

THE *J. Rogers*  
GENERAL STATUTES

OF THE

STATE OF MINNESOTA:

REVISED BY COMMISSIONERS APPOINTED UNDER AN ACT APPROVED FEBRUARY 17, 1868, AND  
ACTS SUBSEQUENT THERETO, AMENDED BY THE LEGISLATURE,  
AND PASSED AT THE SESSION OF 1866.

TO WHICH

THE CONSTITUTION OF THE UNITED STATES, THE ORGANIC ACT, THE  
ACT AUTHORIZING A STATE GOVERNMENT, AND THE  
CONSTITUTION OF THE STATE OF MINNESOTA,

ARE PREFIXED;

AND A LIST OF ACTS PREVIOUSLY REPEALED,

A GLOSSARY, AND INDEX, ARE ADDED.

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the Laws of 1866.

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ST. PAUL.  
PUBLISHED BY DAVIDSON & HALL,  
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1872.

1874-109-121

CHAPTER V.

PRINTING AND DISTRIBUTION OF LAWS AND DOCUMENTS.

1868-68  
1869-39-61

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Who are commissioners of printing.

SECTION 1. The secretary of state, state treasurer and state auditor, shall be ex officio commissioners of public printing during their terms of office respectively.

State printing divided into five classes.

SEC. 2. The printing for the state is divided into five classes, to be let in separate contracts, as follows: The printing of all bills for the two houses of the legislature, together with such resolutions and other matters as may be ordered by the two houses, or either of them, to be printed in bill form, constitutes the first class, and shall be let in one contract; the printing of the journals of the senate and house of representatives, and of such reports, communications and other documents, as enter into and make a part of the journals, constitutes the second class, and shall be let in one contract; the printing of all reports, communications and other documents ordered by the legislature, or either branch thereof, or by the executive departments, to be printed in pamphlet form, together with the volumes of executive documents, constitutes the third class, and shall be let in one contract; the printing of the general and local laws, and joint resolutions constitute the fourth class, and shall be let in one contract; the printing of all blanks, circulars, and other work necessary for the use of the executive departments, other than such as are printed in pamphlet form, constitutes the fifth class, and shall be let in one contract.

Notice for bids for printing to be published.

SEC. 3. The commissioners of printing shall, during the first week in May, A. D. 1867, and annually thereafter, give notice in two newspapers printed in the city of St. Paul, and in such other newspapers in the state, not exceeding four, as they deem necessary, for thirty days, that sealed proposals will be received at the office of the secretary of state, until the

thirtieth day after the first publication of said notice, for the execution of the several classes of the state printing in separate contracts, as hereinafter specified, for the term of one year from the first Monday of November next thereafter. Said proposals shall distinctly and specifically state the price per thousand ems for the composition of all matter embraced in the five classes of printing, or such of them as shall be covered by the bid; the price per token for all press work embraced in the first, second, third and fourth classes, and the price per quire for the press work contained in the fifth class, at which the bidder will undertake to do the work embraced in the class or classes of the printing covered by his proposals. Each proposal shall be accompanied by a bond, executed in due form, by the bidder, with at least two good and sufficient sureties, satisfactory to the commissioners of printing, in the penal sum of ten thousand dollars, conditioned for the faithful performance, pursuant to this chapter, of such class or classes of the state printing as may be adjudged to him, and for the payment, as liquidated damages, by such bidder, to the state, of any excess of cost over the bid or bids of such bidder; which the state may be obliged to pay for such work, by reason of the failure of such bidder to complete his contract. Said bond to be null and void, if no contract is awarded to him. No bid unaccompanied by such bond shall be entertained by the commissioners of printing: *provided*, that the following prices for printing are hereby established as maximum prices therefor, and no bids at higher rates shall be received, entertained or accepted: For plain composition, per 1000 ems, 55 cents; for figure work, per 1000 ems, 85 cents; for rule and figure work, per 1000 ems, 110 cents; press work, per token of 250 impressions, 55 cents; for stitching, trimming and covering pamphlets not exceeding 100 pages, for 100 copies, 125 cents.

