Does your Professional Technical Contract result in a report? If so, [**Minnesota Statute 16C.08 Subd. 6**](https://www.revisor.mn.gov/statutes/?id=16c.08)requires thatif the final product of the contract is a written report, a copy must be filed with the Legislative Reference Library.

What does this mean for you?

This means that if one of your contract deliverables results in a report it is your responsibility to provide that report to the [**Minnesota Legislative Reference Library**](http://www.leg.state.mn.us/lrl/mndocs/mndocs) within a timely manner.

How do you do this?

Simple, you’re sending one electronic copy (Word, PDF, URL) to reports@lrl.leg.mn. and two print copies to:

Attn: Katie Elmore
Legislative Reference Library
645 State Office Bldg.
100 Rev. Dr. MLK Jr. Blvd.
St. Paul, MN 55155

**NOTE:** If you do not print out the report for the general public, then you do not need to send paper copies to the LRL; just the electronic copy is sufficient.

Should you have further questions, contact the LRL librarian at 651.296.8338 or by [email](https://www.leg.state.mn.us/leg/comments).

This process is different from the process you follow should a mandated Legislative Report need to be prepared and distributed to the Legislature and the LRL. The process to follow for that is located on the Lorax under the [Office procedures manual](https://lorax.pca.state.mn.us/resources/OPM).

If you have questions on which process applies to you contact Char Byrnes-Gronau or any member of the Contracts Unit.