 8:00 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries: \$240,000 (both Bulletin and Code)  
Printing Expenses: \$300,000  
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: No  
Amount received from subscriptions: unknown

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: 340  
Number of free subscribers: 655  
Price per set: \$847 + \$33.90 tax  
Number of volumes per set: 16 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

1989 SURVEY OF CODES AND REGISTERS

IOWA

**VOLUME:**

Pages per full set: 5,800  
Average pages per volume: Varies with subscriber  
Pages per supplement (average): 298

**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):  
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, Administrative 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: Iowa Administrative Code, Agency No. followed by rule no.

1989 SURVEY OF CODES AND REGISTERS

KANSAS

STATE: KANSAS

ADMINISTRATIVE REGISTER: *Kansas Register*

OFFICE AND STAFF:

Director: Nancy R. 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:  
 Printing Expenses: \$80,000  
 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: N/A  
 Amount received from subscriptions: \$55,000

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1989):

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 (1988): 40  
 Pages per year (1988): 2,100

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?

1989 SURVEY OF CODES AND REGISTERS

KANSAS

**CONTENT:**

|                                   |                           |
|-----------------------------------|---------------------------|
| <b>Proposed Rules:</b>            | Notice only and full text |
| <b>Adopted Rules:</b>             | Full text                 |
| <b>Emergency Rules:</b>           | Full text                 |
| <b>Court Ordered Rules:</b>       | Full text                 |
| <b>Executive Orders:</b>          | Full text                 |
| <b>Proclamations:</b>             | No                        |
| <b>State Contracts:</b>           | Notice only               |
| <b>Executive Items:</b>           | Notice only               |
| <b>Judicial Items:</b>            | Notice only               |
| <b>Legislative Items:</b>         | Notice only               |
| <b>Attorney General Opinions:</b> | Full text (summary)       |
| <b>Other:</b>                     |                           |
| <b>Open Meetings:</b>             | Yes                       |
| <b>Public Hearings:</b>           | Yes                       |
| <b>Index:</b>                     | Yes                       |

**LAW:**

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

**MISCELLANEOUS:**

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

**When did you begin publishing the Register?** January 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:**

1989 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, Room 235-N  
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: \$110,000  
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: \$22,000

PUBLICATION:

Frequency of printing entire Code: as necessary  
Number of sets printed in last complete publication: 1800  
Year entire Code last published: 1989  
Supplementation frequency: Annually  
Form of supplementation: paperbound

CIRCULATION:

Number of paid subscribers: 590  
Number of free subscribers: n755  
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

1989 SURVEY OF CODES AND REGISTERS

KANSAS

**VOLUME:**

Pages per full set: 2,900  
Average pages per volume: 725  
Pages per supplement (average): 700

**LAW:**

Official Text: Yes  
Judicial Notice: Yes  
Annotations: No  
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? Data General  
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): Agency and subject  
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.

1989 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: In 1988-89, approx. \$99,280 (this includes Code and Register)

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: Register only - 132; combinations - 593

Number of free subscribers: 61

Price per issue: \$5 (single issues are usually not sold)

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 (July through June)

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 (1988): 207

Pages per year (1988): 2,489

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: Yes

Microfiche: No

Microfilm: No

1989 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:             | Yes; only those committees which reviewed regulations |
| Public Hearings:           | Yes   |
| Index:                     | Yes   |

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                    |
| Consultations:  | Yes                    |
| Manual:   | Yes                    |
| Pre-publication review:   | Yes; at agency request |
| Liaison Representative Required:  | Yes                    |
| 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:

Administrative Register  
 Room 64, State Capitol  
 Frankfort, Kentucky 40601

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

1989 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: See Register form

PUBLICATION:

Frequency of printing entire Code: Annually  
Number of sets printed in last complete publication: 850  
Year entire Code last published: 1988  
Supplementation frequency: monthly; *Register* is supplement to *Code*  
Form of supplementation: .

CIRCULATION:

Number of paid subscribers: 94 - Code only; combinations - 593  
Number of free subscribers: 61  
Price per set: \$120 (or \$150 for *Code* and *Register*)  
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? No  
If not, is there a separate subscription for supplementation? Yes, or a combined price  
Is supplementation covered by original price of entire Code? No  
If not, please indicate the price for supplementation: \$48; \$150 combination  
How do you promote sales?  
How do you distribute/mail? UPS or 4th class and Messenger to state agencies  
Subscribers are billed.

FORMAT: Paperbound

1989 SURVEY OF CODES AND REGISTERS

KENTUCKY

**VOLUME:**

Pages per full set: 4,000  
Average pages per volume: 500  
Pages per supplement (average): 209

**LAW:**

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

**COMPUTER COMPOSITION:**

Computer Use: Yes  
Searchable data base: Yes  
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; dead regulations list  
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:**

Ky. Administrative Regulations Service  
Room 64, State Capitol  
Frankfort, KY 40601

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

1989 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): 3.5 (Full-time: 3; Part-time: 1)  
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:

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 720  
Number of free subscribers: 10  
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 (July - June)  
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 (1988): 55  
Pages per year (1988): 660

COMPUTER COMPOSITION:

Computer Use: No  
Searchable data base: No  
Microfiche: No  
Microfilm: No  
What do you use, if not a computer? Publisher by Bid

## 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)

1989 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): 3.5 (Full-time: 3; Part-time: 1)  
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: \$670  
Number of volumes per set: 16  
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

1989 SURVEY OF CODES AND REGISTERS

LOUISIANA

**VOLUME:**

Pages per full set: 55,564  
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

1989 SURVEY OF CODES AND REGISTERS

MAINE

STATE: MAINE

ADMINISTRATIVE REGISTER: None

OFFICE AND STAFF:

Director: Gary Cooper, Assistant 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, Division of Administrative Procedures

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      | _____ | \$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: N/A

CIRCULATION (as of January 1, 1989):

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 (1988):

Pages per year (1988):

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:  
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:

1989 SURVEY OF CODES AND REGISTERS

MAINE

STATE: MAINE

ADMINISTRATIVE CODE: None

OFFICE AND STAFF:

Director: Gary Cooper, Assistant 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      | _____ | \$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?

Is supplementation covered by original price of entire Code?

How do you promote sales?

How do you distribute/mail?

Subscribers are billed.

FORMAT:

1989 SURVEY OF CODES AND REGISTERS

MAINE

**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):  
Indices are prepared by the publisher.

**ARRANGEMENT:**

How is your Code arranged?

**MISCELLANEOUS:**

When did you first publish your Code?  
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:

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

1989 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: \$220,000

Printing Expenses: \$235,000

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: 0%

Amount received from subscriptions: \$230,000

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

CIRCULATION (as of June 1, 1989):

Number of paid subscribers: 2,522

Number of free subscribers: 387

Price per issue: \$3

Price per subscription: \$80 (2nd class mail); \$110 (1st class mail); Md.R.S.C.S. \$30 (2nd class mail)

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 (1988): 100 (Md.R.); 16 (Md.R.S.C.S.); index 18 - 4 times/year

Pages per year (1988): 3,088 (Md.R.); 312 (Md. Register State Contract Supplement)

COMPUTER COMPOSITION:

Computer Use:

Yes

Searchable data base:

Yes; includes adopted, proposed & emergency regulations; AG's opinions

Microfiche:

Yes; in development; non-current years only

Microfilm:

Yes; in development; non-current years only

1989 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: | Full text                              |
| 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 120 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 and by agency. 25% of Register is keyed and coded in-house, 75% generated by agencies

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

The *Maryland Register* is cited: Volume: Issue Md.R Page numbers (date) (Example: 12:21 Md.R. 2013-2032 (October 10, 1985))

1989 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)\*includes 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: \$244,000

Printing Expenses: \$175,000

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: \$175,000

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: 225 - full sets; individual Titles - 9,200

Number of free subscribers: 65 full sets

Price per set: \$600

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: \$225 thereafter

How do you promote sales? Direct mail

How do you distribute/mail? 4th class

Subscribers are required to pay in advance.

FORMAT: Loose-leaf

1989 SURVEY OF CODES AND REGISTERS

MARYLAND

VOLUME:

Pages per full set: 15,000  
Average pages per volume: 600  
Pages per supplement (average): 120, but depends on size of title being supplemented.

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 until 12/31/89; Data Retrieval afterward

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 generally but some titles are by subject.

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 Title.Subtitle.Chapter.Regulation (Example: COMAR 10.01.09.24)

1989 SURVEY OF CODES AND REGISTERS  
MASSACHUSETTS

STATE: MASSACHUSETTS

ADMINISTRATIVE REGISTER: *Massachusetts Register*

OFFICE AND STAFF:

Director: Kathryn K. Maillett  
Address: Room 2A, McCormack Building  
One Ashburton Place  
Boston, MA 02108  
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: 6; Part-time: 2)  
Office Hours: 9:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$200,000  
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  
\_\_\_\_\_ x \$35,000 - \$40,000 \_\_\_\_\_ over \$40,000  
Subsidy received:  
Amount received from subscriptions: \$155,000

FREQUENCY OF ISSUE: Biweekly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 775  
Number of free subscribers: --  
Price per issue: \$2.50  
Price per subscription: \$200  
Is the subscription and/or single issue price set by statute? No  
If not, how are they determined? Secretary of State  
Length of subscription: One Year  
How do you promote sales? Direct mail; Secretary's bookstore and other agencies  
How do you distribute/mail? 2nd class mail prepared by mail fulfillment house  
Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1988): 350  
Pages per year (1988): ±10,000

COMPUTER COMPOSITION:

Computer Use: Yes  
Searchable data base: Yes  
Microfiche: No  
Microfilm: Yes, not for sale

1989 SURVEY OF CODES AND REGISTERS

MASSACHUSETTS

CONTENT:

|                            |   |
|----------------------------|---|
| Proposed Rules:            | Notice only   |
| Adopted Rules:             | Full text   |
| Emergency Rules:           | Full text   |
| Court Ordered Rules:       | No  |
| Executive Orders:          | Full text   |
| Proclamations:             | Full text   |
| State Contracts:           | State and municipal contracts published               |
| Executive Items:           | Full text as a separate document                      |
| Judicial Items:            | No  |
| Legislative Items:         | No  |
| Attorney General Opinions: | Full text   |
| Other:                     | cumulative list of legislation enacted during session |
| Open Meetings:             | No  |
| Public Hearings:           | Yes   |
| Index:                     | Yes; cumulative Table for current year                |

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? 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?  | 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: The <i>Massachusetts Register</i> is published as replacement pages to <i>Code of Massachusetts Regulations</i> . |      |