SEC. 4. The commissioners of printing or any two of them, shall within two days after the expiration of the term for receiving proposals as aforesaid, proceed to open in public all such proposals by them received, and they shall on careful examination and computation, (with the aid of a disinterested printer, if necessary,) award the contract for each class of printing to the lowest bidder therefor: *provided*, that nothing herein contained, shall be so construed as to prevent the same person from becoming contractor for two or more classes of printing, if he is the lowest bidder therefor. If two or more persons bid the same and the lowest price for any class or classes of printing, the commissioners shall award the contract to such one or more of them as in their opinion will best subserve the interest of the State, having reference however, to a division of the work, as far as practicable, among the several lowest bidders as aforesaid. If two or more bidders propose for the same contract, and the proposal of one is lower on composition, and that of another lower on press work, then the commissioners, with the aid of a disinterested practical printer, selected by them for that purpose, shall make a strict computation based on the work of the same class of printing of the preceding year, and assign the contract or contracts to the lowest aggregate bidder, as shall appear by said computation. If any of the aforesaid printing is executed out of the city of St. Paul, all transportation of paper, copy, proof or printed sheets, shall be at the expense of the contractor for such printing.

SEC. 5. The bills, resolutions, and other matters specified in the first class of printing, shall be printed in folio foolscap form, with small pica type, each page to contain not less than thirty lines of solid matter, of the usual length, with a great primer reglet only, in each space between the lines, and in counting the composition upon the bills, resolutions, and other matters contained in the first class, the same shall be measured as solid

Bids, how opened.  
Contracts, how  
awarded.

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First class, how  
printed and mea-  
sured.

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small pica matter, and every necessary fraction of a page shall be counted as a full page, but no entire blank page shall be counted or charged for.

Second class, on what type printed

SEC. 6. The journals of the two houses of the Legislature, specified in the second class, shall be printed in medium octavo form, on small pica type, with at least sixteen hundred ems in a page, without any unnecessary lead blank or broken lines or pages.

Third class, how printed. Volumes, what to contain.

SEC. 7. The volumes of public documents and reports, communications and other matters specified in the third class, shall be printed on the same kind of type and the pages shall be of the same size as required for the journals, in the preceding section: *provided*, that so much of the annual reports of the officers of the executive departments, and of the superintendents of the public institutions, as contains the remarks of those officers, may be single leaved with leads not exceeding in thickness six to pica. The volumes of public documents shall contain nothing that is to be inserted in the laws and journals of the same year, and the various reports, communications and other documents inserted therein, shall follow each other in as close, compact order as is consistent with good workmanship, without the intervention of unnecessary blanks, or separate title, or half title pages, and the paging thereof shall be consecutive, and at the conclusion there shall be an index, referring to the particular page at which each separate document commences. In all cases when, by order of the legislature or either branch thereof, any document is printed in pamphlet form, by the contractor for the printing of the volume of public documents, which shall also be inserted in the volume of public documents, and in all cases when any such document is so printed in pamphlet form by the contractor for the printing of the journals, which shall also be printed in the journals, but one charge shall be made or allowed for the composition thereof.

Fourth class, how printed.

SEC. 8. The laws specified in the fourth class shall be printed in medium octavo form, on good small pica type, the pages to be of the same size and form as those of the journals and documents specified in the two preceding sections, with marginal notes to the general laws in nonpareil type similar to those heretofore inserted.

Fifth class, how printed and measured.

SEC. 9. The printing for the executive departments embraced in the fifth class shall be executed in a style consistent with good workmanship and with due reference to economy. In estimating the composition, all work in script type, or of which script is the chief kind used, shall be estimated as pica, and measured by the surface actually covered, not by the size of the sheet used. All open work, such as letter-heads, blank deeds and the like, shall be estimated in the same manner: *provided*, no job shall be counted at less than one thousand ems. All work in other than script type shall be estimated according to the type actually used, provided that when different kinds are used in a single job, it may be measured and estimated proportionately for the different kinds used. In estimating press-work in the fifth class, a quire shall be considered twenty-four impressions of a side or a page as the case may be, of twenty-four full sheets of such paper as the proper officer may furnish, with such matter as the printer shall be directed to put upon it: *provided*, that no job of press-work shall be estimated at less than one quire.

Composition, how estimated.

