

CHAPTER 5

SECRETARY OF STATE

5.01	Custodian of records and state seal.	5.07	Oaths, acknowledgments.
5.02	Assistants.	5.08	Legislative manual.
5.03	Clerk of government surveys.	5.09	Legislative manual, students' edition.
5.05	Duties of secretary.	5.11	Secretary of state revolving fund.
5.06	Amendment to U.S. Constitution; ratification, notice.	5.12	Certificate; certified copy of document; fee.

5.01 CUSTODIAN OF RECORDS AND STATE SEAL.

The secretary of state shall be the custodian of the state seal and of all records and documents of the state not expressly required by law to be kept by other state officials.

History: *RL s 30 (59)*

5.02 ASSISTANTS.

The secretary of state shall appoint an assistant secretary of state, who shall perform all the duties of the office when the secretary is absent or disabled. He may also employ a chief clerk, a recording clerk, and a stenographer, who, besides the duties indicated by their titles, shall perform such services in connection with the office as the secretary or his assistant may require.

History: *RL s 31 (60)*

5.03 CLERK OF GOVERNMENT SURVEYS.

There is hereby created in the office of the secretary of state the position of clerk of government surveys and documents for the purpose of receiving and for the safe-keeping of all the records and archives of the office of United States surveyor general for the state as soon as they shall be received from the commissioner of the general land office at Washington, D.C. The secretary of state shall maintain a microfilmed copy of government survey documents for public inspection. The original documents shall be preserved in a climate controlled environment prescribed by the secretary of state. The documents shall be maintained so that they are available for public inspection.

History: *1907 c 416 s 1; 1921 c 197 s 1; 1981 c 244 s 1 (61)*

5.04 [Repealed, 1961 c 561 s 17]

5.05 DUTIES OF SECRETARY.

The secretary of state shall attend at the beginning of each legislative session, to call the members of the house of representatives to order and to preside until a speaker is elected.

History: *RL s 32; 1961 c 561 s 1 (63)*

5.06 AMENDMENT TO U.S. CONSTITUTION; RATIFICATION, NOTICE.

When the legislature shall ratify any amendment to the Constitution of the United States which shall be proposed by congress, as provided by the Constitution of the United States, it shall be the duty of the secretary of state forthwith to transmit to the administrator of general services of the United States government official notice thereof. Such notice shall include the official certificate of the secretary of state of the action of the legislature ratifying any such amendment under the hand of the secretary of state and attested by the great seal of the state.

History: *Ex1912 c 13 s 1; 1979 c 50 s 1 (64)*

5.07 OATHS, ACKNOWLEDGMENTS.

The secretary of state shall have power to administer oaths and take acknowledgments and to certify the same, appending the great seal of the state as the seal of his office.

History: 1927 c 60 s 1 (64-1)

5.08 LEGISLATIVE MANUAL.

Subdivision 1. **Preparation.** The Secretary of State shall prepare, compile, edit, and distribute for use at each regular legislative session, a convenient manual, properly indexed, and containing: The Federal and State Constitutions; the acts of Congress relating to the organization of the territory and state; the rules of order and joint rules of the two houses, and lists of their members, committees and employees; the names of all state officials, whether elected or appointed, and of all persons holding office from this state under the national government, including postmasters appointed by the president; the places where the said several officials reside, and the annual compensation of each; and statistical and other information of the kind heretofore published in the legislative manuals.

Subd. 2. **Distribution.** 15,000 copies of the legislative manual shall be printed and distributed as follows:

(1) up to 25 copies shall be available to each member of the legislature on request;

(2) 50 copies to the state historical society;

(3) 25 copies to the state university;

(4) 60 copies to the state library;

(5) Two copies each to the library of Congress, the Minnesota veterans home, the state universities, the state high schools, the public academies, seminaries, and colleges of the state, and the free public libraries of the state;

(6) One copy each to the state institutions not hereinbefore mentioned, the elective state officials, the appointed heads of departments, the officers and employees of the legislature, the justices of the supreme court, the judges of the district court, the senators and representatives in Congress from this state, and the county auditors;

(7) One copy to each public school, to be distributed through the superintendent of each school district; and

(8) The remainder may be disposed of as the secretary of state deems best.

History: 1943 c 337 s 1,2; 1947 c 108 s 1; 1967 c 148 s 2; 1975 c 204 s 65; 1975 c 321 s 2; 1977 c 455 s 67; 1979 c 333 s 59; 1981 c 356 s 252

5.09 LEGISLATIVE MANUAL, STUDENTS' EDITION.

The secretary of state, subject to the approval of the president of the senate and speaker of the house of representatives, shall prepare, compile, edit, and distribute a brief edition of the legislative manual, as provided in section 5.08, suitable for school pupils.

History: 1959 c 415 s 1; 1977 c 455 s 68

5.11 SECRETARY OF STATE REVOLVING FUND.

Subdivision 1. There is hereby created the secretary of state revolving fund, for the purpose of having the secretary of state pay to the county recorder of the various counties the filing fees collected by the secretary of state for the county recorder as provided by law.

Subd. 2. Such fund shall consist of \$1,000 hereby appropriated and the receipts for filing fees collected by the secretary of state for the county recorder, which are reappropriated to the secretary of state revolving fund.

Subd. 3. Such fund shall be kept in the state treasury and shall be paid out in the manner prescribed by law for moneys therein.

History: 1957 c 878 s 1-3; 1976 c 181 s 2

5.12 CERTIFICATE; CERTIFIED COPY OF DOCUMENT; FEE.

The secretary of state shall charge a fee of \$5 for each certificate or certification of a copy of any document filed in the office of the secretary of state.

History: 3Sp1981 c 2 art 1 s 9

5.21 [Repealed, 1980 c 615 s 61]