

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

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3 **Policy on Photographs and Digital Images**
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5 This policy applies to photographs and digital still images¹ taken by House employees
6 using House equipment. This policy does not apply to still or moving images created by House
7 video production staff.

8 A copy of a photograph or digital image may be obtained, upon request, free of charge
9 except as stated in this policy. The requester may ask for the copy either in the form of a print or
10 as a digital image transferred electronically. Requests for print or digital copies should be
11 submitted to House Public Information Services photographers. Up to ten printed copies may be
12 provided upon request.

13 The requester must have the approval of each legislator clearly depicted, unless the
14 photograph or image is publicly available. Except as stated in this policy, photographs and digital
15 images taken by House employees using House equipment may be used for personal or nonprofit
16 use. A photograph or digital image may not be sold or used in any way for profit or commercial
17 purposes, including use on a website or printed materials.

18 A fee must be paid for a copy of a photograph or digital image used in a local or
19 statewide campaign for public office. For a legislator, a photograph or image is considered both a
20 campaign expenditure and a constituent service (half of each) when it is distributed within 60
21 days after adjournment sine die in an election year for the House; it is considered entirely a
22 campaign expenditure when it is distributed thereafter that year until the general election.

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24 The fees are as follows:

- 25 • For a print of a photograph or digital image:
26 4x5 inches: \$4.00

¹ A digital still image is an image of someone or something that is preserved in electronic form rather than on photographic film. A copy of a digital image can be made on photographic paper, as a print, or transferred electronically to other devices.

- 1 5x7 inches: \$6.00
- 2 8x10 inches: \$8.00
- 3 • For a digital image only (without a print): \$4.00. A legislator may choose instead to pay a
- 4 fee of \$50.00 annually (\$100.00 for the legislative biennium) for access to and use of all
- 5 digital images of himself or herself.

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7 Checks must be made payable to the Minnesota House of Representatives and submitted

8 to House Budget and Accounting, G45 State Office Building.

9 The House retains copyright in perpetuity to photographs and digital still images taken by

10 House employees using House equipment.

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Date adopted: _____ 1/14/19 _____

Signed: _____  _____

RYAN WINKLER, CHAIR