COPIES OF THE MASSACHUSETTS REGISTER MAY BE OBTAINED FROM:

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

The *Massachusetts Register* is cited: Issue Ma. Reg. page # (Example: 617 Ma. Reg. 41)

1989 SURVEY OF CODES AND REGISTERS  
MASSACHUSETTS

STATE: MASSACHUSETTS

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

OFFICE AND STAFF:

Director: Kathryn K. Maillett  
Address: Room 2A, McCormack Building  
One Ashburton Place  
Boston, Massachusetts 02108

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: 6; Part-time: 2)

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

BUDGET:

Salaries: \$200,000 (included Mass. Register)

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 | _____ | over \$40,000       |
|                               | x     |                     |       |                     |

Subsidy received: N/A

Amount received from subscriptions: \$155,000 (Mass. Register)

PUBLICATION:

Frequency of printing entire Code: there is none

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

Year entire Code last published: 1986

Supplementation frequency: Biweekly through Mass. Register

Form of supplementation: loose leaf

CIRCULATION:

Number of paid subscribers: 775 (Mass. Register)

Number of free subscribers: none

Price per set: \$500

Number of volumes per set: 23

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

How sold? by agency

Price? Varies according to size

Is supplement automatically sent to subscribers of entire Code? No

If not, is there a separate subscription for supplementation? Mass. Register

Is supplementation covered by original price of entire Code? No

If not, please indicate the price for supplementation: \$200 (Mass. Register)

How do you promote sales? direct mail; advertising in Lawyers' Weekly

How do you distribute/mail? Bookstore uses mail and UPS

Subscribers are billed.

FORMAT: Loose-leaf

1989 SURVEY OF CODES AND REGISTERS

MASSACHUSETTS

**VOLUME:**

Pages per full set: 18,000  
Average pages per volume: 800  
Pages per supplement (average): 300 (Mass. Register)

**LAW:**

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

**COMPUTER COMPOSITION:**

Computer Use: Yes  
Searchable data base: Yes  
Microfiche: No  
Microfilm: Yes; not for sale  
What type/brand of computer equipment do you use? WANG VS 100  
What type/brand of software do you use? Wang Word Processing Version 3.00

**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 *Code of Massachusetts Regulations* is arranged by agency in cabinet office sequence.

**MISCELLANEOUS:**

When did you first publish your Code? 1976, codified 1978; republished 1987  
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.  
The *Code of Massachusetts Regulations* is supplemented by replacement pages published in the *Massachusetts Register*.

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

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

The *Code of Massachusetts Regulations* is cited: Agency number CMR chapter number, section number

(Example: 102 CMR 7.06 - Office for Children, Licensure of Day Care Centers, Staff Requirements)

1989 SURVEY OF CODES AND REGISTERS  
MICHIGAN

STATE: MICHIGAN

ADMINISTRATIVE REGISTER: *Michigan Register*

OFFICE AND STAFF:

Director: Roger Peters, Legal Editing and Law Publications Division  
Address: Legislative Service Bureau  
125 West Allegan  
Lansing, Michigan 48909-7536  
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): 11 (Full-time: 6; Part-time: 5)  
Office Hours: 8:30 a.m. to 5:00 p.m. Monday through 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, 1989):

Number of paid subscribers: 1,021  
Number of free subscribers: 894  
Price per issue: N/A  
Price per subscription: \$75/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 (1988): 175  
Pages per year (1988): 2,100

COMPUTER COMPOSITION:

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

1989 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:         | Summary   |
| 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? 6 months with a possible 6-month extension |            |

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  
 Office Services Division  
 P.O. Box 30026  
 Lansing, Michigan 48909

The *Michigan Register* is cited: 1985 MR 7, R 408.30495c

1989 SURVEY OF CODES AND REGISTERS

MICHIGAN

STATE: MICHIGAN

ADMINISTRATIVE CODE: *Michigan Administrative Code*

OFFICE AND STAFF:

Director: Roger Peters, Legal Editing and Law Publications Division

Address: Legislative Service Bureau

125 West Allegan

Lansing, Michigan 48909-7536

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): 11 (Full-time: 6; Part-time: 5)

Office Hours: 8:30 a.m. to 5:00 p.m. Monday through 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: 10 year intervals

Number of sets printed in last complete publication:

Year entire Code last published: 1979

Supplementation frequency: Annually

Form of supplementation: paperbound 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

**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  
Office Services Division  
P.O. Box 30026  
Lansing, Michigan 48909

The *Michigan Administrative Code* is cited: 1979 AC, R 408.41863; if rule has been amended or superseded, cite the appropriate Annual Administrative Code Supplement where available: 1983 AACS, R 408.41863

1989 SURVEY OF CODES AND REGISTERS

MINNESOTA

STATE: MINNESOTA

ADMINISTRATIVE REGISTER: *Minnesota State Register*

OFFICE AND STAFF:

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

Telephone: (612) 297-2535

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: 2.15 ; 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 \$15,000,000.)

Salaries: \$75,000

Printing Expenses: \$150,000

|                               |                           |                           |
|-------------------------------|---------------------------|---------------------------|
| 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: \$155,000

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 950 full; 225 trial

Number of free subscribers: 125

Price per issue: \$3.50

Price per subscription: \$130

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, print advertising

How do you distribute/mail? 2nd class postage

Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1988): 60

Pages per year (1988): 3,100

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: Yes

Microfiche: Yes; 50¢/fiche

Microfilm: No

1989 SURVEY OF CODES AND REGISTERS

MINNESOTA

**CONTENT:**

|                                       |                        |
|---------------------------------------|------------------------|
| <b>Proposed Rules:</b>                | Full text              |
| <b>Adopted Rules:</b>                 | Full text              |
| <b>Emergency Rules:</b>               | Full text              |
| <b>Court Ordered Rules:</b>           | Full text              |
| <b>Executive Orders:</b>              | Full text              |
| <b>Proclamations:</b>                 | Full text              |
| <b>State Contracts:</b>               | Notice only            |
| <b>Executive Items:</b>               | Notice only            |
| <b>Judicial Items:</b>                | Notice only; summaries |
| <b>Legislative Items:</b>             | No                     |
| <b>Attorney General Opinions:</b>     | No                     |
| <b>Other: Supreme Court contracts</b> | Notice only            |
| <b>Other: Contract awards</b>         | Notice only            |
| <b>Open Meetings:</b>                 | Yes                    |
| <b>Public Hearings:</b>               | Yes                    |
| <b>Index:</b>                         | Yes                    |

**LAW:**

|  |     |
|--|-----|
| <b>Correction of Nonsubstantive Errors:</b>                              | No  |
| <b>Correction of Substantive Errors:</b>                                 | Yes |
| <b>Official Text:</b>  | No  |
| <b>Judicial Notice:</b>  | Yes |
| <b>Annotations:</b>  | No  |
| <b>Edit:</b>   | No  |
| <b>Legislative Oversight:</b>  | No  |
| <b>Economic Impact Statement:</b>  | No  |
| <b>Emergency Rules:</b>  | Yes |
| <b>In effect how long? 180 days with an additional 180 days possible</b> |     |

**MISCELLANEOUS:**

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

**COPIES OF THE MINNESOTA STATE REGISTER MAY BE OBTAINED FROM:**

Minnesota's Bookstore  
 Print Communications Division  
 117 University Avenue  
 St. Paul, Minnesota 55155

**The *Minnesota State Register* is cited: Vol. SR Page (e.g., 13 SR 2500)**

1989 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 \$3,500,000; office has many other functions in addition to rule drafting and publishing)

Salaries: about \$1,800,000

Printing Expenses: \$450,000 (all publications) (Rules approximately \$185,000)

|                               |                           |                           |
|-------------------------------|---------------------------|---------------------------|
| 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: \$3,165,000 (total)

Amount received from subscriptions: \$335,000 (All publications)

PUBLICATION:

Frequency of printing entire Code: Every odd-numbered year

Number of sets printed in last complete publication: 1,100

Year entire Code last published: 1989

Supplementation frequency: Twice each even-numbered year

Form of supplementation: Pocket Parts

CIRCULATION:

Number of paid subscribers: 900

Number of free subscribers: 320

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; mailers; convention displays

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

Subscribers are required to pay in advance.

FORMAT: Hardbound

1989 SURVEY OF CODES AND REGISTERS

MINNESOTA

**VOLUME:**

Pages per full set: approx. 11,500  
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: 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 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's guide, chapter table, cross reference table, statutory authority table, amendment table, historical notes, statutory authority cites, editorial notes, and index.  
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 1989

1989 SURVEY OF CODES AND REGISTERS  
MISSISSIPPI

STATE: MISSISSIPPI

ADMINISTRATIVE REGISTER: Mississippi Register

OFFICE AND STAFF:

Director: O. Ray Bailey  
Address: 401 Mississippi Street  
Post Office Box 136  
Jackson, Mississippi 39205  
Telephone: (601) 359-1634

Person to contact about information on this survey: Joseph W. Johnson

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: 8:00 a.m. - 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: n/a

Printing Expenses: n/a

|                               |                           |                           |
|-------------------------------|---------------------------|---------------------------|
| 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, 1989):

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? Cost to agency

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 (1988):

Pages per year (1988):

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: Yes

Microfiche: No

Microfilm: Yes

What do you use, if not a computer? Manual file system and index

**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: The *Mississippi Register* will soon begin publication again after an absence of several years.**

**Where can copies of your Register be obtained:**

1989 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:

1989 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:

1989 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: \$168,715  
 Printing Expenses: \$42,922  
 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: \$5,406  
 Amount received from subscriptions: \$48,328

FREQUENCY OF ISSUE: Twice Monthly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 863  
 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 (1988): 83  
 Pages per year (1988): 1,992

COMPUTER COMPOSITION:

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

1989 SURVEY OF CODES AND REGISTERS

MISSOURI

CONTENT:

|                            |             |
|----------------------------|-------------|
| Proposed Rules:            | Full text   |
| Adopted Rules:             | Full text   |
| Emergency Rules:           | Full text   |
| Court Ordered Rules:       | Notice only |
| Executive Orders:          | No          |
| Proclamations:             | No          |
| State Contracts:           | Notice only |
| Executive Items:           | Notice only |
| Judicial Items:            | No          |
| Legislative Items:         | Notice only |
| 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:                       | 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: Yr. Pub. MoReg Page No. (Example: 14 MoReg 896)

1989 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: \$168,715  
 Printing Expenses: \$250,000  
 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: \$144,992  
 Amount received from subscriptions: \$105,930

PUBLICATION:

Frequency of printing entire Code: every 10 years  
 Number of sets printed in last complete publication: 1,500 @ 10 volumes each  
 Year entire Code last published: 1988  
 Supplementation frequency: four times a year  
 Form of supplementation: Loose leaf replacement pages

CIRCULATION:

Number of paid subscribers: 321  
 Number of free subscribers: 40  
 Price per set: \$330  
 Number of volumes per set: 10  
 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

**VOLUME:**

Pages per full set: 5,000  
Average pages per volume: 500  
Pages per supplement (average): 650

**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: Yes  
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): number and word  
Indices are prepared in-house by staff members and by the publisher.