SEC. 10. In estimating the composition of all pamphlets, laws, journals, and volumes of public documents, every necessary fraction of a page shall be counted as a full page, but no entire blank page shall be counted or charged for, and if in any branch of the printing, tabular statements occur, which it shall be impracticable to print on the ordinary sized pages, the same shall be printed in tabular sheets of the necessary size, and the amount of composition on the same shall be ascertained by measuring the

printed surface, and thereby ascertaining the number of ems. All figure work requiring additional justification in each line, and all rule work requiring the fitting in of rules, shall be allowed one price and a half, and for all rule and figure work double price for composition shall be allowed, the same to be ascertained by strict measurement and count. But one charge shall be made for the composition of all documents ordered to be printed by both branches of the legislature, and no charge or allowance shall be made for composition when extra or additional copies are ordered to be printed. In estimating the press-work of pamphlets, laws, journals, and volumes of public documents, the token shall consist of two hundred and fifty impressions of a form of eight pages, or one hundred and twenty-five sheets of double medium octavo paper, printed on both sides, or two hundred and fifty sheets of the same printed on one side only: *provided*, that if any document makes less than eight pages, or if the last form of any document is not a full form of eight pages, the same shall be counted as a full form.

SEC. 11. The Secretary of State shall give prompt notice to each successful bidder that his proposals are accepted. If from death or any unforeseen cause there is a failure on the part of any successful bidder to execute his contract, the commissioners of printing, or a majority of them may enter into a contract with the next lowest bidder, or with some other person to execute the work, having reference to the lowest prices at which the same can be done with promptness and accuracy. If any contractor, after commencing upon his contract, fails to execute the work embraced therein with reasonable expedition, and in a suitable manner, the commissioners of printing may notify him that for reasons which they shall specify, his contract is cancelled; and they may then contract with some other person to do the work at the lowest practicable rates.

Notice of acceptance of bid to be given. Lowest bidder failing, next lowest bidder to have contract. Contract cancelled, when.

SEC. 12. The commissioners of printing shall at the same time and in the same manner as is prescribed in the third section of this chapter, give notice that sealed proposals will be received for the folding and stitching of all bills, resolutions, pamphlets, or documents ordered to be printed, and the brochure covering of all documents ordered to be covered, and for the folding, stitching, and binding of the laws, journals, and volumes of public documents, which proposals shall specify the rate per hundred sheets for folding, the rate per hundred copies for stitching all bills, resolutions, pamphlets and documents, the rate per hundred copies for brochure covering all documents ordered to be covered, and the rate per hundred sheets for folding, the rate per hundred copies for stitching, and the rate per hundred copies for binding the laws, journals and volumes of public documents, at which the bidder is willing to do the same. The folding of all bills, resolutions, pamphlets or documents ordered to be printed, together with the stitching of the same, and the brochure covering of all documents ordered to be covered by the legislature, or either branch thereof, shall be let in one contract; and the folding, stitching and binding of the laws, journals and the public documents, shall be let in another contract. Each bid under this section shall be accompanied with a bond, with two or more sureties, satisfactory to the commissioners of printing, in the penal sum of two thousand dollars, conditioned for the faithful performance of the work specified in the proposal accompanying it; and the commissioners of printing and the contractor for the work specified in this section, shall be governed by the same rules as far as applicable, regarding the execution of the work and the transportation of sheets and bound copies of documents as are specified in this chapter relative to contractors for the printing: *provided*, that the following prices for binding are hereby established as maximum prices therefor, and no

Notice for proposals to do folding and stitching to be given.

bid at higher rates shall be received, entertained or accepted: for binding session laws, journals and executive documents per volume in brochure covering, 10 cents; in pasteboard covering, 35 cents; in law sheep, half bound 70 cents; in law sheep, full bound, 125 cents.

Journals, documents and laws. how bound.

SEC. 13. The journals, executive documents and laws required by this chapter to be printed and put up in book form, shall be bound with brochure covering, and each journal and its appropriate appendix shall be bound in the same volume, unless in the opinion of the commissioners of printing the same will make a volume too large for convenience, in which case each journal shall be bound separately, and the appendix shall be bound separately or together, as the said commissioners direct.

Folding to include drying and pressing.

SEC. 14. In counting, folding stitching and binding shall include the collating, drying and pressing.

Contractor to do work promptly.

SEC. 15. The contractor for the printing of bills, resolutions, and other matter to be printed in bill form, shall promptly and without delay execute all orders of the legislature, or either branch thereof, for the printing of all bills, resolutions, and other matter, and all contractors under the provisions of this chapter shall promptly and without unnecessary delay execute all orders to them issued by the legislature, or either branch thereof, or the executive officers of the state; and the laws and volumes of public documents shall be delivered to the contractor for the folding, stitching and binding, on the order of the secretary of state within forty days, and the journals of the two houses within ninety days, after the copy thereof is received by the printer. And the contractor for folding, stitching and binding shall within thirty days after the receipt thereof execute the folding, stitching and binding, and deliver to the secretary of state the volumes bound, under the penalty of the forfeiture of his bond: *provided, however,* that the commissioners of printing may on good cause shown by any such contractor, extend the time, not exceeding twenty days, for the execution of his contract.

