

**CHAPTER 4501**  
**CAMPAIGN FINANCE AND PUBLIC**  
**DISCLOSURE BOARD**  
**GENERAL PROVISIONS**

4501.0100 DEFINITIONS  
 4501.0300 CERTIFICATION, SIGNATURES, AND  
 NOTARIZATION

4501.0500 FILINGS, SUBMISSIONS, AND DISCLOSURES

**4501.0100 DEFINITIONS.**

*[For text of subps 1 and 2, see MR]*

Subp 2a **Audit trail.** “Audit trail” means documentation of submission of an electronic file or facsimile transmission to the board. The audit trail includes the date and time at which the facsimile transmission or electronic file submission was made and a copy of any verification report or message received from the board.

*[For text of subps 3 and 4, see MR]*

Subp 4a. **Electronic file.** “Electronic file” means a report or statement required by Minnesota Statutes, chapter 10A, and submitted to the board using an electronic filing system.

Subp 4b. **Electronic filing system.** “Electronic filing system” means the computer-based systems developed by the board to transfer an electronic file of data that meets the filing and reporting requirements of Minnesota Statutes, chapter 10A.

Subp 4c. **Facsimile transmission.** “Facsimile transmission” means the use of a fax machine or e-mail to submit an electronic image of a report or statement to the board.

*[For text of subps 5 to 7, see MR]*

Subp 7a **Personal identification code.** “Personal identification code” is a confidential user name and password provided by the board and required to use an electronic filing system.

*[For text of subps 8 and 9, see MR]*

**Statutory Authority:** *MS s 10A 02, 10A 025*

**History:** *30 SR 903*

**4501.0300 CERTIFICATION, SIGNATURES, AND NOTARIZATION.**

Subpart 1 [Repealed, L 2005 c 156 art 6 s 68]

Subp 1a. **Signature required.** The original signature of the person responsible for preparation or filing of a report or other document is required to make the report or document complete. Only signed reports or documents may be filed with the board. A document filed by facsimile transmission meets the requirements of this part if the original document being transmitted bears the required signature. An electronic filing meets the requirement of this part if it is submitted with a personal identification code. The board must provisionally accept an initial registration submitted without a personal identification code pending a confirmation of the registration.

*[For text of subps 2 and 3, see MR]*

Subp 4 [Repealed, L 2005 c 156 art 6 s 68]

**Statutory Authority:** *MS s 10A 02, 10A 025*

**History:** *30 SR 903*

**4501.0500 FILINGS, SUBMISSIONS, AND DISCLOSURES.**

Subpart 1. **Format.** A report or statement required under Minnesota Statutes, chapter 10A, must be submitted on the forms provided by the board for that purpose.

or by an electronic filing system. The board may provide alternative methods for submitting information, including other means for the electronic submission of data.

**Subp 1a Completion of filing.** A filing with the board is complete upon

A receipt in the board office of the document being filed, bearing the original signature of the person responsible for filing the document,

B receipt of a facsimile transmission of the document, subject to subpart 2,

C the postmark date of a first class or certified mailing of the document being filed, properly addressed to the board at its current address, or

D. the successful submission of an electronic file to the board

**Subp. 2 Filing by facsimile transmission or electronic filing system.** A document filed by facsimile transmission or electronic filing system has the same force and effect as filing an original paper document. Facsimile transmissions and the use of an electronic filing system are subject to items A to F.

A A facsimile transmission or electronic file received after the close of a business day is considered received at the beginning of the next business day

B. Use of an electronic filing system is optional. In order to provide a secure environment for the submission of electronic files, the board must require that a filer use a personal identification code when submitting an electronic file. The board may also request the filer to provide a valid e-mail address in order to receive confirmation and verification messages from the board

C. After an electronic file is processed by the board, the information contained in the electronic file becomes the property of the state subject to the terms of the Data Practices Act under Minnesota Statutes, chapter 13

D In the case of a filing by facsimile transmission, the filer must retain the original of the filed document and a record of the date and time of the transmission. If an electronic filing system is used to submit an electronic file to the board, the filer must retain as documentation the database and information on which the electronic submission of data is based. The database and records are subject to audit as provided in Minnesota Statutes, chapter 10A

E Within five days of a request by the board, any person filing a document by facsimile transmission or electronic filing system shall refile the document by one of the other filing methods provided in subpart 1.

F. Technical problems that prevent the successful submission of a facsimile transmission or electronic file do not relieve the filer of the responsibility of meeting the requirements of Minnesota Statutes, chapter 10A. An audit trail that demonstrates that the facsimile transmission or electronic file was successfully submitted in a timely fashion may be used by the board to waive late filing fees

*[For text of subp 3, see MR ]*

Subp 4 [Repealed, L 2005 c 156 art 6 s 68]

**Statutory Authority:** *MS s 10A 02, 10A 025*

**History:** *30 SR 903*

**4501.0600** [Repealed, L 2005 c 156 art 6 s 68]