**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: Title CSR Division Chapter Rule No. (Example: 10 CSR 40-3.010)

1989 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: \$70,005  
Printing Expenses: \$23,110  
Director's Salary (Optional):

|  |                     |                     |
|--|---------------------|---------------------|
|  | Under \$10,000      | \$10,000 - \$15,000 |
|  | x                   | \$15,000 - \$20,000 |
|  | \$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, 1989):**

Number of paid subscribers: 141  
Number of free subscribers: 93  
Price per issue: \$12.50  
Price per subscription: \$300  
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; word of mouth  
How do you distribute/mail? First class mail  
Subscribers are required to pay in advance.

**VOLUME:**

Average pages per issue (1988): 115  
Pages per year (1988): 2,765

**COMPUTER COMPOSITION:**

Computer Use: Yes; computer is used for Topical Index, Accumulative Table, Cross Reference Index  
Searchable data base: Yes  
Microfiche: No  
Microfilm: No

1989 SURVEY OF CODES AND REGISTERS

MONTANA

CONTENT:

|                            |                           |
|----------------------------|---------------------------|
| Proposed Rules:            | Full text and notice only |
| 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: | 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:   | Yes             |
| Manual:  | Yes             |
| Pre-publication review:  | Yes; informally |
| Liaison Representative Required:   | Yes             |
| When did you begin publishing the Register?  | January 1973    |
| The <i>Montana Administrative Register</i> is distributed free of charge to state and federal depository libraries.      |                 |
| The <i>Montana Administrative Register</i> is printed by an outside publisher/printer.                                   |                 |
| Copy for publication is generated by the agencies. Agencies submit camera ready copy to the Secretary of State's office. |                 |

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 (MAR) p.#12 - 6/29/89

1989 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: \$70,005

Printing Expenses: \$21,051.50

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: \$51,750

PUBLICATION:

Frequency of printing entire Code: Initially printed in 1972; 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: 207

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

1989 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: Yes; topical index only  
Microfiche: No  
Microfilm: No  
What type/brand of computer equipment do you use? Local area network PC/DOS/acer 386 server/Novell workstations  
What type/brand of software do you use? Wordstar, Foxbase, Wordperfect  
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 according to department promulgating rules.

MISCELLANEOUS:

When did you first publish your Code? December 31, 1972  
The *Administrative Rules of Montana* is not distributed free of charge to state and federal depository libraries.  
The *Administrative Rules of Montana* also contains cross reference table between rules and statutes. 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:

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

The *Administrative Rules of Montana* is cited: Administrative Rules of Montana 42.22.101 or ARM §42.22.101.

1989 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, 1989):

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 (1988):

Pages per year (1988):

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:**  
**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:**

1989 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

1989 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:

1989 SURVEY OF CODES AND REGISTERS

NEVADA

STATE: NEVADA

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, 1989):

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 (1988):

Pages per year (1988):

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:**
- 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:**

1989 SURVEY OF CODES AND REGISTERS

NEVADA

STATE: NEVADA

ADMINISTRATIVE CODE: *Nevada Administrative Code*

OFFICE AND STAFF:

Director: Donald A. Rhodes  
 Address: Legislative Building  
 Capitol Complex  
 Carson City, Nevada 89710  
 Telephone: (702) 687-6800  
 Person to contact about information on this survey:  
 Governing Agency: Legislative Counsel Bureau  
 This office is under the Legislature.  
 Total number of employees (FTE): 4 (Full-time: 4; Part-time: )  
 Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$100,000  
 Printing Expenses: \$5,000  
 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: \$10,000

PUBLICATION:

Frequency of printing entire Code: supplemented  
 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: 120  
 Number of free subscribers: 40  
 Price per set: \$175  
 Number of volumes per set: 8  
 If sold by less than entire set, please answer the following:  
 How sold? volume  
 Price? \$30  
 Is supplement automatically sent to subscribers of entire Code? No  
 Is supplementation covered by original price of entire Code? Yes  
 If not, please indicate the price for supplementation: \$100 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

1989 SURVEY OF CODES AND REGISTERS

NEVADA

**VOLUME:**

Pages per full set: 2,400  
Average pages per volume: 300  
Pages per supplement (average): 300

**LAW:**

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

**COMPUTER COMPOSITION:**

Computer Use: Yes  
Searchable data base: Yes  
Microfiche: No  
Microfilm: No  
What type/brand of computer equipment do you use? 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 corresponding to chapters of the Nevada Revised Statutes.

**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

The *Nevada Administrative Code* is cited: NAC

1989 SURVEY OF CODES AND REGISTERS  
NEW HAMPSHIRE

STATE: NEW HAMPSHIRE

ADMINISTRATIVE REGISTER: *New Hampshire Rulemaking Register*

OFFICE AND STAFF:

Director: Scott F. Eaton, Assistant Director for Administrative Rules  
Address: Office of Legislative Services, Administrative Rules Division  
Room 114, State House  
Concord, New Hampshire 03301

Telephone: (603) 271-3680

Person to contact about information on this survey: Scott F. Eaton

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

\*There are 4 employees budgeted, but one of the four is used in other duties in the Office of Legislative Services. Salary reflects all four.

BUDGET:

Salaries: \$111,064 (1989 fiscal year)

Printing Expenses: \$2,000/year

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: \$3,960/year

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 88

Number of free subscribers: 162

Price per issue: Price by subscription only, but free to agencies & state officials, including legislators.

Price per subscription: \$45

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; 1/2 year available

How do you promote sales? none

How do you distribute/mail? U.S. Mail, except state messenger mail for officials and legislators.

Subscribers are required to pay in advance.

VOLUME:

Average pages per issue (1988): 10

Pages per year (1988): 400+

COMPUTER COMPOSITION:

Computer Use: No

Searchable data base: No

Microfiche: No

Microfilm: No

What do you use, if not a computer? word processing for our own typing; notice forms for proposed rules & emergency rules are submitted by the administrative agencies. These forms are cut and pasted, with printing by the State Printing Office.

1989 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; *See "Other Information about the Register" below |
| Official Text:                       | No text in Register                                   |
| 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; *See "Other Information about the Register" below |
| Liaison Representative Required:       | No   |

When did you begin publishing the Register? 1980

The *New Hampshire Rulemaking Register* is distributed free of charge to state depository libraries.

The *New Hampshire Rulemaking Register* is printed in-house.

Copy for publication is generated by the agencies.

Other information about your Register not explained above: Under NHRSA 541-A, the Administrative Rules Division has administrative functions in rulemaking, and it serves as staff to the Joint Legislative Committee on Administrative Rules. The Division's administrative functions include assuring that agencies follow the uniform system for numbering and drafting rules. The Committee has an oversight function, and in that role of Committee staff, the Division checks that rules are within the agency's authority, do not conflict with statutes, etc. The Division can mandate only that the uniform system be followed, and this would not affect substantive aspects of the rules. But Committee oversight usually assures that substantive errors (and problems with vagueness, etc.) will be pointed out to the agencies for them to change as well before rules are adopted.

**COPIES OF THE NEW HAMPSHIRE RULEMAKING REGISTER MAY BE OBTAINED FROM:**

Administrative Rules  
 Room 113, State House  
 Concord, New Hampshire 03301

The *New Hampshire Rulemaking Register* is cited: *New Hampshire Rulemaking Register*

1989 SURVEY OF CODES AND REGISTERS  
NEW HAMPSHIRE

STATE: NEW HAMPSHIRE

**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.*

**\*\*Also note "Other information about your Code" on next page.**

**OFFICE AND STAFF:**

**Director:** Scott R. Eaton, Assistant Director for Administrative Rules  
**Address:** Room 114, State House  
Concord, NH 03301

**Telephone:** (603) 271-3680

**Person to contact about information on this survey:** Scott F. Eaton

**Governing Agency:** Office of Legislative Services

*This office is under the Legislature.*

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

**Office Hours:** 8:00 a.m. - 4:30 p.m. June - November; 8:30 a.m. - 5:00 p.m. November - June

*\*There are 4 employees budgeted, but one of the four works elsewhere in the Div. of Admin. Rules.*

*Salaries reflect all four.*

**BUDGET:**

**Salaries:** \$111,064 (1989 fiscal year) Division of Administrative Rules

**Printing Expenses:**

|                                      |                           |                           |
|--------------------------------------|---------------------------|---------------------------|
| <b>Director's Salary (Optional):</b> | _____ 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:** See "Other information about your Code" on next page.

**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

1989 SURVEY OF CODES AND REGISTERS

NEW HAMPSHIRE

**VOLUME:**

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

**LAW:**

**Official Text:** By editing the final, adopted text, and by creating the uniform system of drafting and numbering which agencies must follow under NHRSA 541-A, the Division has a role in preparing the official text. The only annotations prepared by the Division are source notes, indicating the effective dates, amendment dates, etc. for the rules.  
**Judicial Notice:**  
**Annotations:**  
**Edit:**  
**Emergency rules included:** The official text is what is in our word processing data base. All effective rules are there.  
**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? Wang word processors

**INDEXING:** The Division keeps an index by agency of rules filed. That index is in the w/p data base. The NH State Library also has one.  
Does your Code contain one or more indices?  
If so, please specify type(s):  
Indices are prepared by the publisher.

**ARRANGEMENT:** Agency

**MISCELLANEOUS:**

When did you first publish your Code?  
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.