Secretary of state to examine work.

SEC. 16. The secretary of state shall examine the work executed under the provisions of this chapter, and see that the printing and binding is executed correctly, and in a suitable and workmanlike manner, and in accordance with law; and he shall keep an accurate account of all paper delivered to the contractors for printing, and see that it is used properly and without unnecessary waste. All work to be executed for the executive departments, shall be ordered through the secretary of state, and he shall see that the full number of copies of each job ordered is received from the printer, and delivered to the proper department. He shall audit all accounts for printing and binding executed under the provisions of this chapter, and shall keep a record of the cost of printing and binding, the amount of paper used, and the entire expense of each document or item, and a copy of each document shall be duly filed and preserved by him, with the cost indorsed upon it.

Account of contractor of printing, what to contain.

SEC. 17. Each contractor for any class of the public printing, shall file and preserve one copy of each document or other matter by him printed for the state, which he shall deliver to the secretary of state, with his account for the same, in which account shall be specifically stated the various jobs performed, the number of copies of each job, the number of ems composition in each, the extra charge, if any, for rule or figure or rule and figure work, the number of tokens or quires of press work in each, designating whether ordered by the senate, the house of representatives, or jointly by both, or by other officers or agents of the state, together with the kind and quantity of paper used for each job.

Account of contractor for folding.

SEC. 18. Each contractor for the folding, stitching, covering and binding, shall file and preserve one copy of every document or other matter

by him folded, stitched or bound, which he shall deliver, together with his account for the same, to the secretary of state, which account shall specifically state each item, as provided for in the twelfth section of this chapter, and the number of copies of each bill, pamphlet, resolution or document folded, stitched or covered, and the number of copies of laws, journals and documents bound.

ing, what to contain.

SEC. 19. All accounts filed under the two preceding sections, shall be carefully examined by the secretary of state, aided by a disinterested practical printer, (if necessary,) employed for that purpose, at the expense of the state, and compared with the vouchers therefor, and the orders for the same. If any errors are found in such account, said secretary shall immediately correct the same, and return it to the contractor who rendered it, and when the account is finally corrected and adjusted, he shall certify the same to the state auditor, who, on the receipt thereof, shall give his warrant upon the treasury of the state for the amount thereof, payable out of any moneys appropriated for that purpose.

Secretary of state to examine accounts.

SEC. 20. Each contractor for any class of the state printing, shall deliver over to the secretary of state or on his order to the proper binder, in good order, all copies of work ordered to be printed by him, the legislature, or either branch thereof, or by the executive departments or other officers or agents of the state. And each binder shall deliver all copies of documents bound by him under the provisions of this chapter, to the proper department, or to the secretary of state, as specified herein.

Contractor to deliver copies of work to secretary of state.

SEC. 21. The paper for the state printing aforesaid, shall be provided by the state, and the secretary of state shall, from time to time, as the same may be needed, deliver over to each contractor, suitable paper for the printing which he is required by his contract to do; he shall take and preserve from each contractor, a receipt for all paper so delivered, and at the annual settlement on or before the first day of November, each contractor shall deliver to the secretary of state, all paper which has not been used in the state printing, and if any such paper has been wasted, or converted to any other use, the contractor to whom the same has been delivered, shall be charged with the value thereof, together with a penalty of fifty per cent., and the amount shall be deducted from his account.

State to provide paper for state printing.

SEC. 22. The secretary of state shall furnish a true and accurate copy of the laws as they may be demanded by the printer thereof, and the clerks of the respective branches of the legislature, shall each furnish to the printer, who is bound by his contract to print the same, copies of the journals, bills, reports, and other papers and documents without unnecessary delay, and no contractor shall be accountable for any delay occasioned by the want of such copy.

Copies of laws to be furnished to contractor.

SEC. 23. In printing the journals of the senate and house of representatives, as specified in the sixth section of this chapter, the secretary of the senate and the clerk of the house of representatives of the respective sessions of the legislature, shall make out indexes to the printed and recorded journals of said senate and house of representatives, and attend to reading proof sheets of the same whenever required by the commissioners of printing.

