

**4601.0200 DUTIES OF STATE REGISTRAR.**

According to parts 4601.0100 to 4601.2600 and the Vital Records Act, Minnesota Statutes, sections 144.211 to 144.227, the state registrar must:

- A. administer and enforce parts 4601.0100 to 4601.2600 and the Vital Records Act and issue instructions for the efficient administration of the system of vital records;
- B. work in partnership with local registrars to maintain a system of vital records;
- C. be the custodian of records of the system of vital records, including establishing a retention schedule for all information maintained in the system of vital records;
- D. establish operating procedures for the system of vital records;
- E. conduct training programs to promote uniformity of policy and procedures throughout the state in matters pertaining to the system of vital records;
- F. develop and make available electronic and paper input and output forms for the submission, processing, and issuance of birth and death records;
- G. establish a centralized electronic system for the processing of birth and death records, including reports of fetal deaths;
- H. approve and order security paper for statewide use to print certified birth or death records according to part 4601.2500 and Minnesota Statutes, section 144.225, subdivision 8;
- I. develop and implement procedures for local registrars to order the security paper described in item H;
- J. obtain legal interpretations from the Office of the Attorney General when needed for issues related to processing birth, death, and fetal death records and receiving marriage and divorce data according to Minnesota Statutes, sections 144.223 and 144.224, and relay legal interpretations to local registrars; and
- K. delegate duties and responsibilities to local registrars to ensure the efficient and secure operation of the system of vital records.

**Statutory Authority:** *MS s 144.12; 144.213; 144.215; 144.221*

**History:** *25 SR 487; L 2001 1Sp9 art 15 s 32; L 2015 c 21 art 1 s 109*

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