**Other information about your Code not explained above:** The rules are not published in a single set of vols. by the state. Each agency must publish its own rules. The rules must conform to the uniform system of drafting & numbering & the uniform looseleaf format for publishing rules. This system & format is contained in the *New Hampshire Rulemaking Manual*, published by the Admin. Rules Div. of the Office of Legislative Services. Pursuant to NHRSA 541-A, the Division files proposed and adopted rules. As a voluntary service to agencies, final editing is done by the Div. after adopted rules are filed & effective. A camera-ready copy is prepared which agencies may use in meeting the statutory requirement that they publish their rules. Agencies are to send supplements to subscribers of their rules upon request. The uniform looseleaf format, required by statute, must be followed by agencies in publishing rules. The format, set by the Director of the Office of Legislative Services, is 8 1/2 x 11 inches, 3-hole punched normally, but a reduced size, still loose-leaf, is permissible. The 3-hole punched pages and source notes for the rules are required by the Director. The Equity Publishing Corp. publishes an abridged collection of Rules called the *N.H. Code of Administrative Rules Annotated*. This is strictly a private venture.

**COPIES OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES ANNOTATED MAY BE OBTAINED FROM:**

Equity Publishing Corporation  
Orford, New Hampshire 03777  
(603) 353-4351

The New Hampshire Administrative Code is cited: N.H. Admin. Code (example: N.H. Admin. Code He-P 1901.02(a)).

1989 SURVEY OF CODES AND REGISTERS  
NEW JERSEY

STATE: NEW JERSEY

ADMINISTRATIVE REGISTER: *New Jersey Register*

OFFICE AND STAFF:

Director: Anthony Miragliotta, Assistant Director, OAL Publications, Div. of Rules and Publications  
Address: 9 Quakerbridge Plaza  
CN 301  
Trenton, New Jersey 08625

Telephone: (609) 588-6611

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): 17.2 (Full-time: 17; Part-time: 2) (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: \$614,000 (includes Code and Register)

Printing Expenses: \$187,000 (FY 89)

|                                       |       |                     |       |                     |
|---------------------------------------|-------|---------------------|-------|---------------------|
| Director's Salary (Optional):         | _____ | Under \$10,000      | _____ | \$10,000 - \$15,000 |
| (Asst. Director of Code and Register) | _____ | \$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: no direct subsidy received

Amount received from subscriptions: \$1,350,000 (FY 89 - Register and Code)

FREQUENCY OF ISSUE: Twice a month

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 2,618

Number of free subscribers: 688

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 (1988): 123

Pages per year (1988): 3,182

COMPUTER COMPOSITION:

|                       |                            |
|-----------------------|----------------------------|
| Computer Use:         | Yes                        |
| Searchable data base: | No; accessible by computer |
| Microfiche:           | Yes (document files)       |
| Microfilm:            | No                         |

1989 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); petitions for rulemaking;<br>availability of grant funds |
| Other: 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:                         | 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:  | 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 <i>New Jersey Register</i> is distributed free of charge to state depository libraries.                                      |                                       |
| The <i>New Jersey Register</i> 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 <i>New Jersey Register</i> . |                                       |

**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.)

1989 SURVEY OF CODES AND REGISTERS  
NEW JERSEY

STATE: NEW JERSEY

ADMINISTRATIVE CODE: *New Jersey Administrative Code*

OFFICE AND STAFF:

Director: Anthony Miragliotta, Assistant Director, OAL Publications, Div. 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): 17.2 (Full-time: 17; Part-time: 2) (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: \$614,000 (*Code and Register*)

Printing Expenses: \$520,000 (FY 89)

Director's Salary (Optional):

Asst. 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: \$1,350,300 (FY 89)

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: 9,839

Number of free subscribers: 20

Price per set: \$1,200

Number of volumes per set: 44

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 vol.

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

1989 SURVEY OF CODES AND REGISTERS

NEW JERSEY

**VOLUME:**

Pages per full set: approx. 28,000  
Average pages per volume: varies according to agency Title  
Pages per supplement (average): 1,050 (1988)

**LAW:**

Official Text: Yes  
Judicial Notice: Yes  
Annotations: Yes  
Edit: Yes (codification)  
Emergency rules included: Yes

**COMPUTER COMPOSITION:**

Computer Use: Yes  
Searchable data base: No; accessible by computer location  
Microfiche: Yes (document files - in-house use only)  
Microfilm: No  
What type/brand of computer equipment do you use? Itek 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.  
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 case notes of selected decisions concerning administrative rules and historical notes.  
The *New Jersey Administrative Code* is published in-house 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)

1989 SURVEY OF CODES AND REGISTERS  
NEW MEXICO

STATE: NEW MEXICO

ADMINISTRATIVE REGISTER: None

OFFICE AND STAFF:

Director: John Muchmore  
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, 1989):

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 (1988):  
Pages per year (1988):

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:**
- 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: New Mexico has asked for requests for proposal. A private company will publish Register.**

**Where can copies of your Register be obtained:**

1989 SURVEY OF CODES AND REGISTERS  
NEW MEXICO

STATE: NEW MEXICO

ADMINISTRATIVE CODE: None

OFFICE AND STAFF:

Director: John Muchmore  
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:

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:

**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:

1989 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, 1989):

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 (1988): 110.62  
Pages per year (1988): 5,752

COMPUTER COMPOSITION:

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

1989 SURVEY OF CODES AND REGISTERS

NEW YORK

**CONTENT:**

|                                   |  |
|-----------------------------------|--|
| <b>Proposed Rules:</b>            | Full text or notice only (if the text of a proposed, adopted, or |
| <b>Adopted Rules:</b>             | Full text or notice only emergency rule is under 2,000 words,    |
| <b>Emergency Rules:</b>           | Full text or notice only text is carried; over 2,000, a summary) |
| <b>Court Ordered Rules:</b>       | Full text  |
| <b>Executive Orders:</b>          | Full text  |
| <b>Proclamations:</b>             | Notice only  |
| <b>State Contracts:</b>           | DOT notice to contractors - summary; all others, full text       |
| <b>Executive Items:</b>           | Full text  |
| <b>Judicial Items:</b>            | Full text  |
| <b>Legislative Items:</b>         | Legislative hearing calendar only                                |
| <b>Attorney General Opinions:</b> | Notice only  |
| <b>Open Meetings:</b>             | No   |
| <b>Public Hearings:</b>           | Yes  |
| <b>Index :</b>                    | Yes (quarterly)  |

**LAW:**

|   |         |
|---|---------|
| <b>Correction of Nonsubstantive Errors:</b> | Yes     |
| <b>Correction of Substantive Errors:</b>    | No      |
| <b>Official Text:</b>                       | Yes     |
| <b>Judicial Notice:</b>                     | Yes     |
| <b>Annotations:</b>                         | Yes     |
| <b>Edit:</b>                                | Yes     |
| <b>Legislative Oversight:</b>               | No      |
| <b>Economic Impact Statement:</b>           | Yes     |
| <b>Emergency Rules:</b>                     | Yes     |
| <b>In effect how long?</b>                  | 60 days |

**MISCELLANEOUS:**

|  |      |
|--|------|
| <b>Editorial Standards Manual/Guidelines:</b>  | Yes  |
| <b>Instruction in regulation drafting:</b>   | No   |
| <b>Seminars:</b>   | No   |
| <b>Consultations:</b>  | Yes  |
| <b>Manual:</b>   | Yes  |
| <b>Pre-publication review:</b>   | Yes  |
| <b>Liaison Representative Required:</b>  | No   |
| <b>When did you begin publishing the Register?</b>   | 1979 |
| <b>The NYS Register is distributed free of charge to state depository libraries.</b>       |      |
| <b>The NYS Register is printed by an outside publisher/printer.</b>                        |      |
| <b>Copy for publication is generated by the Division of Information Services in-house.</b> |      |

**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

1989 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

|                                      |                           |                           |
|--------------------------------------|---------------------------|---------------------------|
| <b>Director's Salary (Optional):</b> | _____ 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

**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.

1989 SURVEY OF CODES AND REGISTERS  
NORTH CAROLINA

STATE: NORTH CAROLINA

ADMINISTRATIVE REGISTER: *North Carolina Register*

OFFICE AND STAFF:

Director: Molly Masich  
Address: P.O. Drawer 11666  
Raleigh, North Carolina 27604  
Telephone: (919) 733-2678  
Person to contact about information on this survey: Molly Masich  
Governing Agency: Office of Administrative Hearings  
This office is a quasi - judicial one.  
Total number of employees (FTE): 4 (Full-time: 4; Part-time: 0)  
Office Hours: 8:00 a.m. - 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$115,937  
Printing Expenses: \$17,600  
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       |
| x     |                     |       |                     |

Subsidy received: \$17,600  
Amount received from subscriptions: \$28,560

FREQUENCY OF ISSUE: Twice a month

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 252  
Number of free subscribers: 197  
Price per issue: \$8  
Price per subscription: \$105  
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? None  
How do you distribute/mail? 1st class U.S. mail; courier and inter-office  
Subscribers are billed.

VOLUME:

Average pages per issue (1988): 60  
Pages per year (1988): 819

COMPUTER COMPOSITION:

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

1989 SURVEY OF CODES AND REGISTERS

NORTH CAROLINA

**CONTENT:**

|                                   |                                      |
|-----------------------------------|--------------------------------------|
| <b>Proposed Rules:</b>            | Full text                            |
| <b>Adopted Rules:</b>             | Full text if notice was not required |
| <b>Emergency Rules:</b>           | No                                   |
| <b>Court Ordered Rules:</b>       | No                                   |
| <b>Executive Orders:</b>          | Full text                            |
| <b>Proclamations:</b>             | No                                   |
| <b>State Contracts:</b>           | No                                   |
| <b>Executive Items:</b>           | No                                   |
| <b>Judicial Items:</b>            | No                                   |
| <b>Legislative Items:</b>         | No                                   |
| <b>Attorney General Opinions:</b> | No                                   |
| <b>Open Meetings:</b>             | No                                   |
| <b>Public Hearings:</b>           | No                                   |
| <b>Index:</b>                     | Yes                                  |

**LAW:**

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

**MISCELLANEOUS:**

|   |                              |
|---|------------------------------|
| <b>Editorial Standards Manual/Guidelines:</b> | Yes (in process of updating) |
| <b>Instruction in regulation drafting:</b>    | Yes                          |
| <b>Seminars:</b>                              | Yes                          |
| <b>Consultations:</b>                         | Yes                          |
| <b>Manual:</b>                                | Yes                          |
| <b>Pre-publication review:</b>                | No                           |
| <b>Liaison Representative Required:</b>       | 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)**

1989 SURVEY OF CODES AND REGISTERS  
NORTH CAROLINA

STATE: NORTH CAROLINA

ADMINISTRATIVE CODE: *North Carolina Administrative Code*

OFFICE AND STAFF:

Director: Molly Masich  
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 Masich

Governing Agency: Office of Administrative Hearings

This office is a quasi - judicial one.