Indexes to be made—by whom.

SEC. 24. All laws printed or published by authority of this state, shall be printed or published without any certificates or additions to the same, except the word "approved," and the date of said approval; and in each volume of the session laws hereafter published, there shall be a general certificate, made by the secretary of state, to the effect that all the laws, memorials and resolutions contained therein, have been compared by him with the originals thereof in his office, and that they are correct copies thereof.

Laws to be published without certificates or additions.

Secretary of senate and clerk of house to keep journal.

SEC. 25. The secretary of the senate, and the clerk of the house of representatives shall keep a journal of the proceedings of their respective houses. After being read and corrected in the presence of the house to which the journals respectively belong, the proceedings of each day shall be attested by said secretary and clerk, and each journal shall be recorded in books to be furnished for that purpose by the secretary of state. After the journals are recorded said books shall be deposited with the secretary of state, who shall carefully preserve the same, and said records shall be considered the true and authentic journals. The original daily journals as kept, corrected and attested, shall be delivered by the secretary of the senate and the clerk of the house to the person entitled to print the same, within thirty days after the adjournment of each regular, adjourned or extra session of the legislature.

Journals to be recorded and deposited with secretary of state.

What may be omitted from journal.

SEC. 26. No executive message, address, or communication of any state officer, or board of officers, no report of the superintendent or other officers of any institution or building, no petition or memorial, no argumentative or voluminous report of any standing or select committee of either house, or joint committee of both houses, no special report of any officer or board of officers, made in reply to any joint resolution of both houses, nor any other long or voluminous document, except amendments to the constitution and to bills and resolutions, and the protests of members of either house against any act or resolution thereof, shall be entered at length upon the journals or recorded in the record provided for in the foregoing section.

Journals to have appendix.

SEC. 27. The journals shall be printed as kept and recorded, and each printed journal shall have an appendix in which shall be printed all such petitions and memorials, reports of committees, special reports, and communications of all officers or boards of officers, as are laid before either or both houses, and all such other papers and documents as are laid before either or both houses in writing, unless the printing thereof is otherwise provided for herein: *provided*, that no paper or document shall be printed in either appendix unless the house before which such paper or document is laid, expressly order the same to be printed in the appendix of the journal of such house; and if any paper or document is laid before both houses and ordered to be printed by both houses, the same shall be printed only in the appendix to the senate journal. The abstract of votes for governor and other state officers, shall be printed in the appendix to the senate journal, and the standing rules in the appendix to each journal without an order by either or both houses.

Pamphlets, number of copies to be printed.

SEC. 28. There shall be printed in pamphlet form, and covered in brochure covers, the following numbers of each of the following documents, to wit: auditor of state's report, twelve hundred copies; treasurer of state's report, three hundred copies; secretary of state's report, three hundred copies; attorney-general's report, two hundred copies; report of the superintendent of public instruction, five hundred copies; report of the regents of the university, two hundred copies; report of the trustees of the state normal school, five hundred copies; report of the warden of the state prison, two hundred copies; report of the adjutant-general, three hundred copies; and one hundred copies of the report of the librarian.

Governor's message to be printed.

SEC. 29. All regular messages of the governor, and all inaugural addresses of the governor elect, shall be printed in pamphlet form, and there shall be printed in such form for the governor's use, one hundred copies thereof; and for the legislature four hundred copies, without any order by either or both houses for the printing thereof.

Executive docu-

SEC. 30. At the same time that the documents mentioned in the two

preceding sections, are printed in pamphlet form, there shall be printed on the same type three hundred copies of each document named in said two preceding sections, which shall be bound together in a volume, and styled "executive documents." The paging of said documents shall be consecutive. The secretary of state shall make out an index of said volume of executive documents, which he shall deliver to the printer, who shall print the same at the close of said volume. There shall be no charge for composition for printing the number of copies of said executive documents necessary for the volume herein provided for, and none of them shall be printed otherwise than is provided in this and the two preceding sections of this chapter.

ments, how printed and bound.

SEC. 31. There shall be three hundred copies of each journal and an appendix printed, there shall be five thousand copies of the general laws and joint resolutions printed in one volume, and five hundred copies of the special laws in another volume.

Number of copies of journal and laws to be printed.

