

Statewide Operating Policy

Owner: Minnesota Management and Budget, Budget Division

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Fiscal Note Tracking System Access

Objective

To develop appropriate system access standards and ensure access to the Fiscal Note Tracking System (FNTS) is limited to individuals directly involved in the fiscal note process.

Policy

Access to FNTS shall be limited to individuals directly involved in the fiscal note process. Direct involvement in the fiscal note process includes, but may not be limited to, requesting fiscal notes, entering fiscal notes, and reviewing/approving fiscal notes.

1. Each year, as part of the Minnesota Management and Budget (MMB) maintenance to FNTS, user access will be reviewed and updated to ensure that only individuals authorized and directly involved in the fiscal note process have access to the system.
2. User access privileges will be determined based on the individual user role with respect to fiscal notes.
3. Agency fiscal note coordinators will be granted access to FNTS. All other agency requests for access to the system must be approved and authorized by the agency head, CFO or budget director.
4. All legislative fiscal analysts and the committee administrators for the Senate Finance and House Ways and Means committees will be granted access to the system. Any other requests for legislative staff access to the system must be approved and authorized by the Senate lead fiscal analyst or House chief fiscal analyst and approved by MMB.
5. To ensure transparency and public access to fiscal note information, all completed fiscal notes are posted to the MMB website. All completed unofficial fiscal notes, which are fiscal notes on draft language that has not been introduced as a bill, are posted to the MMB website except when the legislature has directed that the unofficial fiscal note request be classified as not public data.
6. All users must have on file with MMB an approved FNTS authorization form.

See Also

Minnesota Statutes 3.98: <https://www.revisor.mn.gov/statutes/?id=3.98>

Minnesota Statutes 13.64, Subd. 3 (b): <https://www.revisor.leg.state.mn.us/statutes/?id=13.64>