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

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

BUDGET:

Salaries: \$115,937

Printing Expenses: \$26,400

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       |
| _____ | x                   | _____ |                     |

Subsidy received: \$26,400

Amount received from subscriptions: \$26,600

PUBLICATION:

Frequency of printing entire Code: Maintained current on a continual basis monthly

Number of sets printed in last complete publication: 220

Year entire Code last published: n/a

Supplementation frequency: Monthly

Form of supplementation: Loose-leaf replacement pages

CIRCULATION:

Number of paid subscribers: Full sets - 76; Individual volumes - 171

Number of free subscribers: 135

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 (\$10 to \$90)

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? None

How do you distribute/mail? UPS

Subscribers are billed.

FORMAT: Loose-leaf

1989 SURVEY OF CODES AND REGISTERS  
NORTH CAROLINA

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**VOLUME:**

Pages per full set: 12,000  
Average pages per volume: 300  
Pages per supplement (average):

**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? No  
If so, please specify type(s):  
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 (microfiche); 1987 (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)

1989 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, 1989):

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 (1988):

Pages per year (1988):

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:**  
**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:**

1989 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: \$23,741

Printing Expenses: \$24,961

Director's Salary (Optional):

Table with 2 columns: Salary Range and Amount. Rows include 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, and over \$40,000.

Subsidy received: \$45,280

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, for one year

If not, is there a separate subscription for supplementation? Yes, in yrs after yr. of purchase

Is supplementation covered by original price of entire Code? For first year

If not, please indicate the price for supplementation: \$150 per year

How do you promote sales? None

How do you distribute/mail? Secretary of State

Subscribers are billed.

FORMAT: Loose-leaf

1989 SURVEY OF CODES AND REGISTERS

NORTH DAKOTA

**VOLUME:**

Pages per full set: 6,000  
Average pages per volume: 435  
Pages per supplement (average): 125

**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  
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

1989 SURVEY OF CODES AND REGISTERS

OHIO

STATE: OHIO

ADMINISTRATIVE REGISTER: *Ohio Monthly Record*

OFFICE AND STAFF:

Director: Robert S. Hebert, Jr., Director  
 Address: Legislative Service Commission  
 77 S. High Street  
 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: 1; Part-time: 2)

Office Hours: 8:00 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: Monthly

CIRCULATION (as of January 1, 1989):

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 (1988): 129

Pages per year (1988): 1,548

COMPUTER COMPOSITION:

Computer Use: \*

Searchable data base: \*

Microfiche: \*

Microfilm: \*

What do you use, if not a computer? \*

1989 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:           | Notice of public hearings on rules proposed under Ohio APA |
| Index:                     | Yes; table of rules affected; subject matter index         |

**LAW:**

|  |     |
|--|-----|
| Correction of Nonsubstantive Errors:   | Yes |
| Correction of Substantive Errors:  | Yes |
| Official Text:   | Yes |
| 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 non-emergency rulemaking procedures                                 |     |
| 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 <i>Ohio Monthly Record</i> is printed by an outside publisher/printer.  |     |
| Copy for publication is generated by the agencies.  |     |
| Other information about your Register not explained above: The <i>Ohio Monthly Record</i> is published by the Banks-Baldwin Law Publishing Company. For information about the matters marked with an asterisk (*), please contact Mary Jo Towns 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  
University Center, P.O. Box 1974  
Cleveland, Ohio 44106

The *Ohio Monthly Record* is cited: volume year, title, page # (e.g., 1988-89 Ohio Monthly Record 610)

1989 SURVEY OF CODES AND REGISTERS

OHIO

STATE: OHIO

ADMINISTRATIVE CODE: *Ohio Administrative Code*

**OFFICE AND STAFF:**

Director: Robert S. Hebert, Jr., Director  
 Address: Legislative Service Commission  
 77 South High Street  
 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: 1; Part-time: 2)  
 Office Hours: 8:00 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: Yearly  
 Number of sets printed in last complete publication: \*  
 Year entire Code last published: 1988  
 Supplementation frequency: Monthly (see *Register* information)  
 Form of supplementation: Replacement pages; current service

**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

1989 SURVEY OF CODES AND REGISTERS

OHIO

VOLUME:

Pages per full set: 7,132  
Average pages per volume: 792  
Pages per supplement (average): 129 (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: \* (The Code is searchable through Lexis)  
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  
The *Ohio Administrative Code* is not distributed to depository libraries free of charge? \*  
The *Ohio Administrative Code* also contains a user's guide, agency addresses, statutes pertinent to rulemaking; sources from which documents incorporated by reference can be obtained.  
The *Ohio Administrative Code* is published by an outside printer/publisher.  
Other information about your Code not explained above: The *Ohio Administrative Code* is published by the Banks-Baldwin Law Publishing Company. For information about the matters marked with an asterisk (\*), please contact Mary Jo Towns 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

The *Ohio Administrative Code* is cited: title and rule number (e.g., Ohio Admin. Code 103-5-07)

1989 SURVEY OF CODES AND REGISTERS

OKLAHOMA

STATE: OKLAHOMA

ADMINISTRATIVE REGISTER: *The Oklahoma Register*

OFFICE AND STAFF:

Director: Peggy Coe, 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

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: \$17,367

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: no direct subsidy received

Amount received from subscriptions: \$12,840

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 107

Number of free subscribers: 112

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? None

How do you distribute/mail? library materials rate and interagency mail service

Subscribers are billed and required to pay in advance.

VOLUME:

Average pages per issue (1988): 337

Pages per year (1988): 4,046

COMPUTER COMPOSITION:

Computer Use: No

Searchable data base: No

Microfiche: No

Microfilm: Yes

What do you use, if not a computer? agencies must give us camera-ready copy

1989 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 of disapprovals                   |
| Attorney General Opinions: | No   |
| Other:                     | Full text - local project funding contract announcements |
| 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? until sine die adjournment of following legislative session |     |

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:

Legislative Reference Division  
Oklahoma Department of Libraries  
200 N.E. 18th Street  
Oklahoma City, Oklahoma 73105

The *Oklahoma Register* is cited: Vol. #, Okla. Reg. Page # (Example: 6 Okla. Reg. 1331)

1989 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:

**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: Statute requires publication of The Oklahoma Administrative Code by July 1991.

Where can copies of your Code be obtained:

1989 SURVEY OF CODES AND REGISTERS

OREGON

STATE: OREGON

ADMINISTRATIVE REGISTER: *Oregon Bulletin*

OFFICE AND STAFF:

Director: Janet Sullivan, Director of Public Records  
 Address: 142 State Capitol  
 Salem, Oregon 97310  
 Telephone: (503) 378-4339  
 Person to contact about information on this survey: Carol Irwin-Leal, Manager  
 Governing Agency: Secretary of State  
 This office is under the Secretary of State.  
 Total number of employees (FTE): 3 (Full-time: 3; Part-time: 0)  
 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-weekly

CIRCULATION (as of January 1, 1989):

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 (1988): 40  
 Pages per year (1988): 957

COMPUTER COMPOSITION:

Computer Use: Yes  
 Searchable data base: No  
 Microfiche: No  
 Microfilm: No  
 What do you use, if not a computer?

1989 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:            | Yes         |
| 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:   | No   |
| 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 in-house (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  
 142 State Capitol  
 Salem, Oregon 97310

The *Oregon Bulletin* is cited: Oregon Bulletin

1989 SURVEY OF CODES AND REGISTERS  
OREGON

STATE: OREGON

ADMINISTRATIVE CODE: *Oregon Administrative Rules Compilation*

OFFICE AND STAFF:

Director: Janet Sullivan  
Address: 142 State Capitol  
Salem, Oregon 97310  
Telephone: (503) 378-4339  
Person to contact about information on this survey: Carol Irwin-Leal, Manager  
Governing Agency: Secretary of State  
This office is under the Secretary of State.  
Total number of employees (FTE): 3 (Full-time: 3; Part-time: 0)  
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:

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: 180  
Number of free subscribers: 63 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? 15¢ per page  
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

1989 SURVEY OF CODES AND REGISTERS

OREGON

**VOLUME:**

Pages per full set: 9,000+  
Average pages per volume: 1100+  
Pages per supplement (average): 200-300

**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? Apple Macintosh  
What type/brand of software do you use? Quark Express

**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  
142 State Capitol  
Salem, Oregon 97310

The *Oregon Administrative Rules Compilation* is cited: Oregon Administrative Rules Compilation (OAR)

1989 SURVEY OF CODES AND REGISTERS  
PENNSYLVANIA

STATE: PENNSYLVANIA

ADMINISTRATIVE REGISTER: *Pennsylvania Bulletin*

OFFICE AND STAFF:

Director: Gary R. Hoffman  
Address: PA Bulletin  
641 Main Capitol Building  
Harrisburg, Pennsylvania 17120-0033  
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)  
Office Hours: 9:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries:  
Printing Expenses: \$700,000  
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: \$125,000  
Amount received from subscriptions: \$575,000

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 12,765  
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 (1988): 115  
Pages per year (1988): 6,000

COMPUTER COMPOSITION:

Computer Use: Yes; Xyvision system  
Searchable data base: No  
Microfiche: Yes; not available to public  
Microfilm: Yes; \$15 per year  
What do you use, if not a computer?

1989 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  
 641 Main Capitol Building  
 Harrisburg, Pennsylvania 17120-0033

The *Pennsylvania Bulletin* is cited: Volume and Page Number (e.g., 18 Pa.B. 3000)

1989 SURVEY OF CODES AND REGISTERS  
PENNSYLVANIA

STATE: PENNSYLVANIA

ADMINISTRATIVE CODE: *Pennsylvania Code*

OFFICE AND STAFF:

Director: Gary R. Hoffman  
Address: PA Code  
641 Main Capitol Building  
Harrisburg, Pennsylvania 17120-0033  
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)  
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: 6,270 (Full - 929, Single Titles - 5,341)  
Number of free subscribers: 0  
Price per set: \$900  
Number of volumes per set: 54  
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

1989 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? Xyvision system  
What type/brand of software do you use? Same

**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: 1 Pa. Code §1.1

1989 SURVEY OF CODES AND REGISTERS

RHODE ISLAND

STATE: RHODE ISLAND

ADMINISTRATIVE REGISTER: None

\* we publish a compilation of rules of State Agencies, not a Register. This is simply an index to filings.