SEC. 32. Each member and officer of the legislature, for himself, and each clerk of each court of record, and each county auditor, for the use of their offices respectively, is entitled to one copy of each journal and appendix and the volume of executive documents. Each university, college, academy, or other literary institution, is entitled to one copy of the laws passed at each session of the legislature, and also to one copy of each journal and appendix, and the volume of executive documents.

Journals and documents how distributed.

SEC. 33. Each member and officer of the legislature, for himself, each judge and each clerk of each court of record, each justice of the peace, constable, chairman of the board of township supervisors, township clerk, each mayor, auditor, treasurer, clerk, recorder, (or alderman or trustee of any ward,) in any city or incorporated village; each county auditor, treasurer, recorder, sheriff, court commissioner, county attorney, surveyor, coroner and county commissioner, is entitled to receive one copy of the laws passed at each session of the legislature, for their use while filling such offices; but every such officer, (except members and officers of the legislature), shall deliver the same to his successor in office, for his use while filling such office, and if any such person refuses, on demand being made, to make such delivery, he shall forfeit and pay not less than five nor more than fifteen dollars, to be recovered in any action brought by the successor in office of such person, in the name of the State of Minnesota, (for the use of the county where such action is brought,) before any justice of the peace in such county.

Laws how distributed.

SEC. 34. The secretary of state shall deliver to the governor, for his own use, two copies of the laws, and one copy of the journals and documents; to the auditor of state and treasurer of state each, three copies of the laws and one of the journals and documents; to the attorney-general, each trustee or superintendent of any state benevolent institution, each director and warden of the penitentiary, the clerk of the supreme court and the superintendent of public instruction, one copy of the same; and he shall furnish the governor with such number of copies of each as will be necessary to supply each state and each of the departments and territories of the United States and the general government of the United States with a copy; and shall furnish the state librarian with five copies of each, for the use of the library.

Officers entitled to copies of laws, journals and documents.

SEC. 35. The secretary of state shall, as soon as the laws, journals and executive documents of each session are printed and ready for distribution, box up the number of each, to which each county is entitled, together with such number of extra copies of the laws for sale, as he may deem sufficient to supply the demand, and forward the same by public conveyance to the auditor of the county. If any county seat is so situated

Secretary of state to distribute laws.

that the laws, journals and documents cannot be sent to the same by public conveyance, they shall be forwarded to a secure place as near such county seat as practicable, and the secretary of state shall notify the county auditor in writing, of the delivery of the same at such point, and the county auditor shall contract with some person to convey the same to the county seat. The treasurer of each county shall, on the order of the auditor, pay the charges for the conveyance of the same from Saint Paul to such county seat, and he shall take triplicate receipts therefor, one of which he shall file with the county auditor, another he shall send to the secretary of state, and the other to the auditor of state, who shall thereupon issue his warrant on the treasurer of state, for the amount thereof, who shall pay the same to the secretary of state out of any money appropriated for that purpose, and the secretary of state shall remit the same to the county treasurer.

County auditor to deliver laws, journals and documents.

SEC. 36. The county auditor shall deliver the laws, journals and documents to such persons and institutions as are entitled to receive them, when requested so to do, and shall take receipt therefor, and file the same in his office, subject to inspection. All such copies of the laws as are forwarded to any county for sale, shall be delivered by the auditor to the clerk of the district court, and the auditor shall take his receipt therefor, and file the same with the receipts aforesaid, and the auditor shall likewise charge the said clerk with such laws, in a book kept for such purpose in his office, at the actual cost of the same, which actual cost shall be ascertained by the secretary of state, who shall notify the county auditor thereof, and the clerk shall sell said laws at the actual cost, and quarterly, after he has received the same, shall pay all moneys which come into his hands from such sales into the county treasury, and all such money shall be considered a part of the general revenue of the county. All copies of the laws which are not disposed of to persons or institutions entitled to the same, or which may not be sold, shall be carefully preserved by the clerk, to be delivered to the officers of any new township, or newly incorporated village, or to such officers entitled thereto as may by any unavoidable accident have lost their copies of the same.

When laws, &c., to be deemed officially published.

SEC. 37. All laws, journals, and documents printed and published by any contractor under the provisions of this chapter and duly certified by the secretary of state, as provided herein, shall be deemed to be officially printed and published, and full faith and credit shall be given to them as such.

Copies not distributed to be preserved.