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: complete publication every two years, supplements quarterly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: n/a  
Number of free subscribers: all state agencies  
Price per issue: over \$100 (approx.) new publication at printers  
Price per subscription: same as above  
Is the subscription and/or single issue price set by statute? No  
If not, how are they determined? cost plus mailing, etc.  
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 (1988):  
Pages per year (1988): 800-900 pages

COMPUTER COMPOSITION:

Computer Use: No  
Searchable data base: No  
Microfiche: No  
Microfilm: No  
What do you use, if not a computer?

1989 SURVEY OF CODES AND REGISTERS

RHODE ISLAND

**CONTENT:**

|                            |             |
|----------------------------|-------------|
| Proposed Rules:            | No          |
| 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 |
| Judicial Items:            | Notice only |
| Legislative Items:         | Notice only |
| Attorney General Opinions: | No          |
| 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: | 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?

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:**

1989 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 supplementation 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:

**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 (see Register information). 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:

1989 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  
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: \$15,150

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 202  
Number of free subscribers: 310  
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 (1988): 117  
Pages per year (1988): 1,403

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

1989 SURVEY OF CODES AND REGISTERS.  
SOUTH CAROLINA

CONTENT:

|                            |           |
|----------------------------|-----------|
| Proposed Rules:            | Synopsis  |
| 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 *South Carolina State Register* is distributed free of charge to state depository libraries.

The *South Carolina State Register* 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)

1989 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: Included in budget for Legislative Council/General funds/Personal Service

Printing Expenses: Included in budget for Legislative Council

|                               |                           |                           |
|-------------------------------|---------------------------|---------------------------|
| 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

1989 SURVEY OF CODES AND REGISTERS  
SOUTH CAROLINA

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**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? None  
What type/brand of software do you use? None  
What do you use, if not computers? hardback copy

**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 Regulations of South Carolina* is arranged by agency.

**MISCELLANEOUS:**

When did you first publish your Code? Regulations published since 1937  
The *Code of Regulations of South Carolina* is distributed free of charge to state depository libraries.  
The *Code of Regulations of South Carolina* is contained in seven volumes (binders) of the 44 volume set of the *Code of Laws of South Carolina, 1976*.  
The *Code of Regulations of South Carolina* 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 Regulations of South Carolina* is cited: R. 1-1. Code of Regulations as contained in *Code of Laws of South Carolina, 1976*.

1989 SURVEY OF CODES AND REGISTERS  
SOUTH DAKOTA

STATE: SOUTH DAKOTA

ADMINISTRATIVE REGISTER: *South Dakota Register*

OFFICE AND STAFF:

Director: Terry C. Anderson  
Address: Legislative Research Council  
State Capitol, 500 East Capitol  
Pierre, South Dakota 57501-5070

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): 23 (Full-time: 23; 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: \$2,160 (goes back into general fund)

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 108

Number of free subscribers: 184

Price per issue: n/a

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 (1988): 3.6

Pages per year (1988): 183

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: No

Microfiche: Yes; Available if desired, price not established

Microfilm: No

1989 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:          | Notice only for insurance bids     |
| Executive Items:          | Notice only; appointments          |
| Judicial Items:           | Notice only; appointments          |
| Legislative Items:        | No                                 |
| Attorney General Opinion: | No                                 |
| Other:                    | Lottery Games                      |
| 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:**

Legislative Research Council  
 State Capitol  
 500 East Capitol  
 Pierre, South Dakota 57501

The *South Dakota Register* is cited: 15 SDR 162 (cite to volume and page number)

1989 SURVEY OF CODES AND REGISTERS  
SOUTH DAKOTA

STATE: SOUTH DAKOTA

ADMINISTRATIVE CODE: *Administrative Rules of South Dakota*

OFFICE AND STAFF:

Director: Terry C. Anderson  
Address: Legislative Research Council  
State Capitol, 500 East Capitol  
Pierre, South Dakota 57501-5070

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 11 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: 121 plus 4 partial subscriptions

Number of free subscribers: 37 full plus 6 partial subscriptions

Price per set: \$115 for complete set

Number of volumes per set: Not printed by volumes

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

1989 SURVEY OF CODES AND REGISTERS  
SOUTH DAKOTA

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**VOLUME:**

Pages per full set: 5,773  
Average pages per volume: n/a  
Pages per supplement (average): 16

**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

**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)

1989 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: \$179,392

Printing Expenses: \$12,502.32

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: \$24,800

Amount received from subscriptions: \$2,020

FREQUENCY OF ISSUE: Monthly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 202

Number of free subscribers: 35

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 (1988): 66

Pages per year (1988): 786

COMPUTER COMPOSITION:

Computer Use: Yes

Searchable data base: No

Microfiche: No

Microfilm: No

What do you use, if not a computer? Digital phototypesetting system

1989 SURVEY OF CODES AND REGISTERS

TENNESSEE

**CONTENT:**

|                                   |   |
|-----------------------------------|---|
| <b>Proposed Rules:</b>            | Full text   |
| <b>Adopted Rules:</b>             | Notice only   |
| <b>Emergency Rules:</b>           | Full text   |
| <b>Court Ordered Rules:</b>       | No  |
| <b>Executive Orders:</b>          | No  |
| <b>Proclamations:</b>             | Full text   |
| <b>State Contracts:</b>           | No  |
| <b>Executive Items:</b>           | No  |
| <b>Judicial Items:</b>            | No  |
| <b>Legislative Items:</b>         | Notice only   |
| <b>Attorney General Opinions:</b> | No  |
| <b>Other:</b>                     | Full text of announcements and public necessity rules |
| <b>Open Meetings:</b>             | No  |
| <b>Public Hearings:</b>           | Yes   |
| <b>Index:</b>                     | No  |

**LAW:**

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

**MISCELLANEOUS:**

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

**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 number and issue number**

1989 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: 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: \$179,392  
Printing Expenses: \$35,174.86  
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: \$58,500  
Amount received from subscriptions: \$3,600

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: 180  
Number of free subscribers: 110  
Price per set: \$170  
Number of volumes per set: 20  
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? 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

1989 SURVEY OF CODES AND REGISTERS

TENNESSEE

**VOLUME:**

Pages per full set: 11,000  
Average pages per volume: 550  
Pages per supplement (average): 224

**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? IBM compatible  
What type/brand of software do you use? Displaywrite 4, dBase III Plus, Lotus 1-2-3  
What do you use, if not computers? Digital phototypesetting system

**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? 1974  
*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 agency name and rule number

1989 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: 13; Part-time: )  
Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

BUDGET:

Salaries: \$242,000  
Printing Expenses: \$200,000  
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: \$300,000

FREQUENCY OF ISSUE: Twice-weekly, 100 times a year

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 4,000  
Number of free subscribers: 300  
Price per issue: \$4  
Price per subscription: \$90 a year  
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 or 6 months or trial subscription  
How do you promote sales? Direct mail, brochures, piggyback mail  
How do you distribute/mail? 2nd class through contract with printer  
Subscribers are billed.

VOLUME:

Average pages per issue (1988): 72  
Pages per year (1988): 6,827

COMPUTER COMPOSITION:

Computer Use: Yes, PC for word processing; Sun mini for typesetting  
Searchable data base: No  
Microfiche: No  
Microfilm: Yes

1989 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:           | Notice only; summary |
| 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:  | No  |
| 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: Rules must appear in Register before they can take effect, except emergency rules.

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

Register Office, County Clerks, School District Offices, law libraries, depository libraries

The *Texas Register* is cited: Volume number "TexReg" page number (e.g., 13 TexReg 2117)

1989 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): 7 (Full-time: 7; Part-time: ) (varies with workload)  
 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 1989  
 Number of sets printed in last complete publication: unavailable  
 Year entire Code last published: 1988  
 Supplementation frequency: semi-annual  
 Form of supplementation: pamphlets

CIRCULATION:

Number of paid subscribers: n/a  
 Number of free subscribers: n/a  
 Price per set: \$795 (\$755 introductory discount)  
 Number of volumes per set: 16 including index  
 If sold by less than entire set, please answer the following:  
 How sold? By subject or Title  
 Price? varies by volumes from \$33.25 to \$128.75  
 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: n/a  
 How do you promote sales? printer promotes  
 How do you distribute/mail? Printer mails  
 Subscribers are required billed.

FORMAT: Paperbound

1989 SURVEY OF CODES AND REGISTERS

TEXAS

**VOLUME:**

Pages per full set: 10,249  
Average pages per volume: 683  
Pages per supplement (average): n/a

**LAW:**

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

**COMPUTER COMPOSITION:**

Computer Use: Yes  
Searchable data base: Yes; Westlaw  
Microfiche: No  
Microfilm: No  
What type/brand of computer equipment do you use? Sun microsystems  
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 depository libraries.  
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" Chapter, Section number (e.g., 19 TAC 101.1)

1989 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 (Full-time: 4; Part-time: 0)

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

**BUDGET:**

Salaries: \$114,000

Printing Expenses: Private contract (we pay \$8,500 for subscriptions)

|                               |                           |                             |     |
|-------------------------------|---------------------------|-----------------------------|-----|
| 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: Entire budget appropriated

Amount received from subscriptions: 0

FREQUENCY OF ISSUE: Semi-monthly

**CIRCULATION** (as of January 1, 1989):

Number of paid subscribers: 136

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 (1988): Approximately 135

Pages per year (1988): 1,620

**COMPUTER COMPOSITION:**

Computer Use: Yes; Forms photocopied

Searchable data base: Yes; but only for adopted rules

Microfiche: No

Microfilm: Yes; Microfilmed by Archives after two years, buyer pays cost

**CONTENT:**

|                                   |  |
|-----------------------------------|--|
| <b>Proposed Rules:</b>            | Full text; Lengthy rules may be only noticed       |
| <b>Adopted Rules:</b>             | Notice only; Changes in proposals are in full text |
| <b>Emergency Rules:</b>           | Full text  |
| <b>Court Ordered Rules:</b>       | Full text  |
| <b>Executive Orders:</b>          | Full text  |
| <b>Proclamations:</b>             | Full text  |
| <b>State Contracts:</b>           | No   |
| <b>Executive Items:</b>           | Notice only; usually notice, occasionally text     |
| <b>Judicial Items:</b>            | No   |
| <b>Legislative Items:</b>         | No   |
| <b>Attorney General Opinions:</b> | Full text  |
| <b>Other:</b>                     | Some public hearing notices                        |
| <b>Open Meetings:</b>             | Yes; rarely published in Bulletin                  |
| <b>Public Hearings:</b>           | Yes; for rulemaking hearings                       |
| <b>Index:</b>                     | Yes; cumulative since last edition of Code         |

**LAW:**

|   |  |
|---|--|
| <b>Correction of Nonsubstantive Errors:</b> | Yes  |
| <b>Correction of Substantive Errors:</b>    | Yes; only with agency permission)          |
| <b>Official Text:</b>                       | Yes  |
| <b>Judicial Notice:</b>                     | Yes  |
| <b>Annotations:</b>                         | No   |
| <b>Edit:</b>                                | Yes  |
| <b>Legislative Oversight:</b>               | Yes; Committee reviews all proposals/rules |
| <b>Economic Impact Statement:</b>           | Yes; very simple statement                 |
| <b>Emergency Rules:</b>                     | Yes  |
| <b>In effect how long?</b>                  | 120 days                                   |

**MISCELLANEOUS:**

|  |   |
|--|---|
| <b>Editorial Standards Manual/Guidelines:</b>  | Yes   |
| <b>Instruction in regulation drafting:</b>   | Yes   |
| <b>Seminars:</b>   | Yes   |
| <b>Consultations:</b>  | Yes   |
| <b>Manual:</b>   | Yes   |
| <b>Pre-publication review:</b>   | No; only if requested - Gov. office now does  |
| <b>Liaison Representative Required:</b>  | No; but many agencies have assigned one   |
| <b>When did you begin publishing the Register?</b>   | 1973  |
| <b>The <i>Utah State Bulletin</i> is distributed free of charge to state depository libraries.</b>           |   |
| <b>The <i>Utah State Bulletin</i> is printed by an outside publisher/printer.</b>                            |   |
| <b>Copy for publication is generated by the Office of Administrative Rules in-house and by the agencies.</b> |   |
| <b>Other information about your Register not explained above:</b>  | State purchases its subscriptions from the publisher. We also publish a Utah State Digest of the Bulletin, sent 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

1989 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 (Full-time: 4; Part-time: 0)  
 Office Hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday

**BUDGET:**

Salaries: \$114,000  
 Printing Expenses: \$30,000 annual publishing contract  
 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: State pays for publishing and for copies ordered  
 Amount received from subscriptions: 0

**PUBLICATION:**

Frequency of printing entire Code: Annually  
 Number of sets printed in last complete publication: about 400  
 Year entire Code last published: 89 (January 1)  
 Supplementation frequency: None (Bulletin serves as supplement)  
 Form of supplementation: Utah State Bulletin

**CIRCULATION:**

Number of paid subscribers: N/A (Publisher sold some 200 sets)  
 Number of free subscribers: 150 sets provided agencies by the state  
 Price per set: \$150 (private); \$110 (State)  
 Number of volumes per set: 4  
 If sold by less than entire set, please answer the following:  
 How sold? by volume  
 Price? \$40  
 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? N/A  
 Subscribers are billed and required to pay in advance?

FORMAT: Softbound (heavy-duty soft binding)

1989 SURVEY OF CODES AND REGISTERS

UTAH

**VOLUME:**

Pages per full set: 3,912  
Average pages per volume: 978  
Pages per supplement (average): n/a

**LAW:**

Official Text: Yes  
Judicial Notice: Yes  
Annotations: Yes; yr. 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  
Microfiche: No  
Microfilm: No  
What type/brand of computer equipment do you use? IBM (database) and WANG (Comp.)  
What type/brand of software do you use? TextDBMS of Data Retrieval Corp. (database)

**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 Department, then agency.

**MISCELLANEOUS:**

When did you first publish your Code? 1987  
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)

1989 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, 1989):

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 (1988):

Pages per year (1988):

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:**  
**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:**

1989 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): | <u>    x    </u> Under \$10,000       | <u>          </u> \$10,000 - \$15,000 |
|                               | <u>          </u> \$15,000 - \$20,000 | <u>          </u> \$20,000 - \$25,000 |
|                               | <u>          </u> \$25,000 - \$30,000 | <u>          </u> \$30,000 - \$35,000 |
|                               | <u>          </u> \$35,000 - \$40,000 | <u>          </u> 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?  
 Subscribers are billed.

FORMAT: Loose-leaf

**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?  
Other information about your Code not explained above: Weil and Co. will soon begin printing the Code as a private function.

**COPIES OF THE VERMONT ADMINISTRATIVE CODE MAY BE OBTAINED FROM:**

1989 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): 7 (Full-time: 4; Part-time: 3)  
 Office Hours: 8:15 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: \$57,035

FREQUENCY OF ISSUE: Bi-Weekly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 671  
 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?  
 How do you distribute/mail? 2nd class mail  
 Subscribers are billed.

VOLUME:

Average pages per issue (1988): 125  
 Pages per year (1988): 3,242

COMPUTER COMPOSITION:

Computer Use: Yes  
 Searchable data base: Yes; under development  
 Microfiche: No  
 Microfilm: No

1989 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:    |     |
| Official Text:                       |     |
| Judicial Notice:                     | No  |
| Annotations:                         | No  |
| Edit:                                | Yes |
| Legislative Oversight:               | No  |
| Economic Impact Statement:           | Yes |
| Emergency Rules:                     | Yes |
| In effect how long? 12 months        |     |

MISCELLANEOUS:

|  |     |
|--|-----|
| Editorial Standards Manual/Guidelines: | Yes |
| Instruction in regulation drafting:    | Yes |
| Seminars:                              |     |
| Consultations:                         | Yes |
| Manual:                                | Yes |
| Pre-publication review:                | Yes |
| 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: Volume, Issue, page # and date (Example: 1:3 V.A.R. 75-77, November 12, 1984)

1989 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:

**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:

1989 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: \$153,372 (Includes benefits of approximately 28%)  
Printing Expenses: \$93,865  
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: \$171,337  
Amount received from subscriptions: \$79,500

FREQUENCY OF ISSUE: Twice monthly

CIRCULATION (as of July 1, 1989):

Number of paid subscribers: 530  
Number of free subscribers: 85  
Price per issue: \$7  
Price per subscription: \$150  
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, other legal journals  
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 (1988): 216 (text only); 262 (text, tables, index)  
Pages per year (1988): 5,190 (text only); 6,293 (text, tables, index)

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? Cut and paste

**CONTENT:**

|                                   |   |
|-----------------------------------|---|
| <b>Proposed Rules:</b>            | Full text   |
| <b>Adopted Rules:</b>             | Full text   |
| <b>Emergency Rules:</b>           | Full text   |
| <b>Court Ordered Rules:</b>       | No  |
| <b>Executive Orders:</b>          | Full text   |
| <b>Proclamations:</b>             | Full text; Proclamations of Emergency   |
| <b>State Contracts:</b>           | No  |
| <b>Executive Items:</b>           | No  |
| <b>Judicial Items:</b>            | Full text; Supreme Court Rules  |
| <b>Legislative Items:</b>         | No  |
| <b>Attorney General Opinions:</b> | Synopsis  |
| <b>Other:</b>                     | Full text - Juvenile disposition standards;<br>Notice only - maximum allowable interest rates |
| <b>Open Meetings:</b>             | Yes   |
| <b>Public Hearings:</b>           | No  |
| <b>Index:</b>                     | Yes; cumulative throughout year   |

**LAW:**

|   |   |
|---|---|
| <b>Correction of Nonsubstantive Errors:</b> | No  |
| <b>Correction of Substantive Errors:</b>    | No  |
| <b>Official Text:</b>                       | Yes   |
| <b>Judicial Notice:</b>                     | Yes   |
| <b>Annotations:</b>                         | No; only of filing errors; no editorial corrections |
| <b>Edit:</b>                                | No  |
| <b>Legislative Oversight:</b>               | Yes; Joint Administrative Rules Review Committee    |
| <b>Economic Impact Statement:</b>           | Yes; for rules affecting businesses                 |
| <b>Emergency Rules:</b>                     | Yes   |
| In effect how long? 120 days                |   |

**MISCELLANEOUS:**

|   |              |
|---|--------------|
| <b>Editorial Standards Manual/Guidelines:</b>   | Informal     |
| <b>Instruction in regulation drafting:</b>  | Yes          |
| <b>Seminars:</b>  | Yes          |
| <b>Consultations:</b>   | Yes          |
| <b>Manual:</b>  | No           |
| <b>Pre-publication review:</b>  | No           |
| <b>Liaison Representative Required:</b>   | Yes          |
| <b>When did you begin publishing the Register?</b>  | January 1978 |
| <b>The <i>Washington State Register</i> is distributed to county law libraries free of charge.</b>  |              |
| <b>The <i>Washington State Register</i> is printed by an outside publisher/printer: State printing plant.</b>   |              |
| <b>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).</b> |              |

**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)

1989 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: \$88,128 (Includes benefits of approximately 28%)  
Printing Expenses: \$128,369 (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: \$49,430 (3 year average)  
Amount received from subscriptions: \$173,067 (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: \$340  
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.; \$80 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)

1989 SURVEY OF CODES AND REGISTERS

WASHINGTON

**VOLUME:**

Pages per full set: 9,500  
Average pages per volume: 1,056  
Pages per supplement (average): 2,275

**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)

1989 SURVEY OF CODES AND REGISTERS  
WEST VIRGINIA

STATE: WEST VIRGINIA

ADMINISTRATIVE REGISTER: *West Virginia Register*

OFFICE AND STAFF:

Director: Judy Cooper  
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: Judy Cooper  
Governing Agency: Administrative Law Division  
This office is under the Secretary of State.  
Total number of employees (FTE): 2 (Full-time: 2; Part-time: 0)  
Office Hours: 8:30 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries: \$23,000  
Printing Expenses: 0  
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: None  
Amount received from subscriptions: \$14,250

FREQUENCY OF ISSUE: Weekly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 200  
Number of free subscribers: 5  
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 printing  
Length of subscription: annual  
How do you promote sales? State Bar, Marketing letters  
How do you distribute/mail? U.S. Mail  
Subscribers are billed. Most pay in advance.