SEC. 38. All copies of the journals, executive documents and laws which are not distributed under the provisions of this chapter, shall be preserved by the secretary of state subject to future distribution by law.

Reports of county, township, and village officers, made when.

SEC. 39. All county, township, city and village officers, and all officers and boards of officers of all state institutions and buildings, and all officers connected with the public works of the state, and all corporations (except such as by their charter are required to make their reports at some other specified time,) which are required by law to make annual reports for any purpose to any state officer, shall make out and transmit the same on or before the fifth day of November of each year, to the proper officer. For the purpose of making out all such reports the year shall begin on the first day of November of each year, and end on the last day of October of the succeeding year.

Reports of state officers made when.  
Duty of governor.

SEC. 40. All state officers and boards of officers, and the officers of all such institutions and buildings as are required to make annual reports to the legislature, or to the governor, shall make such reports to the governor on or before the fifteenth day of December of each year; and for the purpose of making out such reports, the fiscal year is declared to begin on the first day of December of each year, and to end on the last day of

November of the succeeding year. The governor, upon receiving such reports, shall deliver the same to the commissioners of public printing, to be printed; and the governor shall lay before the legislature all such reports in printed form at the same time with his annual message.

CHAPTER VI.

STATE OFFICERS.

SECTION

GOVERNOR.

1. Governor custodian of state property.
2. To appoint day of thanksgiving.
3. To convene extra session by proclamation.
4. May appoint private secretary.
5. To provide new seal, when.
6. Shall appoint janitor of the capitol.

SECRETARY OF STATE.

7. Secretary of State to keep office in capitol—to have custody of state seal and records.
8. May appoint assistant secretary.
9. To prepare halls for legislature.
10. To index documents and distribute laws.

AUDITOR.

11. Auditor to keep office where—duties of—shall give bonds.
12. Shall keep a seal.
13. Shall examine accounts and draw warra
14. To enter warrants drawn in books.
15. To keep record of accounts, &c.
16. To keep account with treasurer.
17. To make annual statement of receipts and disbursements.
18. To submit books, &c., to legislature, when required.
19. May administer oaths.
20. To deliver certified copies of surveys, when.
21. May appoint chief clerk.
22. Penalty for violation of duty.

TREASURER.

23. Treasurer shall keep office in capitol—shall have a seal—general duties.
24. Shall give bond and take oath.
25. Shall keep accurate account of receipts, &c.
26. Shall receive in payment of public dues, what.
27. Shall deposit warrants.
28. Shall make report, when.
29. Shall not receive warrant for less than par.
30. Accountable for losses, when.
31. In default, state may obtain judgment.
32. State debt to take precedence if treasurer becomes insolvent.
33. Treasury dues, in what payable.

ATTORNEY-GENERAL.

34. Shall keep office where—postage paid by state.

SECTION

35. Shall appear in all state causes for the state.
36. Shall commence prosecutions when, and appear in district court at request of county attorney.
37. Shall prosecute official bonds—and bring suits against persons holding school lands.
38. Shall appear for state in cases of pre-emption of school lands.
39. Shall prosecute delinquent revenue officers and corporations.
40. Shall give legal advice to governor and other officers.
41. Shall prepare forms of contracts for officers of the state.
42. May take appeal without giving security.
43. Shall keep register of actions and opinions.
44. Shall make annual report.

LIBRARIAN.

45. What library shall consist of—where kept.
46. Legislature shall appoint committee to examine.
47. Governor shall appoint librarian, who shall give bonds.
48. Librarian shall have custody of books, &c.
49. Books shall be labelled.
50. Library shall be kept open, when.
51. Who may take books from library.
52. Rules as to removal of books.
53. Penalty for violation of rules.
54. Penalty in case person not authorized removes books.
55. Penalty for injury to books, &c.
56. Governor and secretary may determine what books may be taken from library.
57. Librarian shall make report.
58. Fines shall be used for library.
59. Laws shall be posted in library.

CLERK OF SUPREME COURT.

60. Shall take oath and give bonds—may appoint deputy.

61. Shall procure records, stationery, &c.
62. Shall personally perform duties.
63. Shall furnish copy of syllabus for publication

JANITOR.

64. Janitor shall keep capitol in order.

TITLE I.

GOVERNOR.

SECTION 1. The governor is the legal custodian of all the property of the state not specially entrusted to other officers by law; and is

Governor custodian of state property.