VOLUME:

Average pages per issue (1988): 33.5  
Pages per year (1988): 1,738

COMPUTER COMPOSITION:

Computer Use: No  
Searchable data base: No  
Microfiche: No  
Microfilm: No  
What do you use, if not a computer? Word Processor

**CONTENT:**

|                                   |                      |
|-----------------------------------|----------------------|
| <b>Proposed Rules:</b>            | Notice only          |
| <b>Adopted Rules:</b>             | Notice only          |
| <b>Emergency Rules:</b>           | Notice only          |
| <b>Court Ordered Rules:</b>       | Notice only          |
| <b>Executive Orders:</b>          | Full text            |
| <b>Proclamations:</b>             | No                   |
| <b>State Contracts:</b>           | No                   |
| <b>Executive Items:</b>           | Notice only; summary |
| <b>Judicial Items:</b>            | Notice only          |
| <b>Legislative Items:</b>         | Notice only          |
| <b>Attorney General Opinions:</b> | Notice only; summary |
| <b>Other:</b>                     | Notice only          |
| <b>Open Meetings:</b>             | Yes                  |
| <b>Public Hearings:</b>           | Yes                  |
| <b>Index:</b>                     | Yes                  |

**LAW:**

|   |     |
|---|-----|
| <b>Correction of Nonsubstantive Errors:</b> | Yes |
| <b>Correction of Substantive Errors:</b>    | Yes |
| <b>Official Text:</b>                       | Yes |
| <b>Judicial Notice:</b>                     | Yes |
| <b>Annotations:</b>                         | No  |
| <b>Edit:</b>                                | Yes |
| <b>Legislative Oversight:</b>               | Yes |
| <b>Economic Impact Statement:</b>           | No  |
| <b>Emergency Rules:</b>                     | Yes |
| In effect how long? 15 months               |     |

**MISCELLANEOUS:**

|   |           |
|---|-----------|
| <b>Editorial Standards Manual/Guidelines:</b>   | Yes       |
| <b>Instruction in regulation drafting:</b>  | No        |
| <b>Seminars:</b>  | Yes       |
| <b>Consultations:</b>   | Yes       |
| <b>Manual:</b>  | Yes       |
| <b>Pre-publication review:</b>  | Yes       |
| <b>Liaison Representative Required:</b>   | Yes       |
| <b>When did you begin publishing the Register?</b>                                    | June 1983 |
| <b>The <i>West Virginia Register</i> is not distributed to depository libraries.</b>  |           |
| <b>The <i>West Virginia Register</i> is printed in-house.</b>                         |           |
| <b>Copy for publication is generated by the Administrative Law Division in-house.</b> |           |

**COPIES OF THE WEST VIRGINIA REGISTER MAY BE OBTAINED FROM:**

West Virginia Secretary of State  
 Administrative Law Division  
 State Capitol  
 Charleston, West Virginia 25305

The *West Virginia Register* is cited: WV Register Vol. \_\_\_\_ Issue \_\_\_\_ Page \_\_\_\_

1989 SURVEY OF CODES AND REGISTERS  
WEST VIRGINIA

STATE: WEST VIRGINIA

ADMINISTRATIVE CODE: *Code of State Rules*

Director: Judy Cooper  
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: Judy Cooper  
Governing Agency: 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: 8:30 a.m. to 4:30 p.m., Monday thru Friday

BUDGET:

Salaries: \$33,000  
Printing Expenses: 0  
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: None  
Amount received from subscriptions:

PUBLICATION:

Frequency of printing entire Code: once  
Number of sets printed in last complete publication: 125  
Year entire Code last published: 1987  
Supplementation frequency: monthly  
Form of supplementation: loose-leaf

CIRCULATION:

Number of paid subscribers: 100  
Number of free subscribers: 2  
Price per set: \$300  
Number of volumes per set: 12  
If sold by less than entire set, please answer the following:  
How sold? Agency  
Price? depends on cost of publication  
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; State Bar; marketing letters  
How do you distribute/mail? U.S. Mail  
Subscribers are billed. Most pay in advance.

FORMAT: Loose-leaf

1989 SURVEY OF CODES AND REGISTERS

WEST VIRGINIA

**VOLUME:**

Pages per full set: 3,600  
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 and Rule Title, Sections Affected  
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:**

Secretary of State  
Administrative Law  
State Capitol  
Charleston, West Virginia 25305

The *Code of State Rules* is cited: Title, Series, Section (e.g., 10 CSR 562.3)

1989 SURVEY OF CODES AND REGISTERS  
WISCONSIN

STATE: WISCONSIN

ADMINISTRATIVE REGISTER: *Wisconsin Administrative Register*

OFFICE AND STAFF:

Director: Gary L. Poulson

Address: Suite 702

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: \$54,000

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: \$6,125 (Code update subscription includes Register and cost of Code includes an amount for Register)

FREQUENCY OF ISSUE: Semi-monthly

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: 175 (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: \$35

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 (1988): 34

Pages per year (1988): 811

COMPUTER COMPOSITION:

Computer Use: No

Searchable data base: No

Microfiche: No

Microfilm: No

What do you use, if not a computer? Typewriter

1989 SURVEY OF CODES AND REGISTERS

WISCONSIN

**CONTENT:**

|                                   |   |
|-----------------------------------|---|
| <b>Proposed Rules:</b>            | Full text or notice only (Statutory option for agency)          |
| <b>Adopted Rules:</b>             | Full text; Printed as replacement pages for Code                |
| <b>Emergency Rules:</b>           | Notice only; Text is printed on occasion at editor's discretion |
| <b>Court Ordered Rules:</b>       | No  |
| <b>Executive Orders:</b>          | Full text or notice only (Statutory option for Revisor)         |
| <b>Proclamations:</b>             | No  |
| <b>State Contracts:</b>           | No  |
| <b>Executive Items:</b>           | No  |
| <b>Judicial Items:</b>            | Notice only; rule related court cases                           |
| <b>Legislative Items:</b>         | Notice only: Relating to legislative review                     |
| <b>Attorney General Opinions:</b> | Notice only: Relating to rules and rulemaking                   |
| <b>Other:</b>                     | Notice only; Rule-related (Notice only)                         |
| <b>Open Meetings:</b>             | No  |
| <b>Public Hearings:</b>           | Yes   |
| <b>Index:</b>                     | No  |

**LAW:**

|  |  |
|--|--|
| <b>Correction of Nonsubstantive Errors:</b>  | Yes                                      |
| <b>Correction of Substantive Errors:</b>   | Yes                                      |
| <b>Official Text:</b>  | Yes                                      |
| <b>Judicial Notice:</b>  | Yes                                      |
| <b>Annotations:</b>  | No                                       |
| <b>Edit:</b>   | Yes                                      |
| <b>Legislative Oversight:</b>  | No; not relating to material in Register |
| <b>Economic Impact Statement:</b>  | Yes                                      |
| <b>Emergency Rules:</b>  | Yes; notice only                         |
| In effect how long? 150 days unless extended by legislature for an additional 120 days |  |

**MISCELLANEOUS:**

|  |      |
|--|------|
| <b>Editorial Standards Manual/Guidelines:</b>  | No   |
| <b>Instruction in regulation drafting:</b>   | Yes  |
| <b>Seminars:</b>   | No   |
| <b>Consultations:</b>  | Yes  |
| <b>Manual:</b>   | Yes  |
| <b>Pre-publication review:</b>   | Yes  |
| <b>Liaison Representative Required:</b>  | No   |
| <b>When did you begin publishing the Register?</b>   | 1956 |
| The <i>Wisconsin Administrative Register</i> is distributed free of charge to state depository libraries.  |      |
| The <i>Wisconsin Administrative Register</i> is printed in-house.  |      |
| Copy for publication is generated by Revisor of Statutes Bureau in-house.  |      |
| Other information about your Register not explained above: The <i>Register</i> is part of the upkeep service on the <i>Wisconsin Administrative Code</i> . |      |

**COPIES OF THE WISCONSIN ADMINISTRATIVE REGISTER MAY BE OBTAINED FROM:**

Document Sales and Distribution  
 202 S. Thornton Avenue  
 Madison, Wisconsin 53702

The *Wisconsin Administrative Register* is cited: Wis. Adm. Register

1989 SURVEY OF CODES AND REGISTERS  
WISCONSIN

STATE: WISCONSIN

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: \$498,558  
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: \$12,733  
Amount received from subscriptions: \$485,825.

PUBLICATION:

Frequency of printing entire Code: Continual loose-leaf 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: 1,100 (Over 10,000 subscriptions to one or more of the Codes but less than complete set)  
Number of free subscribers: 250  
Price per set: \$250  
Number of volumes per set: 20  
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 \$13 to \$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: \$250 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

1989 SURVEY OF CODES AND REGISTERS

WISCONSIN

**VOLUME:**

Pages per full set: 16,500  
Average pages per volume: 825  
Pages per supplement (average): 200

**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- Datalogics

**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 a general index, 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  
P.O. Box 7840  
Madison, Wisconsin 53707

The *Wisconsin Administrative Code* is cited: Wis. Adm. Code

1989 SURVEY OF CODES AND REGISTERS

WYOMING

STATE: WYOMING

ADMINISTRATIVE REGISTER: None; only an index of rules on file

OFFICE AND STAFF:

Director: Dawn Hill  
 Address: State Capitol  
 Cheyenne, WY 82002-0020  
 Telephone: (307) 777-7378  
 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): 1 (Full-time: 1 ; Part-time: )

Office Hours: 8:00 a.m. - 5:00 p.m., Monday through Friday

BUDGET:

Salaries:

Printing Expenses:

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:

Amount received from subscriptions:

FREQUENCY OF ISSUE: 4 times a year

CIRCULATION (as of January 1, 1989):

Number of paid subscribers: approx. 100  
 Number of free subscribers: approx. 30  
 Price per issue: Free  
 Price per subscription: \$12.00 per year  
 Is the subscription and/or single issue price set by statute? No  
 If not, how are they determined?  
 Length of subscription: Yearly  
 How do you promote sales?  
 How do you distribute/mail?  
 Subscribers are billed and required to pay in advance.

VOLUME:

Average pages per issue (1988): 50  
 Pages per year (1988):

COMPUTER COMPOSITION:

Computer Use: Yes  
 Searchable data base: No  
 Microfiche: No  
 Microfilm: No  
 What do you use, if not a computer?

1989 SURVEY OF CODES AND REGISTERS

WYOMING

**CONTENT:**

**Proposed Rules:**  
**Adopted Rules:** Notice only  
**Emergency Rules:** Notice only  
**Court Ordered Rules:** Notice only  
**Executive Orders:**  
**Proclamations:**  
**State Contracts:**  
**Executive Items:**  
**Judicial Items:**  
**Legislative Items:**  
**Attorney General Opinions:**  
**Other:**  
**Open Meetings:**  
**Public Hearings:**  
**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? 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:** No  
    **Other (specify):**

When did you begin publishing the Register? Index 1983  
The index to rules is distributed to depository libraries free of charge.  
The index is printed in-house.  
Copy for publication is generated by the Secretary of State's office in-house.  
Other information about your Register not explained above:

Where can copies of your Register be obtained:

1989 SURVEY OF CODES AND REGISTERS

WYOMING

STATE: WYOMING

**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. (See Register information))

**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:**

1989 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: